

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, May 19, 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)*

Note: Individuals who wish to address the Board should be residents of the School District of Sturgeon Bay or parents of students open-enrolled into the district. Speakers are asked to share their name, address, and be aware that comments may be limited to three minutes at the discretion of the Board President.

STUDENT COUNCIL REPORT

RECOGNITION:

Reminder: We modified our usual March employee recognition program to accommodate retiree recognition in March and April. This month, we would like to recognize additional retirees who completed their service in the spring of 2020 during the pandemic school building closure.

- a. 2019-2020 Retirees: Leslie Hill, Patti McKinnon, Sigrid Peot, Margaret Rose, Sharon Sullivan, Sharon Sanderson, & Gerry Banks.
- b. 25-year employees: Brenda Hartl, Nancy Knapp, and Joan Winkel
- c. Math Team Recognition: The Math Team captured yet another conference championship, making it 20 in a row. Mr. Cliff Wind has been asked to be present on behalf of the Math Department and our students involved in the continued success of the Math Team.

BOARD REORGANIZATION:

1. Review Board Policy 0152 – Officers and determine nomination and voting process
2. Election of Officers, Appointments, and Designations
 - a. Election of President, Vice President, Treasurer, Clerk
 - b. Appointment of Board Secretary, CESA Representative, Legislative Representative, EEN Representative
 - c. Appointment of Delegate and Alternate to WASB Convention
 - d. Designate the official board meeting day
3. Approve Official Depositories
4. Authorization of Investment Powers
5. Designate Official Newspaper
6. Set Board Members' Salaries

CONSENT AGENDA:

1. Approve Minutes

- a. Regular Meeting April 19, 2021
- b. Learning session of May 5, 2021
2. Approve April bills
3. Accept grants and donations
4. Approve resignations and retirements
5. Approve Sturgeon Bay High School WIAA Membership Renewal
6. Approve Sturgeon Bay High School Band Trip

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. Public Hearing on Request for the Waiver of School District requirements of Wis. Stat. § 121.12(2m) and 115.415 and the administrative rules promulgated by the department regarding Educator Effectiveness requirements and Waiver of the requirements of Wis. Stat. § 121.02(1)(q) and the administrative rules promulgated by the department regarding Personnel Evaluations for the 2020-2021 school year only due to the COVID-19 public health emergency.
3. Approve Resolution for Requesting a Waiver of School District requirements of Wis. Stat. § 121.12(2m) and 115.415 and the administrative rules promulgated by the department regarding Educator Effectiveness requirements and Waiver of the requirements of Wis. Stat. § 121.02(1)(q) and the administrative rules promulgated by the department regarding Personnel Evaluations for the 2020-2021 school year only due to the COVID-19 public health emergency.
4. Resolution Awarding the Sale of \$6,845,000 General Obligation School Building and Improvement Bonds, Series 2021
5. First reading of Professional Handbook & Salary and Supplemental Pay guide
6. First reading of Support Staff Handbook
7. Approve 2021-2022 Health Insurance Plans
8. Approve 2021-2022 Dental Insurance Plan
9. Approve TJ Walker Middle School Choral Director (*for the 2021-2022 school year only*)
10. Approve Elementary Art Teacher
11. Approve Technology Support Specialist
12. Approve Bookkeeper
13. Approve Middle School Coaches: Football, Boys & Girls Basketball
14. Approve High School Advisor, Managers, and Coach: Future Teachers of America Advisor, Dance Managers, Volleyball
15. Approve 2021-2022 Compensation for Returning Non-teacher Employees
16. Approve 2021-2022 CESA 7 Service Contract
17. Facility Project Update (informational item)
18. Receive Draft of 2020-2021 Board meeting calendar (informational item)
19. June 16, 2021 and July 21, 2021 Meeting Location Moved to the City Council Chambers Due to Construction at SBHS (informational item)
20. 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 District Teaching & Learning
 - v. Business Manager
 - vi. Special Education/Pupil Services
 - vii. Food Services
 - viii. Community Engagement Coordinator

- ix. Other
 - e. Superintendent
21. 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: May 11, 2021
RE: Background Information for the May 19, 2021 Meeting

BOARD REORGANIZATION:

Board Policy 0151.1 – Annual Board Reorganization Meeting calls for “an annual reorganization meeting on or within thirty (30) days after the fourth Monday in April.”

1. Review Board Policy 0152 – Officers and determine nomination and voting process:

The Board shall elect, from among its members, a President, Vice- President, Treasurer, and a Clerk. Such election shall occur on or within thirty (30) days after the fourth (4th) Monday in April.

*Election of officers shall be by a majority of voting members. **Secret ballots may be utilized only for election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.***

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The Board shall, in addition to other statutory requirements:

- A. designate depositories for school funds;
 - B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
 - C. designate a day, place, and time for regular meetings which shall be held at least once every month;
 - D. designate an administrator to assume specified responsibilities of the Treasurer and of the Clerk.
2. Election of Officers, Appointments, and Designations:
 - a. Election of President, Vice President, Treasurer, Clerk
 - b. Appointment of Board Secretary, CESA Representative, Legislative Representative, EEN Representative
 - c. Appointment of Delegate and Alternate to WASB Convention
 - d. Designate the official board meeting day
 3. Approve Official Depositories - Nicolet Bank and Local Government Pooled Investment Fund became the official depositories in 2017-2018. We also added the Wisconsin Investment Series Cooperative (WISC) during the 2017-2018 year. We kept all three as official depositories for the past three years and would recommend doing so again for 2021-2022.
 4. Authorization of Investment Powers – Business Manager Jake Holtz has Investment Powers for the school district.
 5. Designate Official Newspaper - The *Door County Advocate* has been the official newspaper for the district. In the past, we also gathered information from the *Peninsula Pulse* as well as the newspaper landscape in our community continues to; as you may know, the *Peninsula Pulse* has expanded its readership. However, when legal counsel looked into the matter in 2020, we learned that the *Pulse* could not serve as our official

newspaper because of the way the subscription process works, etc. We'll see if this changes at some point in the future.

6. After utilizing a per-meeting payment approach that dated to 2004 and beyond, following discussion at the May 2018 learning session and regular board meeting, we moved to an annual salary approach (beginning in 2018-2019), which would cover all regular meetings, special meetings, learning sessions, the annual Board retreat, and work group sessions as follows:
 - President \$1,200
 - Vice-President \$1,050
 - All other Board members \$840.

Additionally, we offer a stipend of \$100 per day for attendance at the annual January Education Convention in Milwaukee, which occurs during the week.

CONSENT AGENDA:

1. Approve Minutes

- a. Regular Meeting April 21, 2021
- b. Learning session of May 5, 2021

2. Approve April bills

3. **Approve Grants and Donations** – Amy Sterckx received a \$2,000 donation from Quantum PC and a \$500 from Cellcom in support of the classroom displays refresh at the elementary levels and referendum classrooms within the high school. Jenny Spude received a donation from Hope United Church of Christ for \$450 (from the Souperbowl of Caring event held this past year during Superbowl Sunday. Kids scoop soup and people buy soup on a donation basis). These funds will be used to help support families financially struggling to pay overdue lunch balances.

Bob Nickel received word that the Wisconsin Economic Development Corporation is awarding a Fabrication Laboratories (a.k.a. Fab Lab) grant of up to \$25,000 “to help the District purchase equipment for development” of the program.

Thank you to everyone involved in supporting our students and programs through grants and donations. A motion to accept these grants and donations is recommended.

4. **Approve Resignations and Retirements:** Joanne Benzshawel has resigned from her food service position at Sawyer effective this spring due to a move outside the area. Donna Parkansky is resigning from her special education teacher position at SBHS effective the end of the current school year. Corinne Rice is resigning from her bookkeeper position in the business office at the end of the calendar year (*although she is interested in working in the district in a part-time capacity if possible in the future*). Ria Buesing is retiring from her teacher associate position at Sunrise Elementary at the end of the current school year. Jill Forbes is retiring from her teacher associate position at Sawyer Elementary at the end of the current school year. Jackie Pfaff is retiring from her special education teacher position at SBHS at the end of the current school year.

A motion to accept the resignations and retirements, thanking everyone for their service to our young people is recommended.

5. Approve Sturgeon Bay High School WIAA Membership Renewal

The WIAA requires that Boards of member high schools act annually in either their May or June meeting to affiliate with the WIAA. We were reminded of this requirement by the WIAA on April 30 and told we should receive the renewal form in early June. As in recent years, membership fees have been eliminated so all we really need to do is approve our membership renewal, which signifies affiliation with the WIAA.

A motion to approve our membership renewal with the WIAA for the 2021-2022 school year is recommended.

6. Approve Sturgeon Bay High School Band Trip

Board policy 2340 – District-Sponsored Trips governs a variety of details associated with the following:

SBHS Band Director Heidi Hintz has assembled the proper information that aligns with guidelines and a particular form on the topic pertaining to a trip over Spring Break in March of 2022. The first nine pages of the attachment lay out this information. The next several pages lay out two trip possibilities (with and without a Disney Performance) with itinerary, followed by a letter from Mrs. Hintz, a form for families to indicate their plans, a packing list, and a chaperone form.

A motion to approve the SBHS Band Trip is recommended.

Reminder: If discussion is requested on any topic in the Consent Agenda, the process is that the item be moved to the beginning of the Operations Agenda when the agenda is approved near the beginning of the Board meeting.

OPERATIONS AGENDA:

1. **Consent Agenda items requiring attention (if any)**
This is a standing agenda item and utilized only if needed.
2. **Public Hearing on Request for the Waiver of Certain School District requirements of Wis. Stat. § 121.12(2m) and 115.415 and the administrative rules promulgated by the department regarding Educator Effectiveness requirements and Waiver of the requirements of Wis. Stat. § 121.02(1)(q) and the administrative rules promulgated by the department regarding Personnel Evaluations for the 2020-2021 school year only due to the COVID-19 public health emergency.**

The Board navigated a very similar process last May with a waiver involving instructional hours. This year, the administrative team felt that the primary flexibility that would assist as our teachers and the team navigate the year would deal with the Educator Effectiveness and the lesser-known but related Personnel Evaluation requirements.

In a nutshell, the Educator Effectiveness requirements deal with evaluating the effectiveness of teachers and principals based upon measures of student performance and the practices of teachers and principals. The Personnel Evaluation requirement deals with written evaluation of certified school personnel (i.e. teachers and principals) “at the end of their first year and at least every third year thereafter.”

The administrative team felt it was important to continue with the evaluation of teachers in their first year so that still occurred. We did not have non-first-year teachers and principals spend time this year on the evaluation process (task examples: PPG, SLO, observations, and artifact gathering and documentation processes).

In alignment with the next agenda item, I will copy and paste some guidance from a Boardman & Clark legal memo as background for the Board and anyone else who may be interested in the process and related agenda items listed:

Before seeking waivers, school boards need to hold a public hearing on the waiver request pursuant to state law and document the date of the public hearing in the waiver request submitted to DPI. . . . The hearing can be noticed within the regular board agenda with the standard proper notice of at least 24 hours (including posting at the district's customary posting places or publishing, for districts that are still doing that). Class 1, Class 2, or Class 3 notices are not required.

Two agenda items must be specifically included on the notice. First, there must be an agenda item for holding the public hearing. The agenda item should clearly state that the hearing is with respect to a waiver of a particular statutory requirement (ex. Instructional Hours, Educator Effectiveness, or Civics Exam) that is being sought pursuant to Wis. Stat. § 118.38. Next, there must be an agenda item for adoption of the resolution or motion approving the request for the waiver and the submittal of the request to DPI. . . .

The Board should hold the public hearing, and, at the conclusion of the hearing, the Board should vote to approve or deny the resolution. Sample resolutions are available on the Wisconsin Association of School Board's website. The waiver should be submitted to DPI following board action to approve the resolution.

- 3. Approve Resolution for the Waiver of Certain School District requirements of Wis. Stat. § 121.12(2m) and 115.415 and the administrative rules promulgated by the department regarding Educator Effectiveness requirements and Waiver of the requirements of Wis. Stat. § 121.02(1)(q) and the administrative rules promulgated by the department regarding Personnel Evaluations for the 2020-2021 school year only due to the COVID-19 public health emergency.**

As noted with the background provided in the previous agenda item, we are requesting a waiver of just the requirements described. These are also referenced in the formal resolution included in the meeting packet.

A motion to approve the resolution as presented is recommended.

4. Resolution Awarding the Sale of \$6,845,000 General Obligation School Building and Improvement Bonds, Series 2021

Quarles & Brady continues to assist us with navigating the various requirements for the overall process, specific wording for the agenda and related public notice, and so forth. The resolution will be added to the meeting packet when received and/or sent to the Board if it does not arrive prior to the time the meeting packet is sent out.

A motion to approve the resolution as presented is recommended.

5. First reading of Professional Handbook & Salary and Supplemental Pay guide

Going back to the 2015-2016 school year, we had a number of changes to the professional staff handbook that dealt with the approval of the new Salary & Supplemental Pay Guide and related appendices. Since then, some years really did not see substantive changes, while some had fairly substantive changes, although nowhere near what occurred for the 2015-2016 school year.

For this next school year, there are minimal changes at this point. Note that we anticipate updating the current Appendix G – Post-Employment Benefits once that process is finally complete. As the Board knows we plan to discuss this topic further the night of our June 2 learning session. Additionally, I have built seven extra work group/learning session-type meetings next fall into the Board meeting calendar draft for the 2021-2022 year.

As usual, proposed revisions to the handbook and the pay guide are marked with the “track changes” approach like what we do with proposed revisions to Board policy. As a first reading, no formal action is required by the Board at this time for either the Professional Handbook or the Professional Staff Salary and Supplemental Pay Guide. The Board would conduct a second reading in the June 16, 2021 regular Board meeting.

6. First reading of Support Staff Handbook

The Board reviews the handbook annually. As usual, proposed revisions to the handbook and the pay guide are marked with the “track changes” approach like what we do with proposed revisions to Board policy. There are no substantive changes recommended at this time.

As a first reading, no formal action is required by the Board at this time for the Support Staff Handbook. The Board would conduct a second reading in the June 16, 2021 regular Board meeting.

7. Approve 2021-2022 Health Insurance Plans

There are no substantive changes for the district, board, or staff to navigate this year. The options will be shared in the Board meeting packet or separately and should be basically the same as the offerings for the current year. Jake Holtz can summarize pertinent points for us in the meeting as usual.

A motion to approve the health insurance plan offerings for 2021-2022 is recommended.

8. Approve 2021-2022 Dental Insurance Plan

There are no changes to this plan offering at all. The options will be shared in the Board meeting packet or separately and should be basically the same as the offerings for the current year. As a reminder, the individual calendar year maximum is \$1,300 so we are talking about a rather limited potential liability situation.

A motion to approve the dental insurance plan offering for 2021-2022 is recommended.

9. Approve TJ Walker Middle School Choral Director *(for the 2021-2022 school year only)*
A formal recommendation is not ready as of the preparation of the Board meeting packet, but the hiring process is underway, interviews have been held, etc.

As a quick reminder, this vacancy is due to a previously approved one-year leave of absence.

A motion to approve a TJ Walker Middle School Choral Director for the 2021-2022 school year is anticipated.

10. Approve Elementary Art Teacher

From Principal O’Handley:

Principals Ann Smejkal and Brian O’Handley and their interview committee have selected Megan Jain as the new Sawyer and Sunrise Elementary School Art teacher.

After graduating from the Muskego Public School District, Ms. Jain earned a fine arts degree in 2020 from the University of Wisconsin - Madison, and will be graduating from UW - Madison’s Art education certification program this spring. As a UW student, Ms. Jain spent one semester abroad studying art history, architecture and printmaking in Florence, Italy. While attending UW - Madison, Ms. Jain worked in a variety of artistic roles in both Door County and Madison, including working two summers as a studio assistant at Hands On Art Studio. Megan has worked with all age levels during her student teaching experiences with the Madison, Evansville, and Belleville School Districts.

Ms. Jain’s cooperating teachers and UW - Madison supervisor consistently described her as one of the strongest student teachers they have worked with. Their comments included:

- “She is very bright and takes on challenges without hesitation.”
- “Megan prepares like no other teacher I have ever worked with.”
- “As a person of color, Megan was mindful of other cultures when preparing lessons.”
- “Megan looked for feedback and was a great collaborator.”
- “You will be lucky to have her. We would hire her if we had an art position for her.”

Our interview team was impressed by Ms. Jain’s deep understanding of art and her approach to art education, which should build on Ms. Baeten’s outstanding art program. We are excited to welcome Ms. Jain to Sturgeon Bay.

A motion to approve Megan Jain as the new Sawyer and Sunrise Elementary School Art teacher beginning with the 2021-2022 school year is recommended.

11. Approve Technology Support Specialist

On behalf of the Department of Technology, Director Amy Sterckx is pleased to recommend J. Spencer Gustafson as our new Technical Support Specialist beginning June 1, 2021.

A graduate of Sturgeon Bay High School, Spencer has served as a Community Service Officer and most recently used his passion for technology to assist the Wisconsin Department of Justice. Spencer's innovative skill set has provided him experience in digitizing records, supporting technology infrastructures, repairing and refreshing devices, and mentoring our youth. Spencer remains involved in our school community by providing technical support to the athletic department along with holding numerous coaching positions with the high school football team. His dedication to the Sturgeon Bay School District is outstanding. This was recognized in 2013 when Spencer's received a certificate of excellence from the Sturgeon Bay School Board.

As an additional note, Spencer will take over Auditorium Manager duties. In addition to work he has done for the district even as a volunteer as early as his days as a student which shows his interest and expertise, this should bring stability to a key position that we have had to staff a few different ways in recent years. Further, this supports our students in the music department by having a music teacher be able to teach an additional course rather than assume this duty.

A recommendation to hire J. Spencer Gustafson as our Technical Support Specialist beginning June 1, 2021 is recommended.

Note: As a reminder, we have talked about the growing Tech-related needs in our classrooms, schools, and homes in recent years. Events of the past year have clearly shown the need for more support for students, families, and staff members. Additionally, rather than view this position as an addition, we plan to fund it through support staff position vacancies from attrition and the reallocation of staffing around how we serve the needs of regular education and special education students.

12. Approve Bookkeeper

As of the preparation of the meeting packet there is no formal recommendation since the position is posted until Thursday, May 13. Business Manager Holtz hopes to begin the interview process early the week of the Board meeting. Stay tuned.

A motion to approve a Bookkeeper likely beginning in the summer of 2021 is anticipated.

13. Approve Middle School Coaches

Principal Smullen and Athletic Director Meikle recommend the following:

A. Football Co-Head Coaches

- i. Sam Mueller** (*Current Physical Education teacher*)
- ii. Derek Jennerjohn** (*Current School Resource Officer*)

B. Girls Basketball Coaches

- i. 8th grade – Ben Herland** (*MS Physical Education & Health teacher*)
- ii. 6th & 7th grade – Madeline Brosteau** (*Sawyer 1st grade teacher who will be a*

Kindergarten teacher next year; Maddie assisted with MS girls basketball in 2020-2021.)

iii. 6th & 7th grade – Larry Woldt *(Larry assisted with MS girls basketball in 2020-2021.)*

C. Boys Basketball Coaches

i. 8th grade - Ben Herland *(MS Physical Education & Health teacher)*

ii. 6th & 7th grade – Chad Ulberg *(Chad has coached MS boys basketball & travel team basketball in the past.)*

A motion to approve the middle school football coaches, girls basketball coaches, and boys basketball coaches as presented is recommended.

OR

The Board can make a separate motion and take these one at a time.

Note: Board Policy 3120 - Employment of Professional Staff states:

The Board shall approve the employment of any employee required by law to be employed only following the majority vote of the full membership of the Board . . . Such approval shall be given only to those candidates for employment recommended by the District Administrator . . .

14. Approve High School Advisor, Managers, and Coach

A. Future Teachers of America Advisor

Principal Nickel recommends Nicole Herbst as the advisor for Future Teachers of America beginning with the 2021-2022 school year.

B. Dance Manager

Principal Nickel recommends an arrangement that has Joan Winkel sharing the position with Abby Jacobson during the 2021-2022 school year.

C. Head Volleyball Coach

Athletic Director Meikle and Principal Nickel recommend Jackie Jeanquart as Head Volleyball Coach. From AD Meikle: Jackie provided the leadership needed to lead our team this past spring through a very exciting time for our volleyball program—our share of our first Packerland Conference Championship in 29 years. Coach Jeanquart will serve as our Head Volleyball Coach while Coach Judas takes a leave of absence from coaching.

A motion to approve the high school Future Teachers of America advisor, dance managers, and head volleyball coach as presented is recommended.

OR

The Board can make a separate motion and take these one at a time.

Note: Board Policy 3120 - Employment of Professional Staff states:

The Board shall approve the employment of any employee required by law to be employed only following the majority vote of the full membership of the Board . . . Such approval shall be given only to those candidates for employment recommended by the District Administrator . . .

15. Approve 2021-2022 Compensation for Returning Non-teacher Employees

Last month, the Board approved returning teacher contracts. This month, the Board would approve the 2021-2022 compensation for our non-teacher employee groups. I will list them below so the Board is able to take action on all non-teaching employees at once or take separate action on each of the three categories, if you will.

- A. Hourly employees
- B. Unclassified employees
- C. Administrative employees

As in the past, the administration has prepared three options for the Board.

- One option is based on the Consumer Price Index of 1.24%.
- Another option is based on the teacher total base wage increase of 2.82% (this option does not include Master’s Degree supplemental pay since that is not part of the base wage).
- The other option we’ve prepared is 2.25% which falls between the CPI figure and the average teacher increase.

As a quick reminder, we had built a 2.5% increase into the referendum projections; while we do not approve the preliminary budget for next year until June, with the official approval in October following the information from the state, all three scenarios would be below the 2.5% figure.

Note: We know the Biennial State Budget process is underway and we will see how long it takes for that process to work to completion. Additionally, we know that next spring would be our next operational referendum. The Board will discuss these topics and more in the weeks and months ahead.

See the breakdown below for the financial summary of the three options.

Note: No increase at all would result in a salary total of \$3,249,739.06.

Percentage Increase:	<u>1.24%</u>	<u>2.25.%</u>	<u>2.82 %</u>
Total Increase	\$36,286.52	\$65,842.48	\$82,522.57
Salary Total	\$3,286,025.58	\$3,315,581.54	\$3,332,261.63
Difference	-\$29,555.96	-----	+\$16,680.09

A motion to approve compensation for returning non-teacher employees is recommended.

16. Approve 2021-2022 CESA 7 Service Contract

This contract comes to you annually for review and approval. Members of our team had a Zoom meeting with CESA 7 representatives at Noon on April 28 to review the contract specifics for next year.

A motion to approve the 2021-2022 CESA 7 Service contract is recommended.

17. Facility Project Update (informational item)

The Board has seen updates in the past month. While additional information could be shared as part of the meeting, the primary purpose of this item from the standpoint of the

administration is to make it abundantly clear that our students, families, and staff members will not have access to Sawyer Elementary School, Sunrise Elementary School, TJ Walker Middle School, or Sturgeon Bay High School for a majority of the summer due to construction.

A combination of the Sunset Elementary School building and temporary trailers behind SBHS will house year-round staff this summer.

This is an informational item so no Board action is currently requested.

18. Receive Draft of 2021-2022 Board meeting calendar (informational item)

Since we just officially set the Board meeting days this evening, I do not have a draft that would reflect any significant changes from past years. However, the meeting calendar draft in your packet does take both our previous approach and the 2021-2022 school year calendar into account.

For your review, I have made suggestions about what the 21-22 Board of Education calendar could look like. Here are just a few things to highlight:

- With the Annual Education Convention falling during the third week of January in 2022 (January 19-21), we would go to the 2nd Wednesday, January 12, as our meeting date as we have at times in the past. While we typically do not have a learning session meeting in January due to the Annual Education Convention, I did put one on the schedule since we usually add a learning session in referendum years since the resolution would typically be approved in that regular January meeting.
- Our annual retreat is scheduled in place of the February learning session again this next year.
- As I had noted in my email on April 26 and as we discussed in the May 5 learning session, I also added seven Wednesday evening “work group” sessions as placeholders to be able to work through the operational referendum planning process, a session(s) with stakeholders regarding the referendum, and of course time for the post-employment benefit process, as needed.

This is an informational item so no Board action is currently requested. The Board would officially approve a meeting calendar in next month’s meeting.

19. June, 16, 2021 and July 21, 2021 Meeting Location Moved to the City Council Chambers Due to Construction at SBHS (informational item)

I have added the following note to the draft agenda for the June 16, 2021 Board of Education meeting and plan to add it to the July 21, 2021 Board of Education draft agenda as well, just in case.

“Please note that the City of Sturgeon Bay moved the 6:00 P.M. Plan Commission meeting to 5:00 P.M. to accommodate our Board of Education meeting. It is possible,

however, that the Plan Commission meeting would go longer than anticipated, thereby delaying the start of the Board of Education meeting.”

20. Reports

21. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, April 21, 2021

President Hooker called the regular meeting to order at 7:01 PM in the high school library with a roll call vote. Present were Commissioners: Stephani, Holland, Hougaard, Stephens, Hooker, Miller, Jennerjohn, Chisholm (remote) and Alger. Also present are Superintendent Tjernagel, Holtz, R. Nickel, Ferry, M. Smullen, B. O’Handley, Smejkal, Sterckx, & A. DeMeuse. The Pledge of Allegiance was recited.

Motion: Alger/Holland to adopt the agenda, noting 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 Teacher increases not covered by ladder advancement, Compensation Request from a Professional Staff Member, Review of Staff Evaluations for Nomination of 2021 Hervey Hauser Award and Review of Administrative Staffing & Structure for 2021-2022 and 2022-2023. 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

RECOGNITION:

1. Employee Recognition – As noted last month, we will continue with our retiree recognition this month. In March, we recognized our teachers retiring at the end of the year. This month we will recognize two teachers who retired at the end of first semester and three staff members who will be retiring in June.
 - a. Linda Hollrith Mirkes, Ann Quale
 - b. Colleen Elliott, Mary Nickel, and Bob Nickel
2. Board Member recognition – We have three members departing at the end of their terms this month: Teri Hooker, Amy Stephens, and Keith Miller.

STUDENT COUNCIL REPRESENTATIVE REPORT: End of March did spring fling countdown to spring break. Not as widely accepted but still a good response. Election today. Working on teacher appreciation work. Thank board for support of students.

CONSENT AGENDA:

1. Approve Minutes
 - a. Regular meeting of March 17, 2021
2. Approve March Bills
3. Accept Grants and Donations
Door County Medical Center donated \$500 to the 800-gram Health Eating Challenge.

Last month food service was the recipient of memorial donations from the recently deceased, Esther Eshelman. <https://www.huehnsfuneralhome.com/obituary/Esther-Eshelman>

Jenny Spude received the following donations to support financially struggling SBSD families pay off overdue lunch balances in honor and in memory of Esther Fae (Bennett) Eshelman. Esther believed all children should be fed, not be hungry and have ample food supplies at home.

Gregory or Roberta Naples	100
Starr Bros, Inc	100
Robert or Mary Nickel	25
Kenneth or Dianne Guldenpfennig	50

The estate of Esther Eshelman	1000
Anonymous Donation	300

Craig Sigl received word this week that TJ Walker Middle School is one of 30 schools statewide receiving a water bottle filling station from the Delta Dental of Wisconsin Foundation.

Clipper Clays volunteer coach Matt Propsom (and the rest of the volunteer coach team) received the following donations:

- New Trap Wireless Callers: (\$500 each donor)
- Ace Hardware; Just In Time Corp; TTX; Virlee Gun Works - Green Bay; John and Christiana Blahnik
- New Garmin Xero 1 Simulators
- Dan and Jean Austad - \$700; John and Nancy Potier - \$1000
- Cash donations
- Sturgeon Bay Professional Police Association - \$100; Stoneman Schopf Agency - \$100; Dr. Luke Staudenmaier /Chiropractic Wellness Center - \$250; Sturgeon Bay Utilities - \$250

The Clipper Clays Coaches & District truly appreciate all the support for our team.

4. Approve Resignations and Retirements – Erik Tauschek has resigned from his position as head girls basketball coach. Tia Jackson has resigned from her position as assistant girls basketball coach. Dawn Schrader has resigned from her teacher associate position at Sunset Elementary School (effective the third week of April). Cliff Wind has resigned as the advisor for Future Teachers of America. Michelle Gibson is resigning from her role as the District Tech Mentor at SBHS, but will continue in her teaching role and other capacities at SBHS. Jen Hanson is resigning from her role as the TJ Walker Yearbook advisor. Colleen Elliott will retire from her position as the Administrative Assistant at Sunrise Elementary School at the end of the current school year.

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

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 26, 2021 (the 4th Monday in April): Board Clerk Tina Jennerjohn administered the Oath of Office to Angela Kruse, Damion Howard and Roger Wood, who will serve three-year terms expiring in April of 2024.
3. Appoint Delegate to the CESA #7 Annual Convention
Motion Hougaard/Jennerjohn to appoint Holland as the representative to the CESA 7 annual convention with no alternate at this time. Motion carried unanimously.
4. Designation of a Presiding Officer from April 26, 2021 until the Annual Board Reorganization in the May 19, 2021 Regular Board of Education Meeting

As some of us had discussed previously, our President and Vice-President will be leaving the Board at the end of their terms of service this month. Board Policy 0151.1 – Annual Board Reorganization Meeting requires the meeting to occur after the new terms of office have begun:

“The Board of Education shall hold an annual reorganization meeting on or within thirty (30) days after the fourth Monday in April. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of the Board President.”

As we reviewed the night of our March 17 Board meeting, Board Policy also has a mechanism in case neither the President nor Vice-President are available to preside over a 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.”

By acting tonight to designate a Board member to serve as the Presiding Officer from April 26, 2021 until the Annual Board Reorganization meeting in the May 19, 2021 Board meeting, we will have someone to Call the Meeting to Order and perform the other tasks needed for us to hold the May 5, 2021 Learning session and the May 19, 2021 Regular Board meeting—as well as any special meetings that may arise. Then when we get to the Annual Board Reorganization portion of the May 19, 2021 meeting, we will be able to elect members of the Board to the appropriate offices and move forward accordingly as we do every year.

Motion Hougaard/Jennerjohn to designate Mike Stephani as our presiding officer from April 26, 2021 until the Annual Board Reorganization in the May 19, 2021 Regular Board of Education Meeting. Motion carried unanimously.

5. 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 several 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 consider priority areas and 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 met Thursday, April 15 in the middle school commons. The notes were included in your packet tonight. 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.

Teachers at the top of the salary ladder would not receive compensation beyond what is described in the Professional Staff Salary and Supplemental Pay Guide unless specific action is taken. In the past, we have addressed this through one-year longevity stipends or adding a new top rung to the ladder. This topic is on the list for discussion later in the evening, and I also added some notes with the next agenda item.

6. Approve Individual Teacher Contracts:

The State of Wisconsin requires returning teacher contracts to be issued by May 15 of each year. The current plan is to have returning teachers continue to the next step of the salary ladder, with no changes to the ladder currently planned for the 2021-2022 school year.

Based upon discussions from past years and as noted in the previous agenda item, we still want to address teachers at the top of the salary ladder and can do so later in the evening. The Board has not had additional discussion this year as part of the learning sessions that typically fall in March and April, but were cancelled due to all the interviews. As we look to the future, and as was stated last year, it would certainly be nice to simplify this part of the process. As a quick review, here are a couple of the potential ideas from last year:

- 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.

Returning teachers are those teachers who are not leaving by retiring or resigning at the mid-year or end of the school year. Additionally, returning teachers are not teachers whose positions are not continuing next year either because of being a temporary position or because the position is being eliminated.

Motion Jennerjohn/Stephani to approve individual teacher contracts for all returning teachers noting that teachers at the top of the salary ladder will be discussed later this evening. Motion carried unanimously.

7. Approve School Psychologist

Motion Holland/Hougaard to approve the hire of Seth Carreno as our School Psychologist beginning with the 2021-2022 school year. Motion carried unanimously.

8. Approve Kindergarten Teacher

Motion Stephens/Miller to approve Maddie Brosteau as the newest member of the Kindergarten team beginning with the 2021-2022 school year. Motion carried unanimously.

9. Approve Primary Related Arts Teacher

Motion Holland/Hougaard to approve Mackenzie Straub as the related arts teacher at Sawyer beginning with the 2021-2022 school year. Motion carried unanimously.

