

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Special Board of Education Meeting**  
**Wednesday, March 17, 2021**

6:55 P.M.      Special Board of Education meeting                      Sturgeon Bay High School Library

**CALL TO ORDER:**

1. Roll Call
2. Motion to Adopt Agenda

**OPERATIONS**

1. Designation of the Presiding Officer for Tonight's Regular Board of Education Meeting  
*As per Board Policy 0163 – Presiding Officer*  
*“The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.”*
  2. Adjourn
- 

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Regular Board of Education Meeting**  
**Wednesday, March 17, 2021**

*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):*

**STUDENT COUNCIL REPRESENTATIVE REPORT:**

**RECOGNITION:**

1. Employee Recognition is scheduled for the month of March. As previously noted, we want to recognize our teachers retiring at the end of the school year, and then work in recognition for other retiree categories in April.
  - a. Retiring at the end of the school year: Peg Carstens, Melissa Haack, Bob Myers, Ed Schriener-Schmitt, Natalie Townsend, and Jody Wheat.

## **CONSENT AGENDA:**

1. Approve Meeting Minutes
  - a. Regular Meeting of February 17, 2021
2. Approve February Bills
3. Accept Grants and Donations
4. Approve Resignations and Retirements

## **OPERATIONS AGENDA:**

1. Consent Agenda items requiring attention (if any)
2. School Safety Drill Summaries (informational item)
3. Approve CESA 8 Service Contract for 2021-2022
4. Approve High School Assistant Football Coach
5. Approve TJ Walker Family and Consumer Science Teacher
6. Approve TJ Walker English Language Arts Teacher
7. Approve TJ Walker Physical Education and Health Teacher
8. Approve Student Information and Data Specialist
9. Approve High School Principal
10. Reports:
  - a. Legislative
  - b. CESA
  - c. Committee/Seminars
  - d. Administrative
    - i. High School
    - ii. Middle School
    - iii. Sunrise Elementary School
    - iv. Sunset & Sawyer Elementary School and Teaching & Learning
    - v. Business Manager
    - vi. Special Education/Pupil Services
    - vii. Technology Director
    - viii. Food Service
    - ix. Community Engagement Coordinator
    - x. Other
  - e. Superintendent
11. 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: March 9, 2021  
RE: Background Information for the March 17, 2021 Regular Meeting

### **CONSENT AGENDA:**

**1. Approve Meeting Minutes**

- a. Regular Meeting of February 17, 2021

*Reminder: There was no March learning session due to the SBHS Principal interviews.*

**2. Approve February Bills**

- 3. Grants and Donations** – Brian Pahl received a \$2000 grant from the Door County Community Foundation, Inc. Funding sources include Ruth & Hartley Barker Memorial Fund, Carol Coryell Charitable Fund, and Sustainability and Advancement Grants Fund; this donation is directed at renovation of the Tech Ed Department. Brian O’Handley reports a \$500 donation to Sunrise Elementary School from Phill Mart in Sturgeon Bay and the Exxon Mobil Educational Alliance.

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.

- 4. Resignations and Retirements** – Bob Myers will retire from his school psychologist position at the end of the current school year. Katie Baeten has resigned from her elementary Art teaching position effective the end of the current school year.

A motion to accept the resignation and retirement, and to thank these individuals for their service to our young people and families is recommended.

### **OPERATIONS:**

**1. Consent Agenda items requiring attention (if any)**

*This is a standing agenda item and utilized only if needed.*

**2. School Safety Drill Summaries** (informational item)

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 typically 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.

Included with the meeting packet is a report from the most recent lockdown drill conducted at the elementary campuses, as well as the secondary campus. While some aspects of our usual operations are obviously not the same this school year, school safety continues to be a priority—even as other aspects of the overall safety of students, families, and staff are considered.

**3. Approve CESA 8 Service Contract for 2021-2022**

Included in the meeting packet is a CESA 8 service summary sheet and also a contract for next school year. Since the services we receive from CESA 8 are for providing exceptional education services to students it is possible that needs can change as IEP's change during the course of the year, but that is nothing new. CESA 8 asks districts to approve the contract at this time of year, since they need to secure staff to provide for the anticipated needs the next school year.

A motion to approve the CESA 8 services contract for 2021-2022 is recommended.

**4. Approve High School Assistant Football Coach**

Athletic Director Meikle and Principal Nickel recommend moving Carl Waterstreet from a volunteer assistant to an assistant football coach position (special teams).

A motion to approve Carl Waterstreet as an assistant football coach is recommended.

**5. Approve TJ Walker Family and Consumer Science Teacher**

Principal Smullen and the interview team members recommend Ms. Paige Sullivan as the Family and Consumer Science teacher at TJ Walker Middle School.

Paige is graduating this May with a Bachelor of Science in Education degree from Northern Michigan University. Paige is a member of the Northern Michigan University Honors Program and has earned a 3.95 grade point average.

Paige's references shared positive comments about her student teaching. Mr. Newton shared that Paige is a hard worker who puts the time in and does whatever is necessary to be the best at what she does. Dr. Judy Puncochar, Northern Michigan University professor, shared that Paige is one of the best education students that she has ever seen and that we are fortunate to have her.

In summer, Paige manages the Door County Segway Tours office. She loves Door County and has grown up here and loves the opportunity to give back to her community.

A motion to approve Paige Sullivan as the TJ Walker Family and Consumer Science Teacher is recommended.

**6. Approve TJ Walker English Language Arts Teacher**

Principal Smullen and the interview team members recommend Mr. Drew Demeny as the newest member of the TJ Walker English Language Arts Team.

Drew is graduating this May with a Bachelors of Arts Degree in English and English Education from the University of Iowa. During his college experience, Drew has a 3.61 grade point average and is a Google certified educator.

Drew student taught 7th grade at South East Junior High in Iowa City. His references identified Drew's strengths as collaborating with peers and connecting with students. Mr. Keller-Wilson, Drew's cooperating teacher, stated "Drew is a true team member in the areas of collaboration and planning along with teachers." Mr. Keller-Wilson added, "Drew uses his students' interests in his lessons to help students connect and engage at high levels."

In his free time, Drew loves listening to music, writing songs, and playing guitar. He is an avid fan of professional wrestling and video games and uses these interests to connect with his students as well.

A motion to approve Drew Demeny as a TJ Walker English Language Arts teacher beginning with the 2021-2022 school year is recommended.

#### **7. Approve TJ Walker Physical Education and Health Teacher**

Principal Smullen and the interview team members recommend Mr. Ben Herland as our new TJ Walker Middle School Physical Education and Health Teacher.

Mr. Benjamin Herland is in his 11th year teaching at Delavan-Darien School District. He has his lifetime Health and PE teaching licenses. Ben is the high school department chair and is an adjunct professor at the University of Wisconsin-Whitewater. Also, Ben has coached Middle School Volleyball and Basketball for eight seasons.

Ben's Principal and Athletic Director each shared positive comments regarding his teaching performance. As a Physical Education teacher who taught PE, and Outdoor Adventure, Principal Karedes observed that Ben sets high expectations for his students over the first three weeks. Because he plans extremely well, when you observe his class every student is on task and engaged. Athletic Director Mr. Otte added that Ben knows his teaching standards and applies these in his classes. He did an excellent job coaching middle school athletics too.

Ben attended Southern Door High School. He grew up playing sports and has a love for fitness and nutrition. He is married and they are foster parents to their 19-month-old son. They look forward to raising their son near their grandparents and extended family.

A motion to approve Ben Herland as our TJ Walker Middle School Physical Education and Health Teacher beginning with the 2021-2022 school year is recommended.

#### **8. Approve Student Information and Data Specialist**

As of the preparation of the meeting packet, the process continues to move forward, but we are not to the point of having a formal recommendation to make to the Board.

A motion to approve a candidate as our next Student Information and Data Specialist is anticipated.

#### **9. Approve High School Principal**

As of the preparation of the meeting packet, the process continues to move forward, but we are not to the point of having a formal recommendation to announce and make to the Board.

A motion to approve a candidate as our next principal at Sturgeon Bay High School beginning with the 2021-2022 year is anticipated.

#### **10. Reports**

#### **11. Adjourn**

THE SCHOOL DISTRICT OF STURGEON BAY  
Regular Board of Education Meeting  
Wednesday, February 17, 2021

President Hooker called the regular meeting to order at 7:06 PM in the high school library. The Pledge of Allegiance was recited.

Present were Commissioners: Stephani, Holland, Hougaard, Stephens, Hooker, Miller, Jennerjohn (7:22 PM) and Chisholm. Alger joined remotely at 7:22 PM. Also present is Superintendent Tjernagel, Holtz, Ferry, Smullen, O’Handley, Smejkal, Sterckx, A DeMeuse.

Motion: Stephens/Chisholm to adopt the agenda, noting that that the board will be going into closed session per statute 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Items being discussed are: Retirement-related request from a Professional Staff Member, Leave of absence requests from two Professional Staff Members and Mid-Year Performance Evaluation of District Administrator.