10. Approve 5th Grade Teachers

A. Motion Stephens/Jennerjohn to approve Angela Nerby as the new Sunrise fifth grade teacher beginning with the 2021-2022 school year. Motion carried unanimously.

B. Motion Hougaard/Holland to approve Ivy Berg as the new Sunrise fifth grade teacher beginning with the 2021-2022 school year. Motion carried unanimously.

11. Approve Sawyer Elementary School Principal

Motion Stephens/Miller to hire Katy DeVillers as the Sawyer Elementary School Principal beginning with the 2021-2022 school year. Motion carried unanimously.

12. Approve 2021-2022 Youth Apprenticeship Services Agreement

Motion Hougaard/Jennerjohn to approve the 2021-2022 Youth Apprenticeship Service Agreement. Motion carried unanimously.

13. Approve Purchase of Front-of-the-Classroom Displays

Motion Stephens/Hougaard to approve the purchase of front-of-the-classroom displays for the district with an amount not to exceed \$265,000. Motion carried unanimously.

14. Approve Roof Replacement Project

Motion Holland/Hougaard to approve Northeastern Roofing's bid for \$184,000 for the outlined project. Motion carried unanimously.

15. Approve Replacement Lawn Mower

Motion Stephani/Hougaard to approve a replacement lawn mower at a cost of \$11,780. Motion carried unanimously.

16. Approve Replacement High School Floor Scrubber

Motion Miller/Stephens to approve a replacement floor scrubber at a cost of \$13,995. Motion carried unanimously.

17. Reports:

- a. Legislative – yesterday update WASB legislative update indicated there is 175 million federal funding to support COVID testing in schools.
- b. CESA – none.
- c. Committee/Seminars – none.
- d. Administrative Reports presented.
- e. Superintendent's Report presented.

18. Executive Session –

Motion: Holland/Stephens to adjourn to Executive Session (with roll call vote) at 9:40 PM noting 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 Teacher increases not covered by ladder advancement, Compensation Request from a Professional Staff Member, Review of Staff Evaluations for Nomination of 2021 Hervey Hauser Award and Review of Administrative Staffing & Structure for 2021-2022 and 2022-2023. Present were: Stephani, Holland, Hougaard, Stephens, Hooker, Miller, Jennerjohn, Chisholm (remote), Alger. Motion carried unanimously.

Motion: Alger/Jennerjohn to return to open session at 11:43 PM.

1. Motion: Holland/Stephens to apply 1.24% increase to teachers at the top of the ladder. Motion carried unanimously.
2. Motion: Stephani/Jennerjohn to deny the request from Professional Staff Member B.P. Motion carried unanimously.
3. Motion: Jennerjohn/Alger to approve nominee for Hervey Hauser Award. Motion carried unanimously.
4. No formal action taken on the review of Administrative Staffing & Structure for 2021-2022 and 2022-2023. Action to come in 2021-2022.

19. Adjourn Motion: Jennerjohn/Miller to adjourn at 11:46 PM. Motion carried unanimously.

Date: _____

President's Signature: _____

THE SCHOOL DISTRICT OF STURGEON BAY
Board of Education Learning Session
Wednesday, May 5, 2021

5:00 P.M. Board of Education Meeting

High School Library

CALL TO ORDER:

1. Roll Call at 5:00 PM: Present: Stephani, Holland, Hougaard (5:53 PM), Jennerjohn, Chisholm, Howard (5:12 PM), Wood & Kruse. Excused was Alger . Also present Superintendent Tjernagel, R. Nickel, Ferry, M. Smullen, B O’Handley, Smejkal, Sterckx and Holtz.

2. **Motion:** Jennerjohn/Chisholm to adopt the agenda. Motion carried unanimously.

AGENDA AND DISCUSSION

1. Literacy Planning Update: Dr. Smejkal led this update.
2. Budget Planning Update: Mr. Holtz led this update.
3. Equity Work Group Update: Information presented.
4. Construction Project Update: Information presented.
5. Annual Board Reorganization Preview: Overview provided on process.
6. Learning Session Schedule Update: Information provided.
7. Motion to adjourn: Holland/Hougaard to adjourn at 7:10 PM. Motion carried unanimously.

Date: _____

President’s Signature: _____

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/08/2021	100778	R	195.75	10 E 800 324 253000 000	A-1 ELEVATOR SERVICE	Quarterly Lift Maintenance-TJW MS
04/08/2021	100778	R	126.75	10 E 800 324 253000 000	A-1 ELEVATOR SERVICE	Quarterly Lift Maintenance-Sunrise Elem
04/08/2021	202100416	A	85.00	10 E 800 310 162000 000	ADAMSKI, JOE	8-Player football official vs Oakfield 4-1-21 at Booyah Field
04/08/2021	202100417	A	85.00	10 E 800 310 162000 000	ADAMSKI, SKYLAR	8-Player football official vs Oakfield 4-1-21 at Booyah Field
04/08/2021	100779	R	179.39	10 E 800 355 263300 000	AT&T	Account# 920 743-5493 930 7-Monthly Billing
04/08/2021	100780	R	1,350.00	10 E 800 310 162000 000	BOOMERANG STADIUM HO	Booyah field Invoice for 3 football games
04/08/2021	100781	R	56.50	21 E 400 411 162121 000	BSN SPORTS REMIT	HS Girls Volleyball Apparel
04/08/2021	202100418	A	100.00	10 E 800 310 162000 000	CHRISTOPHERSEN, JAME	VB official vs Sev
04/08/2021	202100419	A	85.00	10 E 800 310 162000 000	COLLETTE, TIM	8-Player football official vs Oakfield 4-1-21 at Booyah Field
04/08/2021	202100420	A	375.00	10 E 800 324 253000 000	COMMUNICATIONS ENGIN	Account# AA02021 Fire Alarm Monitoring- HS/MS
04/08/2021	202100420	A	375.00	10 E 800 324 253000 000	COMMUNICATIONS ENGIN	Account# AA02021 Fire Alarm Monitoring- Sawyer
04/08/2021	100782	R	2,952.00	10 E 800 417 258000 000	CPG - CONTRACT PAPER	Account# STU746- District copy paper (3 pallets)
04/08/2021	100782	R	-24.60	10 E 800 417 258000 000	CPG - CONTRACT PAPER	Account# STU746- Credit for damaged reams
04/08/2021	202100421	A	85.00	10 E 800 310 162000 000	CUMMINGS, MICHAEL	8-player football official vs Chequamegon
04/08/2021	100783	R	29.18	10 E 800 411 253000 000	DOOR COUNTY COOPERAT	Monthly Billing- customer# 784909
04/08/2021	100783	R	1,895.17	10 E 800 348 256510 000	DOOR COUNTY COOPERAT	Monthly Billing- customer# 784909
04/08/2021	100784	R	245.41	10 E 800 411 253000 000	DOOR COUNTY HARDWARE	Account# 96718- March 2021 Billing
04/08/2021	100785	R	1,599.98	21 E 800 449 161942 000	DOOR COUNTY ROD & GU	Garmin Xero S1 (2) for Clipper Clays (minus sales tax)
04/08/2021	100786	R	2,340.00	10 E 800 310 162000 000	DOOR COUNTY YMCA	Boy & Girls Swim Team Pool Rental 2020-2021
04/08/2021	100786	R	1,410.00	10 E 800 310 162000 000	DOOR COUNTY YMCA	Boy & Girls Swim Team Pool Rental 2020-2021
04/08/2021	202100422	A	106.50	10 E 800 310 162000 000	DELONG, TINA	3-5-21 Girls swim meet officials
04/08/2021	100787	R	100.00	10 E 800 941 239000 000	DEPT OF SAFETY AND P	Customer# 508660- Permit to Operate (508660 & 512732)
04/08/2021	100788	R	1,650.40	10 E 800 730 270000 000	DWD-UI	Account# 696368-000-4 Unemployment Insurance 03/01/21 - 03/31/21
04/08/2021	100789	R	22.50	10 E 800 943 219000 000	EQUAL RIGHTS DIVISIO	Work Permits (3)- March 2021
04/08/2021	100790	R	536.67	10 E 800 310 239000 000	ERC INC	Monthly EAP charges- April 2021
04/08/2021	100791	R	258.00	50 E 800 415 257250 000	FLANIGAN DISTRIBUTIN	HS Vending Beverages
04/08/2021	202100423	A	187.55	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books--MS
04/08/2021	202100423	A	257.76	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Account# 80045- Library

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/08/2021	202100424	A	85.00	10 E 800 310 162000 000	GILBERT, GLENN	Books--MS 8-player Football official vs Chequamegon at Booyah field
04/08/2021	202100425	A	85.00	10 E 800 310 162000 000	GITLEWSKI, ROBERT	8-Player Football official vs Chequamegon
04/08/2021	202100426	A	100.00	10 E 800 310 162000 000	HEILMANN, MARY	VB official vs Sev 4-5-21
04/08/2021	202100427	A	87.14	10 E 400 411 125500 000	HEID MUSIC CO	HS drum heads and mallets
04/08/2021	100792	R	309.00	10 E 400 411 125500 000	INSTRUMENTALIST AWAR	Account# 54235S1- End of year senior awards part 1
04/08/2021	202100428	A	186.94	10 E 800 419 249000 000	JOSTENS REMIT	Graduation supplies
04/08/2021	202100429	A	59.00	10 E 400 411 125500 000	J W PEPPER & SON INC	HS Graduation Music
04/08/2021	202100429	A	60.00	10 E 400 411 125500 000	J W PEPPER & SON INC	HS Spring band music
04/08/2021	202100429	A	219.99	10 E 200 411 125500 000	J W PEPPER & SON INC	MS Band Music
04/08/2021	202100429	A	54.99	10 E 200 411 125500 000	J W PEPPER & SON INC	MS Concert Band Music: Prehistoric Suite
04/08/2021	202100429	A	235.14	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Choir Music
04/08/2021	202100430	A	3,000.00	10 E 800 480 221500 000	KAMI- NOTABLE INC	Kami 12 month Renewal - HS/MS
04/08/2021	202100431	A	85.00	10 E 800 310 162000 000	KIEL, STEPHEN	8-Player Football official vs Chequamegon at Booyah field
04/08/2021	100793	R	345.95	27 E 800 310 223300 019	KYLES CONSULTING LLC	Contracted Monthly SBS/MAC fee- March 2021
04/08/2021	202100432	A	433.50	10 E 140 411 115000 000	LEXIA LEARNING SYSTE	Quote# Q-452836- Lexia Core5 Reading PowerUp 50 seats
04/08/2021	202100432	A	400.00	10 E 100 480 221500 000	LEXIA LEARNING SYSTE	Quote# Q-452836- Lexia Core5 Reading PowerUp 50 seats
04/08/2021	202100433	A	85.00	10 E 800 310 162000 000	LINDNER, RYAN	8-Player Football official vs Chequamegon at Booyah field
04/08/2021	100794	R	63.30	10 E 800 310 239100 000	MAAS FLORAL & GREENH	Flowers for Heidi Richard
04/08/2021	100795	R	149.90	10 E 800 416 214000 000	MACGILL	Order# ORD1155129- Ice packs for school nurse
04/08/2021	100796	R	4,770.00	27 E 800 370 436000 341	MACHT VILLAGE SCHOOL	MVP School Classroom- K.VanEgeren
04/08/2021	100797	R	89.70	10 E 800 411 162000 000	NEFF REMIT	Athletic Emblems
04/08/2021	100798	R	115.25	10 E 800 411 253000 000	O'REILLY AUTO PARTS	Customer# 1451981- Monthly billing
04/08/2021	100799	R	13.65	10 E 100 449 241000 000	OFFICE DEPOT REMIT	Account# 46466631- SR office supplies
04/08/2021	100799	R	35.30	10 E 100 449 241000 000	OFFICE DEPOT REMIT	Account# 46466631- SR office supplies
04/08/2021	100799	R	30.86	10 E 140 411 113000 000	OFFICE DEPOT REMIT	Account# 46466631- 3rd grade supplies
04/08/2021	100799	R	8.24	10 E 100 449 241000 000	OFFICE DEPOT REMIT	Account# 46466631- SR office supplies
04/08/2021	100800	R	149.76	21 E 200 411 161934 000	PEPSI-COLA OF GREEN	MS Vending Beverages
04/08/2021	202100434	A	3,831.84	50 E 800 415 257220 000	PRAIRIE FARMS	Account# 47-471 Monthly Billing
04/08/2021	100801	R	1,764.38	10 E 400 411 122000 000	PRESTWICK HOUSE	Customer# 222881- English Novels
04/08/2021	100802	R	400.00	21 E 400 310 161921 000	PRINCE OF PEACE LUTH	Donation for Sturgeon Bay School District Thursday night meals
04/08/2021	100803	R	1,837.92	10 E 800 411 253000 000	PROFESSIONAL SUPPLY	Maintenance Supplies
04/08/2021	100804	R	136.00	10 E 800 370 213200 000	PSAT/NMSQT	PSAT Testing- School Code 502220
04/08/2021	202100435	A	44.52	10 E 200 411 241000 000	QUILL LLC	Order# 148492970 MS office supplies

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/08/2021	202100435	A	85.49	10 E 200 411 241000 000	QUILL LLC	Order# 148643068- MS office supplies
04/08/2021	100805	R	100.84	27 E 140 411 158106 341	REALLY GOOD STUFF	Account# 9061499- Classroom supplies SR
04/08/2021	100806	R	2,501.39	10 E 800 411 253000 000	REINDERS	Customer# 202593- Turf Supplies (\$5220.27) minus statement credits (-\$2718.88)
04/08/2021	100807	R	200.00	21 E 400 310 161921 000	SAVE THE CHILDREN	Donation from HS Service Club
04/08/2021	202100436	A	75.00	10 E 800 310 162000 000	SCHWEITZER, BARBARA	Girls swim meet official 3-5-21
04/08/2021	100808	R	1,847.00	10 E 800 480 295000 000	SNAP LEARNING INC- H	35" eGlass Pilot
04/08/2021	100809	R	500.00	21 E 400 310 166323 000	STONE HARBOR RESORT	Prom & Sadies ballroom rental for 2022
04/08/2021	202100437	A	1,235.00	27 E 800 370 436000 341	SUNSHINE HOUSE INC	Prevocational training and transportation for R.Gonzales- March 2021
04/08/2021	100810	R	116.12	10 E 200 411 241000 000	SUPREME SCHOOL SUPPL	Sales order# 59550- MS Daily absentee books & permit to leave building books
04/08/2021	202100438	A	85.00	10 E 800 310 162000 000	TSCHIMPERLE, PATRICK	8-Player football official vs Oakfield 4-1-21 at Booyah Field
04/08/2021	202100439	A	1,823.80	10 E 800 354 258000 000	US BANK EQUIPMENT FI	Monthly equipment lease billing
04/08/2021	202100440	A	262.50	10 E 800 310 162000 000	VANDERLEEST, TANNER	Video Scoreboard and live streaming coordinator
04/08/2021	100811	R	211.01	27 E 800 341 256750 341	VANEGEREN, DEANNA	Transport for student to and from Macht Village Program (3 trips)- 125.6 miles
04/08/2021	100812	R	85.00	10 E 800 310 162000 000	WHITE, SIDNEY	8-Player football official vs Oakfield 4-1-21 at Booyah Field
04/13/2021	202100441	A	264.00	10 R 800 271 500000 000	SCHOOL DISTRICT OF S	Volleyball tickets (44) @ \$6 per ticket \$264.00 + video live streaming fee \$37.20
04/13/2021	202100441	A	37.50	10 E 800 411 162000 000	SCHOOL DISTRICT OF S	Volleyball tickets (44) @ \$6 per ticket \$264.00 + video live streaming fee \$37.20
04/12/2021	100815	R	5.00	98 L 000 000 811671 000	AXA EQUITABLE	J Schopf \$5
04/12/2021	100816	R	249.60	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
04/12/2021	100817	R	271.00	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
04/15/2021	202100442	A	82.50	10 E 400 450 136431 000	ALGOMA LUMBER COMPAN	HS Lumber for Resale
04/15/2021	100820	R	180.85	10 E 800 411 162000 000	BADGER SPORTING GOOD	Customer# S151- Wrestling supplies
04/15/2021	202100443	A	927.30	10 E 800 411 253000 000	BELSON CO	District Paper Towels
04/15/2021	100821	R	877.82	10 E 800 355 263300 000	CELLCOM WISCONSIN RS	Account# 003-00319495 monthly service billing
04/15/2021	202100444	A	3,506.29	27 E 800 386 221300 341	CESA 7	Personnel charges 2/16/2021 - 03/15/2021
04/15/2021	202100445	A	2,075.00	10 E 800 386 431000 000	CESA #9	January 2021 final enrollments and February 2021 enrollments
04/15/2021	100822	R	50.00	10 E 800 310 239000 000	CROCKETT, LINDA	Memorial Gift
04/15/2021	100823	R	270.00	10 E 800 310 239100 000	CROSSFIT ARMATI	February 2021 memberships (9)
04/15/2021	100823	R	270.00	10 E 800 310 239100 000	CROSSFIT ARMATI	March 2021 memberships (9)

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/15/2021	100824	R	600.10	10 E 800 411 253000 000	CULLIGAN SERVICE	Account# 8566801- water and salt- March 2021
04/15/2021	100825	R	550.00	21 E 400 310 163905 000	DAHL, DARLA	55 hours of work @ \$10/hour in the costume consortium 2020-21 school year
04/15/2021	100826	R	24.00	10 E 800 411 162000 000	DC ENGRAVING	Scholar Athlete Awards
04/15/2021	100827	R	616.26	10 E 800 411 253000 000	DOOR COUNTY TREASURE	Winter Operations 1/24/21 - 2/20/21
04/15/2021	100828	R	1,740.00	21 E 800 411 161942 000	DOOR COUNTY ROD & GU	First Half of Clipper Clay Practice Rounds (348 x \$5 = \$1,740)
04/15/2021	100829	R	2,492.64	27 E 800 310 158100 341	DOTCOM THERAPY, INC	Speech therapy services- March 2021
04/15/2021	100830	R	33.30	10 E 400 449 126000 000	FLINN SCIENTIFIC INC	Order# 21-25302-1 HS Science Supplies
04/15/2021	202100446	A	1,847.90	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books-SR Animals
04/15/2021	202100446	A	620.14	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books-SR
04/15/2021	100831	R	36.46	10 E 200 411 143000 000	NASCO	Order# W0-9LU9-0 MS PE Supplies for 2020-2021
04/15/2021	100832	R	385.00	10 E 800 943 162000 000	NATIONAL HONOR SOCIE	NHS Affiliation 07/01/2021 - 06/30/2021
04/15/2021	100833	R	1,500.00	10 E 800 310 252100 000	PMA SECURITIES LLC	Dissemination Agent Fee- fiscal year ending June 30, 2020
04/15/2021	100834	R	521.83	10 E 400 411 122000 000	PRESTWICK HOUSE	English Novels
04/15/2021	202100447	A	16.86	10 E 200 411 241000 000	REALLY GREAT READING	Student Phonics Kit for J.Schopf
04/15/2021	202100447	A	67.14	10 E 200 411 223900 000	REALLY GREAT READING	Student Phonics Kit for J.Schopf
04/15/2021	202100448	A	88.99	27 E 800 411 218101 341	SCHOOL SPECIALTY, LL	Order# 57129658- SPED Supplies
04/15/2021	202100449	A	306.11	10 E 800 355 263300 000	SPECTRUM BUSINESS	Monthly billing account# 8245 11 120 0173238
04/15/2021	100835	R	69.75	50 E 800 324 257220 000	TIP TOP CLEANERS	Monthly laundry billing for food service- March 2021
04/15/2021	202100450	A	21.60	27 E 120 411 158109 341	VANDEBOGART, CHERI	3/15/2021 I personally paid for 2 Teachers Pay Teachers items with my credit card. PO#9900021054
04/15/2021	202100450	A	10.00	27 E 120 411 158109 341	VANDEBOGART, CHERI	3/15/2021 I personally paid for 2 Teachers Pay Teachers items with my credit card. PO#9900021054
04/15/2021	202100451	A	84.00	10 E 800 310 239000 000	WIS DRUG TESTING & C	Background checks (6)- March 2021
04/22/2021	100837	R	71.50	10 E 800 324 253000 000	ATIS ELEVATOR INSPEC	Service ID 506100- TJW MS inspection
04/22/2021	100837	R	131.00	10 E 800 324 253000 000	ATIS ELEVATOR INSPEC	SBHS service ID# 508660 & SR service ID# 512732
04/22/2021	100837	R	131.00	10 E 800 324 253000 000	ATIS ELEVATOR INSPEC	SBHS 2019 inspection & SR 2019 inspection
04/22/2021	100837	R	71.50	10 E 800 324 253000 000	ATIS ELEVATOR INSPEC	TJW Annual Inspection- 506100
04/22/2021	100837	R	131.00	10 E 800 324 253000 000	ATIS ELEVATOR INSPEC	SBHS 508660 & SR 512732 annual inspections

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04/22/2021	202100452	A	1,350.00	10 E 800 310 162000 000	BOOMERANG STADIUM HO	Booyah field Invoice for 3 football games
04/22/2021	100838	R	1,208.30	10 E 800 411 162000 000	BSN SPORTS REMIT	Order# 303575039- Athletic Signage
04/22/2021	100838	R	115.00	10 E 800 411 162000 000	BSN SPORTS REMIT	Order# 303642038- Whiffle balls
04/22/2021	100839	R	229.26	27 E 140 411 158106 341	COGNITIVE CONNECTION	SPED classroom supplies
04/22/2021	202100453	A	80.00	10 E 800 310 162000 000	COPELAND, JOSHUA	Boys Soccer Official vs Fond Du Lac
04/22/2021	100840	R	1,032.76	10 E 800 348 256510 000	DOOR COUNTY TREASURE	District Fuel
04/22/2021	100840	R	503.67	10 E 800 348 254500 000	DOOR COUNTY TREASURE	District Fuel
04/22/2021	100841	R	15,573.09	27 E 800 310 218100 011	DOOR COUNTY MEDICAL	OT/PT- March 2021
04/22/2021	100841	R	2,271.01	27 E 800 310 218200 011	DOOR COUNTY MEDICAL	OT/PT- March 2021
04/22/2021	100841	R	7,040.00	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	School Nursing- March 2021
04/22/2021	100842	R	170.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Group 1- April 2021
04/22/2021	100842	R	340.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Group 2- April 2021
04/22/2021	100843	R	1,425.00	10 E 800 411 239100 000	DESTINATION STURGEON	Wellness incentive gift certificates
04/22/2021	100844	R	8,640.00	10 E 800 310 221200 000	DPI-WISCONSIN	Educator Effectiveness Evaluation System Fees (2021)
04/22/2021	100845	R	100,305.38	49 E 800 310 239000 000	EUA	Professional Services- Project# 318509-01
04/22/2021	100846	R	251.65	50 E 800 415 257250 000	FLANIGAN DISTRIBUTIN	HS Vending Beverages
04/22/2021	202100454	A	296.09	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books: SR March
04/22/2021	202100454	A	1,260.54	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books-SR
04/22/2021	100847	R	900.00	10 E 800 324 253000 000	HOMETOWN PLASTERING	Wall repair in MS Band Room
04/22/2021	100848	R	325.00	10 E 800 324 253000 000	INNOVATIVE LED SOLUT	Demo old wiring from CAD Lab
04/22/2021	100848	R	332.02	10 E 800 324 253000 000	INNOVATIVE LED SOLUT	Add UPS outlet for SW Elem
04/22/2021	100848	R	3,160.00	10 E 800 449 253000 000	INNOVATIVE LED SOLUT	MS Commons Replacement Lighting
04/22/2021	100848	R	3,275.91	10 E 800 324 253000 000	INNOVATIVE LED SOLUT	200 Amp Service at SW Elem
04/22/2021	202100455	A	60.00	10 E 800 310 125000 000	INSTRUMENTAL MUSIC C	HS Oboe repair
04/22/2021	100849	R	406.00	50 E 800 415 257220 000	JORNS SUGAR BUSH	Maple syrup for food service
04/22/2021	202100456	A	2,879.04	21 E 400 411 166700 000	JOSTENS REMIT	Order# 28719448- Graduation cap and gown
04/22/2021	100850	R	155.24	27 E 120 411 158115 341	LAKESHORE LEARNING M	Account# 294068- SPED Classroom supplies
04/22/2021	100850	R	-20.25	27 E 120 411 158115 341	LAKESHORE LEARNING M	Account# 294068- Credit memo for shipping costs
04/22/2021	202100457	A	90.00	10 E 800 310 162000 000	LINDNER, RYAN	Football Official JV 3 team scrimmage
04/22/2021	202100458	A	70.00	10 E 800 310 162000 000	MILLS, JOSEPH	Boys Soccer Official vs Fond Du Lac
04/22/2021	202100459	A	432,277.36	49 E 800 324 254300 000	MIRON CONSTRUCTION C	Sawyer Elementary Construction- order# 203160
04/22/2021	202100459	A	193,658.07	49 E 800 324 254300 000	MIRON CONSTRUCTION C	HS/MS/SR Construction- order# 203170
04/22/2021	202100460	A	90.00	10 E 800 310 162000 000	NICKELS, DAVE	Football Official JV 3 team scrimmage
04/22/2021	100851	R	1,000.00	10 E 400 551 136431 000	OLIVER MACHINERY CO.	Purchase of new Planer from Oliver Machinery- remaining balance due
04/22/2021	100851	R	825.81	21 E 400 449 161924 000	OLIVER MACHINERY CO.	Purchase of new Planer from Oliver Machinery- remaining

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04/22/2021	100851	R	5,304.18	21 E 400 449 161924 650	OLIVER MACHINERY CO.	balance due Purchase of new Planer from Oliver Machinery- remaining balance due
04/22/2021	100852	R	642.92	50 E 800 415 257220 000	PAN O GOLD	Monthly billing
04/22/2021	100853	R	78.28	10 E 800 351 239000 000	PENINSULA PULSE	Monthly postings
04/22/2021	202100461	A	25.88	10 E 200 411 241000 000	QUILL LLC	Order# 149108196- MS Supplies
04/22/2021	100854	R	302.43	21 E 400 449 125500 649	RAIBROOK FOUNDATION	Repayment for balance on grant# 11-2020-02
04/22/2021	202100462	A	90.00	10 E 800 310 162000 000	ROEDEL, NICK	Football Official JV 3 team scrimmage
04/22/2021	202100463	A	90.00	10 E 800 310 162000 000	ROEDEL, RICHARD	Football Official JV 3 team scrimmage
04/22/2021	100855	R	400.00	10 E 800 941 239000 000	ROTARY CLUB OF STURG	Rotary quarterly dues- 4th qtr 2020, 1st qtr 2021
04/22/2021	100856	R	52.00	21 E 100 411 164900 000	SB LUNCH PROGRAM	Cookies for elementary associates
04/22/2021	100856	R	84.00	10 E 140 411 113000 000	SB LUNCH PROGRAM	Soup for elem staff appreciation lunch (PBIS)
04/22/2021	100856	R	437.85	10 E 800 411 239100 000	SB LUNCH PROGRAM	800 Gram Challenge fruit and vegetables
04/22/2021	202100464	A	12,440.79	10 E 800 336 253300 000	STURGEON BAY UTILITI	SBSD March 2021 Utilities
04/22/2021	202100464	A	1,296.75	10 E 800 337 253300 000	STURGEON BAY UTILITI	SBSD March 2021 Utilities
04/22/2021	202100464	A	784.28	10 E 800 338 253300 000	STURGEON BAY UTILITI	SBSD March 2021 Utilities
04/22/2021	202100464	A	229.84	10 E 800 339 253300 000	STURGEON BAY UTILITI	SBSD March 2021 Utilities
04/22/2021	100857	R	2,505.36	10 E 800 449 253000 000	SHAW INDUSTRIES	Customer# 0225115- Band room flooring
04/22/2021	100858	R	28.05	10 E 800 411 253000 000	SHORE TO SHORE RENTA	Maintenance supply
04/22/2021	100859	R	71.79	10 E 140 411 113000 000	TADYCH'S ECONO FOODS	Account# 42000040035- Monthly billing
04/22/2021	100859	R	170.36	10 E 200 411 135200 000	TADYCH'S ECONO FOODS	Account# 42000040035- Monthly billing
04/22/2021	100859	R	103.42	10 E 400 411 135200 000	TADYCH'S ECONO FOODS	Account# 42000040035- Monthly billing
04/22/2021	100859	R	6.98	50 E 800 415 257220 000	TADYCH'S ECONO FOODS	Account# 42000040035- Monthly billing
04/22/2021	100859	R	90.76	50 E 800 415 257220 549	TADYCH'S ECONO FOODS	Account# 42000040035- Monthly billing
04/22/2021	100859	R	495.73	50 E 800 415 257250 000	TADYCH'S ECONO FOODS	Account# 42000040035- Monthly billing
04/22/2021	100860	R	32.47	10 E 800 353 263300 000	UNITED PARCEL SERVIC	Shipper# 586902- Monthly parcel service billing
04/22/2021	100861	R	4,800.00	10 E 800 387 431000 000	UNIV OF WISC-GREEN B	Spring 2021 Courses
04/22/2021	100862	R	27.68	50 E 800 415 257220 549	WASEDA FARMS COUNTRY	Eggs
04/22/2021	202100465	A	90.00	10 E 800 310 162000 000	WERY, MICHAEL	Football Official JV 3 team scrimmage
04/22/2021	202100466	A	70.00	10 E 800 310 162000 000	WETTSTEIN, JEFF	Boys Soccer Official vs Fond Du Lac
04/22/2021	100863	R	1,200.00	21 E 800 411 161942 000	WI SCTP FOUNDATION	Clipper Clays Ammo- 20 cases @ \$60 each
04/22/2021	202100467	A	2,174.50	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Account# GB3909- monthly billing
04/22/2021	100864	R	159.26	10 E 800 351 239000 000	WISCONSIN MEDIA	Account# 17600- monthly postings
04/22/2021	100865	R	131.65	10 E 800 310 239000 000	WOLTER ENGRAVING SER	Engraving services- school board

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04/22/2021	100866	R	280.00	10 E 800 480 295000 000	WRIGHTSTOWN COMMUNIT	14 Cisco IP Phones 7921
04/23/2021	100868	R	1,200.00	21 E 800 411 161942 000	SCTP- SCHOLASTIC CLA	Clipper Clays Ammo- 20 cases @ \$60 each
04/26/2021	100869	R	5.00	98 L 000 000 811671 000	AXA EQUITABLE	J Schopf \$5
04/26/2021	100870	R	30.00	98 L 000 000 811690 000	CROSSROADS AT BIG CR	Employee Donations
04/26/2021	100870	R	30.00	98 L 000 000 811690 000	CROSSROADS AT BIG CR	Employee Donations
04/26/2021	100871	R	262.17	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
04/26/2021	100872	R	3,702.00	98 L 000 000 811634 000	MADISON NATIONAL LIF	Group Life - May 2021
04/26/2021	100873	R	675.82	98 L 000 000 811639 000	MADISON NATIONAL LIF	Short-Term Disability Ins. - May 2021
04/26/2021	100873	R	3,119.17	98 L 000 000 811635 000	MADISON NATIONAL LIF	LTD Insurance - May 2021
04/26/2021	100873	R	536.72	98 L 000 000 811639 000	MADISON NATIONAL LIF	Short-Term Disability Ins.
04/26/2021	100874	R	144.90	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 18 Pay - May 2021
04/26/2021	100874	R	218.65	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 24 Pay
04/26/2021	100874	R	330.24	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 18 Pay - May 2021
04/26/2021	100874	R	218.65	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 24 Pay
04/26/2021	100875	R	271.00	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
04/26/2021	100876	R	1,257.11	98 L 000 000 811647 000	SUPERIOR VISION INSU	Policyholder 03928901; Invoice #515956
04/26/2021	100877	R	554.06	98 L 000 000 811646 000	UNITEDHEALTHCARE SPE	303472; Accident Insurance
04/26/2021	100877	R	362.27	98 L 000 000 811648 000	UNITEDHEALTHCARE SPE	303472; Critical Illness Ins.
04/26/2021	100877	R	428.26	98 L 000 000 811646 000	UNITEDHEALTHCARE SPE	303472; Accident Insurance
04/26/2021	100877	R	536.38	98 L 000 000 811648 000	UNITEDHEALTHCARE SPE	303472; Critical Illness Ins.
04/26/2021	100878	R	186.50	98 L 000 000 811690 000	UNITED WAY	Employee Donations
04/26/2021	100878	R	186.50	98 L 000 000 811690 000	UNITED WAY	Employee Donations
04/29/2021	100879	R	179.58	10 E 800 355 263300 000	AT&T	Account# 920 743-5493 930 7 monthly service billing
04/29/2021	202100468	A	10,000.00	10 E 800 480 295000 000	CAMERA CORNER-CONNEC	CCCP Support Block
04/29/2021	100880	R	528.00	10 E 400 310 126000 000	CAPITAL MICROSCOPE S	Microscope services for HS science per C.Kiekhafer
04/29/2021	100880	R	439.00	10 E 400 310 126000 000	CAPITAL MICROSCOPE S	MS/HS microscope services
04/29/2021	100880	R	439.00	10 E 200 310 126000 000	CAPITAL MICROSCOPE S	MS/HS microscope services
04/29/2021	202100469	A	393.75	10 E 800 386 239000 000	CESA 11	E-Rate Services
04/29/2021	202100470	A	92.00	10 E 800 310 162000 000	COLLETTE, TIM	Varsity center official Soccer vs GB Preble
04/29/2021	202100471	A	154.00	10 E 800 310 162000 000	COPELAND, JOSHUA	JV and Varsity official Soccer vs GB Preble
04/29/2021	202100472	A	85.00	10 E 800 310 162000 000	CUMMINGS, MICHAEL	4-9-21 FB vs NEW Official pay
04/29/2021	100881	R	375.00	10 E 800 411 239000 000	DESTINATION STURGEON	Retiree gifts
04/29/2021	202100473	A	70.00	10 E 800 310 162000 000	DOWNEY, JAMES	JV soccer vs Kewaunee official
04/29/2021	100882	R	343.85	10 E 800 439 222200 031	FOLKMANIS, INC	Account# S5423- Puppets
04/29/2021	202100475	A	378.70	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books: HS Classics
04/29/2021	202100475	A	478.56	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books: MS
04/29/2021	202100475	A	18.25	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books--SW
04/29/2021	202100475	A	676.86	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- SR Animal Books
04/29/2021	202100475	A	527.81	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library Books: HS
04/29/2021	202100475	A	406.00	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Customer# 80045- Library

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04/29/2021	202100475	A	343.77	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Books: SR Customer# 80045- Library
04/29/2021	100883	R	950.00	10 E 800 411 162000 000	HEALY AWARDS INC	Books: SR NF Sets Customer# 461489- Athletic Awards
04/29/2021	202100476	A	85.00	10 E 800 310 162000 000	HERRMANN, JOHN	Varsity Football Official vs Sev.
04/29/2021	202100476	A	85.00	10 E 800 310 162000 000	HERRMANN, JOHN	4-9-21 FB vs NEW Official pay
04/29/2021	202100477	A	2,245.60	27 E 800 341 256750 011	KOBUSSEN BUSES LTD	March 2021 District Busing
04/29/2021	202100477	A	36,190.92	10 E 800 310 256210 000	KOBUSSEN BUSES LTD	March 2021 District Busing
04/29/2021	202100477	A	2,541.47	10 E 800 310 256240 000	KOBUSSEN BUSES LTD	March 2021 District Busing
04/29/2021	100884	R	750.00	10 E 400 310 163300 000	LEDFORD, LIAM	Tech guidance and final production for SBHS production of "Les Miserables"
04/29/2021	100884	R	750.00	10 E 400 310 163300 000	LEDFORD, LIAM	Additional tech guidance for school musical
04/29/2021	202100478	A	70.00	10 E 800 310 162000 000	LEDVINA, PETER	JV official vs Kewaunee
04/29/2021	202100478	A	152.00	10 E 800 310 162000 000	LEDVINA, PETER	V and Varsity official Soccer vs GB Preble
04/29/2021	202100479	A	85.00	10 E 800 310 162000 000	LINDNER, RYAN	Varsity Football Official vs Sev.
04/29/2021	202100480	A	80.48	21 R 800 291 160989 000	MELLEN, LORI	Refund of fundraising money to help cover EF \$500 loss on Italy/Greece trip
04/29/2021	202100481	A	70.00	10 E 800 310 162000 000	MILLS, JOSEPH	JV soccer official vs Kewaunee
04/29/2021	100885	R	30.00	10 E 800 310 239000 000	NOTARY BOND RENEWAL	Bond & Renewal- Michele Rankin, Notary
04/29/2021	100886	R	500.00	10 E 400 449 136000 000	OLIVER MACHINERY CO.	Down payment on 4235 & 6910 for May 2021 purchase
04/29/2021	100887	R	112.32	21 E 200 411 161934 000	PEPSI-COLA OF GREEN	MS Beverages
04/29/2021	100888	R	1,481.04	10 E 800 411 253000 000	REINDERS	Athletic Field Supply
04/29/2021	202100482	A	85.00	10 E 800 310 162000 000	ROEDELL, NICK	Varsity Football Official vs Sev.
04/29/2021	202100482	A	85.00	10 E 800 310 162000 000	ROEDELL, NICK	4-9-21 FB vs NEW Official pay
04/29/2021	202100483	A	85.00	10 E 800 310 162000 000	ROEDELL, RICHARD	Varsity Football Official vs Sev.
04/29/2021	202100483	A	85.00	10 E 800 310 162000 000	ROEDELL, RICHARD	4-9-21 FB vs NEW Official pay
04/29/2021	100889	R	1,428.10	10 E 800 411 253000 798	SAN-A-CARE INC	District Sanitizer
04/29/2021	100890	R	200.00	10 E 400 310 163300 000	STURGEON BAY CINEMA	Theater attendance for students, staff and special guests for viewing of SBHS "Les Mis" virtual production
04/29/2021	100891	R	60.33	21 R 100 291 164900 000	STURGEON BAY PTO	Huterra funds for Elem PTO 20-21 school year
04/29/2021	202100484	A	85.00	10 E 800 310 162000 000	SCHWARZ, RICHARD	Varsity Football Official vs Sev.
04/29/2021	202100484	A	85.00	10 E 800 310 162000 000	SCHWARZ, RICHARD	4-9-21 FB vs NEW Official pay
04/29/2021	202100485	A	100.00	10 E 800 310 162000 000	SCHOOL DISTRICT OF S	Golf Invite Fee 100.00
04/29/2021	202100486	A	4,010.00	10 E 800 324 253000 000	SPECIALTY ENGINEERIN	Roofing Specs for Sturgeon Bay HS
04/29/2021	202100487	A	1,878.44	10 E 800 331 253300 000	SYMMETRY ENERGY SOLU	Natural Gas billing March 2021
04/29/2021	100892	R	173.60	10 E 800 310 162000 000	ULLMAN, HEIDI	Mileage reimbursement- 310 miles @ \$0.56

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04/29/2021	202100488	A	168.75	10 E 800 310 162000 000	VANDERLEEST, TANNER	Live streaming for 4-9 and 4-16 Football Video
04/29/2021	100893	R	70.00	10 E 800 310 162000 000	WERY, CHRIS	JV soccer vs Kewaunee official
04/29/2021	100894	R	20.00	10 E 800 310 239000 000	WISCONSIN DEPT OF FI	Notary Renewal- Michele Rankin
04/29/2021	100895	R	38.70	10 E 200 411 241000 000	WOLTER ENGRAVING SER	MS Name Plates
04/29/2021	100895	R	29.20	10 E 800 411 239000 000	WOLTER ENGRAVING SER	3 name plates for school board
04/29/2021	100896	R	335.70	10 E 800 943 120000 000	WIS SCHOOL MUSIC ASS	WSMA district solo ensemble entry fees for band & choir-virtual festival cycle B
04/29/2021	100896	R	10.45	10 E 800 943 120000 000	WIS SCHOOL MUSIC ASS	District virtual solo fee
04/29/2021	100897	R	309.00	10 E 400 411 125500 000	ZOOM ID	HS Band award letters
04/04/2021	202000640	W	184.28	10 E 800 411 252100 000	AMAZON.COM	Mesh Collapsible File Folder Bins
04/04/2021	202000641	W	11.26	27 E 120 411 158115 341	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	159.80	10 E 100 411 241000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	64.03	10 E 200 411 241000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	-0.83	10 E 400 411 136000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	-0.01	10 E 400 411 136360 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	68.68	50 E 800 415 257250 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	41.99	10 E 120 449 241000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	218.10	10 E 800 480 295000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	21.93	10 E 140 411 125000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	34.95	50 E 800 415 257220 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	99.99	10 E 110 411 241000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	199.98	10 E 110 411 241000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	99.99	10 E 110 411 241000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	-3.84	27 E 140 411 158111 341	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	-10.14	27 E 140 411 158111 341	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	-1.84	27 E 140 411 158111 341	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	254.42	10 E 800 411 253000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	81.23	10 E 120 411 126000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	40.63	10 E 800 411 253000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	202000641	W	59.99	50 E 800 449 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.

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04/04/2021	20200641	W	17.35	10 E 120 411 126000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	20200641	W	339.80	50 E 800 411 257000 000	AMAZON.COM	Credit Card Payment AP Invoice.
04/04/2021	20200642	W	36.34	27 E 120 411 158115 341	AMAZON.COM	velcro
04/04/2021	20200643	W	40.12	27 E 120 411 152002 341	AMAZON.COM	classroom supplies
04/04/2021	20200644	W	90.24	10 E 200 411 122200 000	AMAZON.COM	Luxor LP42E-B multipurpose presentation cart
04/04/2021	20200645	W	125.94	10 E 400 450 136431 000	AMAZON.COM	Supplies for Resale
04/04/2021	20200646	W	4.47	10 E 200 411 136000 000	AMAZON.COM	Middle School Materials and Supplies
04/04/2021	20200646	W	10.42	10 E 200 449 136000 000	AMAZON.COM	Middle School Materials and Supplies
04/04/2021	20200647	W	124.89	27 E 120 411 152002 019	AMAZON.COM	STEAM Lessons materials
04/04/2021	20200648	W	29.87	10 E 400 411 125500 000	AMAZON.COM	bluetooth speaker
04/04/2021	20200649	W	66.12	10 E 400 411 125500 000	AMAZON.COM	recording equipment for virtual concerts
04/04/2021	20200650	W	9.74	10 E 400 411 136000 000	AMAZON.COM	supplies for design and build
04/04/2021	20200650	W	0.14	10 E 400 411 136360 000	AMAZON.COM	supplies for design and build
04/04/2021	20200651	W	98.17	10 E 400 411 136000 000	AMAZON.COM	supplies for design and build
04/04/2021	20200651	W	1.40	10 E 400 411 136360 000	AMAZON.COM	supplies for design and build
04/04/2021	20200652	W	295.84	10 E 200 449 125500 000	AMAZON.COM	Mackie Headphone Splitter - Sound Equipment
04/04/2021	20200653	W	922.95	10 E 200 411 125400 000	AMAZON.COM	mini pianos to use in general music classroom
04/04/2021	20200654	W	415.58	10 E 400 310 163300 000	AMAZON.COM	Video Camera Camcorder 60FPS w/ External mic, remote control, lens hood, stabilizer (qty: 2) Sandisk 128GB Extreme SDXC USB-I Card (qty: 2) Microphone kit, Condenser Mic Kit w/ scissor arm (qty: 1) Amazon lightweight Camera Tripod w/ Bag (qty: 2) Blackmagic Design ATEM Mini HDMI Live Switcher For use by Theater Arts in our virtual production of Les Miserables, along with all subsequent productions and student activities utilizing audio and video technology.
04/04/2021	20200655	W	381.26	10 E 200 449 125500 000	AMAZON.COM	Classroom/Office Supplies
04/04/2021	20200656	W	50.84	10 E 200 411 127000 000	AMAZON.COM	Books for Medieval Europe Unit and for History of Door County (an end of the year unit).
04/04/2021	20200657	W	67.99	10 E 200 449 125500 000	AMAZON.COM	Classroom/Office Supplies
04/04/2021	20200658	W	199.99	10 E 200 449 125500 000	AMAZON.COM	Classroom/Office Supplies
04/04/2021	20200659	W	118.02	10 E 120 411 213000 000	AMAZON.COM	supplies
04/04/2021	20200660	W	275.98	10 E 200 449 125500 000	AMAZON.COM	Classroom/Office Supplies
04/04/2021	20200661	W	269.99	10 E 400 411 125500 000	AMAZON.COM	recording equipment for virtual concerts
04/04/2021	20200662	W	78.00	10 E 200 449 125500 000	AMAZON.COM	Mackie Headphone Splitter - Sound Equipment

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/04/2021	202000663	W	300.00	10 E 400 310 163300 000	AMAZON.COM	Video Camera Camcorder 60FPS w/ External mic, remote control, lens hood, stabilizer (qty: 2) Sandisk 128GB Extreme SDNC USB-I Card (qty: 2) Microphone kit, Condenser Mic Kit w/ scissor arm (qty: 1) Amazon lightweight Camera Tripod w/ Bag (qty: 2) Blackmagic Design ATEM Mini HDMI Live Switcher For use by Theater Arts in our virtual production of Les Miserables, along with all subsequent productions and student activities utilizing audio and video technology.
04/04/2021	202000664	W	41.01	10 E 400 411 136431 000	AMAZON.COM	Classroom Supplies
04/04/2021	202000665	W	50.64	10 E 400 411 136360 000	AMAZON.COM	Supplies for metals
04/04/2021	202000666	W	683.79	10 E 100 411 125000 000	AMAZON.COM	Casio SA-76 44-Key Mini Personal Keyboard
04/04/2021	202000666	W	142.14	10 E 140 411 125000 000	AMAZON.COM	Casio SA-76 44-Key Mini Personal Keyboard
04/04/2021	202000666	W	83.04	10 E 110 411 125000 000	AMAZON.COM	Casio SA-76 44-Key Mini Personal Keyboard
04/04/2021	202000667	W	254.68	10 E 400 411 136000 000	AMAZON.COM	supplies for design and build
04/04/2021	202000667	W	3.62	10 E 400 411 136360 000	AMAZON.COM	supplies for design and build
04/04/2021	202000668	W	309.06	10 E 140 449 110000 000	AMAZON.COM	Chewing gum and earbuds for Forward Exam
04/04/2021	202000669	W	249.00	10 E 400 411 136431 000	AMAZON.COM	Classroom Supplies
04/04/2021	202000670	W	86.35	10 E 400 411 121000 000	AMAZON.COM	HS Art supplies
04/04/2021	202000671	W	149.99	10 E 400 411 125500 000	AMAZON.COM	bluetooth speaker
04/04/2021	202000672	W	37.80	10 E 200 411 127000 000	AMAZON.COM	Books for Medieval Europe Unit and for History of Door County (an end of the year unit).
04/04/2021	202000673	W	269.99	10 E 200 449 125500 000	AMAZON.COM	Mackie Headphone Splitter - Sound Equipment
04/04/2021	202000674	W	16.33	10 E 120 411 213000 000	AMAZON.COM	supplies
04/04/2021	202000675	W	39.00	10 E 400 411 125500 000	AMAZON.COM	recording equipment for virtual concerts
04/04/2021	202000676	W	9.74	10 E 400 411 136000 000	AMAZON.COM	supplies for design and build
04/04/2021	202000676	W	0.14	10 E 400 411 136360 000	AMAZON.COM	supplies for design and build
04/04/2021	202000677	W	83.71	10 E 400 411 125500 000	AMAZON.COM	keyboard for finale work
04/04/2021	202000678	W	754.50	10 E 100 411 125000 000	AMAZON.COM	Makey makey singing sack
04/04/2021	202000679	W	39.92	10 E 200 411 124500 000	AMAZON.COM	Wireless mouse for teachers in the middle school math department.
04/04/2021	202000680	W	320.91	10 E 140 411 125000 000	AMAZON.COM	Piano books, whiteboard, eggs, dr suess, makey
04/04/2021	202000681	W	241.98	10 E 140 411 125000 000	AMAZON.COM	Piano books, whiteboard, eggs, dr suess, makey
04/04/2021	202000682	W	48.98	27 E 120 411 158115 341	AMAZON.COM	classroom supplies
04/04/2021	202000683	W	345.07	10 E 140 411 125000 000	AMAZON.COM	Piano books, whiteboard, eggs, dr suess, makey

CHECK DATE	CHECK CHE		ACCOUNT				VENDOR	INVOICE
	NUMBER	TYP	AMOUNT	NUMBER				DESCRIPTION
04/04/2021	20200684	W	100.62	27 E 120 411 158115 341			AMAZON.COM	classroom supplies
04/04/2021	20200685	W	122.82	10 E 400 411 125400 000			AMAZON.COM	JBL Portable Bluetooth Speaker
04/04/2021	20200686	W	174.33	27 E 140 411 158111 341			AMAZON.COM	Classroom resources
04/04/2021	20200687	W	111.57	10 E 200 411 125500 000			AMAZON.COM	Computer Supplies
04/04/2021	20200688	W	80.91	10 E 400 411 125400 000			AMAZON.COM	Blue Snowball USB Mic
04/04/2021	20200689	W	67.90	10 E 200 411 241000 000			AMAZON.COM	MS Office Supplies
04/04/2021	20200690	W	159.99	10 E 200 449 241000 000			AMAZON.COM	mini fridge for office
04/04/2021	20200691	W	17.68	10 E 200 411 241000 000			AMAZON.COM	MS Office Supplies
04/04/2021	20200692	W	172.03	10 E 200 411 136000 000			AMAZON.COM	MS Tech Materials and Supplies
04/06/2021	20200733	W	35.00	21 E 100 411 164900 000			ACADEMIC THERAPY PUB	Credit Card Payment AP Invoice.
04/06/2021	20200725	W	32.27	10 E 800 324 253000 000			AIRGAS SAFETY INC	Credit Card Payment AP Invoice.
04/06/2021	20200723	W	29.99	27 E 400 411 158102 341			AMAZON.COM	Supplies- S.Umentum
04/06/2021	20200724	W	3.47	10 E 200 411 136000 000			AMAZON.COM	Middle School Tech Ed Materials and Supplies
04/06/2021	20200724	W	8.09	10 E 200 449 136000 000			AMAZON.COM	Middle School Tech Ed Materials and Supplies
04/06/2021	20200707	W	170.00	10 E 800 370 431000 000			BYU INDEPENDENT STUD	Credit Card Payment AP Invoice.
04/06/2021	20200731	W	45.00	10 E 400 470 241000 000			CESA 8	Credit Card Payment AP Invoice.
04/06/2021	20200731	W	59.00	10 E 400 470 241000 000			CESA 8	Credit Card Payment AP Invoice.
04/06/2021	20200702	W	79.89	50 E 800 415 257250 000			COSTCO WHOLESALE	Credit Card Payment AP Invoice.
04/06/2021	20200739	W	19.98	10 E 200 411 126000 000			DOOR COUNTY HARDWARE	Credit Card Payment AP Invoice.
04/06/2021	20200713	W	25.00	10 E 200 411 241000 000			DEBORAH R GLASER, LL	Credit Card Payment AP Invoice.
04/06/2021	20200706	W	282.00	10 E 800 411 239000 000			DESTINATION DOOR COU	Credit Card Payment AP Invoice.
04/06/2021	20200737	W	120.00	21 E 200 310 161941 000			DEPARTMENT OF NATURA	Credit Card Payment AP Invoice.
04/06/2021	20200737	W	180.00	21 E 200 310 161941 000			DEPARTMENT OF NATURA	Credit Card Payment AP Invoice.
04/06/2021	20200717	W	129.99	10 E 800 411 253000 000			DUNHAM'S SPORTS	Credit Card Payment AP Invoice.
04/06/2021	20200722	W	-39.98	10 E 800 999 239000 000			EBAY	Credit Card Payment AP Invoice.
04/06/2021	20200722	W	-34.70	10 E 800 999 239000 000			EBAY	Credit Card Payment AP Invoice.
04/06/2021	20200722	W	39.98	10 E 800 999 239000 000			EBAY	Credit Card Payment AP Invoice.
04/06/2021	20200722	W	34.70	10 E 800 999 239000 000			EBAY	Credit Card Payment AP Invoice.
04/06/2021	20200722	W	0.61	10 E 200 411 136000 000			EBAY	Credit Card Payment AP Invoice.
04/06/2021	20200722	W	1.42	10 E 200 449 136000 000			EBAY	Credit Card Payment AP Invoice.
04/06/2021	20200709	W	98.00	27 E 800 480 158100 341			GEMIINI	Credit Card Payment AP Invoice.
04/06/2021	20200720	W	1,689.80	10 E 800 339 253300 000			GFL ENVIRONMENTAL	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/06/2021	202000732	W	50.00	21 E 400 411 161950 000	HOWIE'S TACKLE	Credit Card Payment AP Invoice.
04/06/2021	202000705	W	10.00	10 E 800 310 221300 000	KRYTERION INC	Credit Card Payment AP Invoice.
04/06/2021	202000704	W	259.17	10 E 120 411 241000 000	LITERACY RESOURCES I	Credit Card Payment AP Invoice.
04/06/2021	202000704	W	87.99	10 E 120 411 241000 000	LITERACY RESOURCES I	Credit Card Payment AP Invoice.
04/06/2021	202000730	W	267.53	10 E 400 411 163300 000	MENARDS	Credit Card Payment AP Invoice.
04/06/2021	202000712	W	9.95	10 E 800 355 263300 000	METROFAX	Credit Card Payment AP Invoice.
04/06/2021	202000738	W	20.00	10 E 200 414 120000 000	MUSIC THEATRE INTERN	Credit Card Payment AP Invoice.
04/06/2021	202000726	W	149.00	21 E 400 310 161911 000	NATIONAL BUSINESS ED	Credit Card Payment AP Invoice.
04/06/2021	202000726	W	100.00	21 E 400 310 161911 000	NATIONAL BUSINESS ED	Credit Card Payment AP Invoice.
04/06/2021	202000714	W	430.45	10 E 800 411 253000 000	NEW PIG	Credit Card Payment AP Invoice.
04/06/2021	202000716	W	79.01	10 E 800 411 253000 000	PAINT SPRAYERS UNLIM	Credit Card Payment AP Invoice.
04/06/2021	202000721	W	0.20	10 E 200 411 241000 000	PHONIC BOOKS LTD	Credit Card Payment AP Invoice.
04/06/2021	202000721	W	214.23	10 E 200 411 223900 000	PHONIC BOOKS LTD	Credit Card Payment AP Invoice.
04/06/2021	202000721	W	653.00	21 E 200 411 223900 653	PHONIC BOOKS LTD	Credit Card Payment AP Invoice.
04/06/2021	202000729	W	80.54	21 E 200 411 161939 000	PICK'N SAVE ROUNDYS	Credit Card Payment AP Invoice.
04/06/2021	202000729	W	152.43	21 E 200 411 161939 000	PICK'N SAVE ROUNDYS	Credit Card Payment AP Invoice.
04/06/2021	202000708	W	178.53	10 E 800 353 258000 000	PITNEY BOWES REMIT	Credit Card Payment AP Invoice.
04/06/2021	202000727	W	120.00	21 E 200 411 161939 000	STURGEON BAY CINEMA	Credit Card Payment AP Invoice.
04/06/2021	202000735	W	111.30	21 E 100 411 164900 000	SCHOLASTIC INC	Credit Card Payment AP Invoice.
04/06/2021	202000734	W	34.19	21 E 100 411 164900 000	SCHOLASTIC STORE ONL	Credit Card Payment AP Invoice.
04/06/2021	202000736	W	96.95	21 E 100 411 164900 000	THRIFTBOOKS	Credit Card Payment AP Invoice.
04/06/2021	202000718	W	586.57	10 E 800 411 253000 000	ULINE	Credit Card Payment AP Invoice.
04/06/2021	202000740	W	200.00	10 E 800 310 162000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2021	202000719	W	5,490.50	10 E 800 355 263300 000	US CELLULAR	Credit Card Payment AP Invoice.
04/06/2021	202000710	W	550.00	10 E 800 353 263300 000	US POSTMASTER	Credit Card Payment AP Invoice.
04/06/2021	202000703	W	30.76	50 E 800 415 257220 000	WALMART COMMUNITY	Credit Card Payment AP Invoice.
04/06/2021	202000703	W	174.17	50 E 800 415 257220 000	WALMART COMMUNITY	Credit Card Payment AP Invoice.
04/06/2021	202000703	W	57.96	50 E 800 415 257220 000	WALMART COMMUNITY	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/06/2021	202000703	W	27.14	10 E 140 411 115000 000	WALMART COMMUNITY	Credit Card Payment AP Invoice.
04/06/2021	202000703	W	35.76	10 E 200 411 121000 000	WALMART COMMUNITY	Credit Card Payment AP Invoice.
04/06/2021	202000703	W	36.41	27 E 120 411 158109 341	WALMART COMMUNITY	Credit Card Payment AP Invoice.
04/06/2021	202000703	W	13.14	10 E 110 411 241000 000	WALMART COMMUNITY	Credit Card Payment AP Invoice.
04/06/2021	202000703	W	12.49	10 E 110 411 125000 000	WALMART COMMUNITY	Credit Card Payment AP Invoice.
04/06/2021	202000711	W	370.00	10 E 800 310 264400 000	WASBO FOUNDATION	Credit Card Payment AP Invoice.
04/06/2021	202000711	W	370.00	10 E 800 310 264400 000	WASBO FOUNDATION	Credit Card Payment AP Invoice.
04/06/2021	202000728	W	136.71	21 E 200 411 161939 000	WENDY'S	Credit Card Payment AP Invoice.
04/06/2021	202000701	W	50.00	10 E 800 342 264400 000	WIS ASSOC OF SCHOOL	Credit Card Payment AP Invoice.
04/06/2021	202000715	W	17.54	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
04/06/2021	202000715	W	76.70	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
04/06/2021	202000715	W	62.54	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
04/06/2021	202000715	W	599.20	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
04/14/2021	202000565	W	231.74	98 L 000 000 811640 000	WEA TRUST ADVANTAGE	WEA Auto Insurance
04/14/2021	202000565	W	161.52	98 L 000 000 811641 000	WEA TRUST ADVANTAGE	WEA Home Owner's Ins
04/14/2021	202000565	W	1,300.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
04/14/2021	202000565	W	2,163.65	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
04/14/2021	202000565	W	672.25	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity (% calc)
04/14/2021	202000565	W	3,275.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
04/14/2021	202000566	W	1,810.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
04/14/2021	202000566	W	275.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
04/14/2021	202000567	W	132.05	98 L 000 000 811680 000	WIS DEPT OF REVENUE	Payment Key 2893844
04/15/2021	202000633	W	262.59	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS Vending Beverages
04/15/2021	202000634	W	525.81	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS Vending Beverages
04/15/2021	202000635	W	2,398.04	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	District Gas Billing
04/19/2021	202000741	W	243.43	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS Vending Beverages
04/22/2021	100780	V	-1,350.00	10 E 800 310 162000 000	BOOMERANG STADIUM HO	Booyah field Invoice for 3 football games
04/23/2021	100863	V	-1,200.00	21 E 800 411 161942 000	WI SCTP FOUNDATION	Clipper Clays Ammo- 20 cases @ \$60 each
04/26/2021	202000697	W	15,514.67	98 L 000 000 811901 000	DEAN HEALTH INC	Health Insurance - May 1 - 31, 2021
04/26/2021	202000697	W	114,336.20	98 L 000 000 811630 000	DEAN HEALTH INC	Health Insurance - May 1 - 31, 2021
04/26/2021	202000697	W	22,607.66	10 E 800 290 292000 000	DEAN HEALTH INC	Health Insurance - May 1 - 31, 2021
04/26/2021	202000696	W	13,501.68	98 L 000 000 811632 000	DELTA DENTAL	Dental Insurance - May 1-31, 2021
04/26/2021	202000696	W	2,415.97	98 L 000 000 811901 000	DELTA DENTAL	Dental Insurance - May 1-31, 2021

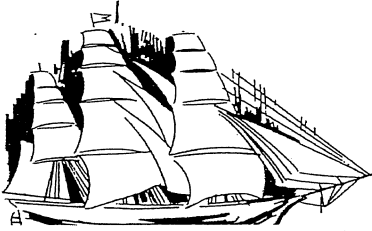
CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/26/2021	20200696	W	339.10	10 E 800 290 292000 000	DELTA DENTAL	Dental Insurance - May 1-31, 2021
04/28/2021	20200693	W	115.86	98 L 000 000 811640 000	WEA TRUST ADVANTAGE	WEA Auto Insurance
04/28/2021	20200693	W	80.76	98 L 000 000 811641 000	WEA TRUST ADVANTAGE	WEA Home Owner's Ins
04/28/2021	20200693	W	1,300.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
04/28/2021	20200693	W	2,163.65	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
04/28/2021	20200693	W	958.94	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity (% calc)
04/28/2021	20200693	W	3,275.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
04/28/2021	20200694	W	1,810.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
04/28/2021	20200694	W	275.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
04/28/2021	20200695	W	217.12	98 L 000 000 811680 000	WIS DEPT OF REVENUE	Payment Key 2893844
04/29/2021	20200698	W	0.78	10 E 800 355 263300 000	CENTURYLINK	Monthly charges
04/29/2021	20200700	W	277.31	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS vending beverages
04/29/2021	20200699	W	586.24	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	March 2021 gas charges

1,185,232.93 Totals for checks

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	264.00	218,971.07	219,235.07
21	SPECIAL REVENUE - GIFTS	0.00	140.81	17,891.14	18,031.95
27	SPECIAL EDUCATION	0.00	0.00	33,921.39	33,921.39
49	CAPITAL PROJECTS FUND	0.00	0.00	726,240.81	726,240.81
50	FOOD SERVICE FUND	0.00	0.00	8,236.65	8,236.65
98	PAYROLL CLEARING FUND	179,567.06	0.00	0.00	179,567.06
***	Fund Summary Totals ***	179,567.06	404.81	1,005,261.06	1,185,232.93

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



The School District of Sturgeon Bay

1230 Michigan Street, Sturgeon Bay, WI 54235-1498

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

April 14, 2021

Mr. Brian O'Handley
Sunrise Principal
Sunrise Elementary
1414 Rhode Island
Sturgeon Bay, WI 54235

Dear Brian,

This letter is my official notification to you and to the Sturgeon Bay School District that I plan to retire on the last day of school, June 10.

I am excited about my retirement and want to take this opportunity to thank you for the opportunities that I have experienced in 24 years working for the Sturgeon Bay School District. I have enjoyed my employment as a Teaching Associate working with students in reading and making them feel successful and important. I will miss my coworkers, students, and our Therapy Dogs.

Please let me know what I can do to help you with the transition of my work to another employee. I plan to work right up until my retirement date and will be happy to help you make a smooth transition.

Again, I truly enjoyed working at Sturgeon Bay and will miss my coworkers and our workplace a great deal. I wish you nothing but the best for the future.

Sincerely,

A handwritten signature in cursive script that reads "Ria Buesing". The signature is written in black ink and is positioned above the printed name.

Ria Buesing



Daniel Tjernagel <dtjernagel@sbsdmail.net>

Fwd: Retirement

1 message

Ann Smejkal <asmejkal@sbsdmail.net>
To: Daniel Tjernagel <dtjernagel@sbsdmail.net>

Mon, Apr 26, 2021 at 8:08 AM

FYI

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

From: **Jill Forbes** <jforbes@sbsdmail.net>
Date: Sun, Apr 25, 2021 at 7:33 PM
Subject: Retirement
To: Ann Smejkal <asmejkal@sbsdmail.net>

Dear Ann,

Please accept this email as formal notice that I am planning to retire from my position as a teaching associate at Sawyer School at the end of this school year. My daughter is expecting a baby and I have accepted the position of grandma for the 2021-22 school year 😊
!!! I have SO enjoyed my 16 years working at Sawyer School and have many fond memories.

Sincerely,
Jill Forbes

--

Ann E. Smejkal, Ph. D.
Sunset and Sawyer Elementary Schools Principal
School District of Sturgeon Bay

April 27, 2021

Jackie Pfaff
Special Education Teacher
Sturgeon Bay High School

RE: Retirement

Dear Mr. Nickel, Mr. Tjernagel, and Mrs. Ferry;

I would like to announce that I will retire at the end of this school year.

I would like to thank each of you and the Sturgeon Bay School District for a wonderful four years and all the opportunities and experiences I have been a part of. The team and community atmosphere is top-notch and I have never felt so welcomed.

I would highly recommend Sturgeon Bay School District to families, and individuals looking for employment in a school setting.