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): Liza Ocokoljich. Stay course to keep schools open. Let parents have a choice all along. Friday afternoons work time appreciated. Literacy task force to include 4 & 5 grade.

**STUDENT COUNCIL REPRESENTATIVE REPORT:** Allison Kruse reported on virtual talent show. Pre-recorded and then put together. Dress up days week before spring break to keep all motivated. \$200 donated to Adopt-A-Soldier.

Motion: Holland/Stephani to approve the minutes of the January 13, 2021 and February 3, 2021 annual board retreat meeting meetings. Motion carried unanimously.

Motion: Stephens/Hougaard to approve the January board bills. Motion carried unanimously.

**CONSENT AGENDA:**

1. **Grants and Donations** Kasee Jandrin received a \$200 grant from the Door County Community Foundation for the 6<sup>th</sup> grade Gratitude Project. Matt Propsom received a \$500 donation for the Clipper Clays program from Door County Ace Hardware and a \$600 donation from Dennis McIntosh for Clipper Clays. The Tech Ed Department received a \$10,000 anonymous gift through the Green Bay Community Foundation for the ongoing project to update the labs.

Jenny Spude received the following donations to the food service program: \$100 anonymous donation in January, \$100 anonymous donation in February (matching a family payment that wipes out a longtime negative balance), \$50 from Norman Wilsman and Margaret O’Harrow (for families who need help making ends meet with school lunch balances from last year), and \$250 from the Christ Child Society (to support the lunch program so no child goes with a warm meal choice).

Jenni O’Handley received the following donations to the Clipper Closet: \$250 from the Christ Child Society (so no child goes without a warm hat), \$1,000 from the Walmart Community Foundation, and 250 pairs of socks from the Door County Medical Center.

Rob Schartner has received the following donations in support of the SBHS Fishing Club:

- Laura Hoffman: Jiffy 3.5 horse 10-inch auger (\$200.00); Vexilar fl18 (\$300.00), & a Frabill xl portable shanty (\$350.00).
- In memory of Jocko Rader the club has received 2 Tackle boxes and lures (\$200.00), as well as vintage rods and reels (\$100.00).
- Dean Gordon donated 20 guided fishing trips with bait and heated shacks for fishing club members (\$2000.00 value).
- Baileys Harbor fish Company donated 40lbs of whitefish (\$300.00).
- Andy Johnson donated fish cleaning and breeding (\$200.00)
- Econo foods donated \$200 in groceries for last year's fry.

2. **Resignations and Retirements** – Alejandra Lopez resigned from her teacher associate position at Sunset last month. Peggy Carstens plans to retire from her Kindergarten teaching position at the end of the current school year; Peg served as a teacher associate and then a teacher during her 27 years with the district. Ed Schriener-Schmitt plans to retire from his high school special education teacher position at the end of the current school year; Ed began teaching here 29 years ago, after teaching in Sheboygan and North Africa. A motion to formally accept the resignation and retirements is recommended.

3. **Approve Early Graduation Requests**

A. A Sturgeon Bay High School student is requesting early graduation at the end of this year, in essence graduating one year early. Both our school counselor and principal support the request. A motion to approve the request is recommended.

B. A Sturgeon Bay High School student is requesting early graduation at the end of the summer of 2021, in essence graduating one school year early. Both our school counselor and principal support the request. A motion to approve the request is recommended.

4. **Second Reading of Board Policies**

*Reminder: The first reading of these board policy revisions occurred at the January 13, 2021 regular Board of Education meeting.*

- a. Board Policy 0100 – Definitions
- b. Board Policy 0121 – Authority
- c. Board Policy 0142.5 – Vacancies
- d. Board Policy 0143 – Authority
- e. Board Policy 0144.3 – Conflict of Interest
- f. Board Policy 0164.2 – Special Meetings
- g. Board Policy 0167.1 – Voting
- h. Board Policy 0167.6 – Email – Public Records
- i. Board Policy 0167.7 – Use of Personal Communication Devices
- j. Board Policy 0174.2 – School Performance Report
- k. Board Policy 1130 – Conflict of Interest
- l. Board Policy 1213 – Student Supervision and Welfare
- m. Board Policy 1241 – Non-Reemployment of the District Administrator
- n. Board Policy 1461 – Unrequested Leaves of Absence/Fitness for Duty
- o. Board Policy 1619.02 – Privacy Protections of Fully Insured Group Health Plans
- p. Board Policy 2210 – Curriculum Development
- q. Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity

- r. Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability
- s. Board Policy 2261 – Title I Services
- t. Board Policy 2261.01 – Parent and Family Member Participation in Title I Programs (Replacement Policy)
- u. Board Policy 2271.01 – Start College Now Program
- v. Board Policy 2370 – Educational Options Provided by the District (New policy)
- w. Board Policy 2700.01 – School Performance Report
- x. Board Policy 3122.01 – Drug-Free Workplace
- y. Board Policy 3125 – Wisconsin Quality Educator Initiative
- z. Board Policy 3161 – Unrequested Leaves of Absence/Fitness for Duty
- aa. Board Policy 3213 – Student Supervision and Welfare
- bb. Board Policy 3230 – Conflict of Interest
- cc. Board Policy 3340 – Grievance Procedure
- dd. Board Policy 3362 – Employee Anti-Harassment
- ee. Board Policy 3419.02 – Privacy Protections of Fully Insured Group Health Plans
- ff. Board Policy 3430 – Leaves of Absence
- gg. Board Policy 3431 – Employee Leaves
- hh. Board Policy 4122.01 – Drug-Free Workplace
- ii. Board Policy 4161 – Unrequested Leaves of Absence/Fitness for Duty
- jj. Board Policy 4213 – Student Supervision and Welfare
- kk. Board Policy 4230 – Conflict of Interest
- ll. Board Policy 4340 – Grievance Procedure
- mm. Board Policy 4362 – Employee Anti-Harassment
- nn. Board Policy 4410.01 – Compensation for Part-Time Staff
- oo. Board Policy 4419.02 – Privacy Protections of Fully Insured Group Health Plans
- pp. Board Policy 4430 – Leaves of Absence
- qq. Board Policy 4431 – Employee Leaves
- rr. Board Policy 5113 – Open Enrollment Program
- ss. Board Policy 5200 – Attendance
- tt. Board Policy 5200.01 – Full-Time Student
- uu. Board Policy 5330 – Administration of Medication/Emergency Care
- vv. Board Policy 5517 – Student Anti-Harassment
- ww. Board Policy 5630 – Corporal Punishment
- xx. Board Policy 6220 – Budget Preparation
- yy. Board Policy 6520 – Payroll Deductions
- zz. Board Policy 6800 – System of Accounting
- aaa. Board Policy 7440.01 – Video Surveillance and Electronic Monitoring
- bbb. Board Policy 7455 – Accounting System for Fixed Assets
- ccc. Board Policy 7540.01 – Technology Privacy
- ddd. Board Policy 7540.03 – Student Education Technology Acceptable Use and Safety  
(technical correction)
- eee. Board Policy 7540.04 – Staff Education Technology Acceptable Use and Safety
- fff. Board Policy 8310 – Public Records
- ggg. Board Policy 8315 – Information Management
- hhh. Board Policy 8320 – Personnel Records
- iii. Board Policy 8320.01 – Unauthorized Acquisition of Staff Personal Information
- jjj. Board Policy 8330 – Student Records
- kkk. Board Policy 8390 – Animals on District Property
- lll. Board Policy 8800 – Religious and Patriotic Ceremonies and Observances
- mmm. Board Policy 9130 – Public Requests, Suggestions, or Complaints



Motion: Stephens/Chisholm to accept and approve the consent agenda items as presented. Motion carried unanimously.

#### OPERATIONS AGENDA:

1. **Consent Agenda items requiring attention (if any):** None
2. **Approve 4<sup>th</sup> Grade Teacher** *(for remainder of the 2020-2021 school year)*  
Motion: Jennerjohn/Holland to approve Mr. Jim Tellstrom as a 4<sup>th</sup> grade teacher for the remainder of the 2020-2021 school year. Motion carried unanimously.
3. **Approve Food Service Team Member**  
Motion: Stephens/Chisholm to approve Elizabeth Gierhahn as a member of our food service team. Motion carried unanimously.
4. **Approve Non-Classified Contact Renewal**  
Motion: Holland/Stephens to renew the contracts for our Payroll/Benefits Clerk, Bookkeeper, and Superintendent/Board Assistant. Motion carried unanimously.
5. **Approve Administrative Contract Renewal**  
Motion Stephens/Hougaard to renew the contracts of the Middle School Principal, Sunrise Principal, Director of Teaching & Learning (for the 2021-2022 school year), Special Education/Pupil Services Director, Director of Technology, Business Manager, Director of Building and Grounds, Food Service Director, and Superintendent. Motion carried unanimously.
6. **Approve Financial Auditor**  
Motion: Stephani/Jennerjohn to approve KerberRose as the next financial auditor for the Sturgeon Bay School District. Motion carried unanimously.
7. **Achievement Gap Reduction School Board Mid-Year Review (informational item)**  
Dr. Smejkal presented an overview of the reports. It was noted that consideration has been made to look past the third grade level for review of information and gap reduction strategies. This is simply an informational item, so no formal action is necessary.
8. **Reports:**
  - a. Legislative – Holland provided an update.
  - b. CESA – none.
  - c. Committee/Seminars – none.
  - d. Administrative Reports presented.
  - e. Superintendent’s Report presented. Neither Pres or VP will be here in person for next meeting.
9. **Executive Session –**  
Motion: Holland/Stephens to adjourn to Executive Session (with roll call vote) at 8:53 PM. Present were: Stephani, Hooker, Miller, Jennerjohn, Chisholm, Hougaard, Hollnad and Stephens present. Alger absent. Motion carried unanimously.