Respectfully,

A handwritten signature in cursive script that reads "Jackie Pfaff". The signature is written in black ink and is positioned above the printed name.

Jackie Pfaff

Dear Lindsay and Bob,

5/5/2021

Please accept this letter as formal notification that I am resigning from my position as Special Education teacher in the Sturgeon Bay School District. My time with the district will end at the end of the 2020/2021 school year. This was not an easy decision but I need to do what is best for me, my mental and physical health and my family.

I would really like to thank Sturgeon Bay School District for all the amazing opportunities you have provided for me. I feel grateful that I was allowed to increase teachers' knowledge and programming for students on the spectrum. To know that I had an impact on changing how educators make their individual classrooms more accommodating to students on the spectrum, and all students; ie. materials to bring to class, visible daily schedule, and zones of regulation, posters visible is something I am very proud of. Lastly being able to share my skills on mindfulness and mental health with so many of our high school students has been incredible. When I started teaching that class 6 years ago I never knew what an impact it would have on students, parents in the district so thank you for allowing me to do that.

I will do everything I possibly can do to work with my parents and have plans for my students written up to make the transition to a new special education teacher a bit easier. I will also make sure that I have my personal materials removed from my classroom before the end of the school year.

I wish Sturgeon Bay High School continued success, and I hope to stay in touch in the future.

Sincerely,

Donna Parkansky

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Band Trip for performance and recording studio clinic experience

Proposed Departure Date 3-19-2022 Return Date 3-25-2022

Proposer Heidi Hintz Position HS Band Instructor

Date by which response is needed 5-1-2021 Proposal Date 4-13-2022

A. Purpose

1. What is the major place to be visited or event to be attended?

Disney World - Disney Springs Waterside Stage Performance and Backstage Disney You're Instrumental Sightreading and Recording Studio workshop
Performance may move to Universal Studios Park due to Covid and Disney's promise to get all school performances cancelled in 2020 and 2021 into 2022. We are hoping that our strategy to get playing and stay playing through the 20-21 school year with bell covers, bags and masks will pay off for us to get a Disney performance at the Waterside stage where our local travels can come to support us for free.

2. How is the trip related to the educational program of the District?

The 4 pillars of our music curriculum are: perform, create, respond, connect. All 4 of the pillars of the curriculum are met through this performance and clinic experience. Our students will learn real life time management and living up to the expectations and demands put forth by the Disney organization as they prepare for performance. They will perform for people from around the world. They will have improvisational opportunities in the workshop to create music. They will learn to respond to their clinician quickly as they learn about how the recording studio works while they are sightreading new music to create a sound track to an animation in a short amount of time. Lastly, they will connect through music because not only are we performing and attending a clinic, but we will also take in many other arts performances while in the Disney parks which creates connection and discussion through music. This performance experience helps our kids step up to their fullest musical potential and helps build the team aspect of our band program.

3. In what ways will the students benefit?

Students will be exposed to real life music making settings and will gain employment priority for the Disney college program which allows college credit and income potential after participating in their workshop and performance experience. Students will also get a chance to experience diverse world cultures and gain an appreciation for all people. Students will also get a real life musical experience of what it is like to work in a recording studio with state of the art equipment.

4. In what ways will the District benefit?

The district will benefit by having students grow their workplace ready skills as they prepare for this experience and they will also be represented on the world's stage by having our band program recognized through the selection process to perform at Disney.

This also helps us attract students to our district because of the good things happening in our music program.

5. How will the trip be evaluated to determine the extent to which these benefits were realized?

Each band trip is reviewed afterward with the students, parents organization and a discussion with the high school

principal on what went well and what needs refining. We will also take a look at the growth of students musical abilities and at the musical success of the band program as a whole as we strive to make Sturgeon Bay music program the premier music program of Door County.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?

Grades 9-12 High School Band

B. Students and Staff (cont'd)

2. How many students in total?

80-100

3. How many students are currently experiencing academic problems?

5-10 -- However, no academic time will be missed since travel is over spring break. As well, all students are closely monitored that they are passing all their classes to ~~be~~ stay eligible to travel.

4. Which staff member will be in charge?

Heidi Hintz

5. What previous experience has the staff member had in conducting overnight or extended field trips?

We have had multiple overnight trips in my time here. We did Disney in 2006, 2010, 2014, 2018. We have traveled to Cleveland to the Rock and Roll Hall of Fame in 2017. We have had overnight trips for jazz festivals over the years. All trips have been without student behavior issues.

6. What other staff members will be going?

New high school principal is encouraged to attend with us. Other staff members will include band parents who are on staff – Cliff Wind and Barry Mellen

7. How many chaperones, in addition to staff members, will be going?

Our ratio of chaperones will be one chaperone to every 8 students who participate. Chaperones will be determined in late October, early November when we know how many we need and have had a chance to do background checks.

8. What are their names and affiliations with the students?

Chaperones will be determined in late October, early November when we know how many we need and have had a chance to do background checks. All chaperones will be run by the principal and they will all have to be a custodial parent of a traveling student.

Goal is to have one nurse, one doctor, one SAHM, one or two teachers and wholesome, helpful people who uphold the values of our band program and school district and will keep our students safe and well behaved. Again, all must be band parents.

9. How many school days will be missed?

0

10. How will teachers be advised in advance that the students will be out of school?

Our entire staff will receive an email in advance of the trip inviting them to come and listen to our pre trip final rehearsal. They will also be communicated with to know that students are passing their classes and to get students additional help if needed. Students will not be missing any instructional time as the trip is over spring break.

C. School Work

1. How will missed work be made up?

Not applicable through intentional design.

2. What special assistance will be provided students with academic problems?

Supervised work time in the band room after school.
Grade monitoring for entire school year of band students.
Time out of band to seek help / remediation from other teachers as needed.

D. Itinerary

1. What is the destination?

Orlando, Florida – Disney World and Coco Beach

2. What will be the mode of transportation? What liability insurance does the carrier have?

Babler Motorcoaches.

3. Where will the group be housed and fed?

Housed on Disney property at the Disney All-Star Music Resort Hotel - Fed through meal vouchers and some self-funded meals. See itinerary for included meals and self-funded meals.

Cookout on the beach at Coco Beach that we bring along with the band.

Included are 4 Disney breakfast certificate vouchers to eat at hotel, One Disney Character buffet (on the day of our workshop or performance), 2 - \$20 Disney Dining cards, 2 – Universal Dining cards (

this may change to Disney depending on where we get a performance --- due to Covid and Disney's promise to get all 2020 and 2021 performers a place in 2022, we may need to swing our performance to Universal. If we get into Disney, then we will get our meal vouchers there.)

We will bring snacks for bedtime room checks for every child as well as water to keep kids hydrated.

Chaperones will also have emergency funds to feed kids in their groups that run out of money.

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?

Music trivia contests, music centered videos, team building activities, music listening activities. Sleep on the way home!! Meals and leg stretches enroute with wayside frisbee and football tosses.

5. What arrangements have been made for dealing with emergency situations?

Each chaperone will have \$200 of emergency spending money. We would also have a school van driven down so we have all medical/personal emergencies covered. Each bus will have an emergency kit of things students routinely need on group travel including vomit bags, pillow cases, feminine products, toothpaste, etc. Constant communication with home administrator.

Students can purchase additional travel insurance for \$114 per person.

Students with behavior issues will be sent home on a flight paid by their parents accompanied by a chaperon also paid at parents expense.

All chaperones have cell phone numbers.

Emergency binder in every Disney park dropped off and picked up daily as per Disney policy.

Band parent's organization on emergency stand by for additional funding home in emergency situation.

We have navigated emergencies well in the past.

6. If tour guides are involved, what liability insurance do they carry?

\$5,000,000 liability insurance coverage per motorcoach

\$2,000,000 liability group insurance coverage

Terrorism Liability Group Insurance Coverage

E. Finances

1. What is the estimated total cost and cost per student?

\$1389 with 4 to a room (I will help students create groups of 4)

\$1472 with 3 to a room

\$1555 with 2 to a room

Each student can also purchase travel insurance for an additional \$114 if desired.

2. What is the source of funds?

\$32000+ is already fundraised for the trip and we will continue fundraising up until the point of travel.

\$20,000 will be donated from the Sturgeon Bay Band Parents and this will cover half of the cost of chaperones with the remaining balance divided equally to the students attending.

3. How will the funds be collected and safeguarded?

Payments will be collected on a schedule with payment 1 of \$250 due by the end of this school year, Payment #2 of \$300 will be due October 1, Payment #3 of \$300 will be due Dec. 1, Final Payment of the trip balance (whatever isn't fundraised) will be due on Feb. 1.

4. How will any shortfall be made up or excess funds used?

Excess funds will be reimbursed to students prior to travel for spending money.

Shortfall of funds will be addressed on individual basis to see how we can get every child on the trip. I could write a grant or do a letter writing campaign. Worst case scenario is that

students who cannot pay cannot travel.

5. What provision has been made for students who are financially unable to pay any necessary costs?

I have several donors who have already volunteered to sponsor a child in this situation. I firmly believe that if there is a will, there is way. Students financially unable to pay are recommended to participate in fundraising and band work days to "earn" their way. We would also ask the Band Parents for scholarship funding for these students.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

Mailings, weekly emails, meetings scheduled. See packet.

This will need to be ongoing due to the Covid Scenario and necessary safety and the potential to have to delay the trip by a year due to Covid.

Parents will receive a survey after the trip as well as phone and email communication that is ongoing as needed after the tip.

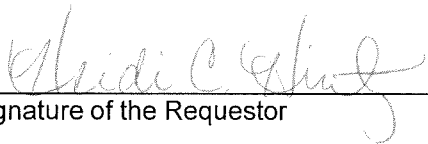
During the trip we will have parent notifications and updates using the Sturgeon Bay School District Messenger system like we have in the past. This has worked well with daily (sometimes more often) messages.

2. List telephone numbers at destination and where group will be housed.

Disney's All Star Music Resort **Phone:** (407) 939-6000

3. What information will be provided to the media and the community?

Only information that is cleared through the administration will be shared with the media. We will have some press release on this to get the district some positive PR.


Signature of the Requestor

4-13-2021
Date

Approved:

Principal

04.15.21
Date

Date

Date

Option 1 - If we can get Disney performance
* Note savings



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Email: drnelson@grouptravelplanners.com

Presents...

Your Custom Orlando Proposal

STURGEON BAY HIGH SCHOOL BAND

7 Day, 6 Night Motorcoach Tour

March 19 - 25, 2022

TOUR PACKAGE COST PER PERSON (Based on Hotel Occupancy) as of 3/12/2021:

Note: Total Tour Package Includes All Bulleted Items Listed On This Proposal

QUAD: \$1,265.00 TRIPLE: \$1,348.00 DOUBLE: \$1,431.00 SINGLE: \$1,762.00

- **Number of Passengers:** 76 Students and 15 Adults
**Note: Changing the number of passengers will alter the per person tour cost.*
- **Transportation:** TWO Modern 55-Passenger Motorcoaches (Equipped with DVD, Monitors & Restroom)
- **Insurance:** \$5,000,000 Liability Insurance Coverage per Motorcoach
\$2,000,000 Liability Group Insurance Coverage
Terrorism Liability Group Insurance Coverage
- **Hotel Accommodations:** FOUR Nights at a Disney All-Star Resort (with swimming pool upon availability)
- **Meals:** FOUR Disney Breakfast Certificates, ONE Disney Character Buffet Dinner, THREE \$20 Disney Dining Cards, ONE Dinner at CiCi's Pizza and Pasta Buffet, ONE Dinner at Golden Corral Dinner
- **Attractions:** WDW 3 Day PARK HOPPER Package, (Epcot, Magic Kingdom Park, Disney's Animal Kingdom Park, Disney's Hollywood Studios), Ron Jon Surf Shop, Cocoa Beach
- **Musical Inclusions:** Disney Performing Arts OnStage (upon acceptance), You're Instrumental Workshop, Additional performances arranged for your group free of charge! (some exceptions may apply)
- **Tour Manager:** ONE GTP Representative will travel with the group to oversee your customized itinerary!
- ★ **BONUS!** This tour includes THREE all-inclusive Tour Packages (Based on Double Occupancy), ALL Gratuities (Driver & Tour Managers included), ONE Complimentary Directors Gift, ONE Drawstring Bag for Each Participant, ONE Group Travel Video Package, ONE Disney Character, 24-hour emergency telephone service, travel packet, and a customized daily itinerary designed to specifically meet your group's needs!

IMPORTANT!

If you would like to alter this proposal please contact your Group Travel Planners Representative to inquire about optional Attractions, Meals, and Performances.
(Any changes to the current proposal may increase or decrease the tour cost.)



TERMS & CONDITIONS

1. Consumer Disclosure Notice

Group Travel Planners (GTP) acts as an agent for Suppliers in selling travel services and reserving/booking services not directly supplied by GTP (such as air/ground transportation, hotel, meals, cruises, etc.). GTP is not responsible for contract breach, changes in itinerary, or any negligent actions on part of the Supplier which may result in property damage, loss, delay, or injury to tour participants. We do not guarantee Supplier's rates unless the actual term "guaranteed" is stated in writing on your final itinerary. GTP is not in any way responsible for damage, injuries, or losses to anyone on the tour in connection with the following: mechanical/construction difficulties, diseases, local laws, social/labor unrest, terrorist activities, climate problems, abnormal activities, or any other actions caused outside of our control. All tour participants assume complete responsibility for passports, visas, vaccinations, or any other entry requirements as well as all safety and security conditions throughout dates of travel. Hence, GTP is released from this responsibility. Tour participants assume personal responsibility for all risks that may be involved in travel. Tour participants are hereby warned of all potential risks including the possibility of bankruptcies in the travel industry and medical and climatic disruptions. Tour participants are therefore advised to obtain ample insurance while on tour (<http://www.grouptravelplanners.com/services.html> - click on iTravelInsured). Those who possess tickets or reservations after issuance consent to the above must agree to deliver the contents to their travel counterparts.

2. Changes & Substitutions

GTP has the right to alter/cancel tours and make adjustments in tour costs prior to departure in order to respond to authorized changes in itinerary: including transportation costs, money exchange rates, or paying passenger costs. GTP has the right to substitute like hotels/schedule changes under necessary circumstances. If a change is needed (due to conditions beyond GTP's control) no refund /credit will be allowed...however if a change/substitution is necessary, GTP will provide comparable accommodations/services. Any such changes will not be grounds for cancellation, without incurring penalties stated in paragraphs 7 & 8 below. Note: all rates are based on current carrier tariffs and current international exchange rates and are subject to adjustment without prior notification. Any increase will not modify the cancellation provisions. Any change to the itinerary by any tour participant 30 days or less prior to the departure date will result in a \$500.00 change fee per occurrence.

3. Participant Responsibilities

Each tour participant is responsible for his/her own personal expenses not spelled out in the contract. GTP is only responsible for services listed in the above mentioned form and any other assessments charged by the hotel must be paid in full prior to departure. All damages, theft, etc. will be billed by the supplier directly to those responsible.

4. Rules & Standards

Each School/Group is responsible for bringing his/her own Director and Chaperones on the tour. The room assignments must be made and submitted by the Director. Both the Director/Chaperones are responsible for enforcing group rules and standards and see to it that all participants are present at all times. The Director/Chaperone must respond to ill passengers, ensuring that they are attended to at all times. Any tour participant that is terminated from the tour by the School/Group may be returned to their home at their parents' expense with no refund of their tour payment.

5. Insurance

\$2,000,000.00 liability insurance in travel agency/tour operator operations protects tour participants while on tour. Motorcoach operators maintain a \$5,000,000.00 liability insurance coverage. The School/Group/tour participants are advised of the availability of travel, medical, baggage, and trip cancellation insurance. GTP does not provide any personal insurance (health, accident, baggage) for tour participants. As stated above, GTP strongly encourages tour participants to obtain independent insurance.

6. Warranties: GTP disclaims all warranties except for those that are in writing. In no event is GTP liable for any incidental damages. Except with respect to the obligations written under Paragraph 5, GTP's entire liability will in no event exceed the fees paid by the client pursuant to this Agreement.

7. Cancellation

If the School/Group/individual wishes to cancel, it must be done in writing. After this is done, upon cancellation, the School/Group/individual will be entitled to a refund on the following basis alone:

- cancellations received 90 days or more prior to the departure date: entitled to a refund of deposits less the initial deposit, any prepaid attraction payments and cancellation charges issued by hotels, transportation companies, and all other retailers or businesses.
- cancellations received 89 - 75 days prior to the departure date: entitled to a refund of deposits less the initial deposit, a \$25.00 per person administrative fee, any prepaid attraction payments and cancellation charges issued by hotels, transportation companies, and all other retailers or businesses.
- cancellations received 74 - 61 days prior to the departure date: entitled to a refund of deposits less the initial deposit, a \$50.00 per person administrative fee, any prepaid attraction payments and cancellation charges issued by hotels, transportation companies, and all other retailers or businesses.
- all cancellations received 60 days or less prior to departure date will receive NO refunds. The School/Group is responsible for the remaining balance of the total tour cost.
- all the terms listed above do not apply to COVID-19 or any other disease or pandemic. If your tour is affected by COVID-19, disease, or a pandemic, GTP will refund your tour in full up to the day of travel less any overhead expenses, prepaid attraction payments and cancellation charges issued by hotels, transportation companies, and all other retailers or businesses.

8. No credit/refund will be allowed for any services set forth in the contract should any services not be used by tour participants.

9. Payments

Please SEE page one of the contract "Schedule of Payments" portion for the payment schedule. A 3% late fee will be charged as a late payment fee for failure to comply with the due dates on all payments. 3% of the missed payment amount will be added to your next invoice. The final balance of the entire tour cost is due NO LATER than 30 days prior to date of departure. If the final balance and late fees are not received by GTP 14 days prior to the date of departure, GTP has the sole right to cancel all tour arrangements and issue NO refunds. All payments must be made in U.S. dollars/currency. All payments will be made out to Group Travel Planners. The School/Group is responsible for the balance of the tour cost. If a payment has not been received by the due date, the group has 30 days after the due date to make the payment in full that is past due. If the group fails to make payment after the 30 day grace period, Group Travel Planners has the right to cancel the tour and issue no refunds. The group is still responsible to pay the remaining balance of the total tour cost.

I am an adult/legal guardian. I agree to the Terms & Conditions.
(Check the box)

Principal or Authorizing Signature & Date Here

Option 2 - if we cannot get Disney Performance



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Presents...

Your Custom Orlando Proposal

STURGEON BAY HIGH SCHOOL BAND

7 Day, 6 Night Motorcoach Tour

March 19 - 25, 2022

TOUR PACKAGE COST PER PERSON (Based on Hotel Occupancy) as of 3/16/2021:

Note: Total Tour Package Includes All Bulleted Items Listed On This Proposal

QUAD: \$1,389.00 TRIPLE: \$1,472.00 DOUBLE: \$1,555.00 SINGLE: \$1,886.00

- **Number of Passengers:** 76 Students and 15 Adults
**Note: Changing the number of passengers will alter the per person tour cost.*
- **Transportation:** TWO Modern 55-Passenger Motorcoaches (Equipped with DVD, Monitors & Restroom)
- **Insurance:** \$5,000,000 Liability Insurance Coverage per Motorcoach
\$2,000,000 Liability Group Insurance Coverage
Terrorism Liability Group Insurance Coverage
- **Hotel Accommodations:** FOUR Nights at a Disney All-Star Resort
- **Meals:** FOUR Disney Breakfast Certificates, ONE Disney Character Buffet, TWO \$20 Disney Dining Cards, TWO Universal Dining Card
- **Attractions:** WDW 2 Day PARK HOPPER Package (Epcot, Magic Kingdom Park, Disney's Animal Kingdom Park, Disney's Hollywood Studios), Ron Jon Surf Shop, Cocoa Beach, Universal Orlando 2-Park 2-Day Park-to-Park Ticket
- **Musical Inclusions:** Universal STARS Performance Program (upon acceptance), STARS Workshop Sound Design, *Additional performances arranged for your group free of charge! (some exceptions may apply) Will get Disney if possible **
- **Tour Manager:** ONE GTP Representative will travel with the group to oversee your customized itinerary!
- ★ **BONUS!** This tour includes THREE all-inclusive Tour Packages (Based on Double Occupancy), ALL Gratuities (Driver & Tour Managers included), ONE Complimentary Directors Gift, ONE Drawstring Bag for Each Participant, ONE Group Travel Video Package, 24-hour emergency telephone service, travel packet, and a customized daily itinerary designed to specifically meet your group's needs!

IMPORTANT!

If you would like to alter this proposal please contact your Group Travel Planners Representative to inquire about optional Attractions, Meals, and Performances.
(Any changes to the current proposal may increase or decrease the tour cost.)





Sturgeon Bay High School Band Custom Orlando Itinerary

DAY 1: Saturday, March 19, 2022

6:30am: Babler Bus Motorcoaches arrive at Sturgeon Bay High School for loading
7:30am: Depart for Orlando!
11:00am-12:00pm: Lunch (own expense) en route
6:30-7:30pm: Dinner (own expense) en route
11:00-11:30pm: Rest stop – prepare for overnight travel
 Travel overnight
Time Change!

DAY 2: Sunday, March 20, 2022

6:30-8:30am: Breakfast (own expense) en route
12:00pm: Meet your GTP Representative. Beach time & fun in the sun at **COCOA BEACH!**
 Lunch (school sponsored) on the beach behind Ron Jon's
 Enjoy shopping at **RON JON SURF SHOP – 15% Discount Coupon Included**
4:30pm: Depart
6:00pm: Check-in to **DISNEY'S ALL STAR MUSIC RESORT**
 Dinner (own expense) at the resort
 Enjoy the Resort amenities. Pool Time!

DAY 3: Monday, March 21, 2022

6:30am: Depart the Resort
7:00am-2:00pm: Make your way into **DISNEY'S ANIMAL KINGDOM** – with exotic animals and exciting adventures at one of the largest animal theme parks in the world!
 Explore 6 captivating lands: Oasis, Discovery Island, Africa, Rafiki's Planet Watch, Asia and DinoLand, U.S.A. areas.
**Park hours: 8am-10pm. Extra Magic hours: 7am-8am.*
 Breakfast (Disney Breakfast voucher included) at the Park
 Lunch (own expense) at the Park
2:15pm: Take Disney Transportation to Hollywood Studios
3:00-10:00pm: Visit **DISNEY HOLLYWOOD STUDIOS** - Blast through hyper space on "Star Tours" and fall 13 stories on the "Twilight Zone Tower of Terror"
**Park hours: 9am-9pm*
 Dinner (\$20 Disney Dining Card included)
8:30-9:00pm: Enjoy **FANTASMIC!** - Mickey battles evil and conjures good in a musical pyrotechnic spectacular with magnificent floating scenes and effects! **Note: seating begins at 7:30pm*
OR: *Pick one, you won't be able to see both*
8:55-9:05pm: **Disney Movie Magic**
9:15-9:29pm: View the new **STAR WARS: A GALACTIC SPECTACULAR**. Conclude your day in a galaxy far, far away with a nightly fireworks finale bursting with Star Wars music and magic.

10:00pm: Depart
10:45pm: Approximate return to the Resort

DAY 4: Tuesday, March 22, 2022

7:00-8:00am: Breakfast (Disney Breakfast voucher included) at the Resort
8:00am: Depart the Resort
9:00am-9:30pm: Enjoy the day at **DISNEY'S EPCOT CENTER**, exploring *Future World*, the *Experimental Prototype Community of Tomorrow*, featuring "Innovations" and the new "Fasttrack". Also explore the fantastic *World Showcase*, home of eleven nations. *Park hours: 9am-9pm. Extra Magic hours: 9-11pm.
11:30am-12:30pm: Fajita lunch buffet (included) at **LIVING SEAS SALON**. *Meet Mickey Mouse!
5:15pm: Depart
5:30pm: Arrive Disney Event Group
6:00-8:30pm: Sturgeon Bay H.S. Band participates in Disney's **YOU'RE INSTRUMENTAL WORKSHOP** at Studio A Rehearsal Room located in the backstage area of Epcot – TBA
Dinner (\$20.00 Disney Dining Card included) at the Hotel
8:30pm: Meet for the Show at Epcot
9:00-9:15pm: Enjoy **ILLUMINATIONS: REFLECTIONS OF EARTH**. Thunderous fireworks and lasers fill the skies above World Showcase Lagoon.
10:00pm: Approximate return to the Resort

DAY 5: Wednesday, March 23, 2022

8:00-9:00am: Breakfast (Disney Breakfast voucher included) at the Resort
10:30am: Depart the Resort
11:00am: Arrive at **Disney Performing Arts** in uniform
12:00-12:25pm: Sturgeon Bay H.S. Band **PERFORMS** at **Waterside Stage in Disney Springs**
1:30pm: Arrive at **MAGIC KINGDOM** with all of your favorite Disney characters. While you're there check out the 52-foot plunge of Splash Mountain.
*Park hours: 8am-12pm. Extra Magic hours: 12am-2am
Lunch (own expense) at the Park, Dinner (\$20.00 Dining Card included) at the Park
3:30pm: **Disney Festival of Fantasy Parade**
8:55-9:13pm: **HAPPILY EVER AFTER:** Experience the grandest of finales to your Disney day—with the newest, most spectacular fireworks show in the history of Magic Kingdom park, NEW spring of 2017! **Show Features & Special Effects...** This 18-minute show features more lasers, lights and projections than any other fireworks spectacular in the history of Magic Kingdom park!
9:45-9:59pm: **ONCE UPON A TIME:** Delight in a spellbinding nighttime show that brings Cinderella Castle to life with projections of beloved Disney scenes and characters. **An Evening of Fairytales..** Top off your day at the park by taking in a dazzling mix of special effects and moving music.
12:45am: Depart
1:00am: Return to the Resort

DAY 6: Thursday, March 24, 2022

7:00-8:00am: Breakfast (Disney Breakfast voucher included) at the Resort
8:00-10:00am: Pool time!
10:00-11:00am: Check-out of the Resort and load coaches – *Remember all your belongings!*
1:00pm: Depart
1:30pm: Explore **DISNEY SPRINGS** with world-class restaurants, dazzling entertainment at the largest Disney store, dine amid life-size prehistoric creatures, bowl a game at the 30-lane alley and more!
Lunch (own expense) in Disney Springs
6:00pm: Depart for Home

740 Southcross Dr W #205 Burnsville, MN 55306
952-898-3478 952-898-2467 Fax

6:15-7:15pm:
11:00-11:30pm:

Dinner, en route (included) at **GOLDEN CORRAL**
Rest stop – prepare for overnight travel. Travel overnight

DAY 7: Friday, March 25, 2022

7:00-8:30am:

Time Change!
Breakfast (own expense) en route – freshen up

12:00-1:00pm:

Lunch (own expense) en route

7:00pm:

Approximate return to **Sturgeon Bay High School**

April 2022

Dear Band Students and Parents,

Our next band trip is slated for Spring Break 2022. Planning is in progress!! This is the first mailing for the trip and is intended to be comprehensive in nature for your advance planning. There are several band families with multiple children eligible for this trip and it always helps to have lead time for everyone to plan.

The trip dates will be March 19-25, 2022 over Spring Break. Leading up to the trip there will be several evening rehearsals because we are combining two bands. Our trip will feature curricular items including performance and a workshop in a Disney recording studio where students experience what it is like to be a professional in music and fun!! (After all, it is over spring break and they are not missing classes!!) Please review the attached itinerary.

The cost of the trip is \$1389 per person if you are in rooms of 4. This includes staying on Disney property with some meals and bus driver and tour guide tips. We will do all that we can to create rooms of four. In addition to that cost, you will need to provide spending money. This is a fixed price. It only goes up if there are less than 4 in a room. I do not anticipate that to be an issue.

Payments will be broken up into intervals – please see the trip commitment form for the details. If you need to make payments in a monthly format, please contact me and I am happy to set that up for you as well. Keep the top half of the commitment sheet so you can get the payment dates on your calendar for financial planning.

Everyone is encouraged to participate in fundraising events. There are both group and individual fundraisers. Group fundraised money goes into the band parents account and every four years, they put \$20,000 into the trip that is divided up to cover ½ of the cost of chaperones, the beach party expense (we do a cookout for the kids at Coco Beach), part of the drivers tips, and the remainder is split evenly among the students going on the trip (only if they participate in group fundraisers). This averages out to about \$150-200 per child and is taken off the last payment that is due on Feb. 1. (Please note this may be higher or lower depending on the number of students going on the trip). Group fundraisers include: the November Fruit sale – delivery in December and the Pops Concert.

Individual fundraisers include the following: Econo foods bagging (dates TBD when opened up again after COVID), Pumpkin Patch in October in Egg Harbor. There may be others as we get creative with Covid considerations. More information will come as these events approach. We will also sell RADA cutlery in September, Cheesecakes in October and Pizza's in January. All of those are individual fundraisers. I will keep communicating on these through the email system. I am open to other suggestions as time permits and as parents are able to help. Please feel free to call me if you have ideas or are willing to head up a fundraiser. If students sold

pizzas this January or last year, that money is already listed on their individual trip account. The fundraised money may only be applied toward the trip cost. At the bottom of this letter you will see the \$ amount of your family trip account already. You can ask anytime for updates and I will be happy to provide that information. I am working on converting this to Google drive so you can stay updated, but please be patient.

Students going on the trip are also encouraged to keep playing over the summer. We will have great and fun opportunity. Use of Smart Music is a great way to maintain skills in order to help us have our best performance on the world's stage at Disney.

Chaperones will be selected by late October or early November. If you wish to be eligible to chaperone, you are subject to a background check as required by law. You will need to fill out the chaperone volunteer form attached and return it ASAP. Chaperoning is a huge responsibility and for that reason, the Band Parent Organization will cover half of your trip cost. You are responsible for the remaining half. Remember, that filling out the form does not guarantee you a spot as a chaperone. I always have many more volunteers than I can take, so accept my apologies in advance if you are not selected. That is never an easy task and always encounters hard feelings. If you are not selected and there are extra seats on the bus, you may still be able to go for full price if you so desire.

It is highly recommended and strongly urged that your child be enrolled in band for BOTH semesters next year in order to be musically prepared and for parents to stay in the loop on trip and fundraising information. When planning your schedule, please make every attempt to get two semesters of band to avoid frustration. Also, please note that our performance audition materials will come from first semester next year coming after the worst part of the pandemic with much lost instruction and playing time. WE NEED TIME TO PLAY TOGETHER, so please get in band for the whole year.

On the trip, students will be expected to participate in all band activities with the group. There is much planning and organization for many students who attend the trip and having individual plans without the group never works out well for the majority of the group as delays and itinerary changes are inevitable.

Individual trip account summaries are attached with this mailing. Please look yours over. I am transferring the information from a spreadsheet by hand (so I am not tethered to a computer and can get outside once in a while!!) If you see any errors or discrepancies, please let me know. I am glad to answer any questions you may have.

Covid considerations – The safety of our students comes first. If we cannot travel due to Covid concerns, it is possible that we would delay the trip until the next year. I would still try to make a travel opportunity for the seniors of some sort possible if board approved. Our travel company has a strong reputation for returning payments if travel is cancelled due to the pandemic. However, it is possible that they may have already paid for tickets by the time the proverbial plug is pulled and then they would reimburse us for everything but the tickets and

we would get the tickets to use on our own at a different date. You can individually purchase additional travel insurance to be sure you get 100% reimbursement if we cancel for an additional \$114. You will get to elect that with your first trip payment and trip commitment form. That will be a personal decision for each family to make.

I am hopeful that we can get this done even with the pandemic. I am highly encouraged by the lowered number of cases and the numbers of people being vaccinated. I strongly encourage you to consider vaccinating your child if they are 16 to help make the trip possible. I also am aware that many students will be under 16 and ineligible for the vaccination for a while.

With that, you should be able to make an informed decision about participating with the band for this trip. Again, let me know if you have any questions. I always look forward to this trip for the sense of team it instills in the kids and the incredible jump the students make with their musical abilities. The musical result from this time to bond as a team both personally and musically always has amazing results!!

Thanks for taking the time read ALL of this!!

Musically Yours,

Heidi Hintz

Florida Trip – Band – March 19-26, 2022

By May 30, I need a preliminary trip count prior to making the first payment. Please fill out the form below and return it to school by May 30, 2021.

A reminder the payment schedule is:

\$200 due per person on May 30, 2021 (plus travel insurance if elected below for an additional \$114.)

\$300 due per person on September 30, 2021

\$300 due per person on December 1, 2021

\$ Balance due per person based on room size on February 1, 2022

*We will make every attempt to create rooms with 4 people.

You are considered committed to the trip when you make your first payment. You have until Nov. 1, 2021 to change your mind and obtain a refund. Money paid will be non-refundable after Nov. 1 if you decide not to go. Tour company will refund anything that is not pre-purchased and non-refundable should we be unable to travel due to Covid -19 restrictions. You can also purchase travel insurance through our travel company for an addition \$114 to be reimbursed fully should we be unable to travel for Covid 19.

Student Name

Parent or Guardian

Instrument

Parent Signature

Student Signature

_____ I anticipate going on the trip over Spring Break in 2018 with the band.

_____ I am aware that my spot is only reserved with payment on scheduled dates

_____ I am aware that if I decide not to go on the trip after Nov. 1, 2022, my money paid in can no longer be refunded.

_____ I wish to purchase travel insurance for an additional \$114 due with my initial/first payment.

My address and phone number are: _____

My cell phone number is: _____ My email address is: _____

My child's cell number (for trip use only) is: _____

My anticipated roommates are:

1.

2.

3.

FLORIDA 2022PACKING LIST

Please ONE regular sized bag per passenger. Space is tight.

All suit cases will be inspected, checked, locked in the school the night prior to the trip. Carryon bags will be checked as we board busses.

ITEMS TO BRING:

Instrument –make sure you have mutes, oil, reeds, mouthpieces & caps

Uniform –black socks and shoes , hair tie in uniform bag -will be checked

Folder – with show music in it and warm up books

Pencil

Socks- 1 pair in carry on, the rest in stored luggage

Underwear

Semi-casual, semi-dress clothing

(Dress like you are representing our fine school.)

Example: 5 pair of school appropriate shorts

5 shirts that are school appropriate (if it doesn't pass our dress code you won't get in a Disney park).

Red band t-shirt

One pair of DENIM shorts (blue denim any shade will do) –this is a change!!

Wristwatch or cell phone w/ external battery charger to be on time.

Comfortable Walking Shoes –REALLY.

Toothbrush and paste – pack in carry on

Modest swimsuit/towel – pack in carry on

Pajamas

Deodorant – pack in carry on

Personal care items

Shampoo

Soap

Conditioner

Brush or comb

Two new gallon sized zip lock bags

Contact lens solutions and glasses—pack in carryon

Spending \$ --see itinerary for planning

Snacks for on the bus or in your hotel room (closed container only!!)
A light blanket or pillow for on the bus
Beach towels – one in carry on and one in suitcase
Sweats or comfortable clothing for travel
Medications (checked in w/ chaperones)
Cellphone and charging cables

DO NOT BRING:

Speakers for your ipod or mp3 players
Computers
Open liquids / beverages /
Loud / obnoxious games
Movies not approved in advance by Mrs. Hintz
Anything valuable jewelry or other items that are easily lost or stolen.

If you bring any of these items, no one will be held responsible for loss or damage other than you.

NEVER set a cell phone or ipod in the bus window. They fall through and get damaged and you cannot get them back until a week after the trip is past.

Keep in mind that this is GROUP travel and we have limited space and we are trying to keep everyone content. Being considerate of others needs as well as your own will make this trip a much better experience for everyone.

Chaperone Volunteer Form

Please read thoroughly and complete this form and return to Mrs. Hintz ASAP or no later than October 1, 2021. All forms will be numbered in the order they are received and then the name on the form will be placed in a “lottery” drawing. Due to the immense amount of interest in chaperoning already, I feel that this will be the only fair way to do this. (I have done this before and it has worked out well.) We will notify selected chaperones that they have been selected to chaperone. We will determine the number of chaperones needed based on the number of students committed to the trip. All chaperones will pay 50% percent of the trip cost out of pocket. If you cannot pay by the payment deadlines (which are the same as they are for the students), you forfeit your spot as a chaperone and it will be given to a chaperone selected by the band director. As well, all chaperones will need an approved background check through the school district to chaperone.

Please be aware that chaperones will have several meetings they **MUST** attend in February and March to make sure we are all set with school policy and band expectations. Chaperoning a trip is a great deal of work as well as a rewarding experience.

If you are not selected to chaperone, you may still be able to **pay full price** and go on the trip if there are extra spaces on the bus that need to be filled to hold our price. We will know more about this in October. These “extra” seats will be filled on a first come first serve basis and keeping social distancing in mind with Covid 19 protocols. Payment will be required to hold your place. This is only open to **parents** of band students. Please remember that a great deal of people get turned away from this annually.

Please fill out the portion below and return it to the school if you are interested in chaperoning. All chaperones are subject to background checks.

Name

Parent of

I understand the above information and am willing to chaperone if selected

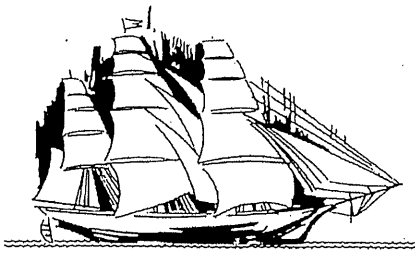
Date

Phone(s)

email

Address

Signature



The School District of Sturgeon Bay

1230 Michigan Street, Sturgeon Bay, WI 54235-1498

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

WEBSITE: www.sturbay.k12.wi.us

April 30, 2021

Mr. Daniel Tjernagel, Superintendent
School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235

Dear Mr. Tjernagel and Members of the Board of Education,

This letter serves as an official notification that I will be resigning from my full-time position as District Bookkeeper for Sturgeon Bay School District, effective December 31, 2021.

It has been an honor to work with the SBSB staff and community in my years at the school district and I look forward to continuing to serve the district in whatever capacity I am able.

Sincerely and respectfully,

A handwritten signature in cursive script that reads "Corinne Rice". The signature is written in black ink and is positioned above the typed name and contact information.

Corinne Rice, District Bookkeeper
Phone: 920.746.1820
Email: crice@sturbay.k12.wi.us



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

SCHOOL BOARD RESOLUTION FOR THE WAIVER OF CERTAIN SCHOOL BOARD OR SCHOOL DISTRICT REQUIREMENTS PURSUANT TO WIS. STAT. §§ 118.38(1) AND (1m)

WHEREAS, Wis. Stat. §118.38(1) and Wis. Admin. § PI 8.01(4) authorize school boards to request the Department of Public Instruction to waive any school board or school district requirement in Wis. Stat. chs. 115 to 121 or in the administrative rules promulgated by the Department under the authority of those chapters; and

WHEREAS, Wis. Stat. §118.38(1)(b) requires that, before requesting a waiver, a school board shall hold a public hearing in the school district on the request for a waiver of any requirement in Wis. Stat. chs. 115 to 121; and

NOW, THEREFORE BE IT RESOLVED, that:

1. On May 19, 2021, the Board of Education held a public hearing, in satisfaction of Wis. Stat. §118.38(1)(b), concerning requests for waivers of the requirements identified herein; and
2. In compliance with Wis. Stat. §§ 118.38(1) and (1m), and for the reasons set forth herein, the Board of Education hereby directs the District Administrator or his/her designee to apply, on behalf of the Board, to the Office of the Superintendent for Public Instruction (OSPI) for the waiver of the following:
 - a. Waiver of School District requirements of Wis. Stat. § 121.12(2m) and 115.415 and the administrative rules promulgated by the department regarding Educator Effectiveness requirements and Waiver of the requirements of Wis. Stat. § 121.02(1)(q) and the administrative rules promulgated by the department regarding Personnel Evaluations for the 2020-2021 school year only due to the COVID-19 public health emergency.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board of Education's approval of this action and of the authority granted herein at a duly-noticed meeting of the Board held on May 19, 2021.

Dated this 19th day of May, 2021.

SCHOOL DISTRICT OF STURGEON BAY
BOARD OF EDUCATION

Mike Stephani, Presiding Officer

Tina Jennerjohn, Board Clerk

Covid-19 District Flexibility Application

Background and Guidance

Responding to COVID-19 is a tremendous undertaking for schools. Schools are tasked with reenvisioning educational delivery models in a span of weeks and to adjust practices accordingly. As we look toward the 2020-21 school year, the safety and health of our students, educators, and families remains of the highest importance. As schools plan for students to return, districts will need to continually seek new ways to best serve all students, improve student learning, and increase opportunities for the children they serve through a variety of options.

As responses to COVID-19 vary from district to district there may be some cases where school districts require more flexibility than state rules or regulations permit. To address this need, State Superintendent Carolyn Stanford Taylor is providing school districts with a streamlined option to explore locally-driven solutions that will improve outcomes for Wisconsin students. Under current state law, Wisconsin school boards may apply to the DPI for an exemption to most state laws or administrative rules affecting school districts, with certain important exceptions. While school boards have requested waivers in the past, the scope and scale of those waivers has generally been narrow and focused on one statute or standard, as opposed to a more comprehensive approach.

The COVID-19 District Flexibility application provides districts the ability to apply for regulatory flexibility needed to implement plans for restarting and delivering education in the midst of the pandemic. Districts can apply for flexibility on behalf of one, more than one, or all schools within their jurisdictional boundaries. All applicants will need to detail how their proposal aligns to their district's strategic response to COVID-19 to enhance educational opportunities for students.

Understanding Flexibility Versus a Need for a Waiver

The COVID-19 Pandemic in Wisconsin creates uncertainty and variability in normal operations for public school districts across the state for the 2020-21 school year. Indeed, what is predictable based on current experiences is that the continuity of delivery of typical programming and instruction will be disrupted and necessarily fluctuate with evolving health conditions affecting families, students, and school staff.

Flexibility will be required for all school operations given the inconsistent and variable access to both students and staff in the coming months. Typically, scheduled programs and instructional delivery may be disrupted, both on a day-to-day basis as well as within any given day. Shifts between virtual, remote, and in-person instructional delivery for individual students, cohorts, or entire schools and districts may occur and determine

the continuity of program implementation. During the current pandemic, it is recognized that school districts have the flexibility when needed to implement changes to how a program is delivered, how much of a program is delivered, and who delivers it. Temporary variations like this to planned school operations do not need a waiver.

While these predictable irregularities serve to disrupt the normal flow of programming implementation or delivery, they do not necessarily require an entire program or service to be discontinued for the 2020-21 school year. A waiver should be pursued only where a district anticipates or has determined it cannot offer a program or service required under the law during the 2020-21 school year. In addition, a waiver will be needed if a district does not anticipate being in compliance with a statutory requirement by virtue of the design of its plan of instruction. There will likely be few of these situations. Where this is the case, the district should complete a request for waiver from a particular statute and explain the circumstances that will require a formal waiver.

Legal Authority

Chapter 118.38 of the Wisconsin State Statutes outlines the legal authority for school boards to request and for DPI to grant waivers from certain state laws and administrative rules.

Under this provision, school boards can request a waiver from DPI of any school board or school district requirement outlined in Chapters 115 to 121 of the State Statutes or in related administrative rules, with the following important exceptions:

1. The health or safety of pupils;
2. Pupil discrimination under s. 118.13;
3. The pupil assessment program under s. 118.30 and the standardized reading test required under s. 121.02 (1) (r);
4. Pupil records under s. 118.125;
5. The collection of data by the department;
6. The uniform financial fund accounting system under ss. 115.28 (13) and 115.30 (1) and audits of school district accounts under s. 120.14;
7. Licensure or certification under s. 115.28 (7) or (7m) other than the licensure of the school district administrator or business manager;
8. The commencement of the school term under s. 118.045; and
9. The requirements established for achievement guarantee contracts under s. 118.43 and for achievement gap reduction contracts under s. 118.44.

The law requires the school board to hold a public hearing (virtually if needed) in the school district on the request and requires the school board to specify in its request for a waiver its reason for requesting the waiver. In its review, DPI must consider at a minimum whether the statute or rule requested for waiver impedes the district's progress in achieving educational goals to best serve all students. Once approved, waivers will be effective for one year, and renewable for additional one year periods.

District Flexibility Application

Applications will be accepted on a rolling basis at any time during the year. The COVID-19 flexibility application includes eight components, identified with additional details below.

- I. **General Information:** Districts should include basic information in this section detailing which schools are affected by the request. Flexibilities could apply to one school, more than one school, or all schools in a district. As a result, this section of the application should note the specific schools included in the waiver request. If all district schools are impacted, the applicant should note that the request applies district-wide.
- II. **Abstract:** As part of this section, the applying district should summarize the overall purpose of the flexibility application, the need for the request and how the request will help the school district provide educational services.
- III. **General Assurances:** This portion of the application is intended to ensure that several steps have occurred. Specifically:
 - Stakeholder engagement has occurred, including a school board hearing and a board resolution or vote approving the flexibility application;
 - The district has conducted a financial review and can assure the plan's fiscal viability;
 - The district's flexibility request is in full compliance with all state and federal laws, including those outlined above regarding waiver requests; and
 - The district has developed a process for reviews of the implemented flexibilities with its local school board, and those reviews will be publicly available.
 - Districts seeking to add additional schools not already included in the original request, or seek waivers of additional statutes or administrative rules, may amend their original applications.
- IV. **Certifications/Signatures:** The application requires the signature of both the district administrator in charge of implementing the plan for flexibilities and the school board president, certifying school board approval.

- V. **Statement of Need:** This section of the application should detail the district's rationale for the requested waiver(s) and how the proposed flexibilities will help the district serve all students.
- VI. **Request for Waiver:** In this section, districts will identify the specific statutes or rules from which they are seeking a waiver. The application provides a checklist of many statutes eligible for waiver under law, though it is important to note that this list is not exhaustive and is also not inclusive of administrative rules. Additional information about statutory requirements can be found in the 2019 *Legislative Fiscal Bureau Informational Paper #29, Statutory Requirements for School Districts*, and general information the laws and regulations eligible for waiver is identified in Section 118.38 of the State Statutes, as described above.
- VII. **Appendix A:** There are additional administrative rule requirements for the hours of instruction waiver request. The Department of Public Instruction (DPI) will waive the hour requirement for any school district that requests the DPI to do so in order to provide continuity of learning per **the** school district's COVID-19 educational plan as approved by the school board, and requested in this flexibility application. In order to complete this application please check all of the boxes in Appendix A and provide any requested information.



Wisconsin Department of Public Instruction
**COVID-19 SCHOOL DISTRICT FLEXIBILITY
APPLICATION FOR 2020-21 SCHOOL YEAR**
PI-1396 (Rev. 10-2020)

INSTRUCTIONS: Email completed original with signature(s) to:
christine.tiedje@dpi.wi.gov

For best results, it is suggested any PDF form should be downloaded and opened in Acrobat Reader rather than filled out in the browser. Not all PDF features, including the ability to save or use digital signatures, will work as intended when opened in a browser.

For questions regarding this application, contact:

Tamara Mouw at tamara.mouw@dpi.wi.gov or 608-266-2364

I. GENERAL INFORMATION

Applicant Agency

Mailing Address *Street, City, State, ZIP*

Contact Person *First and Last Name*

Title

Contact Person's E-Mail Address

Fax *Area/No.*

Phone *Area/No.*

List schools to which district flexibility application applies:

II. ABSTRACT

Summarize the flexibility requested due to COVID-19 and how it will help your school district provide education to students in the district. *Limit response to space provided.*

III. GENERAL ASSURANCES

Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.

Instructions

- Step 1—Read each assurance that follows.
Step 2—Sign and date the certification statement.
Step 3—Include signed certifications and assurances with your application materials.
Step 4—Keep a copy for your records.

Assurance is hereby provided that:

- 1. Stakeholder Engagement: A public hearing was held on ... and a copy of the resolution, or board vote, in support of the application is on file at the school district.
2. Finances: The Applicant can show the flexibility plan is fiscally viable.
3. Compliance with State and Federal Laws: The Applicant has evidence that the flexibility plan meets all state and federal legal requirements, including those related to pupil confidentiality [Wis. Stats. s. 118.125] and those required for seeking a waiver from the State Superintendent [Wis. Stats. s. 118.38]. As part of this assurance, the Applicant agrees it is not seeking a waiver from any statutory provision ineligible for a waiver under Wis. Stats. s. 118.38, including those related to:
a. The health and safety of pupils;
b. Pupil discrimination;
c. Pupil assessment;
d. Pupil records;
e. Data collection/reporting;
f. Financial reporting and audits;
g. Licensure or certification;
h. Commencement of the school term; and
i. Requirements for SAGE/AGR contracts.
4. School Board Review: The Applicant will implement a process for reviewing the impact of the flexibility plan with its local school board.
5. Programmatic Changes: The Applicant shall obtain the prior approval of the WDPI prior to adding additional schools (if not listed in the original application) or implementing additional waivers that may be needed to implement the flexibility plan.
6. Duration: The Applicant is submitting this application with the understanding that any flexibility approved applies only to the 2020-21 school year.

IV. CERTIFICATION/SIGNATURES

WE, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

WE FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of our knowledge.

Table with 2 columns: Signature of School District Administrator, Date Signed Mo./Day/Yr. and Signature of School Board President, Date Signed Mo./Day/Yr.

V. STATEMENT OF NEED (Limit response to space provided)

VI. REQUEST FOR WAIVER

Check or list, at the end of this section, each statutory requirement or administrative rule for which the district is seeking a waiver in order to implement the flexibility plan outlined on the previous page. Justification for the waiver requests should be included under Section VI of this application.

A summary of common school district statutory requirements is included below. For a full list of all statutory requirements applicable to school districts, see the Legislative Fiscal Bureau Information Paper #29:

http://docs.legis.wisconsin.gov/misc/lfb/informational_papers/january_2019/0029_statutory_requirements_for_school_districts_informational_paper_2_9.pdf

CURRICULUM AND INSTRUCTION

Title	Statute	Description	Request Waiver
Driver Education Courses	115.28(11) 121.41	For school districts providing driver education instruction, requires that driver education courses be approved by the State Superintendent and specifies required topics of instruction in such courses.	<input type="checkbox"/>
Academic and Career Planning	115.28(59)	Requires school districts to provide academic and career planning services to all pupils in grades 6 through 12 beginning in 2017-18.	<input type="checkbox"/>
Second Chance Partners for Education	115.363	For school districts contracting with Second Chance Partners or other work-based learning program for disengaged high school pupils, requires the school board pay the nonprofit corporation an amount no more than the amount paid per pupil to operators of independent charter schools in the current year, multiplied by the number of pupils participating under the contract.	<input type="checkbox"/>
Educational Goals	118.01(2)	Requires school districts to teach academic skills, vocational skills, citizenship, and personal development.	<input type="checkbox"/>
Reading Instruction	118.015	Requires school districts to employ a certified reading specialist, develop reading program goals, assess reading program needs, and annually evaluate school district reading curriculum.	<input type="checkbox"/>
Instruction in English	118.017	Requires all instruction to be in English, except for foreign language classes and in bilingual-bicultural education.	<input type="checkbox"/>
Human Growth and Development	118.019 146.89(3r)(e)	For school districts providing instruction in human growth and development, requires district to determine whether and for what subjects pupils will be separated by gender. Requires use of instructional methods and materials that do not discriminate against a pupil based upon the pupil's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active pupils or children with disabilities. If a school board provides instruction in any of certain specified topics, establishes required subjects that must be covered. No pupil may be required to take instruction in human growth and development, if the pupil's parent or guardian files a written request that the pupil be exempted. Requires that each school board providing instruction in human growth and development must annually provide the parents and guardians of each pupil enrolled in the district with specified information. If a district offers human growth and development instruction, requires the board to appoint an ad hoc committee to advise on the design and implementation of the curriculum. The board may not allow a volunteer health care provider, including nurses, physicians, nurse practitioners, or others, providing health services in the school, to provide instruction in human growth and development.	<input type="checkbox"/>
Special Observance Days	118.02	Requires that specified special observance days be appropriately observed.	<input type="checkbox"/>
Textbooks	118.03	Requires school districts to adopt all necessary textbooks and file the list with the school district clerk.	<input type="checkbox"/>
Summer Classes	118.04	For school districts operating summer classes, requires district to establish rules governing attendance and to enroll resident pupils in summer or interim classes without tuition charge (provided district receives state equalization aid for such classes).	<input type="checkbox"/>
Four-Year-Old Kindergarten	118.14(3)	Requires a school board that establishes a four-year-old kindergarten program to make the program available to all eligible pupils.	<input type="checkbox"/>
High School Admission Requirements	118.145(1)	Requires school boards to determine the minimum requirements for high school admission.	<input type="checkbox"/>
Part-Time Attendance Option for Private and Tribal School Pupils	118.145(4)	Requires school boards to allow resident pupils enrolled in a private or tribal school who have met the requirements for high school admission to take up to two courses each semester in the public school if there is sufficient space in the classroom.	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

CURRICULUM AND INSTRUCTION

Title	Statute	Description	Request Waiver
WTCS Admission for Certain High School Students	118.15(2)(a)	Requires school boards to pay WTCS districts for pupils who attend WTCS schools in lieu of high school or on a part-time basis. Specifies determination of payment amount.	<input type="checkbox"/>
Graduation Standards	118.33 121.02(1)(p)	Requires school districts to require at least a specific number of courses in certain subject areas in order to graduate a pupil from high school. Requires that school district graduation standards policies be approved by the State Superintendent if equivalent to statutory requirements.	<input type="checkbox"/>
Graduation Standards	118.33(1)(f)	Prohibits school districts from granting a pupil a high school diploma unless the pupil satisfies criteria set by the school board, including teacher recommendations and the pupil's academic performance.	<input type="checkbox"/>
Criteria for Promotion from 4 th and 8 th Grade	118.33(6)(a)	Requires school districts to adopt a written policy for promotion from 4 th and 8 th grade. Requires that the criteria include the pupil's score on the 4 th and 8 th grade knowledge and concepts examination, unless the pupil has been excused from taking the examination. The criteria also include the pupil's academic performance, teacher recommendations, and any other academic criteria specified by the board. Prohibits promotion unless pupil satisfies criteria.	<input type="checkbox"/>
Kindergarten as a Prerequisite for First Grade	118.33(6)(cm)	Prohibits school districts from enrolling a pupil in first grade unless the pupil has completed five-year-old kindergarten. Requires school districts that operate five-year-old kindergarten programs to establish a written policy specifying criteria for promoting a pupil from five-year-old kindergarten to first grade, as well as policies for exempting a child from the requirement, and for reviewing the denial of an exemption upon a parent's request. Exempts children who move into the state from the requirement, under certain conditions.	<input type="checkbox"/>
Technical Preparation Programs	118.34	Requires school districts, in cooperation with WTCS district boards, to establish in each high school a technical preparation program consisting of courses designed to allow high school students to gain advanced standing in WTCS associate degree programs upon graduation from high school, and to establish tech-prep consortia. Requires districts to annually evaluate programs and report the results to DPI and the WTCS Board.	<input type="checkbox"/>
Admission Standards for K-8 Courses	118.53(2)	Requires school boards to determine the minimum standards for admission to a course offered by the district in grades K-8.	<input type="checkbox"/>
Part-Time Attendance Option for Pupils in Home-Based Programs	118.53(2m)& (3)	Requires school boards to allow pupils enrolled in home-based private educational programs, who have met the standards for admission to a course in the elementary grades or for high school admission, to take up to two courses each semester in a public school if there is sufficient space in the classroom.	<input type="checkbox"/>
Notice of Educational Options and School Performance Category	118.57	<p>Requires school districts to annually publish as a class 1 notice and post on the district's Internet site a list of educational options available to children who reside in the district. The educational options must include public schools, private choice schools, charter schools, virtual schools, full-time open enrollment, youth options, and course options.</p> <p>Additionally, school districts must include in the notice the most recent performance category assigned to each school within the school district boundaries, including independent charter schools and private choice schools, on the school report cards prepared by DPI. The notice must include that the full school and school district accountability reports are available on the school board's Internet site.</p>	<input type="checkbox"/>
Notification of Educational Standards	120.12(13)	<p>Requires a school board to annually, prior to the start of a school term, notify parents and guardians of pupils enrolled in the school district of the pupil academic standards that will be in effect for the school year. The notification may be provided electronically, including on the district's Internet site.</p> <p>Additionally, requires a school board to identify the academic standards in effect for the school year as an item on the agenda of the first school board meeting of the school year.</p>	<input type="checkbox"/>
Curriculum	120.12(14)	Requires school boards to determine the school course of study.	<input type="checkbox"/>
Length of School Day	120.12(15)	Requires school boards to establish rules for scheduling hours in a normal school day.	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

CURRICULUM AND INSTRUCTION

Title	Statute	Description	Request Waiver
University of Wisconsin Tuition	120.12(17)	Requires school districts to pay the tuition of pupils who are attending a UW institution, if the pupil is not participating in the youth options program, the course is not offered by the school district, and the pupil will receive high school credit for the course.	<input type="checkbox"/>
Advanced Placement Examinations	120.12(22)	Requires school districts to pay, using federal, state, local, or private funds, for advanced placement examinations taken by pupils enrolled in the district who are satisfy the income eligibility criteria for free or reduced-price lunches under the federal school lunch program.	<input type="checkbox"/>
Internet Posting of School Accountability Report	120.123	Requires any school that maintains an Internet site to include a prominent link on the home page of that Internet site to the most recent accountability report concerning the school.	<input type="checkbox"/>
Remedial Reading	121.02(1)(c)	Requires school districts to provide interventions or remedial reading services to pupils in grades K to 4 if the pupil: (a) fails to meet the district's reading objectives; (b) fails to meet the minimum performance standard for reading on the third grade standardized exam, and a teacher determines, based on other objective evidence, that the pupil's performance accurately reflects the pupil's reading ability or a teacher and parent or guardian agree that the pupil's performance accurately reflects the pupil's reading ability; or (c) the pupil's assessment of reading readiness indicates that the pupil is at risk of reading difficulty. If (c) applies, the interventions or services must be scientifically based and address all areas in which a pupil is deficient, consistent with state standards in reading and language arts.	<input type="checkbox"/>
Five-Year-Old Kindergarten	121.02(1)(d)	Requires each school district (except union high school districts) to operate a five-year-old kindergarten program.	<input type="checkbox"/>
Hours of Instruction	121.02(1)(f) 121.006(2)(a)	Requires school districts to annually schedule at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 to 6, and at least 1,137 hours of direct pupil instruction in grades 7 to 12. Specifies what may and may not be included in scheduled hours.	<input type="checkbox"/>
Instructional Materials, Texts, and Library Services	121.02(1)(h)	Requires school districts to provide adequate instructional materials, texts, and library services which reflect the cultural diversity and pluralistic nature of American society.	<input type="checkbox"/>
Health, Physical Education, Art, and Music	121.02(1)(j)	Requires school districts to ensure that instruction in elementary and high schools in health, physical education, art, and music is provided by qualified teachers.	<input type="checkbox"/>
Curriculum Plans	121.02(1)(k)	Requires school districts to maintain a written, sequential curriculum plan that includes reading, language arts, mathematics, social studies, science, health, computer literacy, environmental education, vocational education, physical education, art, and music. The plan must specify objectives, course content, and resources and include a program evaluation method.	<input type="checkbox"/>
Regular Instruction	121.02(1)(L) 253.15(5)	Requires school districts to: (1) In elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art, and music. (2) In grades 5-8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art, and music. The school board must also provide pupils with an introduction to career exploration and planning. (3) In grades 9-12, provide access to an educational program that enables pupils each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art, and music. "Access" means an opportunity to study through school district course offerings, independent study, CESAs or cooperative arrangements between school boards and post-secondary institutions. (4) At least twice in grades K-8 and at least once in grades 9-12, as part of the social studies curriculum, include instruction on the history, culture, and sovereignty of the state's American Indian tribes and bands. (5) In grades 7-8, provide regular instruction in foreign language. (6) In one of grades 5 to 8 and in one of grades 10 to 12, provide pupils with instruction on shaken baby syndrome and impacted babies.	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

CURRICULUM AND INSTRUCTION

Title	Statute	Description	Request Waiver
Education for Employment	121.02(1)(m)	Requires school districts to provide access to an education for employment program that has been approved by the State Superintendent. Requires that the program incorporate: applied curricula, guidance and counseling services, technical preparation, college preparation, youth apprenticeship or other job training and work experience, and instruction in employment skills.	<input type="checkbox"/>

PUPIL POLICIES AND SERVICES

Title	Statute	Description	Request Waiver
School Uniforms	118.035	For school districts adopting school uniform policies, requires that parents and guardians be allowed to exempt their children from the policy, ensure that no exempted student is penalized or discriminated against, notify each parent or guardian at least three months before implementation, and assist economically disadvantaged students to obtain the uniforms. These requirements do not apply to districts that have had school uniform policies in effect continuously since September 1, 2001.	<input type="checkbox"/>
Pupil Age	118.14(1) 120.12(25)	Requires that school districts not admit pupils of a certain age to certain grade levels and that districts prescribe procedures, conditions and standards for early admission to kindergarten and first grade.	<input type="checkbox"/>
Alternatives to Compulsory School Attendance	118.15	Requires school boards, upon the child's request and with the approval of the child's parent or guardian, to enter into a written agreement to excuse from regular school attendance: (a) any child who is 17 years of age or over and who began a high school equivalency diploma program in a juvenile correctional facility, juvenile detention facility, juvenile portion of a county jail or residential care center for children and youth and agrees to continue to participate in the program; and (b) any child who is 16 years of age or over and a child at risk, as defined by state law, who agrees to attend a technical college full- or part-time. Requires that school boards: evaluate requests from children age 16 or over and their parents for program or curriculum modifications; enter into and monitor agreements with pupils granted program modifications leading to high school graduation or equivalency; and notify pupils and parents of program or curriculum alternatives. Requires school boards to render decisions within specified time frames and give reasons for denial of any request. Prohibits school employees from compelling a pregnant student to withdraw from education programs.	<input type="checkbox"/>
School Attendance Enforcement	118.16 118.162	Requires school districts to have an attendance officer and a written attendance policy, distribute the policy to each pupil, and adopt a truancy plan, which must be reviewed at least every two years. Specifies duties of an attendance officer. Prohibits school districts from denying credit in a course or subject solely because of a pupil's unexcused absences or suspensions. Requires school districts to specify conditions under which a pupil can take examinations or complete coursework missed during the pupil's absence from school.	<input type="checkbox"/>
Assessment Periods	118.16(4) (cm)	Establishes certain limitations on the use of assessments if school districts assign a pupil to a period of assessment as a consequence of truancy or other circumstances.	<input type="checkbox"/>
Pupil Discipline and Removal from Class	118.164 120.13(1)	Specifies procedures for the suspension and expulsion of pupils and removal of pupils from the classroom. Establishes procedures for reinstatement, early reinstatement, and conditional enrollment following a pupil's expulsion.	<input type="checkbox"/>
Pupils Without Parents or Guardian Report	118.175	Requires any school teacher, administrator, counselor, or social worker who knows that a pupil is without a parent or guardian to report that fact to the county social services or human services department (to state DHS in Milwaukee County).	<input type="checkbox"/>
Electronic Communication Devices	118.258	Requires that if school boards adopt rules prohibiting use or possession of electronic communication devices on school premises, then a copy of such rules must be provided annually to pupils enrolled in the district.	<input type="checkbox"/>
Full-Time Open Enrollment Application Procedures and Other Requirements	118.51(3) thru (8)&(12)	Establishes application and reapplication procedures that school districts must follow under the open enrollment program. Requires school districts to adopt policies and acceptance and rejection criteria under the program. Establishes requirements relating to the transfer of disciplinary records.	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

PUPIL POLICIES AND SERVICES

Title	Statute	Description	Request Waiver
Course Options Program Application Procedures and Other Requirements	118.52(3) thru (10)	Establishes application procedures that educational institutions, including school districts, must follow under the course options program. Requires school districts to adopt policies and acceptance and rejection criteria under the program. Requires school districts to transfer disciplinary records upon request.	<input type="checkbox"/>
Pupil Participation in School Activities	120.12(23)	Requires school boards to adopt a policy on access to extracurricular and recreational school activities that encourages full participation by all elementary grade pupils. Does not apply to union high schools.	<input type="checkbox"/>
Child Care in Schools	120.125	Requires school boards to permit before- and after-school child care to be provided in any elementary school if the provider submits a request which meets specific requirements and the district does not deny the request for certain specified reasons. Requires a written agreement between board and provider with specified conditions.	<input type="checkbox"/>
Child Care Programs	120.13(14)	Requires that child care programs meet state standards for licensure if a board provides or contracts for such programs and that contractors pass DCF background investigations. Also requires boards to provide DHS with information about each person who is denied a contract because of certain criminal convictions or charges or other specified actions, including child abuse. Requires a board to rescind the contract if the caregiver is convicted of certain crimes, or suspend the contract while such charges are pending.	<input type="checkbox"/>
Guidance and Counseling	121.02(1)(e)	Requires school districts to provide guidance and counseling services.	<input type="checkbox"/>

SCHOOL PERSONNEL

Title	Statute	Description	Request Waiver
Educator Effectiveness*	120.12(2m) 115.415	Requires school boards to evaluate the effectiveness of each teacher and principal based upon measures of student performance and the extent to which the teacher's or principal's practice meets specified core teaching standards or educational leadership policy standards.	<input type="checkbox"/>
Staff Development	121.02(1)(b)	Requires school districts to annually establish with school board employees a professional staff development plan designed to meet the needs of individuals or curriculum areas in each school.	<input type="checkbox"/>
Personnel Evaluation <i>* Note this waiver does not automatically waive 121.02(1)(q). If you are requesting a waiver from this subsection check this additional box.</i>	121.02(1)(q)	Requires school districts to evaluate, in writing, the performance of all certified school personnel at the end of their first year and at least every third year thereafter.	<input type="checkbox"/>

SPECIAL NEEDS

Title	Statute	Description	Request Waiver
School Age Parents Program Services	115.915	Requires school districts to make program modifications and services available to school age parents to allow them to remain in school.	<input type="checkbox"/>
School Age Parents	115.92 115.93	For school districts establishing a program for school age parents, requires district to provide certain services and instruction and to submit an annual report to DPI. Submittal of this report is a requirement for state aid.	<input type="checkbox"/>
Bilingual-Bicultural Education Notice to Parents	115.96(2)	Requires school districts to annually notify parents of LEP pupils about the program's availability, if the district is required to offer a bilingual education program under s. 115.97.	<input type="checkbox"/>
Bilingual-Bicultural Program Requirements	115.96(4)	Requires instruction in reading, writing and speaking the English language, and through the use of the native language of the pupil, instruction in the subjects needed to permit effective progress through the educational system, if the district is required to offer a bilingual education program under s. 115.97.	<input type="checkbox"/>
Placement in Bilingual-Bicultural Programs	115.96(5)	Requires placement of LEP pupils in appropriate programs with written parental consent and specifies procedures for parent appeals, if the district is required to offer a bilingual education program under s. 115.97.	<input type="checkbox"/>

VI. REQUEST FOR WAIVER (cont'd)

SPECIAL NEEDS

Title	Statute	Description	Request Waiver
Bilingual-Bicultural Education Requirements	115.97	Requires school districts to establish bilingual education programs if the number of LEP pupils meets certain criteria and requires instruction by bilingual teachers or, under certain conditions and with state approval, English as a second language teachers.	<input type="checkbox"/>
Children-at-Risk/General Requirement	118.153(2)(a) 121.02(1)(n)	Requires school districts to identify pupils who are children-at-risk and develop a plan to meet the needs of such children.	<input type="checkbox"/>
Children-at-Risk/State Aid Applicants	118.153(2)(b) 118.153(3)(a)1 118.153(3)(b) 118.153(4)(a)	Allows districts with 30 or more dropouts or a dropout rate exceeding 5% to apply for children-at-risk aid. If a district applies for aid, requires the district to offer a children-at-risk program, designed to allow pupils enrolled to meet high school graduation requirements, and submit an annual report on pupil achievement of objectives. (No funding for this purpose is appropriated in the 2015-17 biennium.)	<input type="checkbox"/>
Children-at-Risk/Private Contracting	118.153(3)(c)	Requires school districts to identify appropriate private, nonprofit, nonsectarian agencies located in the district or within 5 miles of the district's boundaries to provide children-at-risk programs. Requires contract payment to equal at least 80% of the district's average per pupil cost.	<input type="checkbox"/>
Children-at-Risk/Preference in Funding Allocation	118.153(5)(b) 118.153(5)(c)	Requires school districts receiving aid to: (a) provide a specific sum to each children-at-risk program based on the program's ability to meet objectives; and (b) give preference in allocating any aid received to alternative schools, charter schools, schools within schools, and private agencies.	<input type="checkbox"/>
Gifted and Talented Programs	118.35 121.02(1)(t)	Requires school districts to provide access to appropriate gifted and talented programs.	<input type="checkbox"/>

TRANSPORTATION

Title	Statute	Description	Request Waiver
Public School Transportation	121.54(1)(a) & (c) 121.54(2)(a)	Requires school boards to provide transportation to all resident pupils living two or more miles from the nearest public school they are entitled to attend. Such requirement does not apply to pupils residing in cities unless their school is outside the city but within district boundaries. School districts containing cities with populations greater than 40,000 must meet the requirement unless a common carrier is available.	<input type="checkbox"/>

OTHER STATUTES OR ADMINISTRATIVE RULES

List other statutes or administrative rules requested for waiver.