Motion: Hougaard/Holland to return to open session at 10:13 PM.

1. Motion: Hougaard/Holland to continue to follow Appendix G, as printed, thereby not granting a special request from PC. Motion carried unanimously.
2. Motion Hougaard/Stephens to approve a one year leave of absence request from AS. Motion carried unanimously.
3. Motion Hougaard/Stephani to approve a one year leave of absence request from staff member JR. Motion carried unanimously.

10. **Adjourn Motion:** Stephens/Stephani to adjourn at 10:16 PM. Motion carried unanimously.

Date: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Received  
3/2/2021  
DJ



1116 Kilbourn Street  
Kewaunee, WI 54216

March 1, 2021

Dan Tjernagel, District Administrator  
Sturgeon Bay School District  
1230 Michigan Street  
Sturgeon Bay, WI 54235

Dear Mr. Tjernagel:

This letter is written to inform you that I plan to retire at the end of the 2020-21 school year. I feel privileged by the opportunity to serve the students, staff, and community of Sturgeon Bay. My years with the district have been most rewarding, and I will leave with many fond memories. The collective effort during this challenging school year has been quite remarkable. I wish everyone continued success in the future. #ClipperPride

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Myers". The signature is written in a cursive style with a long, sweeping tail that extends to the right.

Robert Myers

Dear Ann and Brian -

I will not be signing the elementary art teacher contract for next year. It is an understatement to say I love my job - I care deeply for my students and am very proud of the accomplishments we've made together. Despite my love for my classrooms, it is time for me to find a place where I can build on my project based, exploratory approach to education. I am grateful for SBSD's confidence in my practice; with your trust I was able to build a comprehensive 1-5 grade curriculum that centered student agency as the means to teach high level understanding of concepts. I knew I was successful when I heard students discussing standards and *owning* their path to understanding the concepts. I was not part of the equation. The pride and joy this has given me is unparalleled. I plan to be available for subbing next year as I work to clearly define my goals and undertake additional certifications.

Thank you for your support and leadership,

A handwritten signature in black ink, appearing to read "Katie Baeten". The signature is fluid and cursive, with a large loop at the end of the last name.

3/8/2021

**Ms. Katie Baeten**

Elementary Art Instructor

Sturgeon Bay School District

920-746-5808

kbaeten@sturbay.k12.wi.us

## Sunset and Sawyer Elementary School Safety Drill Report

On March 2 and March 4, 2021 Sunset and Sawyer Schools conducted a modified lockdown drill. Teachers and students were notified in advance, with extra consideration for our special needs students. Before the drill our staff took time to talk to students about what a lockdown drill was and how they would carry it out in their classroom. The drill was initiated over our public address system at 9:10 a.m. as, *"This is a modified lockdown drill, please remain in your classrooms until notified, this is a modified lockdown drill"* All students were in class prior to the drill. The drill was complete 10 minutes later at 9:20 a.m.

Our school implements our district procedures during all drills. For a full lockdown our students are trained to move away from sight and maintain silence. Our teachers are trained to lock their classroom door, turn their lights out, move away from sight, maintain silence, do not open the door, and take roll to account for all students. During these drills the principal, Ann Smejkal and liaison officer Derek Jennerjohn checked each classroom door - all doors were locked. Teachers continued instruction throughout the drill as it was a modified lockdown drill. A full lockdown drill will be held during the 3rd. trimester.

After the drill concluded each classroom debriefed the drill. There were 124 students and 30 adults present at Sunset and 117 students and 28 staff at Sawyer for these drills. The School Resource Officer and building principal were present for the drill.

### Successful highlights:

All classroom doors were locked. No children or adults were visible in the hallway during the drill. Instruction continued throughout the drill. Sunset and Sawyer School staff are very confident in their ability to quickly lock all classroom doors. We utilize a "foot" to keep doors open and locked at all times. This allows staff to quickly remove the foot and shut the locked door.

### Focus areas for the next drill:

For the next drill we will go to full lockdown which includes locking doors, covering windows, moving to a designated safe spot and remaining silent throughout the drill. We will make every effort to provide all substitute teachers with the schools protocols prior to the school day beginning.

### Certifications:

Our school certifies that this drill was conducted on March 2 and 4 ,2021 and this written evaluation was sent to and reviewed by the school board on March 17, 2121.

Principal Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

School Board President Signature: \_\_\_\_\_

# The School District of Sturgeon Bay

1230 MICHIGAN STREET, STURGEON BAY, WI 54235-1431  
Website: [www.sturbay.k12.wi.us](http://www.sturbay.k12.wi.us)

PHONE 920-746-2800  
FAX 920-746-3888

To: Board of Education  
From: Brian O'Handley, Principal, Sunrise Elementary School  
Date: March 9, 2021  
Re: 2020-2021 Sunrise School Safety Drill Report

## Fire Evacuation Drills:

Fire evacuation drills are held at least once each month. Drill times vary throughout the school year so staff and students practice evacuating at different times and locations. Sturgeon Bay Fire Department personnel are present for one or more drills during the year to observe, and to sometimes obstruct exits to enhance the reality of these drills. Evacuation times are recorded in a log in the Sunrise Elementary School office and shared with the SBFDF.

Due to the COVID-19 pandemic, School Resource Officer, Derek Jennerjohn, was asked to contact the SBFDF on how fire evacuation safety drills could be conducted safely. It was agreed that each class would conduct an evacuation drill separately from the others, then report the evacuation time to the school office. The fire alarms are not used during this year due to the pandemic. Using this procedure, fire evacuation drills continued to be practiced each month during this school year.

## Modified Lockdown Drill:

On Wednesday, February 24th, Sunrise Elementary School conducted a modified lockdown drill. The drill was led by our School Resource Officer, Derek Jennerjohn, and myself. Teachers and students were notified in advance, with extra consideration for special needs students. Before the drill our staff took time with students to review the procedures and purpose of a modified lockdown. The drill was initiated over our public address system at Sunrise at approximately 1:00 pm as, *"Attention students and staff: At this time, we will be conducting a Modified Lockdown Drill. Please continue with classroom instruction and remain in your classroom until the all clear instruction is given."* This announcement was repeated 3 times.

Sunrise Elementary students and staff are trained how to properly respond to modified lockdown drills. Students and staff are trained to quickly and safely return to their classrooms. Staff are trained to lock their classroom doors and continue working as normal. Students and staff are also trained to not allow anyone to leave their rooms until the drill has ended. School entrance doors also had signs posted letting visitors know we were conducting a safety drill, and that no one was allowed to enter until the drill was completed. During the drill all doors were checked and almost all were found to be locked. For those few rooms where doors were not locked, room numbers and staff names were recorded.

After the drill concluded classrooms debriefed the drill. They discussed the purpose of the drill, the observed outcomes and any additional issues that came up. The lockdown drill team also debriefed. Staff were either retrained on the procedures for a modified lockdown, or any issues causing doors to not be properly locked were addressed.

Successful highlights:

There were no staff members who mistook this modified lockdown drill for a full lockdown drill. All teaching staff continued teaching as normal. There were no issues with students or staff in the hallways during the drill.

Focus areas for the next drill:

Due to the COVID-19 pandemic, Sunrise Elementary will not be conducting a full lockdown drill during the 2nd trimester to practice the "Hide" portion of Run Hide Fight. Staff have been asked to discuss the procedures for a full lockdown drill with students, but not practice due to the need to practice social distancing.

We are currently planning on holding a tabletop exercise to allow staff the opportunity to walk through a few crisis scenarios without students being on campus. The purpose will be to increase staff preparedness and continue to identify and troubleshoot issues that may arise.

Certifications:

This report is being submitted to the Sturgeon Bay Board of Education for their March meeting on Wednesday, March 17th.

Our school certifies that a modified lockdown drill was conducted on Wednesday, February 24th, and this written evaluation was sent to and reviewed by the school board on Wednesday, March 10th.