VII. APPENDIX A

Hours of Instruction Waiver Request—Additional Administrative Rule Requirements

The Department of Public Instruction (DPI) will waive the hours of instruction requirement under Wis. Stat. § 121.02(1)(f) and Wis. Admin. Code PI 8.01(2)(f) for the 2020-2021 school year for any school district that requests the DPI to do so in order to provide continuity of learning per the school district's COVID-19 educational plan as approved by the school board, and requested in this flexibility application. **In order to complete this application, check all of the boxes below and provide any additional information as requested.**

Requirements under Wis. Stat. § 118.38

By checking the following boxes, the applicant attests that:

- a public hearing was held on _____ (required under s. 118.38 and PI 8.01) (*note, the public hearing can be virtual or teleconferenced*).
- the reason for this waiver request (e.g. moving school to a virtual or partially virtual format) is due to COVID-19.

Additional Requirements under PI 8.01(4)(b)

By checking the following boxes, the applicant attests that:

- this form has been completed by the school district administrator or school board president;
- this form serves as the letter from the district administrator or school board president requesting a waiver from the hours of direct pupil instruction requirement and specifying the reason or reasons for requesting the waiver as required by PI 8.01(4)(b)1;
- the school district held a public hearing under s. 118.38(1)(b) and the community was mostly in support of the waiver or the community offered no input;
- he or she has included with this application a copy of the school board resolution in support of this flexibility application for an alternative school environment that is all or partially virtual in satisfaction of the requirement under s. 115.01(10)(b) or (c) (*note, as required in the application you must have a copy of the school board resolution on file within the district supporting the provisions of the COVID-19 flexibility application*);
- the school district requests a waiver of the number of hours necessary to provide education in a virtual, remote, or a mix of virtual, remote and in-person formats per the school board's approved COVID-19 educational plan and as codified in the submitted school board resolution;
- school district buildings have been or will be closed to in-person instruction partially or completely and education will be provided through an alternative manner, such as virtual, remote, or a mix of in person, virtual, or remote learning models as approved by the school board;
- the school board will be unable to schedule and hold the minimum number of hours of direct pupil instruction in an in-person format due to COVID-19, and that the school board will fully report the actions taken to provide education in an alternative format to the school board;
- the school district scheduled a sufficient number of days for parent teacher conferences and inclement weather.

If you have any questions, contact Tamara Mouw, Director of Teaching and Learning, at tamara.mouw@dpi.wi.gov.

RESOLUTION NO. _____

RESOLUTION AWARDING THE SALE OF \$6,845,000
GENERAL OBLIGATION SCHOOL BUILDING AND
IMPROVEMENT BONDS, SERIES 2021

WHEREAS, on January 15, 2020, the School Board of The School District of Sturgeon Bay, Door County, Wisconsin (the "District") adopted an initial resolution (the "Initial Resolution") authorizing the issuance of general obligation bonds in an amount not to exceed \$16,840,000 for the public purpose of paying the cost of a school building and improvement program consisting of: safety and security enhancements, including a secure entrance addition at the High School; classroom addition at Sawyer Elementary School to accommodate the closing of Sunset School; District-wide capital maintenance and renovations, including upgrades to the career and technical education areas of the Middle/High School; remodeling at Sunrise Elementary School; related site improvements; removal of Sunset School if needed; and acquisition of furnishings, fixtures and equipment (the "Project") and there are insufficient funds on hand to pay said cost;

WHEREAS, on January 15, 2020, the School Board also adopted a resolution providing for a referendum election (the "Referendum") on the proposition of whether the Initial Resolution should be approved;

WHEREAS, the Referendum was held on April 7, 2020 in the District in which 1,885 votes were cast "YES" for approval and 953 votes were cast "NO" for rejection of the Initial Resolution;

WHEREAS, the Board of Canvassers duly reported the aforesaid results to the District Clerk who has made said results public;

WHEREAS, the School Board hereby finds and determines that the Project is within the District's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, school districts are authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and to issue general obligation bonds for public purposes such as the Project;

WHEREAS, the District issued \$9,995,000 General Obligation School Building and Improvement Bonds, Series 2020, dated July 7, 2020 to pay a portion of the cost of the Project authorized by the Initial Resolution and the Referendum;

WHEREAS, the District has directed PMA Securities, LLC ("PMA") to take the steps necessary to sell the remaining portion of the general obligation bonds designated as "General Obligation School Building and Improvement Bonds, Series 2021" (the "Bonds") authorized by the Initial Resolution and the Referendum to pay the remaining portion of the cost of the Project;

WHEREAS, PMA, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on May 19, 2021;

WHEREAS, the District Clerk (in consultation with PMA) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on May 19, 2021;

WHEREAS, the District has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. PMA has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The School Board hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Official Notice of Sale and any other offering materials prepared and circulated by PMA are hereby ratified and approved in all respects. All actions taken by officers of the District and PMA in connection with the preparation and distribution of the Official Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Award of the Bonds. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of SIX MILLION EIGHT HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$6,845,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal [(as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein)], plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The District President and District Clerk or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation School Building and Improvement Bonds, Series 2021"; shall be issued in the aggregate principal amount of \$6,845,000; shall be dated June 22, 2021; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2022. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on April 1, 2029 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2028 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2021 through 2040 for the payments due in the years 2022 through 2041 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation School Building and Improvement Bonds, Series 2021" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Bonds; (ii) any premium which may be received by the District above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the School Board directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above)

shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District Clerk or other officer of the District charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the District President and District Clerk, authenticated, if required, by the Fiscal Agent (defined

below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by Zions Bancorporation, National Association, Chicago, Illinois, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the District President and District Clerk or other appropriate officers of the District to enter into a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 13. Persons Treated as Owners; Transfer of Bonds. The District shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the District President and District Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The District shall cooperate in any such transfer, and the District President and District Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of

interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the District Clerk or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District Clerk's office.

Section 16. Official Statement. The School Board hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The District Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the District President and District Clerk, or other officer of the District charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Publication. The School Board hereby authorizes and directs the District Clerk to publish a notice pursuant to Section 893.77(2), Wis. Stats., in substantially the form attached hereto as Exhibit F, immediately following the adoption and approval of this Resolution.

Section 19. Record Book. The District Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct

statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 20. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The District President and District Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the District President and District Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

DRAFT

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the School Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded May 19, 2021.

District President

ATTEST:

District Clerk

(SEAL)

DRAFT

EXHIBIT A

Official Notice of Sale

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by PMA Securities, LLC and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
DOOR COUNTY
NO. R- _____ THE SCHOOL DISTRICT OF STURGEON BAY \$ _____
GENERAL OBLIGATION SCHOOL BUILDING AND IMPROVEMENT BOND,
SERIES 2021

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ June 22, 2021 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, The School District of Sturgeon Bay, Door County, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2022 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Zions Bancorporation, National Association, Chicago, Illinois (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$6,845,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying the remaining portion of the cost of a school building and improvement program consisting of: safety and security enhancements, including a secure entrance addition at the High School; classroom addition at Sawyer Elementary School to

accommodate the closing of Sunset School; District-wide capital maintenance and renovations, including upgrades to the career and technical education areas of the Middle/High School; remodeling at Sunrise Elementary School; related site improvements; removal of Sunset School if needed; and acquisition of furnishings, fixtures and equipment, as authorized by resolutions adopted on January 15, 2020 and May 19, 2021. The electors of the District approved the amount and purpose of the borrowing at a referendum election held on April 7, 2020. Said resolutions are recorded in the official minutes of the School Board for said dates.

The Bonds maturing on April 1, 2029 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2028 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the School Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the District appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a

new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, The School District of Sturgeon Bay, Door County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified District President and District Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

THE SCHOOL DISTRICT OF STURGEON BAY
DOOR COUNTY, WISCONSIN

By: _____
District President

(SEAL)

By: _____
District Clerk

DRAFT

Date of Authentication: June 22, 2021

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned resolutions of The School District of Sturgeon Bay, Door County, Wisconsin.

ZIONS BANCORPORATION,
NATIONAL ASSOCIATION,
CHICAGO, ILLINOIS

By _____
Authorized Signatory

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT F

NOTICE PURSUANT TO SECTION 893.77(2) WIS. STATS.

To: All Interested Persons and Entities:

Please take notice, pursuant to Section 893.77(2), Wis. Stats., that The School District of Sturgeon Bay, Door County, Wisconsin, has authorized the issuance of general obligation bonds in an amount not to exceed \$16,840,000 pursuant to an initial resolution adopted on January 15, 2020 (the "Initial Resolution") and approved at a referendum held on April 7, 2020 (the "Referendum"). The District now intends to issue \$6,845,000 in aggregate principal amount of General Obligation School Building and Improvement Bonds, Series 2021 (the "Bonds") pursuant to the remaining portion of the authorization of the Initial Resolution and the Referendum, and has entered into a contract for the sale of the Bonds. It is anticipated that the closing of the Bonds will be held on or about June 22, 2021. A complete copy of the proceedings had to date is on file in the office of the District Clerk and may be inspected at the District office located at 1230 Michigan Street, Sturgeon Bay, Wisconsin 54235 or upon request by contacting the District office at 920-746-2800.

Section 893.77(2), Wis. Stats., provides in part that any action to contest the validity of the Bonds, for other than constitutional reasons, must be commenced within thirty (30) days of the publication of this notice.

Dated May 22, 2021.

BY ORDER OF THE SCHOOL BOARD OF
THE SCHOOL DISTRICT OF STURGEON BAY,
DOOR COUNTY,
WISCONSIN

District Clerk

Sturgeon Bay School District

EMPLOYMENT HANDBOOK
FOR
PROFESSIONAL STAFF MEMBERS

DATE JULY 1, 20~~19~~¹⁹

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B – Supplemental Pay for Yearly Leadership Opportunities

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D – Additional Employment Payment Schedule

E – School Year Calendar

F – Cafeteria Plan/Alternative Benefit Plan (ABP)

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for professional staff members including Certified Teachers and Licensed Administrators. The provisions described herein are the terms and conditions governing employment in the School District of Sturgeon Bay ("District") and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of District. It has been prepared to acquaint all professional staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each professional staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or District Administrator's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee, subject to contractual or statutory provisions, if any. The District's professional staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with [Policy 3139](#) – Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

Whenever any words are used in this Handbook in the masculine gender, they shall also be construed to include the feminine or neutral gender in all situations where they would so apply, and whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply, and wherever any words are used in the plural, they shall also be construed to include the singular.

This Handbook does not encompass all teacher employment policies or staff guides. The Board may initiate, delete, or modify such policies and guides as it deems necessary.

STATEMENT OF PHILOSOPHY

The School District of Sturgeon Bay believes that a school system in America has an obligation to continually strive to instill in each individual, according to

his/her abilities, the knowledge, skills, attitudes, and values necessary for effective living in a free and changing society based on the rights and responsibilities embodied in our American heritage.

It is the aim of this District to provide a diversified program of educational experiences to youth and to cooperate with the home, church and community to promote the development of individually different but effectively-educated citizens.

Within the classroom, emphasis should be on the development of fundamental skills and knowledge, as well as on breadth and depth of materials according to the student's ability. This can best be accomplished through a varied and flexible curriculum presented in surroundings that promote good work and study. The needs of the students, their parents, and the community demand an honest appraisal of student ability, flexible learning programs, and a healthy respect for learning itself. Likewise, recognition of the obligation to stimulate the ability to think objectively, to draw conclusions, and to make decisions is accompanied by an awareness of significant and desirable social and personal values.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

[Policy 3112](#) – Board-Staff Communications

The chain of command depicted on the *organizational chart* identifies the relationships in the District.

PURPOSE

- A. The primary goal is the development and operation of an educational program of the highest quality for the benefit of students and the community.
- B. Teaching is a profession and the quality of the educational program is dependent upon the quality of the teaching service. The ultimate aim of education is the continuing development, continuity and implementation of quality in our educational program and constant welfare of the students.
- C. Wisconsin law expressly prohibits strikes at any time by the teaching personnel covered by this Handbook.

- D. In the event of any violation of the preceding clause, the Board may take whatever disciplinary action it deems appropriate including immediate discharge and such action shall not be subject to arbitration except on the basis that the employee involved did not participate in the prohibited activity.
- E. The Board shall continue to operate and manage the school system and its programs, facilities, properties and school related activities of its employees, and it is expressly recognized that this operational and managerial responsibility includes, but is not limited to, the determination and direction of the teaching force; the right to subcontract for goods, services or work that is deemed desirable by the Board or the District Administrator; the right to plan, direct and control school activities; the right to establish and revise the school calendar; establish hours of employment; to schedule classes and assign work loads; to determine teaching methods, subjects to be taught; to select textbooks, teaching aids and materials, to maintain the effectiveness of the school system, to make necessary assignments for all programs of an extracurricular nature; to determine teacher complement; to create, revise and eliminate positions; to establish and require observance of reasonable rules and regulations; to select, hire and terminate teachers; to determine teacher qualification and conditions of employment; to promote or demote and to discipline and discharge teachers.
- F. The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth.

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

[Policy 3122](#) - Nondiscrimination and Equal Employment Opportunity

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information employees shall refer to:

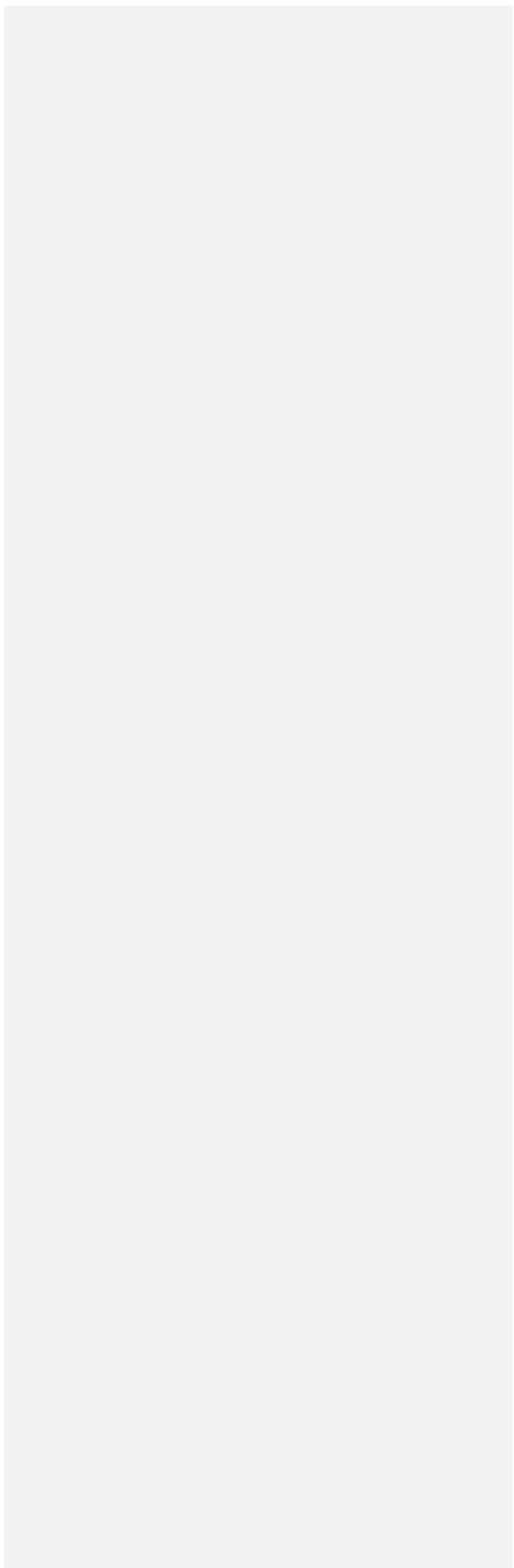
[Policy 3362](#) - Employee Anti-Harassment

[Policy 3362.01](#) - Threatening Behavior Toward Staff Members

AG 3362 - Employee Anti-Harassment

AG 3362A - Reporting Threatening Behaviors

|



JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for professional staff member accountability that each professional staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, professional staff members shall refer to [Policy 3120.01](#) – Job Descriptions. Further, if a copy of a job description is required or desired, the professional staff member shall ask their immediate supervisor or go to the central office and request a duplicate copy.

IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

[Policy 3111](#) - Creating a Position

CONFLICT OF INTEREST

Professional staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

[Policy 1130](#) - Conflict of Interest – Private Practice

[Policy 3210](#) - Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following:

[Policy 3231](#) - Outside Activities of Staff

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Professional staff members should refer to the detailed procedure regarding communication set forth in

[Policy 3112](#) - Board-Staff Communication

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all District buildings and at all District-sponsored activities.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Wisconsin law requires District personnel to report all suspected incidents of child abuse and/or neglect to the Door County Department of Human Services, law enforcement or other legal authorities. Because the Board of Education is concerned with the welfare of all children, it recognizes the legal and ethical obligations to report suspected abuse or neglect and expects District staff to act in accordance with all appropriate Wisconsin statutes.

All District Employees are required to report suspected abuse or neglect when there is “reasonable cause” to suspect abuse or neglect has or will occur. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil or criminal, that might otherwise be imposed. State law also protects Employees from being discharged from employment as a direct result of such a report.

The Board of Education supports a preventative approach to child abuse and neglect and will provide training to school personnel in recognizing the indicators of abuse or neglect and in working with families in attempting to eliminate the conditions which may have contributed to the suspected abuse or neglect.

Further information, guidelines and requirements relating to the District’s child abuse and neglect reporting policy are set forth in Board of Education [Policy 8462](#) which is available on the District’s website. If you have questions regarding the policy, please contact the District’s administration office.

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as members of the professional staff if they fall into a category established in [Policy 3120](#) – Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in [Policy 4120](#) – Employment of Support Staff. For further details regarding the employment categories, an employee should refer to the applicable collective bargaining unit.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with [Policy 8320](#) – Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in [Policy 8320](#) – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

Applicable State statutes
[Policy 3220](#) - Staff Evaluation
AG 3220A - Evaluation of Staff

CONFIDENTIALITY

As a result of an Employee's responsibilities with the District, an Employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an Employee, Employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained as the result of employment with the District is confidential information and protected by law unless such information has been designated as pupil directory data in School Board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any District personnel who are not authorized to receive such information or to persons outside of the District without the express authorization of Administration. Likewise, no information concerning the internal operations of the District, including but not limited to the release of records of the District, may occur except through, and with the permission of Administration.

Unless directed by Administration, Employees shall not act as the District's custodian of records or disseminate confidential information. State and federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil or personnel records should be directed to the District Administrator or building supervisor.

PROFESSIONAL GROWTH REQUIREMENTS

Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

[Policy 3242](#) – Professional Growth Requirements

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STUDENT SUPERVISION AND WELFARE

The Board requires each professional staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations in this regard, administrators should refer to [Policy 1213](#) – Student Supervision and Welfare, and other professional staff members should refer to [Policy 3213](#) - Student Supervision and Welfare.

ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all professional staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with AG 3130 – Assignment and Transfer of Professional Staff.

Further, professional staff members may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

AG 3130 - Assignment and Transfer of Professional Staff

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of an administrator or a professional staff member shall be consistent with the terms established in [Policy 3139](#) – Staff Discipline

REDUCTION IN STAFF

The Board may abolish professional staff positions and/or reduce the administrative and/or professional staff as necessary. Such staff reductions will be made in compliance with [Policy 3131](#) – Reduction in Staff.

TERMINATION AND RESIGNATION

Individual employment contracts may be terminated or non-renewed upon a majority vote of the full membership of the Board.

Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. Any decision to terminate a staff member's employment contract shall be subject to review consistent with [Policy 3340](#) - Grievance Procedure. Finally, a staff member may resign in accordance with the terms of his/her individual employment contract.

[Policy 3140](#) – Termination, Non-Renewal and Resignation

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

All professional staff members shall be paid in accordance with the provisions established in AG 6510B – Payroll Authorization

COMPENSATION

The District will negotiate total base wages with certified bargaining units in accordance with the provisions of § 111.70 of the Wisconsin Statutes. The District will otherwise set compensation for Employees on an annual basis and will provide Employees notice of their salary or wages upon completion of negotiations and in accordance with contract dates. The District exclusively reserves the right to provide other compensation, such as merit pay, performance pay, supplemental compensation, or other forms of compensation. Said compensation will be based upon objective evaluations and teacher effectiveness.

Beginning in the 2015-2016 school year, compensation information is contained in the Salary and Supplemental Pay Guide.

Appendix A of the Salary and Supplemental Pay Guide will contain the Salary Ladder that accompanies the new system. Appendix B will contain the Supplemental Pay for Yearly Leadership Opportunities. Appendix C will contain the co-curricular pay schedule established by the Board of Education. Appendix D will contain the Additional Employment Payment Schedule.

The supervising administrator and Superintendent must approve all master degree credit requests as described in the Continuing Education Support section of the Salary and Supplemental Pay Guide.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

[Policy 3425](#) - Benefits

LEAVES OF ABSENCE (extended leave)

Any professional staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with [Policy 3430](#) - Leaves of Absence

EMPLOYEE LEAVES

Administrators and professional staff members may request leave for several qualifying circumstances. Those circumstances may include the following:

- A. Personal leave
 1. When a request has been submitted, and when satisfactory arrangements can be made, the District Administrator may grant leave for professional, semi-professional, community service, personal and family business; for three such leave days per year the deduction shall be for the cost of a substitute or equivalent (regardless of whether or not a substitute is required for the absence); for each day over three days per year, the deduction shall be in full. For teachers with ten years or more of local service, the first personal day shall be at no deduction. For teachers with twenty-five (25) or more years of local service the teacher will be eligible for four (4) days of personal leave, the first two (2) days shall be at no deduction.
- B. Funeral leave in the event of the death of a relative

1. Funeral leave (with deduction from sick leave) will be granted due to death in the immediate family and shall be limited to five (5) days per occurrence but may be extended at the discretion of the Board of Education. Immediate family shall include employee's spouse, parents, step-parents, siblings, step-siblings, children, step-children, father/mother-in-law, brother/sister-in-law, grandparents, step-grandparents, and grandchild.
2. Funeral leave (with deduction from sick leave) for non-family members [*family* is defined in B(1)(a)], usually for one-half day but not to exceed one day, may be granted by the Superintendent of the District. If such leave exceeds one day, deduction for the additional day(s) shall be for the cost of the substitute or equivalent.

C. Military leave

It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, the employee should contact the Director of Human Resources as soon as possible to arrange for the leave. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit no such benefit will be provided. Any Employee who enters service in any of the armed forces of the United States shall, upon termination of such service by honorable discharge or other evidence of good standing, be entitled to reemployment in accordance with provisions of USERRA and other applicable federal and state laws.

D. Leave for jury duty when called to perform their civic responsibility as a potential juror or to serve on a jury.

1. Any employee, who shall be called for jury duty or be required to appear as a witness in court, shall receive regular salary or wages for such day or days while serving or appearing. Upon completion of jury duty, the employee shall remit to the District any compensation received from the court for such jury duty. In case of court appearance, required because of a violation by the employee, the section will not apply.

E. National Board Certification Absences

1. The District will provide 1 day of paid leave for a teacher taking the National Board Certification test.

F. Forced Absences

1. Absences caused by snow or other natural hazards when school is in session will be treated as emergencies and deductions will be made accordingly.

If an administrator or professional staff member has approved leave under these specific circumstances they may be provided compensation or job protection during such absence from their assigned job duties for the District. These leaves will be granted pursuant to [Policy 3431](#) – Employee Leaves.

EMPLOYEE SICK LEAVE

Administrators who are not employed under an individual employment contract and professional staff members may use paid sick leave and must follow the protocol established in [Policy 3432](#) – Employee Sick Leave.

- A. All regular part time and full time employees shall be granted "sick leave" credit with full pay not to exceed ten (10) days per year; Unused days shall be cumulative to a maximum of one hundred twenty (120) days.
- B. No sick leave will be paid beyond the first day for which a teacher would become eligible for long-term disability whether the teacher applies or not for that benefit.
- C. Sick leave shall cover absences due to employee's illness, including child bearing.
- D. Sick leave for critical illness and/or emergency medical treatment for the employee's immediate family shall be in accordance with the provisions of state and federal Family and Medical Leave Acts (FMLA) for leave requests beyond three (3) days.
- E. Employee's immediate family is defined to include: Employee's spouse, parents, step-parents, siblings, step-siblings, children, stepchildren, father/mother-in-law, brother/sister-in law, grandparents, step-grandparents, grandchild, step-grandchild, or significant other.
- F. Sick leave for non-emergency medical treatment and nonemergency medical examination of family or others would be granted only in exceptional cases with prior approval of the Superintendent of the District, and the deduction would be in full.
- G. A doctor's certificate is required for any sick leave absences in excess of three (3) days. This requirement may be waived by the Superintendent under certain circumstances.

FAMILY AND MEDICAL LEAVE

Medical leave is defined under the Family and Medical Leave Acts found in the state and federal laws as leave or other medical leave that renders an employee unable to be at work, and requires written documentation from a licensed healthcare provider indicating that the employee is unable to be at work. In accordance with Federal and State law, the Board of Education will provide family and medical leave for administrators who are not employed under individual employment contract professional staff members. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to [Policy 3430.01](#) – Family and Medical Leave of Absence (FMLA).

HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time professional staff members in accordance with the District's Health Insurance Plan and [Policy 3420](#) – Health Insurance Benefit. Health benefits will be prorated for employees less than full-time. An employee must be at least 50% to qualify for health benefits. The district does offer an alternative benefit that is defined in Appendix F of the Salary and Supplemental Pay Guide.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible Professional Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

[Policy 3419.02](#) - Privacy Protections of Fully Insured Group Health Plans.

RETIREMENT

- A. All persons officially and legally employed by the District who are eligible for the Wisconsin Retirement System shall be covered by that system.
- B. The teacher's contribution to the fund and the benefit levels including benefits upon retirement, variable annuity payments, death benefits and separation benefits are governed by Wisconsin Statutes, Chapter 42.

- C. Employees shall be required to make full payment towards the employee required contribution to the WRS.
- D. Appendix G of the Salary and Supplemental Pay Guide contains post-employment benefits.

V. WORKING CONDITIONS AND HOURS OF WORK

TEACHING HOURS

Teaching Hours

High school and middle school	7:45 a.m. to 3:45 p.m.
Elementary school	7:35 a.m. to 3:35 p.m.

The District may have a teacher's work day differ in order to accommodate for before and after school programming.

The listed times include a guaranteed 30 minute duty-free lunch period.

High School and Middle School Teaching Loads

Within an eight-period day:

- A. 5 classes 1 duty 2 preparation periods
- B. 6 classes 0 duties 2 preparation periods
- C. 6 classes 1 duty 1 preparation period

Within a seven-period day:

- A. 5 classes 1 duty 1 preparation period
- B. 6 classes 0 duties 1 preparation period

Within a four-period day:

- A. 3 classes 1 rotating duty 1 preparation
(Duty = 30 minutes) (Preparation = minimum 60 minutes)

The normal full time teaching assignment is illustrated in each schedule above.

The regular work day for teachers in the four-year old preschool program may vary significantly from the hours worked by a regular elementary classroom teacher but in no instances shall the total hours worked per day exceed that of a regular elementary school classroom teacher.

The preparation period provided for all teachers K-12 shall average to be approximately 50 minutes per day. The preparation time need not occur as a single total consecutive block of time and need not occur daily, but the average shall apply on a weekly scheduled basis as far as practical and possible.

It is recognized that a teacher's work load extends beyond the scheduled hours of required in-school attendance. When middle school and high school teachers are required to attend more than one (1) meeting per week that extends beyond 3:45 p.m. these teachers may take an equal amount of release time under a "flexible schedule" arranged with their immediate supervisor (principal), computed from 3:30 p.m. When elementary teachers have more than one (1) meeting per week that extends beyond 3:35 p.m. these teachers may request a flexible schedule to be arranged for an equal amount of time computed from 3:10 p.m. Flexible schedules must be arranged for a mutually agreeable work day and taken before May 1 of the school year. Elementary teachers required to attend non-contract evening meetings may submit a voucher at the hourly rate.

Title I teachers shall schedule parent teacher conferences during the first month of the school year (September) to aid in forming partnerships with the parents of their Title I students. Title I teachers will be excused from participation in the regular parent-teacher conferences normally scheduled during the month of November except as follows: The Title I teachers will participate in regular classroom parent-teacher conferences with the Title I students regular teacher when a timely request is made by the regular classroom teacher of the student(s) receiving Title I services.

On Fridays and on any day immediately preceding a student holiday, elementary teachers and secondary teachers may leave at the close of day as soon as they have satisfactorily supervised the departure of their pupils. Teachers with last period free are to remain on duty unless otherwise excused. Elementary teachers with students identified as having learning disabilities may receive, at the discretion of the Superintendent of the District, release time to permit work with special education teachers. Special education teachers at the secondary level may be granted similar privileges in order to work with classroom teachers during their prep time.

SCHOOL CALENDAR

The length and structure of the teacher calendar shall be determined by the Superintendent. The Board will set the school calendar for student and work days. Appendix E of the Salary and Supplemental Pay Guide is the school calendar for the current school year.

In the event a situation beyond the control of the Board requires the closing of one or more or all schools the first two days will not be rescheduled. All other days will be rescheduled by the Superintendent.

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in [Policy 3216](#)-Staff Dress and Grooming.

ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty daily; however, when a staff member must be absent, the following procedure shall be followed:

Following all absences, regardless of whether they are absences which may be classified under the leave provision or other types of absences, all employees are required to fill out and file with the Superintendent a "Report of Absence" form. This form is to be signed by the principal, and the employee is to see that it is filed with the District Administrator within three days.

- A. All requests for leave except illness and death must have prior approval of the principal and the District Administrator. The principal must contact the District Administrator in all questionable cases.
- B. A doctor's certificate may be required for any absence where it appears that sick leave may be abused.
- C. The Board reserves the right to require a physician's report of examination whenever deemed necessary; cost of examination will be paid by the Board
- D. Teachers on leave due to illness, child rearing or child adoption leave who have exhausted sick leave and have exceeded twelve (12) weeks of leave allowable under state and federal FMLA regulations may, at the employee's expense, continue insurance coverage within the district health insurance. Payment for continued insurance coverage must be received by the District by the 15th day of the month prior to the month of coverage (i.e. February 15th for March insurance coverage, March 15th for April insurance coverage, etc.)

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the District Administrator's guidelines.

[Policy 7530](#) – Lending of District-Owned Equipment

AG 7530 – Personal use of District Equipment/Facilities

USE OF PERSONAL PROPERTY AT THE DISTRICT

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

The District does not assume any responsibility for loss, theft or damages to personal property. The District is not liable for vandalism, theft or any damage to cars parked on District property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

AG 3281 – Personal Property of Staff Members

EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with [Policy 8420](#) – Emergency Evacuation of Schools.

TRAVEL EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

[Policy 3440](#) – Job-Related Expenses

AG 3440A – Job-Related Expenses

VI. SAFETY AND HEALTH

PHYSICAL EXAMINATION AND TB TESTING

- A. All new personnel shall have a physical examination and a tuberculin test (04 70 mm chest X-Ray), with follow-up 14 x 17 X-Ray if necessary, as a condition of entering employment except that a certificate of health examination as prescribed by Statute will be accepted if taken within the two years prior to local employment. (The latter would apply to teachers transferring from another school system.)
 - 1. The procedures employed will be those established by the Statutes.
 - 2. The prescribed examination form will be furnished by the District.
 - 3. The Record of Examination Form will be retained in the physician's file.
 - 4. The Confidential Physician's Recommendation Form will be forwarded by the physician to the office of the Superintendent of the District.
- B. Since there is no physician in the employ of or under contract with the Sturgeon Bay Board of Education, the employee may be examined by any licensed physician.
- C. The physician will forward the statement of charges for the examination at the time he forwards the Recommendation Form to the office of the Superintendent of the District.
- D. Costs of the examination and X-Rays (when they are required) will be paid by the Sturgeon Bay Board of Education.
- E. Orders authorizing examinations shall be signed by the Superintendent of the District.

SMOKING

The Board of Education is committed to providing students, professional staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits professional staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

[Policy 3215](#) – Use of Tobacco by Professional Staff

TRAINING

Professional staff members, for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. The use of automated external defibrillators ([Policy 8452](#) – Automated External Defibrillators),
- B. The control of blood borne pathogens ([Policy 8453.01](#) - Control of Blood-Borne Pathogens)
- C. The control of casual-contact communicable diseases ([Policy 8450](#) – Control of Casual Contact Communicable Diseases), and
- D. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases ([Policy 8453](#) – Direct Contact Communicable Diseases).

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with [Policy 8442](#) – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

Staff use of the District's Education Technology will be governed by [Policy 7540.04](#) – Staff Education Technology Acceptable Use and Safety and the related administrative guidelines.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with [Policy 8310](#) – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in [Policy 7540.06](#) – Electronic Mail and the District Administrator's established guidelines regarding e-mail.

SOCIAL MEDIA

In accordance with [Policy 1213](#) – Student Supervision and Welfare and [Policy 3213](#) - Student Supervision and Welfare, professional staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc. any reason outside of educational use.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with [Policy 3139](#) – Staff Discipline

GRIEVANCE PROCEDURE

Each professional staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in [Policy 3340](#) – Grievance Procedure.

The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The procedures detailed in [Policy 3340](#) – Grievance Procedure shall be followed when a grievance has been filed.

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administrative and/or professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates [Policy 3122.01](#) – Drug-Free Workplace shall be subject to disciplinary action in accordance with [Policy 3139](#) – Staff Discipline and the District Administrator's guidelines.

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact District Administrator for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on District premises or at any school sponsored activity.

[Policy 3170.01](#) – Employee Assistance Program (EAP)

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read Sturgeon Bay School District's Employee Handbook for Professional Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Professional Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Professional Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied.

(Employee Signature)

(~~Witness Signature~~Printed Name)

(Date)

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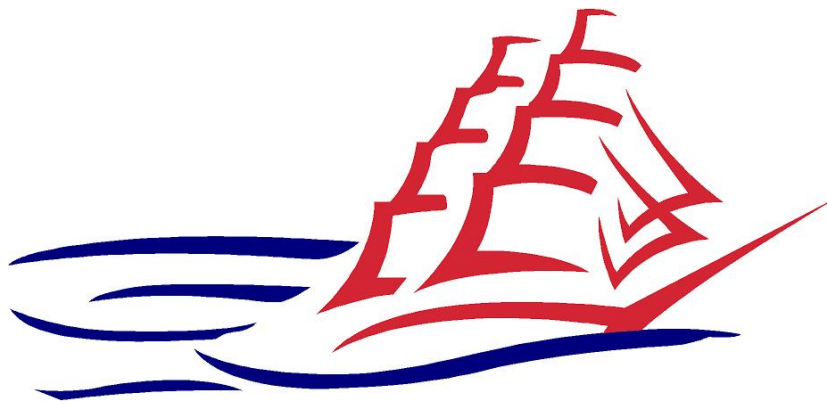
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School District of Sturgeon Bay



202~~10~~-202~~21~~ Professional Staff Salary and Supplemental Pay Guide

School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235

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Appendices

- Appendix A – Salary Ladder
- Appendix B – Supplemental Pay for Yearly Leadership Opportunities
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History

The Compensation Study Committee met during the 2013-2014 and 2014-2015 school years. During the first year and a half of the process, compensation background and a series of twenty-one (21) school district compensation plans were studied. In the second semester of the 2014-2015 school year, the focus became the design of our new model.

Key consideration was given to the following concepts throughout the process:

- Retain quality staff
- Attract quality staff
- Establish clear goals and aligning a pathway that links goals to salary
- Have a simple system that is not overly complex
- Have a system that helps staff continue to develop and provides incentives

In addition to the concepts mentioned above, the following concepts were deemed as critically important and things the compensation model needed to support:

- Growth
- Improvement
- Leadership

Educator Effectiveness & Teacher Evaluation

Compensation models we studied took a variety of approaches to incorporating the teacher evaluation process. In the end, we decided upon an approach that recognizes the important and unique working relationship between the teacher and principal, recognizes the instructional coaching inherent in the Danielson Framework, and embraces the roles these components have in helping staff members, and the school as a whole, grow and improve.

In order for a teacher to progress to the next rung in the salary ladder, the teacher must have a satisfactory evaluation (may not be on any plan of improvement) whether in the summative evaluation year or any year of the three-year cycle. Additionally, in order to be eligible for any supplemental pay, the teacher must have a satisfactory evaluation and may not be on any plan of improvement. We will have more data once we have implemented Educator Effectiveness and can examine the role it plays in the future.

Salary Ladder Conversion

Ten lanes (five BA and BA+ credits; five MA and MA+ credits) were in existence prior to the development of the new salary ladder. Teachers were placed onto the new salary ladder by taking into account their 2014-2015 Sturgeon Bay salary, moving to the most comparable salary amount rung on the

new ladder, and then going up one rung. Teachers with a Master's Degree had \$2,000 subtracted from their current salary amount prior to moving to the new ladder; \$2,000 was then added to their new base pay rung placement as ongoing supplemental pay (see next section). No professional staff member could have their salary reduced from the 2014-2015 school year to the 2015-2016 school year during the transition from one system to the new system.

Salary Ladder Conversion (continued)

Additionally, to be more competitive with beginning salary payment, three steps at the bottom of the previous scale were eliminated. The salary ladder will have the capability of being adjusted through flat dollar increases, percentage increases, the elimination of one or more rungs in the future, or any other allowable modification as approved by the Board of Education. For the 2018-2019 school year, the salary ladder was updated once again. The bottom two rungs were removed and a new top rung was added. Beginning with the 2019-2020 school year, the salary ladder was updated yet again by removing the bottom two rungs, effectively moving the starting salary from \$30,231 to \$39,440 in five years. The salary ladder placement of approximately 25 individuals (who were in close proximity to the adjusted base two or three times) was also approved for the 2019-2020 school year.

Supplemental Pay

Ongoing supplemental pay will be awarded to individuals with a Master's Degree. Individuals with a Master's Degree will receive \$2,000 annually in supplemental pay on top of their base pay designated by the current salary ladder (see Continuing Educational Support below for support details related to earning a Master's Degree).

Yearly supplemental pay will be awarded to individuals based upon activities in that school year. Leadership activities and priority areas identified on "Appendix B" are eligible.

Note: Teachers who earn a Doctoral Degree will receive a one-time \$1,000 stipend in recognition of the accomplishment, and are also encouraged to work with their building principal regarding leadership opportunities described in Appendix B: Supplemental Pay for Yearly Leadership Opportunities.

Continuing Educational Support

In an effort to support professional staff members in professional growth, improvement, and to facilitate leadership opportunities within the district, pre-approved continuing education courses will be reimbursed at a rate of half the cost per credit (up to \$200 reimbursement per credit), up to a maximum of 12 credits per school district fiscal year. All credits must be directly connected to the subject area, student learning, or duties associated with a position that the district has asked the professional staff member to prepare for.

The Supervising Principal and Superintendent must approve in writing all Master's Degree coursework or above and any credits being taken prior to the course(s) beginning, if reimbursement will be requested or if Master's Degree supplemental pay will be requested once the degree is complete. Credits earned shall be graduate credits (a) directly related to the teacher's current teaching assignment (e.g. English, Math, or elementary education) or (b) part of a Master's Degree program in education into which the teacher has

been formally accepted or (c) if (a) and (b) do not apply, in education or any subject matter area in which the teacher is certified, with the prior written approval of the supervising Principal AND Superintendent. In all instances, such credits shall qualify only if taken in an accredited program offered by an accredited graduate school, if they meet Wisconsin Department of Public Instruction Certification requirements, and if the institution is approved by the district. The graduate credits must be in the best interest of the District as determined by the Superintendent.

Note: A teacher may not receive payment for attending a workshop or course AND also receive credit reimbursement for the same workshop or course.

A professional staff member who leaves the district within five years of receiving reimbursement owes the district a pro-rated amount (20% less per year) prior to receiving their release and resignation approval. If leaving within one year, the person would owe the district 100% of the reimbursement paid; 2 years = 80%; 3 years = 60%; 4 years = 40%; 5 years = 20%.

National Board Certification Support

A professional staff member who obtains a National Board certification may receive a one-time reimbursement up to \$2,500 for expenses associated with obtaining the National Board Certification. (Note: this refers to expenses not eligible for reimbursement by the State or any other organization.) This may be awarded upon the initial completion and earning of the certification. This applies only to initial certification at this time and not to any expenses associated with renewing the National Board Certification credential. Additional support from the school district:

- The District will provide up to four (4) days of paid leave per year to work collaboratively on the National Board Certification process.
- The District will provide one (1) day of paid leave for a teacher taking the National Board Certification test.
- The District will provide support in the form of a National Board Certified coach/mentor for staff members going through the National Board certification process.

A professional staff member who leaves the district within five years of receiving reimbursement owes the district a pro-rated amount (20% less per year) prior to receiving their release and resignation approval. If leaving within one year, the person would owe the district 100% of the reimbursement paid; 2 years = 80%; 3 years = 60%; 4 years = 40%; 5 years = 20%.

Note: At the present time, the State of Wisconsin also pays teachers with their National Board Certification \$2,500 annually while holding the certification. The district will assist the professional staff member in receiving their State stipend by verifying their employment with the district. If the State stipend is eliminated or drastically reduced, the school district could examine the possibility of adding some sort of supplemental pay or stipend.

Salary & Supplemental Pay Model Review Procedures

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 assessment will consider the following:

- Does the model support key concepts, such as the following:
 - Retain quality staff
 - Attract quality staff
 - Establish clear goals and aligning a pathway that links goals to salary
 - A simple system that is not overly complex
 - A system that helps staff continue to develop and provides incentives
 - Growth
 - Improvement
 - Leadership
- Does the model take into account priority areas for the district?
- Is the model sustainable over the next three years?

Effective with the 2019-2020 school year, we plan to move the annual review meeting from April to February. The Board would receive an informational update in a Board meeting, likely the February regular meeting. Professional staff members should watch for information in the annual review meeting minutes and the informational Board meeting update.

Annual review meetings were conducted on the following dates:

April 26, 2016
April 11, 2017
April 12, 2018
April 8, 2019

The annual review was conducted via Google Doc from March 31 - April 6, 2020 due to the COVID-19 school closure and Safer-at-Home order situation.

[April 15, 2021](#)

The Original Sturgeon Bay Compensation Study Committee Members

from the 2013-2014 and/or 2014-2015 school years:

Melissa Benzinger, Sunset teacher
Amy Richard, Sawyer teacher & elementary Math coach
Travis Grooters, Sawyer teacher
Aaron Pairolero, Sunrise teacher
Kasee Jandrin, TJ Walker teacher
Matt Propsom, TJ Walker teacher
Mike LeRoy, Sturgeon Bay High School teacher
Gordy Saron, Sturgeon Bay High School teacher (13-14) & retiree (14-15)
John Hauser, Board of Education

Joel Kitchens, Board of Education (13-14)
 Keith Miller, Board of Education
 Amy Stephens, Board of Education (14-15)
 Roger Wood, Board of Education
 Joe Stutting, Superintendent (13-14)
 Tom Olsen, Business Manager (14-15)
 Dan Tjernagel, Superintendent (14-15)

Original version approved by the Sturgeon Bay Board of Education on May 20, 2015.

Appendix A - Salary Ladder 2021-2022+

ANY UPDATES??

R	\$67,069	0.0200
Q	\$65,754	0.0200
P	\$64,465	0.0200
O	\$63,201	0.0200
N	\$61,962	0.0200
M	\$60,747	0.0200
L	\$59,556	0.0350
K	\$57,542	0.0350
J	\$55,596	0.0350
I	\$53,716	0.0350
H	\$51,899	0.0350
G	\$50,144	0.0400
F	\$48,216	0.0400
E	\$46,361	0.0400
D	\$44,578	0.0400
C	\$42,864	0.0400
B	\$41,215	0.0450
A	\$39,440	

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Reminder: Ongoing Supplemental Pay such as the \$2,000 for a Master's Degree would be in addition to the base pay ladder above.

Appendix B – Supplemental Pay for Yearly Leadership Opportunities

- A. Mentor program – by building
 - Educator Effectiveness Mentor \$400
 - New Teacher Mentor \$700
 - Technology Mentor \$700

- B. Instructional Coaching program
 - Leader/Coach/Mentor \$175-\$700 range

- C. Recognition program
 - Statewide recognition/award \$50-\$250 range
 - Election to officer position of state or national organization \$50-\$250 range

- D. Certified Trainer program \$ To be determined by administration
 - Certification to provide professional development to our district staff within the district rather than needing to send district staff to out-of-district trainings for more time away and greater cost.

- E. Grant writer & program coordinator 5% of grant award up to a total of \$250
 - A one-time award provided by the district may be paid provided ongoing coordination within the district will be needed and will occur. Certain local grants may not be eligible.

- F. Identified Priority Area(s) – This category may be adjusted as needs change.
 - Reading certification (#316) will earn \$500 a year for up to three years. The teacher’s job duties will be evaluated annually to ensure that the Reading certification is still being utilized and appropriate for that person’s position. If so, another three-year cycle and accompanying supplemental pay of \$500 a year for three years would be paid.

 - Other priority areas may be added (or eliminated) in the future as deemed appropriate by the administration with approval from the Board of Education.

- G. National Board Certification One-time Reimbursement
 - A one-time reimbursement up to \$2,500 for expenses associated with obtaining the National Board Certification will be awarded upon initial completion and earning the certification.
 - (Note: this refers to expenses not eligible for reimbursement by the State or any other organization.)

- H. Special consideration category \$ To be determined by administration

This category is intended to allow for special consideration for supplemental pay if it is determined by the administration that leadership supplemental pay is appropriate, but the activity that will benefit the district does not already fit into an existing category.

Appendix D – Additional Employment Pay Schedule

Formerly titled "Non-teaching Employment Pay"

Hourly Rates from Teachers			
Item		Hourly Rate	
Curriculum Writing, Summer Guidance, In-District Training, Open House, HS & MS Student Orientation, Book Leveling, Saturday School, Study Table, Detention, Summer School enrichment, Summer Band	BA	\$ 17.25	
	MA	\$ 19.45	
Summer School Teaching:			
	BA	\$ 20.55	
	MA	\$ 23.20	
Sporting events, Ticket Selling, Dance Chaperones, Non-teaching teacher employment (painting, moving classrooms, etc.)		\$ 15.00	
Overload pay may be awarded at the discretion of the superintendent, with a recommendation from the principal, provided there is a benefit to students, the school, and the district.			

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Appendix E – School Calendar

STURGEON BAY SCHOOL CALENDAR FOR 2021-2022

Approved 11-18-2020

Revised 3-12-2021 Staff Version

AUGUST 2021				
M	T	W	TH	F
16	17	18	19	20
23	24	25	26	27
30	**31			

No school—Full day of in-service
No School—Half day in-service & half day teacher records.
No school—New Teacher In-Service
No School—Breaks
Classes in session
Half day for students—P.M. Teacher Records

SEPTEMBER 2021				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

FEBRUARY 2022				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

OCTOBER 2021				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH 2022				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

APRIL 2022				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2021				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

MAY 2022				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2022				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE 2022				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17

Quarter:	I	46 days	Ends Fri. 11/5/21
	II	42 days	Ends Fri. 1/14/22
	III	44 days	Ends Fri. 3/18/22
	IV	47 days	Ends Fri. 6/3/22
	TOTAL	179 days	

School begins Wednesday, September 1

In-service/No School: Oct. 8, Feb. 18, & May 27

No School due to breaks:
Nov. 25-28; Dec. 24 - Jan. 2; March 19 - 27;
& May 30

Note: SBHS can adjust quarters, if needed.

**Staff: In-service day on Aug. 31 to fulfill the 180th day, unless we'd utilize a flexible day.

STURGEON BAY SCHOOL CALENDAR FOR 2020-2021

Approved 11-20-19

AUGUST 2020				
M	T	W	TH	F
17	18	19	20	21
25	26	27	28	

No school--Full day of in-service
No School--Half day in-service & half day teacher records.
No school--New Teacher In-Service
No School--Breaks
Classes in session
Half day for students--P.M. Teacher Records

SEPTEMBER 2020				
M	T	W	TH	F
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

FEBRUARY 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

OCTOBER 2020				
M	T	W	TH	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2020				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

APRIL 2021				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER 2020				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MAY 2021				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY 2021				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2021				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18

Quarter:	I	45 days	Ends 11/4/20
	II	43 days	Ends 1/15/21
	III	44 days	Ends 3/19/21
	IV	48 days	Ends 6/4/21
	TOTAL	180 days	

School begins Tuesday, September 1

In-service/No School: Oct. 9, Feb. 19, & May 28

No School due to breaks:
Nov. 26-29; Dec. 24 - Jan. 3; March 27 - April 4;
& May 31

ADD 2021-2022 Approved Calendar

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Appendix F – Cafeteria Plan/Alternative Benefit Plan (ABP)

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A. Professional staff may elect through the cafeteria plan either to be provided with the District's health insurance coverage as described above or to receive additional payment of cash compensation/alternative benefit plan (ABP) as set forth below.

B. Where the District employs both spouses prior to March 2011 one spouse will be eligible for participation in the alternative benefit plan (ABP) if the other spouse enrolls in group insurance coverage. Any new employed spouses after March 2011 will not be eligible for the alternate benefit.

C. Employees eligible for insurance may choose, at the beginning year of each cafeteria plan year, between:

1. participation in the District's health plan
2. a cash payment equal to the amount listed below

D. Cash Compensation: The cash contribution dollar amount shall be \$5,000 and less the District's share of social security and Medicaid.

The amount of each additional cash contribution dollar amount shall be calculated by dividing the dollar amount stated above by twenty-four (24) times per year.

Health insurance eligible part-time employees who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.

E. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the teacher's payroll check.

F. Beginning Eligibility Date for Cafeteria Plan:

1. New Employees: Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees must enroll in the cafeteria plan prior to the employee's first day of active service. Absent a "qualifying event", i.e. loss of spouse health coverage, etc., the employee must continue to take the chosen option until the end of the cafeteria plan year

:

If the new employee's first date of active service is after the 15th of the month, no cash contribution is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.

2. Current Employees: Current employees, when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules, must make written cafeteria plan election initially prior to the

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beginning of the subsequent cafeteria plan year. Absent a “qualifying event”, i.e. loss of spouse health coverage, etc., the employee must continue with the chosen option until the end of the cafeteria plan year. Once the employee is eligible to begin cash in lieu of health status contributions will begin with the first paycheck beginning after the cafeteria plan year starts.

G. Any professional staff who waives participation in the District group health insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the group health insurance plan at a later date in the case of a “qualifying event”, pursuant to the late enrollment terms, timelines, and conditions set forth in the group health insurance contract and the plan’s cafeteria rules. The cash compensation payments shall cease effective with the month in which the staff member commences participation in the group health insurance plan.

H. As part of the cafeteria plan, the District will automatically deduct all employees’ health and dental premiums on a pre-tax basis.

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I. The district will offer eligible employees the option to elect a Section 125 Flexible Spending Plan for uninsured medical and/or daycare expenses. The District will choose the Section 125 Flexible Spending Plan provider.

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Appendix G – Post-Employment Benefits

Note: The district has been working through a process to examine post-employment benefits. Professional staff would be notified when the process is complete and Appendix G is updated. At this time, it would not appear that there would be changes for teachers who had 15 years of full-time equivalent experience in the District at the end of the 2012-2013 school year.

The following is an early retirement plan for which Sturgeon Bay Public School teachers are eligible if at the time of retirement ~~they are a member of the health insurance plan and~~ they qualify as per policy of the insurance provider. Retirees accepting the post-employment benefits are subject to all future changes in the health insurance plan structure, plan carrier and plan benefits that are applied to active employees.

Teachers retiring in January, typically the end of the first semester of a school year, shall be entitled to continuing health insurance benefits, as provided to active employees, with the District paying the required premium equivalent to the flat dollar amount of the premium in effect at the time of their retirement. Teachers retiring at the end of the second semester of the school year, typically in June, shall be entitled to continued health insurance benefits at the flat dollar rate established for the subsequent school year or the current school year – whichever is higher. (If the current school year is a higher rate, those teachers will begin paying the difference of the insurance premium as soon as the health insurance premium is higher than when they retired.)

For teachers who have reached their years of service at the end of the 2012-2013 school year, there shall be three (3) categories of teachers eligible for retirement benefits as follows:

Category A - Teachers with at least fifteen (15) years of full-time equivalent experience in the District.

Category B - Teachers with at least twenty (20) years of full-time equivalent experience in the District.

Category C - Teachers with at least twenty-five (25) years of full-time equivalent experience in the District.

Full-time equivalent experience in the District shall be defined as follows:

- (1) Worked at least 15, 20 or 25 years as a full time teacher in the Sturgeon Bay District or;
- (2) Obtained at least 15, 20 or 25 years of Wisconsin Retirement System (WRS) full-time equivalency credits as a teacher in the District. The WRS reports full-time equivalency employment credits on its annual statements to participants in the WRS system. It shall be the responsibility of the employee to notify the District of their employment credits.

Teachers in categories A, B or C above shall be eligible to retire between the ages of fifty-five (55) and sixty-five (65). Such teachers shall be eligible for four (4) years (Category A), six (6) years (Category B) or eight (8) years (Category C) of health insurance coverage or shall be eligible for health insurance coverage until the retiree becomes eligible for Medicare/Medicaid.

A teacher will be eligible for retirement benefits with at least 15 years of full-time equivalent experience in the District.

Full time equivalent experience in the District shall be defined as follows:

- (1) Worked at least 15 years as a full time teacher in the District
- or;
- (2) Obtained at least 15 of Wisconsin Retirement System (WRS) full-time equivalency credits as a teacher in the District. The WRS reports full-time equivalency employment credits on its annual statements to participants in the WRS system. It shall be the responsibility of the employee to notify the District of their employment credits.

Teachers, who have 14 years or less experience in the district at the end of the 2012-2013 school year shall be eligible to retire between the ages of fifty-five (55) and sixty-five (65), but are not in Categories A, B, or C. Such teachers shall be eligible for three (3) years of health insurance coverage or shall be eligible for health insurance coverage until the retiree becomes eligible for Medicare/Medicaid.

In addition to the health insurance benefit described in Categories A, B, or C, teachers who have already had 15, 20, or 25 years of service in the District at the end of the 2012-2013 school year, upon early retirement, retirees with accumulated, unused sick leave may exchange at the minimum rate of ten (10) days of unused sick leave for one (1) additional month of health insurance coverage, at the flat dollar amount of the premium in effect at the time of their retirement, up to a maximum of twelve (12) months. Such additional health insurance coverage terminates when the retiree becomes eligible for Medicare/Medicaid. Additional provisions pertaining to Categories A, B, or C are as follows:

When the cost of the monthly health insurance premium exceeds the per diem value of ten (10) days of unused sick leave, based on salary only, additional sick leave days must be used.

The per diem value of the sick leave used must equal or exceed the cost of the monthly insurance benefit using the least number of extra days. In applying the value of sick leave to the monthly cost of the health insurance benefit, the per diem value of the sick leave at the time of retirement shall be used.

The dollar difference between the flat dollar amount of health insurance premium and the actual premium must be paid by the retired teacher on a timely basis (15th day of the preceding month) as requested by the District.

Teachers who plan to take early retirement shall notify the District in writing on or before October 15 for a second semester retirement or on or before March 15 for a first semester retirement.

In the event an early retiree, who is receiving a health insurance benefit should die, the surviving spouse may continue to receive a single health insurance plan benefit for a period of time not to exceed four months from the date the retiree died. The District's obligation to the surviving spouse shall not exceed the maximum benefit the retiree would have received had the retiree survived. All other District payments and liabilities will cease.

A retiree receiving benefits, who establishes eligibility for unemployment compensation benefits, shall have the amount of the insurance payments reduced by the same amount of unemployment compensation benefits paid by the District as a secondary employer unless the retiree makes full payment to the District.

In the event governmental requirements result in duplication of insurance benefits provided in this article, the costs of providing insurance benefits under this article will be offset against the costs of governmentally required programs. Unless required by law, all insurance payments payable under this article shall cease when the retired teacher becomes eligible for Medicare/Medicaid.

If any teacher, who participates in this post-employment benefits program and who receives unemployment compensation benefits that the District is responsible for paying, during the period that they are receiving post-employment benefits, the amount the District is obligated to pay to such retired teacher under this post-employment benefits program shall be reduced by an amount equal to the unemployment compensation benefits received by such retired teacher.

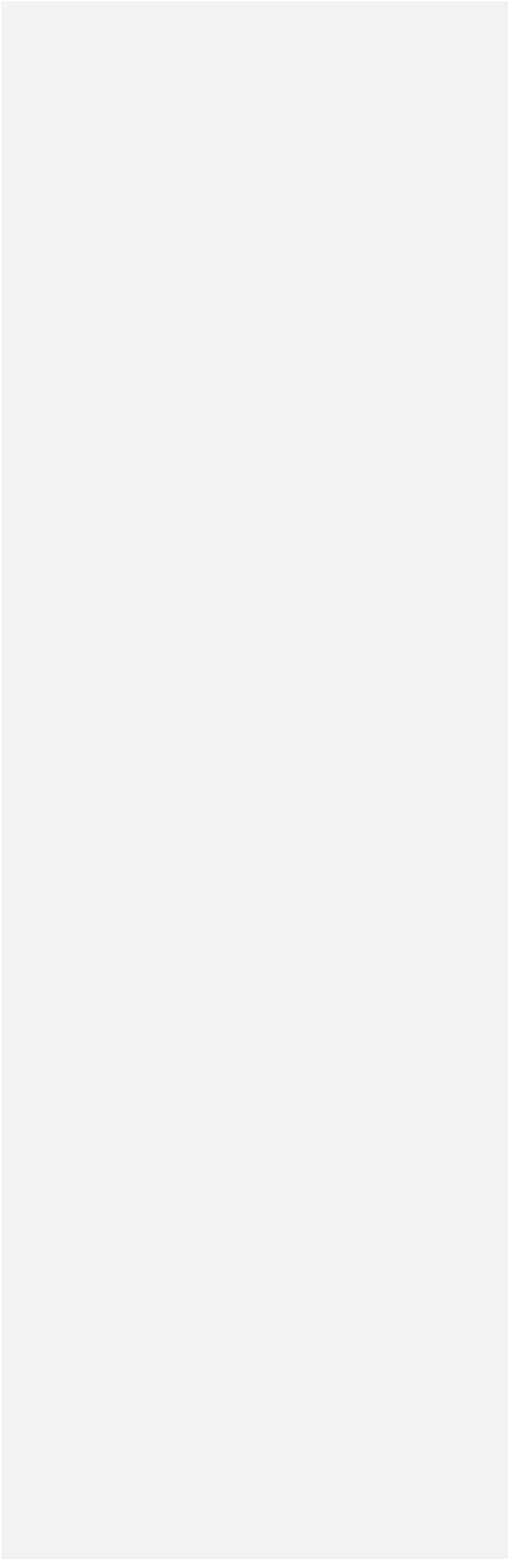
A teacher retiring underneath this provision forfeits all re-employment rights with the District, except that the retired teacher will be eligible for substitute teaching positions, co-curricular advisor, mentor or curriculum work.

Validity: If any aspect of this agreement is found to be discriminatory or violative of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act, or any other state or federal law by any court of competent jurisdiction or administrative agency, then the entire article shall be considered null and void.

It is agreed that any teacher who elects to participate in this post-employment benefits incentive must, as a condition on eligibility for the post-employment benefits herein, shall provide the District with a written waiver and release of claims signed by such teacher which unequivocally and explicitly:

- A. Waives any rights or claims which the employee may have under the Federal Age Discrimination in Employment Act of 1967 (29 U.S.C 621 et seq.) as amended by the Older Workers Benefit Protection Act (S. 1511 1990) and the Wisconsin Fair Employment Act (§§ 111.31, 111.33, Wis. Stats).
- B. Acknowledges that the employee has been placed on notice by this statement that he/she had the right to consult with his/her attorney before signing this post-employment benefits agreement. The employee, by voluntarily accepting this incentive, unequivocally and explicitly acknowledges that he/she has received the requisite notice.
- C. Acknowledges that the employee has received at least forty-five (45) days to consider whether or not to accept the post-employment benefits incentive contained in this Agreement.