Principal Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

School Board President Signature: \_\_\_\_\_

## MEMO

**To:** Board of Education  
**From:** Bob Nickel and Mark Smullen  
**Date:** March 1, 2021  
**Subject:** Lockdown Drill – March 1, 2021

On March 1, 2021, Sturgeon Bay High School and T. J. Walker Middle School conducted a modified lockdown drill. Substitute teachers in the high school were notified in advance. At the beginning of the school year, staff members were directed to review the entire Run, Hide, Fight Crisis Management Plan with their Period 1 students. The drill was initiated over our public address system at 8:30 a.m. with the following announcement read three times: “Attention, Students and Staff: At this time, we will be conducting a modified lockdown drill. Please continue with classroom instruction and remain in your classroom until the all clear instruction is given.” The drill was completed within 10 minutes (8:40 a.m.). Drill specifics are logged in the respective school offices.

Our school district implements the Run, Hide, Fight Crisis Management Plan, which is endorsed by the Sturgeon Bay Police Department and the Door County Sheriff’s Department. A copy of the plan is posted in each room. As students were in class at the time of the drill, teachers had already taken attendance, and absences had been reported to the office.

During the drill, the middle school principal, high school principal, and liaison officer checked all doors. The following security concerns were found:

- A door on the south side of the High School Commons was unlocked.
- The mullion between two of the High School Commons doors on the north side of the room is missing. Therefore, the doors could not be locked.
- The key fob to the Maintenance Door in the Tech Ed hallway is not locking.

After the drill concluded, staff members were requested to alert principals with any concerns regarding implementation of the plan. The liaison officer is scheduled to report on the drill at the next Safety Committee meeting.

### Successful highlights:

This lockdown drill was efficiently implemented resulting in a drill time of only 10 minutes, and all personnel were in place according to Run Hide Fight protocols for a modified lockdown drill.

### Focus areas for the next drill:

These items will be addressed on March 1, 2021:

- A door on the south side of the High School Commons was unlocked.
- The mullion between two of the High School Commons doors on the north side of the room is missing. Therefore, the doors could not be locked.
- The key fob to the Maintenance Door in the Tech Ed hallway is not locking.

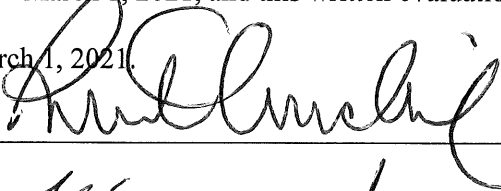


Certifications:

Our Board of Education will meet to discuss this drill on March 17, 2021, during our monthly meeting.

Our school certifies that this drill was conducted on March 1, 2021, and this written evaluation was sent to and reviewed by the Board of Education on March 1, 2021.

High School Principal Signature:



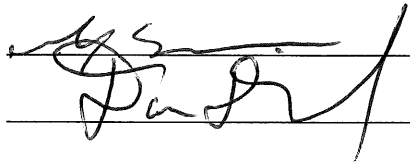
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Middle School Principal Signature:



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Superintendent Signature:



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Board of Education President Signature:

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# Cooperative Educational Service Agency 8

223 West Park Street - Gillett, WI 54124  
920.855.2114 - 920.855.2299 (fax)  
www.cesa8.org  
David Honish, Administrator



Everyone Engaged in Educational Excellence

February 16, 2021

Dear CESA 8 Leaders,

Attached you will find your district's CESA 8 contract for the 2021-22 school year and a detailed breakdown of your special education staffing estimates.

There are a few things we would like to draw your attention to:

- In December 2020, at the PAC meeting, Aly Tress and Lisa Misco presented our proposed new model for calculating the cost of services. Due to staffing transitions and some software updates/changes, we have decided to send the special education staffing costs based on the employee's actual cost exactly as we have in previous years. CESA 8 remains committed to a new hybrid costing model, and we continue to develop this model. Throughout the 2021-22 school year, we will provide you with comparisons of the actual vs. the hybrid model and opportunities to further discuss this change with us.

- Please review the attached special education services breakdown. If you anticipate any significant changes to services, please contact us to adjust your contract to meet your needs accordingly. Changes may include:

- The addition of student(s) anticipated needing services in 21-22.
- Student(s) being dismissed from services or graduating at the end of 20-21.
- Other changes that will impact your need for services from CESA 8 at the start of the 21-22 school year.

- Please review each service listed on your CESA 8 contract. You may indicate any changes directly on the sheet.

Ultimately, the timely approval of your contract allows CESA 8 to secure the staffing, professional development, and resources needed to support your district during the 21-22 school year. We understand that adjustments can and will occur between now and the start of the next school year. We will continue to work with you to meet the unique needs of your district.

Thank you for your continued partnership. Please feel free to contact any one of us if you have questions or concerns.

Respectfully,

David Honish  
Agency Administrator

Lisa Misco  
Director of Special Education

Nick Curran  
Director of Business Operations

Cooperative Educational Service Agency #8  
Gillett, Wisconsin 54124

02/16/2021

**Sturgeon Bay School District - 2022**

<b>Function / Project</b>	<b>% of Time</b>	<b>% of Budget</b>	<b>Projected Local Cost</b>	<b>State Aid</b>	<b>Customer Cost</b>
156 100 Hearing Impairment & Deaf Services Teacher					
97-178 HI Tchr - Scott Steebs	24%	24%	\$35,679	\$6,823	\$28,856
156 701 Orientation/Mobility					
97-354 OM Specialist - Maggie McGinty	3%	5%	\$4,921	\$824	\$4,096
<b>Grand Totals</b>	<b>27%</b>	<b>29%</b>	<b>\$40,600</b>	<b>\$7,647</b>	<b>\$32,952</b>

**Total Projected Cost: \$40,600**

## CESA 8 SERVICE CONTRACT AGREEMENT INSTRUCTIONS

COLUMN	DESCRIPTION
<b>1</b>	<p><b>Programs/Services</b> - Review all attachments to make an informed decision on your CESA 8 service contract. <a href="#">See Programs/Services Cost Booklet 2021-22</a> for more information on programs or to consider other services offered.</p> <p>a. Consult with Curriculum Directors, Principals, Guidance Counselor, Directors of Pupil Services, and/or Directors of Special Education.</p>
<b>2</b>	<p><b>Total Projected Costs 2021-22</b> - Projected costs are estimates based on <u>services/programs currently being purchased</u> by your district in the 2020-21 school year. See attached letter.</p> <p>a. <a href="#">Career and Technical Education (CTE)</a></p> <p>b. <a href="#">Curriculum, Instruction, and Assessment (CIA) Services</a></p> <p>c. <a href="#">Education for Economic Development (E4ED) Center</a></p> <p>d. <a href="#">Special Education/Student Services Programs and Services</a> (See services breakdown sheet)</p> <p>i. Do you have any students who receive services from CESA 8 staff that will be graduating or aging out that should be removed from our enrollment?</p> <p>ii. Do you have any students that you know will be enrolling (eg. birth to 3 students moving into Early Childhood) where you may anticipate a need for services?</p> <p>iii. Are there any other changes that you know will be occurring that you would like to make us aware of that may impact your staffing with CESA 8?</p>
<b>3</b>	<p><b>Check Here to Renew or Add Service</b> - Check column three for services your district would like to renew and/or like to add for the 2021-22 school year.</p>
<b>4</b>	<p><b>Check Here to Remove Services</b> - Check column four for services your district would like to remove from contract regardless of district cost options.</p>

- Return signed service contract by April 31st or as soon as possible.
  - Email to [jessicak@cesa8.org](mailto:jessicak@cesa8.org) **OR**
  - Mail to Jessica Kaczmarek, CESA 8, 223 W. Park Street, Gillett, WI 54124.

## 2021-2022 CESA 8 - SERVICE AGREEMENT

This contract is made as of the last date set forth opposite any signature hereto by and between Cooperative Educational Service Agency 8 (“CESA”), and the School District of Sturgeon Bay (“District”).

### Background

WHEREAS, CESA is authorized to provide educational and related services to school districts on a cooperative basis and is authorized to enter into service contracts with school districts, county boards of supervisors, and other cooperative educational service agencies, as provided in Chapter 116, of the Wisconsin Statutes;

WHEREAS, the District desires to purchase such services from CESA during the 2021-2022 school year; NOW, THEREFORE, the parties agree to the following:

### Agreement

1. **Services and Fees.** CESA shall provide the following services listed below for the amounts listed below during the term of this Agreement.

Please note the following:

- > Detailed service descriptions are available in the [CESA 8 Services/Programs Cost Booklet](#).
- > Budget the full cost of special education programs/services as state aid is returned in the following year.
- > Final billings will be based on actual 2021-22 allocations.

PROGRAMS/SERVICES:	Total Projected Costs 2021-2022	✓ Here to Renew or Add Service	✓ Here to Non-Renew Service
<a href="#">Curriculum, Instruction, and Assessment (CIA) Services</a>	\$0.00		
DAYS			
<a href="#">Special Education/Student Services Programs and Services</a>	\$40,600.00		
<a href="#">Assistive Technology</a>			
<b>Other Services</b>	\$0.00		
<b>TOTAL:</b>	\$40,600.00		

**RETURN BY: April 30, 2021**

2. **Payment of Wages.** CESA shall be responsible for paying the wages of its employees who provide services to the District hereunder. Such individuals shall remain employees of CESA at all times they are providing the services contemplated by this Agreement to the District and shall not be considered District employees.
3. **Public Funds.** CESA shall agree to forward federal and/or state funds which are due the District as soon as possible after CESA’s receipt of said funds.

4. **Payment of Fees.** The District agrees to reimburse CESA for its proportionate share of costs of the service provided under this contract including, but without limitation, expense, collective bargaining, unemployment compensation, and monetary awards by courts, back pay amounts per Paragraph 5 below and agencies as per Section 116.03(4). The District agrees to pay monthly pro-rata costs in advance for services rendered. Monthly payments to be made from August through May on all but Special Education services. Special Education services will be billed for thirty percent (30%) of the budget amount in July. In October a billing for Special Education services will be sent after staff and enrollment adjustments for the total, less the amount billed in July. The District shall pay CESA in seven (7) equal payments from November through May. All of CESA's billings will be based on budgeted estimated costs, except the final billing which shall reflect cost of the service. Transportation of children will be furnished by each school district.
5. **Parity in Wages.** CESA and the District recognize that it is to their mutual benefit that the wages of CESA employees who provide services at the District be consistent with the wages of District employees providing similar services, such as teachers and paraprofessionals. Accordingly, the District and CESA agree that, in the event that the District increases the wage rates of its employees for services rendered during the term of this agreement, even if such increase is implemented after the term of this Agreement, the District will be responsible to CESA for the cost to CESA of matching such District wage increase for those CESA employees providing services to the District hereunder.
6. **Term.** The term of this Agreement shall be July 1, 2021, through June 30, 2022.
7. **Modification.** No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing by CESA and the District.
8. **Applicable Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have set their hands the date written below:

**SCHOOL DISTRICT OF Sturgeon Bay**

By: \_\_\_\_\_  
President or Clerk of Board of Education

By: \_\_\_\_\_  
District Administrator

Date: \_\_\_\_\_  
**COOPERATIVE EDUCATIONAL SERVICE AGENCY 8, Gillett, Wisconsin 54124**

By: \_\_\_\_\_  
Chairman, Board of Control

By: \_\_\_\_\_  
Secretary, Board of Control

Date: \_\_\_\_\_

**RETURN BY: April 30, 2021**

## MEMO

**To:** Board of Education  
**From:** Bob Nickel  
**Date:** March 8, 2021  
**Re:** March 2021 Principal's Report

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### Teaching and Learning

**2021-22 class schedules.** Counselors are processing course requests at this time. We are also working on an asynchronous learning plan that will be offered to families next year. Information will be rolled out during March, April, and May.

**In-person state-mandated testing.** There has been no waiver for state-mandated testing, so we are planning the following events:

- March 9 – ACT with Writing – All Juniors (paper)
- April 6 – Forward Social Studies – All Sophomores (online)
- April 14 – ACT Aspire – All Freshmen and Sophomores (online)

**Class of 2021 honor graduates.** Sturgeon Bay High School is proud to announce the Class of 2021 honor graduates:

- Valedictorians: Abram Abeyta-DeDecker and Madelyn Allen
- Salutatorian: Miranda Olson
- High Honors (GPA of 4.00 and above): Abram Abeyta-DeDecker, Ashley Alberts, Madelyn Allen, Grace Faller, Evelyn Gomez, Carter Henry, Abrielle Lenius, Miranda Olson, Magnina Richard, Joseph Ullman
- Honors (GPA of 3.667 to 3.999): Grace Alberts, Lauren Alger, Autumn Anderson, Thomas Benzshawel, Elvira Bolanos-Bautista, Benjamin DeNamur, Isabella Dippel, Miya Eliyah, Sam Grantham, Anthony Jennerjohn, Emilie Jones, Allison Kruse, Elena LeRoy, Trey Maas, Erick Mellen, Kayla Moats, Yadira Ortiz, Henry Pudlo, Morgan Reinhardt, Stella Serafico, Cabria Zuehlke.

There will not be a separate Academic Awards Ceremony this year. Instead, these seniors will receive honor cords and medallions at the Senior Night Awards Ceremony on May 27 at 6:30 p.m.

### Community Engagement

**Private donor supports Food Service program.** A casual conversation I had with a community member resulted in that person making regular cash donations to our Food Service program. The community member's mother recently passed away, and memorials are now also being directed to our Food Service program. The community member was raised in a home where food insecurity was an issue, therefore the focused support on our school's nutrition program.

## Finance / Facilities and Operations

***Furniture meetings continue.*** On Friday, I met with Creative Business Interiors reps to discuss furniture options for the English, Family and Consumer, and Tech Ed Departments. After narrowing the choices, SBHS teachers will next meet with the Creative Business Interiors reps. Some preliminary pre-function space furniture ideas were shared with me, but I did not find them to be aligned with what was originally discussed with EUA. Creative Business Interiors reps will consult again with EUA reps and push forward additional renderings.

## Upcoming Events

Here is a list of upcoming events:

Grade 11 ACT Testing – Makeup Day	Tuesday, March 23
Quarter 3 Exams	Thursday, March 18, and Friday, March 19
<i>March 18: Classes for Blocks 1, 2, 3, and 4 in a.m. Exams for Blocks 3 and 4 in p.m.</i>	
<i>March 19: Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will run at noon on March 19.</i>	
Spring Break	Monday, March 29, through Friday, April 2
Classes Resume	Monday, April 5
Grade 10 Forward Exam	Tuesday, April 6
Grades 9 and 10 Aspire Testing	Wednesday, April 14



## March 2021 TJ Walker Board Report

### Important Updates:

- Parent Teacher Conferences on Friday, March 5. Staff are holding conferences with failing students. Parents and Teachers are communicating by phone, googleMeet and email. Parents who wish to know more about their child's progress were contacted by the School Messenger(phone and email) on Sunday, February 28. Staff are logging their conferences on a google form.
- Staff complete their yearly Formative Self-Assessment by Friday, March 5..
- Forward Exam Trainings require staff to view three videos and sign the Proctor Training and Confidentiality Agreement Form.
  - Test Administrator Training 2021 [Video](#)
  - Accessibility Training 2021 - [Video](#)
  - Forward Exam Test Security Training 2021 - [Video](#)

### Teaching and Learning

- 3rd Quarter Failure Update. As a staff, we made a conscious effort to support students academically and reduce the amount of failures. Here is an update from 3/1/21.
  - 6th Grade - 9 students with 16 F's (one lost his grandparent and is coping with the loss).
  - 7th Grade - 15 students with 30 F's (one was out of state for 5 weeks).
  - 8th Grade - 17 students with 28 F's (one has been out more than a week for medical reasons).
- 11 Truancy Letters went out in February.
- Attendance dropped in February.

### March 2021 Attendance

Grade Level	Days Absent	Days Attended	Average Daily Attendance	Average Daily Attendance %
6	290	13794	76.63	97.93
7	276.63	11851.38	65.84	97.72
8	546.88	16030.13	89.06	96.70

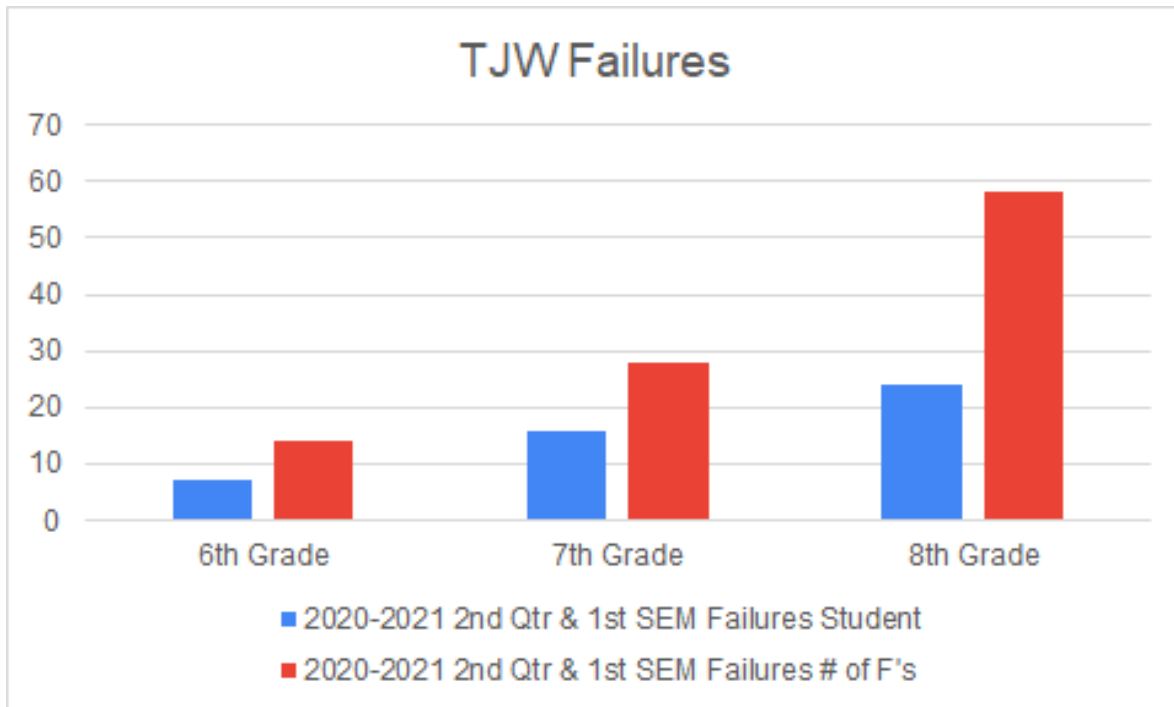
### February 2021 Attendance

Grade Level	Days Absent	Days Attended	Average Daily Attendance	Average Daily Attendance %
6	240.88	13844.13	76.91	98.29
7	252.88	11943.13	66.35	97.93
8	436	16141.00	89.67	97.36

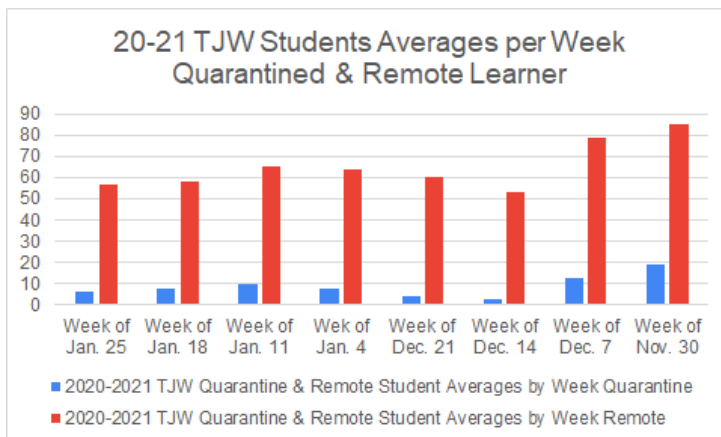
- Forward Testing
  - April 19 to April 30 we test 6th, 7th and 8th grade students.
  - Remote students must test in person.
  - Test sessions are 30 to 40 minutes.

### 2021-2022 TJ Walker's Vision, Mission and Enduring Goals

- As I head into my 6th year as TJ Walker Principal, only 6 teachers were here prior to my arrival as the majority of our previous staff retired. I tasked staff to create a vision, mission and enduring goals to define ourselves as we adopt Professional Learning Communities.
  - Vision, Mission and Enduring Goals - [link](#)
  - PLC Template - [link](#)



**2020 - 2021 TJW Quarantine and Remote Students Weekly Averages**



**To:** Board of Education  
**From:** Brian O’Handley, Principal, Sunrise Elementary School  
**Date:** March 5th, 2021  
**Re:** March Report to the Board



## **Teaching and Learning**

### **Literacy Project Update**

Literacy consultant, Dr. Nell Thompson, visited the Sunrise Elementary campus on Thursday, March 4th to complete classroom observations and meet with school literacy leaders. As of this report, Dr. Thompson is preparing a summary of her observations to share with Sunrise staff. Dr. Thompson then met with the district’s literacy team to begin completion of a school and district literacy needs assessment. This assessment will be an important part of the Sunrise leadership teams work in creating an improvement plan for the literacy work ahead.

### **2nd Trimester Progress Reports**

Progress reports for the 2nd trimester will be sent home to families on Wednesday, March 17th in time for the spring round of parent/teacher conferences being held on March 18th and 19th.

### **Forward Exam Update**

Sunrise staff are preparing to administer the Wisconsin [Forward Exam](#). Sunrise school counselor, Gary Grahl, led training sessions with Sunrise staff to prepare everyone who is proctoring for this exam. Sunrise special education staff have also been working with special education director Lindsay Ferry, to prepare for any needed modifications for students with special needs. Sunrise students will begin taking the Forward Exam shortly after returning from spring break.

Due to the COVID-19 pandemic, some portions of the Forward Exam have either been eliminated or shortened this year. Schools will also have the option to offer testing during the evenings and on Saturdays if needed. Due to the low number of remote students we are projected to have during testing (as of this report, Sunrise has only 9 students learning remotely), it is not expected that these extended times will be needed.

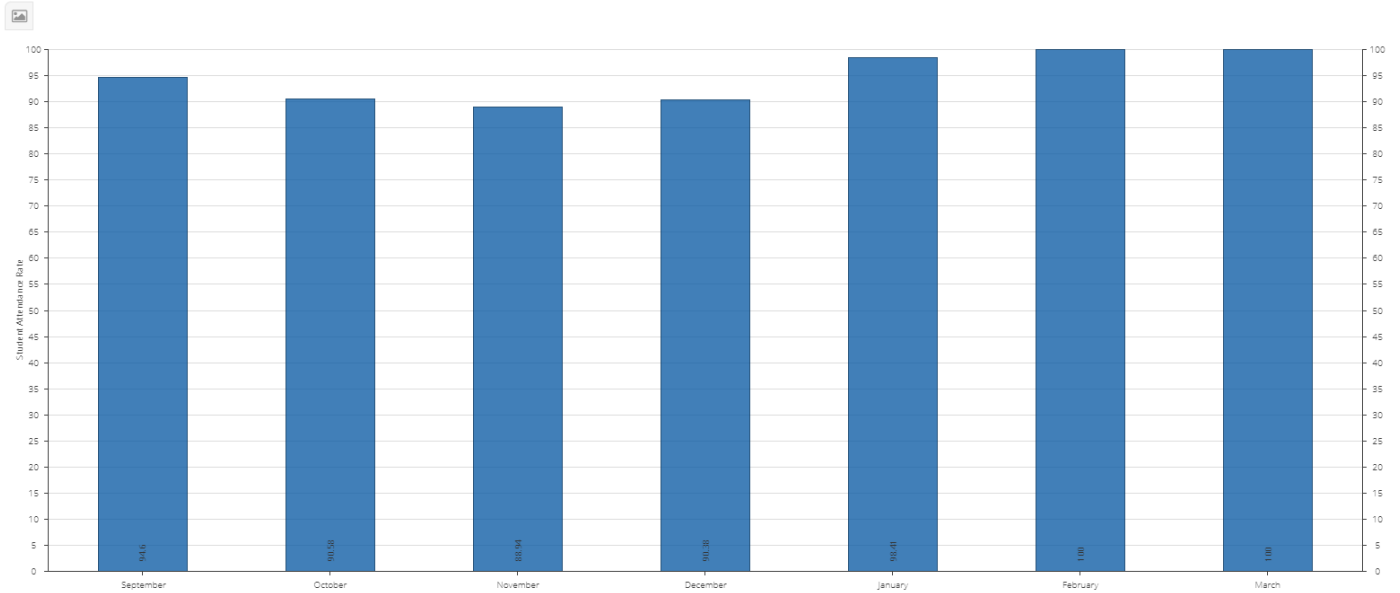
### **Attendance Data Summary**

The average daily number of Sunrise students learning remotely in February for any reason was 25. By comparison, the average number of students learning remotely in October for any reason was 76. As of the first week of March, this number continued to decline, with an average number of students learning remotely dropping to 18.

Several of the students who had poor attendance while learning remotely have returned to full time in-person learning. Truancy referrals for two families of remote students have recently been referred to the Door County Department of Health and Human Services.

## Sunrise Elementary Attendance Data - 2020/2021

By Month



## Community Engagement

### Bloomz App Family Communication Updates

Here is a partial list of updates shared with families using the Bloomz family communication app:

- The monthly elementary school newsletter, the Sloop, will be offered digitally only going forward, unless families request a paper version. The Sloop will be shared using Bloomz, as well as through our district's website at <https://www.sturbay.k12.wi.us/family-parents/sloop.cfm>.
- Regular updates on Sunrise events, such as the 5th grade's recent outdoor adventure day, and school-wide notifications and reminders.
- Sharing information from community organizations, including the Farmers to Families food box events, Sturgeon Bay Youth Baseball, and resources for tutoring in the community.
- Updates on our district's remodeling project, including pictures from Sawyer Elementary's new addition.

### Therapy Dog Program

Therapy dog teams are not allowed in our school buildings this year due to the pandemic. This has not stopped teams from finding ways to connect with students. One team has been holding video meetings with students, including one student in particular who benefited greatly from meeting with teams in person during the past few years.

## Finance, Facilities and Operations

### Sunrise Remodeling Planning

Bimonthly planning meetings with Miron Builders and Eppstein Uhen Architects continue, as are regular planning meetings with district maintenance director, John Sullivan. to begin preparations for this spring and summer. The list of items to prepare for Sunrise include:

- Preparing supplies for staff to use for boxing up materials in spaces being remodeled.
- Identifying areas at Sunrise, or elsewhere in the district, where these materials will be stored.
- Planning for adequate staffing to support moving classroom materials to storage while this work is also being done at every campus.
- Returning supplies to spaces once remodeling has completed.
- Regular summer cleaning and maintenance for areas of the building not being remodeled.

### Grants and Donations

- \$500 donation to Sunrise Elementary School from Phill Mart in Sturgeon Bay and the ExxonMobil Educational Alliance

### Resignations and Retirements

- Sawyer and Sunrise art teacher, Katie Baeten, has submitted her letter of resignation effective at the end of the current school year.

### COVID-19 Data Update

Below are Sunrise Elementary COVID-19 data summaries for January and February:

January Data		February Data	
Confirmed Student Cases	3	Confirmed Student Cases	2
Confirmed Staff Cases	0	Confirmed Staff Cases	0
Average Daily Number of Students Quarantined	12	Average Daily Number of Students Quarantined	3
Average Daily Number of Teachers Quarantined	0	Average Daily Number of Teachers Quarantined	0
Average Daily Number of Students Learning Remotely	41	Average Daily Number of Students Learning Remotely	25
Average Daily Number of Substitute Teachers	2	Average Daily Number of Substitute Teachers	0
Percentage of Days Sunrise Staff Acted as Substitutes	60%	Percentage of Days Sunrise Staff Acted as Substitutes	42%

## Upcoming Events

- Wednesday, March 17th - 2nd trimester progress reports sent home
- Thursday, March 18th - Spring parent/teacher conference (virtual only) from 3:30 - 5:30
- Friday, March 19th - Spring parent/teacher conference (virtual only) from 1:00 - 5:30
- Monday, March 29th - Spring break begins
- Monday, April 5th - School resumes
- Tuesday, April 13th - Parent Teacher Organization (PTO) meeting scheduled at 6:30 p.m. - virtual meeting only. A link to the meeting will be shared when made available.
- Tuesday, May 11th - Parent Teacher Organization (PTO) meeting scheduled at 6:30 p.m. - virtual meeting only. A link to the meeting will be shared when made available.
- Friday, May 28th - Full day teacher in-service
- Monday, May 31st - Memorial Day holiday
- Friday, June 4th - Last day of school - 3rd trimester progress reports sent home

## **Board of Education Report**

**March, 2021**

**Ann Smejkal, Ph.D.**

*Sunset and Sawyer School Principal*

*Director of Teaching and Learning*



### ***Sunset and Sawyer School***

- March 5, 2021 marked the end of the second trimester and our report cards will go out March 10, 2021.
- In March we hold our Spring 4K screening. As in the fall, due to Covid, we have sent out an electronic survey to parents to collect information about their child's development and to provide information about 4K programming for the 2021-2022 school year.
- Spring parent conferences are held the week of March 15, 2021. This year as in Fall, the conferences are being held virtually using the Zoom application. Both parents and teachers have expressed they find this method to be easier, especially for parents with multiple children.

### ***Office of Teaching and Learning.***

- On March 2, 3 and 4 Dr. Nell Thompson visited our district to perform an audit of our literacy programming at all three elementary schools. She is a very dynamic person and had many positive comments about our hard working teachers. The Literacy Team met with her on Thursday to lay out the plan for next year.
- Some members of the literacy team completed a literacy academy presented by CESA 6. This academy aligns with the Science of Reading research and was a great experience. As this group of leaders continues their professional development we are making plans with Dr. Nell to decide how to roll out important learning to our classroom teachers.
- Sunset and Sawyer teachers continue to meet twice a month in their PLC teams to continue their work on documenting our curriculum in Units of Instruction which include elements of formative assessment.

### ***Community Engagement***

- The playground committee continues to meet. Recently we received drawings and proposals from two companies which the team will review. Once a design is decided upon fund raising will begin.

### ***Finance/ Facilities and Operations***

- Take a ride by Sawyer School when you can. The plastic is off the exterior of the building and it looks great!
- Teachers are beginning to pack up some of the materials they will not need for the rest of the year as we plan for beginning to move classrooms the week after school ends. Principals meet regularly with John Sullivan as we plan for the many logistical challenges we will face this summer.

## MEMO

To: Board of Education

From: Lindsay Ferry

Date: March 2, 2021

Re: March 2021 Director of Special Education and Pupil Services Report

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### **Teaching and Learning:**

#### ***Special Education:***

The special education team has been busy working toward finalizing accommodations for students with disabilities in preparation for the upcoming state assessments. In addition, our team is developing new programming options for students for the 2021-22 school year. Options include changes to our Early Childhood Program, consensing caseloads and creating a 1:1 individualized setting for students at Sawyer Elementary, an option of a resource room setting for students at Sunrise Elementary and TJ Walker Middle School, and further development and creation of a reading intervention program at the High School level.

#### ***Counseling Team:***

##### ***Sunset/Sawyer School Counselor Report:***

This month in guidance we talked more about diversity, and how there is more to us than we can see on the outside. First and Second grade practiced positive self talk. This is a difficult skill for adults and students alike, but very powerful! I begin co-teaching a 6 week, virtual training of Raising a Thinking Child with Chad Welch from the Door County Partnership for Children and Families for families in our community. This was advertised on Bloomz to families with students at Sawyer and Sunset, and through the Partnership. I am also working with the playground committee on planning the updated playground spaces for Sawyer and Sunrise. This month I also had a practicum student from Lakeland University begin working and shadowing my work at Sawyer and Sunset.

##### ***Sunrise Elementary:***

I am working on configuring classrooms in preparation for the Wisconsin Forward Exam. In addition, I am finalizing any student accommodations that may have a 504 plan. I have been busy over the last month addressing and working with behavior concerns with students each day. In addition, I am working on a Project 180 Pen Pal Club where our students at Sunrise write letters to others. On a daily/weekly basis I have been working to incorporate our Social-Emotional Learning curriculum, Second Step, into our classrooms to further develop our students mental health needs.



### ***TJ Walker Middle School:***

We are finishing up the lighthouses for the suicide prevention initiative and beginning to get them distributed throughout Door County with the help of United Way and the Mental Health Focus Group of Door County. In addition we are beginning to look over our SEL and related content as counselors in order to fill in gaps and find where we can do more work with suicide prevention in the schools. Our team worked with Project 180 to do a “practice run” movie night with the hopes of using it to invite all High School students Over the course of the upcoming month I plan to resume guidance in the classrooms on such topics as goal setting (6th gr) , careers, education and anxiety (7th gr) and freshman course selection (8th gr).

### ***Sturgeon Bay High School:***

Scholarship season is ramping up so I've been posting and updating lots of scholarships as well as answering lots of scholarship questions and working with the Bordui foundation coordinating their annual scholarship interviews and selection process. I continue to prepare for the upcoming ACT -- attending trainings, scheduling testing groups, locations, training materials for proctors and physically sorting and preparing exam materials. I am also working to complete credit checks for students and creating individualized 2021-22 course registration materials for each student. This also leads to lots of conversations with students and families about graduation progress and course selection for next year.

### **Employment Updates:**

- Long-Term Maternity Leave Substitute Teacher: Kim Knapp, a hired TA in the school district will take over the 3rd grade special education teacher position from April 12 through the remainder of the school year.
- Jamie Lee is a virtual speech and language pathologist contracted via DotCom Therapy. She is providing virtual therapy to students in grades 3-12 for the remainder of the school year.
- Laurie Hoffman is a retired speech and language pathologist who has returned to the school district to provide virtual speech therapy to students in grades 3-5 for the remainder of the school year.
- The School Psychologist position has been posted to WECAN with a closing date of 4/9/21.

### **Community Engagement/Programming:**

The Special Education team and Student Services team have put additional emphasis on connecting daily classroom lessons to the community. Several teachers and counselors have planned events like: Ice Fishing, Wildlife Sanctuary, and collaboration with Crossroads for outdoor activities.

Our effort to create an environmental learning program in the district is still in process. Admittedly, efforts to create a staff for a PBL program, have proven to be difficult so the planning team is reorganizing their initial vision of the program with the hopes of starting smaller-or in some cases, bringing this kind of learning to the traditional learning environment. Information will continue to be shared throughout this process because the team agrees, additional learning options need to be created for the students in the Sturgeon Bay School District.

Recent and Upcoming meetings include the following:

### **Upcoming Events:**

- 3/12/21: Digitizing Records Review of programming options
- 3/12/2021: STRIDE
- 3/17/21: School Board Meeting

- 3/25/21: High School Scheduling Retreat
- 4/6/21-4/7/21: Sawyer Elementary First-Round Administrative Interviews





# School District of Sturgeon Bay

1230 Michigan Street

Sturgeon Bay, Wisconsin 54235-1498

Phone: 920.746.2800 • Fax: 920.746.3888 • [www.sturbay.k12.wi.us](http://www.sturbay.k12.wi.us)

Dan Tjernagel  
Superintendent

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March 17, 2021 Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

*Prepared for the meeting packet on March 8, 2021*

## 1. Teaching & Learning

- a. **Working hard to keep “the main thing the main thing”** – I wanted to pause and thank all of our staff for their continued efforts and diligence throughout the year. Everyone had varying levels of anxiety and fear as we navigated the unknown last fall, but people continue to work hard, remember our mission of serving young people, families, and the community, and put their best foot forward everyday no matter how challenging it has been.

Sometimes it is only human nature to become complacent or allow past success to trip us up. As an advisor pointed out early this winter, sometimes you do become “victims of your own success,” in essence referring to people wanting us to push the envelope and/or return to “normal” sooner than perhaps is advisable.

The official first day of spring is less than two weeks away, and will be just a few days after our Board meeting. I say “thank you” to everyone who has helped us navigate the fall, most of the winter, and will support our work this spring as we do our best to keep “the main thing the main thing” even in the midst of so many challenges and distractions.

- b. **“Flexible Fridays”** – We are now in our fifth month of the early release system. As a quick review, here are the primary activities associated with the early release Fridays as we navigate the current school year:
- One-on-one help – Assist in-person and/or virtual students who need extra support.
  - In-person assistance – Virtual students could access labs or equipment not available at home.
  - Parent communication – Contact parents of in-person and/or virtual learners regarding progress and needs.
  - Assessment – Create alternative virtual assessments; provide feedback; provide additional student time.
  - Lesson & virtual materials preparation – Create lessons and materials for the virtual classroom.
  - Learning materials – Upload materials into Google classroom and other formats.
- Special thanks once again to everyone in our school community who is working with us in order to make the year as successful as possible.

## c. **Planning for the 2021-2022 School Year**

As I shared with you last month, conversations from the Board Retreat, talking with a few teachers, and talking with the Admin Team members, culminated in the major focus for

recent Admin Team meetings and school-level conversations and planning. I will not attempt to get into all the details even at this early juncture in my report or in an email, but here are a few highlights.

- We know there are practices we should continue and discontinue. Why wait until late spring or summer when much of this planning can occur prior to Spring Break? Doing so should assist with many things, not the least of which involve putting the minds of staff members at ease, making sure parents are informed AND understand how next fall likely will and will not be compared to this year (or last spring).
- I have directed the principals to work with their staff members, leadership teams, instructional coaches, etc. to figure out as much as possible between now and Spring Break.
- The Admin Team has already begun a dialogue about how to gather some best practice ideas from colleagues and combine that with the ideas within our district to assemble a unified approach—with the appropriate amount of customization as we progress from 4K to high school as in the past.
- Just as more parents and families have understood the need to get kids in school, so we need to balance the appropriate focus our classroom teachers need to be able to have each day with how to get a small percentage of families/parents actively engaged who have not been actively engaged over the past 11 months—without forcing a group of families (even though this is likely a rather small group in each class) to select an option beyond Sturgeon Bay, if at all possible, in order to avoid the larger fiscal challenges this would likely create, future cuts and turmoil, etc.

## 2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is Monday, March 15. This year the meetings moved from the second Monday of the month to the third Monday of the month.
- b. **YMCA Board meetings** – The regular monthly YMCA Board meeting is Thursday, March 11.
- c. **Public Health, DCMC, and Door County School District Meetings** – The group continues to meet via the county’s WebEx virtual meeting system on Thursday mornings at 8:00 A.M. Public health representatives, DCMC representatives, and representatives from the various county school districts typically attend. Recent meetings continue to focus on vaccinations. Special meetings are also called when needed.
- d. **Spring community newsletter** – Thanks to Amy Stephens and Jane Stephen who have begun the process of communicating regarding the spring newsletter. Thanks in advance as well to those team members who will put together a piece and/or submit a photo. The current thinking is to provide a smaller update on the construction project, with a larger spread planned once again for next fall’s newsletter
- e. **Groundbreaking event planning** – On the afternoon of March 4, I participated in the first meeting with EUA and Miron focused on planning for a groundbreaking event this spring. With everything else that was happening, the COVID context, and the need to focus on holding school, it didn’t seem appropriate to do an event earlier this year prior to the Sawyer project kicking off. Now however, finding a balance between a smaller event than

usual and the ability to record and/or stream the event it seems appropriate to plan something.

The initial plan is to hold a small event (perhaps 15-20 minutes) on Wednesday, May 19, prior to the school board meeting. We would likely have a few students participate who would be present in school next year, have some remarks from a resident(s), a construction partner(s), perhaps a musical selection by students, and so forth. I would likely emcee the small event. Then there would be the ceremonial shovel-turn photos with a few groups taking turns. I like the idea of a group of students doing the first shovel turn with streamers flying and so forth. As you know, I've asked the Board and Admin Team members to think about the event, and have asked principals to start to think about how they could select a few student representatives. Stay tuned.

### 3. Finance, Facilities, & Operations

- a. **Capital Project Update** – We continue to hold regular construction-related meetings with the Miron and EUA teams (not unlike the meetings we had every other Friday during the design phase over the spring, summer, and into the fall). Those meetings occur every other Tuesday morning and should continue for the next several months.

Eric from Miron reports that things continue to be on schedule at Sawyer (if not a little bit ahead of schedule); even with the cold that hit us back in the second week of February, so far the construction team has not had to use any of the 14 days set aside in the timeline for lost work days due to weather yet.

Eric reported that several things will occur at the middle and high school as well as Sunrise over Spring Break to get a jump on the large amount of construction slated for the summer. The team continues to work to dial in timelines so the various pieces around construction, moves out and in, etc. are on track for success since so much will be happening over the summer.

We continue to carry an appropriate contingency fund and discussed this especially during the meeting back on February 9. We will assemble an updated document internally and continue work with our partners to dial in on the scheduled work that should move forward on budget and some of the items that would be best done both in terms of the actual work and the cost at the right time with the contingency fund. One example that may help to understand the process deals with the racks and air flow associated with the various “closets” that house servers and technology components, which we rely on more and more each year. Another example deals with furniture that surpasses the allocated funds but may be best to acquire at the same time as pieces in the newest spaces. Stay tuned.

- b. **Weekly Superintendent meetings** – For quite some time, some of the superintendents from Door and Kewaunee County have met on Thursday mornings (after our standing Door County meeting with public health & DCMC) to keep the communication lines open, share developments and ideas, etc.
- c. **SBHS Principal Process** – As you know, this has been a major focus of my efforts in recent days and weeks. As I prepare this report, we have gotten to the point of scheduling two candidates to participate in the finalist round on March 8. As a quick reminder, it is

possible that we will end up with two candidates we'd like to hire. It is also possible that one or both candidates could end up pursuing other opportunities or staying in their current positions. As with any other hiring process, we need to continue to be prepared for various twists and turns. If necessary, we would repost the position allowing us to consider select applicants from the first posting, as well as additional applicants. Since the Sawyer Principal process takes center stage in April, a second attempt would likely be in May, if needed.

- d. **Sawyer Principal Posting** – The position was posted on January 18, 2021 with an application deadline of March 14, 2021. As of the preparation of my report prior to the deadline, we have 34 applicants (ironically the exact number of applicants for the SBHS principal position). I will soon begin the process of reaching out to select applicants to schedule a conversation, prior to setting the candidate pool for formal first round interviews sometime after the posting closes.

As a quick reminder, we will plan to follow a very similar approach to the SBHS process but delayed a month. This has us targeting the first week of April for formal first-round interviews (like April 6, 7, and/or possibly 8), followed by the second week of April for second-round/finalist interviews. This positions us to approve a candidate as early as the April 21 regular Board meeting.

- e. **Neola Board Policy Updates** –
- Update 29.2 is next. Ann, Jean, and I had met on January 12, but I have not been able to prioritize the follow up with staff and legal counsel needed on a portion of the policies.
  - There is also an Edgar 2.0 update I plan to have Jake and the Business review before seeing what may need Board attention.
  - Update 30.1 would then be the next set of revisions.
- f. On the **post-employment benefit** front, we know there was a work group last school year and additional conversation at the Board level in a learning session last spring. Jake gave an update based on what the consultant had sent at the Board Retreat. We have discussed shifting to another consultant if Andy cannot give us the support and information we need. As a quick reminder, dollars had been earmarked to begin a transition to a new system.

#### 4. Additional Items and/or Updates