The employee has the right to revoke the waiver contained herein, if he/she notifies the District within seven (7) calendar days after signing the waiver.



**THE SCHOOL DISTRICT OF
STURGEON BAY**

**EMPLOYEE HANDBOOK
FOR
Support Staff**

JULY 1, 201921

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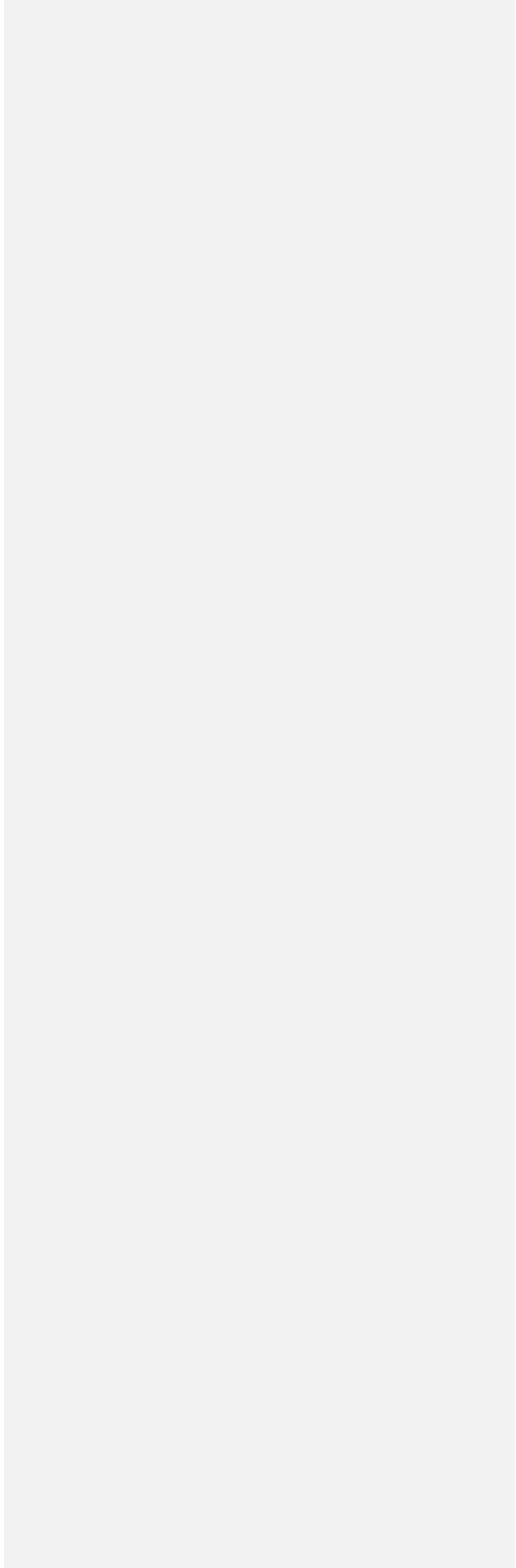
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INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for support staff employees including Maintenance, Custodian, General Custodian, Secretary I& II, General Secretary, Kitchen Manager, Head Cook, Food Service Helpers and Servers, Teacher Associate. The provisions described herein are the terms and conditions governing employment in the Sturgeon Bay School District ("District") and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of the District. It has been prepared to acquaint all support staff members with these policies and procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each support staff member's responsibility to read and become familiar with this information and to comply the policies adopted by the Board and/or the administrative guidelines promulgated by the Superintendent that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or Superintendent's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. The District's staff employed under individual contracts with the Board may be terminated or nonrenewed consistent with the terms of the individual contract.

Furthermore, any staff members who violate any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy 4139-Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and procedures, rules, or regulations given to employees, whether verbal or written.

STATEMENT OF PHILOSOPHY

The School District of Sturgeon Bay believes that a school system in America has an obligation to continually strive to instill in each individual, according to his/her abilities, the knowledge, skills, attitudes, and values necessary for effective living in a free and changing society based on the rights and responsibilities embodied in our American heritage.

It is the aim of this school district to provide a diversified program of educational experiences to youth and to cooperate with the home, church and community to promote the development of individually different but effectively-educated citizens.

Within the classroom, emphasis should be on the development of fundamental skills and knowledge, as well as on breadth and depth of materials according to the student's ability. This can best be accomplished through a varied and flexible curriculum presented in surroundings that promote good work and study. The needs of the students, their parents, and the community demand an honest appraisal of student ability, flexible learning programs, and a healthy respect for learning itself. Likewise, recognition of the obligation to stimulate the ability to think objectively, to draw conclusions, and to make decisions is accompanied by an awareness of significant and desirable social and personal values.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

(See also Policy 3112– Board-Staff Communications)

The chain of command depicted on the *organizational chart* (this will be a hyperlink to the District's Organizational Chart) identifies the relationships in the District.

PURPOSE

The Board will operate and manage the school system and its programs, facilities, properties and school-related activities of its employees, and it is expressly recognized that this operational and managerial responsibility includes, but is not limited to, the determination and direction of the working force; the right to subcontract for goods, services or work that is deemed desirable by the Board or the Superintendent; the right to plan, direct and control school activities; the right to establish and revise the school calendar; establish hours of employment; to schedule classes and assign workloads; to maintain the effectiveness of the school system, to make necessary assignments for all programs of an extracurricular nature; to create, revise and eliminate positions; to establish and require observance of reasonable rules and regulations; to select, hire and terminate employees; to determine qualifications and conditions of employment; to promote or demote and to discipline and discharge employees. The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth.

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education (the “Board”) does not discriminate in the employment of staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in § 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

Policy

AG 4122	Nondiscrimination and Equal Employment Opportunity
AG 4122A	Federal Regulations for Section 504 34 CFR Ch. 1 (7-1-88 Edition) Subpart B – Employment Practices
AG 4122B	Complaint Procedures for Nondiscrimination and Equal Opportunity/Access
AG 4122C	Comparative Analysis of Employment Related Provisions of ADA and Section 504

ANTI-HARASSMENT POLICY

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, “District community” means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. “Third party” means individuals outside the District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person’s protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur

employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The Superintendent has prepared written administrative guidelines for employees to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these guidelines.

For more information employees shall refer to:

Policy 4362	Employee Anti-Harassment,
Policy 4362.01	Threatening Behavior Toward Staff Members,
AG 4362	Employee Anti-Harassment,
AG 4362A	Reporting Threatening Behaviors.

JOB DESCRIPTIONS

The Board recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, support staff employees shall refer to Policy 4120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the employee shall ask their immediate supervisor or go to the district office and request a duplicate copy.

IMMIGRATION REFORM ACT NOTICE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

Policy 4111 - Creating a Position

CONFLICT OF INTEREST

Employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy 4210 Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

It is imperative that employees avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If an employee is involved in an activity that threatens a staff member's effectiveness within the school system, the Superintendent shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff employees should review the following:

Policy 4231 - Outside Activities of Support Staff

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Support staff members should refer to the detailed procedure regarding communication set forth in

Policy 4112 Board-Staff Communication

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board to regulate such activities on all Board owned or used property, within all District buildings and at all District-sponsored activities.

AG 4231A – Participation in Political Activities

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

Wisconsin law requires District personnel to report all suspected incidents of child abuse and/or neglect to the Door County Department of Human Services, law enforcement or other legal authorities. Because the Board is concerned with the welfare of all children, it recognizes the legal and ethical obligations to report suspected abuse or neglect and expects District staff to act in accordance with all appropriate Wisconsin statutes.

All District Employees are required to report suspected abuse or neglect when there is "reasonable cause" to suspect abuse or neglect has or will occur. Anyone who, in good faith, participates in the making of a report pursuant to the legal mandate shall in so doing be immune from any liability, civil or criminal, that might otherwise be imposed. State law also protects Employees from being discharged from employment as a direct result of such a report.

The Board supports a preventative approach to child abuse and neglect and will provide training to school personnel in recognizing the indicators of abuse or neglect and in working with families in attempting to eliminate the conditions which may have contributed to the suspected abuse or neglect.

Further information, guidelines and requirements relating to the District's child abuse and neglect reporting policy are set forth in Board policy 8462 which is available on the District's website. If you have questions regarding the policy, please contact the District's administration office.

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

A regular employee is hereby defined as a person hired to fill either a regular full-time or regular part-time position and is intended to be retained for a period longer than 90 calendar days. An employee hired for a period that is expected not to exceed 90 calendar days is considered a temporary employee and as such is not entitled to any benefits outlined in this handbook.

A full-time position works a minimum of 35 hours per week or more. Less than 35 hours per week is considered part-time.

The Board establishes the specific categories of employment by which staff are identified as administrators or members of the professional staff if they fall into a category established in Policy 3120 – Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in Policy 4120 – Employment of Support Staff.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records and grant access to inspect or review the record in accordance with Policy 8320 – Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy 8320 – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

PERFORMANCE EVALUATION

The Superintendent has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the support staff member's performance needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- A. State statutes
- B. Policy 4220 – Staff Evaluation
- C. AG 4220 – Evaluations of Staff

CONFIDENTIALITY

As a result of an Employee's responsibilities with the District, an Employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an Employee, Employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained as the result of employment with the District is confidential information and protected by law unless such information has been designated as pupil directory data in School Board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any District personnel who are not authorized to receive such information or to persons outside of the District without the express authorization of Administration. Likewise, no information concerning the internal operations of the District, including but not limited to the release of records of the District, may occur except through, and with the permission of Administration.

Unless directed by Administration, Employees shall not act as the District's custodian of records or disseminate confidential information. State and federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil or personnel records should be directed to the Superintendent or building supervisor.

STUDENT SUPERVISION AND WELFARE

The Board requires each support staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations with regard to student supervision and welfare, refer to Policy 4213 - Student Supervision and Welfare.

ASSIGNMENT AND TRANSFERS

The Superintendent is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with AG 4130 – Assignment and Transfer of Support Staff.

Further, staff may be transferred between schools when the Superintendent determines that the needs of the students, the school or District so require.

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with Policy 4139 – Staff Discipline

REDUCTION IN STAFF

The Board may abolish support staff positions and/or reduce the support staff as necessary. Such support staff reductions will be made in compliance with Policy 4131 – Reduction in Staff

TERMINATION AND RESIGNATION

Individual employment may be terminated for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Finally, a support staff member may submit a letter of resignation and, if accepted by the Board, will be separated from employment at the date specified by the Board.

Policy 4140 – Termination and Resignation

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

All support staff members shall be paid in accordance with the provisions established in AG 6510B – Payroll Authorization.

Employees shall be paid every other Wednesday according to the regular District schedule. In the event the pay date falls on a holiday, the pay date shall be the previous day.

Each employee’s vacation and sick leave balance, current to the end of the last pay period, shall be indicated on the employee’s district time off record.

COMPENSATION

The District will set compensation for Employees on an annual basis and will provide Employees notice of their salary or wages upon completion of negotiations and in accordance with contract dates. The District exclusively reserves the right to provide other compensation, such as merit pay, performance pay, supplemental compensation, or other forms of compensation. Said compensation will be based upon objective evaluations.

OVERTIME AND HOLIDAY PAY

Time and one-half (1-1/2) shall be paid for all hours worked in excess of forty (40) hours per week, and for all hours worked on holidays in addition to holiday pay.

Paid time off will not be counted the same as “time worked” for the purpose of computing overtime.

Overtime shall be divided as equally as reasonably possible between categories and buildings, subject to availability and willingness.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

Policy 4425 Benefits

LEAVES OF ABSENCE (Extended Leave)

Any staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with Policy 4430 – Extended Leaves of Absence

SUPPORT STAFF EMPLOYEE SICK LEAVE POLICY

Employees may use paid sick leave and must follow the protocol established in [Policy 4432](#) – Employee Sick Leave.

- A. All regular part time and full time employees shall be granted "sick leave" credit with full pay not to exceed ten (~~10~~) days per year. Unused days shall be cumulative to a maximum of one hundred twenty (120) days. Part-time employees or employees who have worked less than one year will have their sick leave applied on a proportional basis. [Technical correction directly from Policy 4432 – October 5, 2018].
- B. Sick leave shall be accounted for in hourly increments.
- C. No sick leave will be paid beyond the first day for which an employee becomes eligible for long-term disability.
- D. Sick leave shall cover absences due to employee's illness, including child bearing, or the employee's medical care.
- E. Sick leave may also be used for critical illness and/or emergency medical treatment for the employee's immediate family. Sick leave use under this clause exceeding three (3) days must qualify under the provisions of state and federal Family and Medical Leave Acts (FMLA).
- F. Employee's immediate family is defined to include: employee's spouse, parents, step-parents, siblings, step-siblings, children, stepchildren, father/mother-in-law, brother or sister, brother in-law or sister-in-law, grandparents, step-grandparents and grandchildren and step-grandchildren.
- G. Sick leave for non-emergency medical treatment and nonemergency medical examination of family or others would be granted only in exceptional cases with prior approval of the Superintendent of the District, and the deduction would be in full.
- H. A doctor's certificate is required for any sick leave absence in excess of three (3) days. This requirement may be waived by the Superintendent under certain circumstances.

FAMILY AND MEDICAL LEAVE

Medical leave is defined under the Family and Medical Leave Acts found in the state and federal laws as leave or other medical leave that renders an employee unable to be at work, and requires written documentation from a licensed healthcare provider indicating that the employee is unable to be at work. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to [Policy 4430.01](#) – Family and Medical Leave of Absence (FMLA).

FUNERAL LEAVE

Funeral leave is granted to the employee for the loss of immediate family members as designated under section F of the sick leave policy. If sick leave is unavailable, vacation time or unpaid leave will be granted. Funeral leave for immediate family is limited to five (5) days per occurrence, but may be extended at the discretion of the Superintendent when a continued emergency exists.

Extended family funeral leave: Funeral leave, not to exceed one (1) day, may be granted for the in-laws not listed under the immediate family section, and for aunts, uncles, nieces, and nephews.

JURY DUTY/COURT SUMMONS

Jury Duty: Any employee who shall be called for jury duty or be required to appear as a witness in court shall receive regular salary or wages for such day or days while serving or appearing; the compensation received for such jury duty or court appearance shall be returned in full to the District. In case of court appearance required because of a violation by the employee, the Section will not apply.

MILITARY LEAVE

It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, the employee should contact the Director of Human Resources as soon as possible to arrange for the leave. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit no such benefit will be provided. Any Employee who enters service in any of the armed forces of the United States shall, upon termination of such service by honorable discharge or other evidence of good standing, be entitled to reemployment in accordance with provisions of USERRA and other applicable federal and state laws.

OTHER/EMERGENCY LEAVE

Other Leave: For all absences other than those listed above, or for absences beyond the accumulated sick leave, there shall be no pay granted for each day missed. Emergency leaves shall be limited to five (5) days per occurrence. All leaves must have prior approval of the Superintendent of Schools.

VACATIONS

Each regular full-time twelve (12) month employee and each regular part-time twelve (12) month employee covered by this Agreement shall have a vacation with pay when schools are not in session. Payment to part-time twelve (12) month employees will be based on their regular part-time work week.

In determining vacation schedules, the administration shall respect the wishes of the eligible employees as to the time of taking their vacation insofar as the needs of the Board will permit. Vacations may be taken at times other than normal summer vacations, subject to approval by the Superintendent of Schools. Employees may carryover one week of vacation for one year.

Vacations will be awarded on anniversary dates as follows:

One (1) week after first six (6) months of continuous service. (This week may be retained for use after second six (6) months of continuous service at employee's discretion.)

One (1) week after second six (6) months of continuous service.

Two (2) weeks after two (2) years of continuous service.

Three (3) weeks after nine (9) years of continuous service.

Four (4) weeks after fifteen (15) years of continuous service.

If a holiday should occur during a vacation, an additional day of vacation will be granted.

HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time support staff members in accordance with the District's Health Insurance Plan and Policy 4419 –Group Health Plans. Part-time support staff employees will be provided access to available group health insurance plans in accordance with state and federal law, and the terms of the District Health Insurance Plan. General access the District Health Insurance Plan is not a guarantee or commitment to a specific premium contribution amount, if any.

See Appendix A for Specific Benefit Information.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible support staff employees who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.
See also Policy 4419.02 = Privacy Protections of Fully Insured Group Health Plans

V. WORKING CONDITIONS AND HOURS OF WORK

WORK WEEK

The normal workweek shall not exceed forty (40) hours, and shall run Sunday through Saturday.

CALL-IN TIME

Employees who are called to work other than their regularly scheduled time shall be entitled to at least two (2) hours work or pay therefore, regardless of the length of time less than two (2) hours which he/she may have worked.

“Call In Time” will include building supervision and work involved during specially scheduled events such as athletic events, dances, plays, recreation department activities or civic functions. Building supervision will involve opening the building, servicing the crowd and the building, being of assistance as necessary, and performing related cleanup as necessary for the following day.

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for support staff members.

When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in Policy 4216 Dress and Grooming.

ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty on all scheduled workdays; however, when a staff member must be absent, they must notify their immediate supervisor and or sub caller if appropriate prior to the start of their shift.

WORK SCHEDULES/DAILY TIME SHEETS

Support staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it. Support staff members are also required to complete their time sheets daily and submit them to their immediate supervisor for payroll purposes in accordance with the established schedule.

BREAK AND MEAL PERIODS

Breaks will be provided in accordance with Federal and State law.

Leave periods of 30 minutes or more shall be unpaid.

All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods.

OVERTIME

The Board shall comply with provisions of State and Federal Law and their respective implementing regulations relating to minimum wages and overtime.

For further information regarding overtime eligibility and approval of overtime work refer to Policy 6700 - Fair Labor Standards.

HOLIDAYS AND TIME OFF

A. All regular all-year full-time employees shall be granted ten (10) paid full day holidays each year. They are as follows: Fourth of July, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, and Memorial Day.

B. All administrative assistants, if working at the time of year when a specified holiday falls, shall be granted the following paid holidays: Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, Good Friday, and Memorial Day.

When a holiday falls on a Saturday or a Sunday, another convenient day will be designated.

C. For teaching associates and kitchen staff who work 20 hours/wk or more when school is in session and the holiday falls on a scheduled work day, payment ~~would~~ will be made for *Labor Day (*if school is in session prior to Labor Day), Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, Good Friday, and Memorial Day.

PERFORMANCE EVALUATION

The Superintendent has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. The evaluations shall be

consistent with applicable State statutes, Policy 4220 - Staff Evaluations, and AG 4220 – Evaluation of Staff.

EMERGENCY CLOSINGS

The Superintendent shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420-Emergency Evacuation of Schools.

TRAVEL EXPENSES

The Board may provide for the payment of the actual and necessary expenses, including travel expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

Policy 4440 – Job-Related Expenses

USE OF PERSONAL PROPERTY AT THE DISTRICT

Employees may wish to bring personal property to school for reasons associated with their responsibilities. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

The District does not assume any responsibility for loss, theft or damages to personal property. The District is not liable for vandalism, theft or any damage to cars parked on District property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

VI. SAFETY AND HEALTH

SMOKING

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits support staff members to use tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 4215 - Use of Tobacco by Support Staff

TRAINING

Employees, for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. The use of automated external defibrillators (Policy 8452 – Automated External Defibrillators),
- B. The control of blood borne pathogens (Policy 8453.01 - Control of Casual Contact Communicable Diseases)
- C. The control of casual-contact communicable diseases (Policy 8450 - Control of Casual Contact Communicable Diseases)
- D. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (8453 – Direct Contact Communicable Diseases) and
- E. The authorized use of Seclusion and/or Restraint with/or on students.

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with Policy 8442 – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

Staff use of the District's Education Technology will be governed by Policy 7540.04 – Staff Education Technology Acceptable Use and Safety and the related administrative guidelines.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of

their personal files and records of their online activity while on the Network.

EMAIL

When available, the District’s e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a “Litigation Hold”, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 – Electronic Mail and the Superintendent’s established guidelines regarding e-mail.

SOCIAL MEDIA

In accordance with Policy 4213-Student Supervision and Welfare, support staff members are discouraged from engaging students in social media and online networking media, such as Face book, Twitter, MySpace, etc. any reason outside of educational use.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with Policy 4139–Staff Discipline

GRIEVANCE PROCEDURE

Each employee of the District shall be provided an opportunity to resolve matters affecting employment that the employee believes to be unjust as provided for in Policy 4340-Grievance Procedure.

The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 4122.01–Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 4139–Staff Discipline and the Superintendent's guidelines, as well as any applicable terms of any collective bargaining agreements

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact Superintendent for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on school premises or at any school sponsored activity.

Policy 4170.01 – Employee Assistance Program (EAP)

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read The Sturgeon Bay School District's Employee Handbook for Support Staff and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Support Staff may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Support Staff and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is "at-will," and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, unless otherwise provided by individual contract and consistent with Board Policy.

(Employee Signature)

(Printed Name)

(Date)

APPENDIX A

Medical and Dental Insurance

Employer shall provide insurance, with major medical and dental insurance to district employees that average 30 hours per week or more. Term life and long-term disability insurance shall remain as additional benefits. The District has the right to bid out insurance. The District has the right to determine the insurance carrier and the insurance benefits. The premiums for said plans shall be contributed as follows:

	<u>Family</u>	<u>Single</u>
<u>Medical</u> Board pays	87.4%	87.4%
<u>Dental</u> Board pays	87.4%	87.4%

Health and accident, dental insurance as summarized in the addenda to the plan shall be optional and prorated for regular part-time help as follows:

1. 1,450 hours and over - eighty-seven point four percent (87.4%) of medical insurance; eighty-seven point four percent (87.4%) of dental insurance (40 hours a week for 36 weeks)
2. 1,188 to 1,449 hours - Seventy-five percent (75%) of the Employer paid amount of the medical and dental insurance. (33 hours a week for 36 weeks)
3. 1,080 to 1,187 hours – The district will cover \$1200 a year the can be applied toward the district’s dental insurance. (30 hours a week for 36 weeks)

A separate Long Term Disability and Term Life Insurance is -also provided for those employees eligible for health insurance averaging thirty-two and a half (32 ½) hours per week or more. Employer will pay one hundred percent (100%) of the premium for those eligible employees.

Appendix B

CAFETERIA PLAN/ALTERNATIVE BENEFIT PLAN (ABP)

A.

Support staff, who qualify for health insurance may elect through the cafeteria plan either to be provided with the District's health insurance coverage as described above or to receive additional payment of cash compensation/alternative benefit plan (ABP) as set forth below.

B. Where the District employs both spouses prior to March 2011 one spouse will be eligible for participation in the alternative benefit plan (ABP) if the other spouse enrolls in group insurance coverage. Any new employed spouses after March 2011 will not be eligible for the cafeteria plan.

C. Employees eligible for insurance may choose, at the beginning year of each cafeteria plan year, between:

1. participation in the District's health plan
2. a cash payment equal to the amount listed below

D. Cash Compensation: The cash contribution dollar amount shall be \$5,000 and less the District's share of social security and Medicaid.

The amount of each additional cash contribution dollar amount shall be calculated by dividing the dollar amount stated above by twenty-four (24) times per year.

Health insurance eligible part-time employees who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.

E. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the employee's payroll check.

F. Beginning Eligibility Date for Cafeteria Plan:

1. New Employees: Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees must enroll in the cafeteria plan prior to the employee's first day of active service. Absent a "qualifying event", i.e. loss of spouse health coverage, etc., the employee must continue to take the chosen option until the end of the cafeteria plan year

If the new employee's first date of active service is after the 15th of the month, no cash contribution is required in that month. If the employee's first date of

active service is on the 1st through the 15th of the month, the District will contribute the payment.

2. Current Employees: Current employees, when permitted by applicable Internal Revenue Code section 125 “cafeteria plan” rules, must make written cafeteria plan election initially prior to the beginning of the subsequent cafeteria plan year. Absent a “qualifying event”, i.e. loss of spouse health coverage, etc., the employee must continue with the chosen option until the end of the cafeteria plan year. Once the employee is eligible to begin cash in lieu of health status contributions will begin with the first paycheck beginning after the cafeteria plan year starts.

G. Any support staff who waives participation in the District group health insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the group health insurance plan at a later date in the case of a “qualifying event”, pursuant to the late enrollment terms, timelines, and conditions set forth in the group health insurance contract and the plan’s cafeteria rules. The cash compensation payments shall cease effective with the month in which the staff member commences participation in the group health insurance plan.

H. Teacher associates and food service do not qualify for the alternate cash benefit.

I. As part of the cafeteria plan, the District will automatically deduct all employees’ health and dental premiums on a pre-tax basis.

J. The district will offer eligible employees that work over 20 hours per week the option to elect a Section 125 Flexible Spending Plan for uninsured medical and/or daycare expenses. The District will choose the Section 125 Flexible Spending Plan provider.

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APPENDIX C

Post-employment Benefits

Post-employment benefits for support staff were changed based upon years of service as of the end of the 2012-2013 school year. As a result, we currently have three categories of support staff pertaining to post-employment benefit eligibility. These categories are Category A, Category B, and Category C as listed below.

Category A

Support staff members hired since the start of the 1998-1999 school year do not qualify for any post-employment health or dental insurance benefit in retirement.

Category B

Support staff members hired prior to the start of the 1998-1999 school year who had 15 years of service at the end of the 2012-13 school year qualify for a post-employment benefit. The benefit these support staff members qualify for is as follows:

The Employer shall continue health coverage, single or family plan, for three (3) months following employee retirement, with the District paying the required premium equivalent to the flat dollar amount of the premium established in effect at the time of their retirement. Should a retiree become Medicare eligible during the time of this retirement benefit, the retirement benefit will end. This insurance benefit applies to health insurance only. Retirees accepting the post-employment benefits are subject to all future changes in the health insurance plan structure, plan carrier and plan benefits that are applied to active employees.

A retiree receiving benefits, who because of other employment, establishes eligibility for unemployment compensation benefits, shall have the amount of the insurance payments reduced by the same amount of unemployment compensation benefits paid by the District as a secondary employer. The retiree would then have to pay that amount to the District.

Category C

Teacher Associates used to have a separate agreement prior to the 2012-2013 school year. When this was changed, teacher associates were added to the Support Staff category. Therefore, teacher associates hired prior to the 2003-2004 school year with enough years of service as outlined below are in Category C. Teacher associates, who had ten (10) years of service at the end of the 2012-2013 school year qualify for the following benefit:

The employer shall continue health coverage, single or family plan for six (6) months following employee retirement, if the employee had ten (10) years of service at the end of the 2012-2013 school year, with the District paying the required premium equivalent to the flat dollar amount of the premium established in effect at the time of their retirement.

STURGEON BAY SCHOOL CALENDAR FOR 2021-2022

Approved 11-18-2020

Revised 3-12-2021 Staff Version

AUGUST 2021				
M	T	W	TH	F
16	17	18	19	20
23	24	25	26	27
30	**31			

No school--Full day of in-service

No School--Half day In-service & half day teacher records.

No school--New Teacher In-Service

No School--Breaks

Classes in session

Half day for students--P.M. Teacher Records

SEPTEMBER 2021				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

FEBRUARY 2022				
M	T	W	TH	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

OCTOBER 2021				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH 2022				
M	T	W	TH	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

APRIL 2022				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2021				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

MAY 2022				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2022				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE 2022				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17

Quarter:	I	46 days	Ends Fri. 11/5/21
	II	42 days	Ends Fri. 1/14/22
	III	44 days	Ends Fri. 3/18/22
	IV	47 days	Ends Fri. 6/3/22
	TOTAL	179 days	

School begins Wednesday, September 1

In-service/No School: Oct. 8, Feb. 18, & May 27

No School due to breaks:
Nov. 25-28; Dec. 24 - Jan. 2; March 19 - 27;
& May 30

Note: SBHS can adjust quarters, if needed.

**Staff: In-service day on Aug. 31 to fulfill the 180th day, unless we'd utilize a flexible day.

STURGEON BAY SCHOOL CALENDAR FOR 2020-2021

Approved 11-20-19

AUGUST 2020				
M	T	W	TH	F
17	18	19	20	21
25	25	26	27	28

No school--Full day of in-service
No School--Half day in-service & half day teacher records.
No school--New Teacher In-Service
No School--Breaks
 Classes in session
 Half day for students--P.M. Teacher Records

SEPTEMBER 2020				
M	T	W	TH	F
7	1	2	3	4
14	8	9	10	11
21	15	16	17	18
28	22	23	24	25
	28	29	30	

FEBRUARY 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

OCTOBER 2020				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2020				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

APRIL 2021				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER 2020				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MAY 2021				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY 2021				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2021				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18

Quarter:	I	45 days	Ends 11/4/20
	II	43 days	Ends 1/15/21
	III	44 days	Ends 3/19/21
	IV	48 days	Ends 6/4/21
	TOTAL	180 days	

School begins Tuesday, September 1

In-service/No School: Oct. 9, Feb. 19, & May 28

No School due to breaks:
 Nov. 26-29; Dec. 24 - Jan. 3; March 27 - April 4;
 & May 31



Sturgeon Bay Schools
ANCHORED IN EXCELLENCE

2021-2022 BENEFITS GUIDE

A Message from your Employer



Our employees are our most valuable asset.

The Sturgeon Bay School District is dedicated and committed to providing you and your family with a valuable benefit package. That is why we partner with M3 Insurance to evaluate different insurance options that are available, while also combating the rising cost of health care.

Your medical benefits will remain with Prevea360. In the Brown, Door and Kewaunee counties, the main providers in network include, but are not limited to: St. Vincent, St. Mary, and Door County Medical Center.

Your plan options for the 2021-22 plan year remain the same as last year:

- Base Plan: HMO \$2,000 Single / \$4,000 Family Deductible Copay Plan
 - Includes a \$1,000 Single / \$2,000 In-Network HRA after you meet the first \$1,000 Single / \$2,000 Family In-Network Deductible
- Buy-Up Plan: POS \$2,000 Single / \$4,000 Family Deductible Copay Plan
 - Includes a \$2,000 Single / \$4,000 Family Out-of-Network HRA reimbursement after you meet the first \$2,000 Single / \$4,000 Family of Out-of-Network Deductible
- Buy-Down Plan 1: HMO \$1,400 Single / \$2,800 Family HDHP HSA Plan
 - Includes a \$500 Single / \$1,100 Limited Family / \$1,350 Family HSA Contribution
- Buy-Down Plan 2: HMO \$5,000 Single / \$10,000 Family HDHP HSA Deductible Plan
 - Includes a \$1,350 Single / \$2,700 Limited Family / \$3,300 Family HSA Contribution

Please refer to the Health Reimbursement Arrangement (HRA) and Health Savings Account (HSA) information in this booklet and additional flyers for details. You may choose the medical plan that best suits your family needs.

The dental plans will remain with Delta Dental and your voluntary vision plan will remain with Superior Vison.

New this year – voluntary accident, critical illness, and hospital indemnity insurance will be offered through The Standard.

This booklet is intended to provide information regarding the various benefit plan options you have for the 2021-22 plan year. We invite you to use this tool to learn about the options you have so you can make the most informed decisions regarding the insurance coverage for you and your family.

New this year!

The Standard will now administer the voluntary accident and voluntary critical illness plans, along with new benefit offering: voluntary hospital indemnity insurance!

With these exciting changes, we will be utilizing Benefit Counselors to educate and enroll employees on all benefits offered by the district for July 1, 2021.

Benefits Open Enrollment

May 17-24, 2021

We ask that all benefit eligible employees speak with a professional benefit counselor to enroll or waive their 2021-2022 employee benefits.

Schedule your one-on-one telephonic enrollment appointment at:

<https://mybenefits.as.me/sturgeonbay>

BENEFIT RESOURCES

COVERAGE	CARRIER	CONTACT INFORMATION
Medical	Prevea360	1.877.230.7555 www.prevea360.com
Dental	Delta Dental	1.800.236.3712 www.deltadentalwi.com
Vision	Superior Vision	1.800.507.3800 www.superiorvision.com
Voluntary Critical Illness	The Standard	1.888.937.4783 www.standard.com
Voluntary Accident	The Standard	1.888.937.4783 www.standard.com
Voluntary Hospital Indemnity	The Standard	1.888.937.4783 www.standard.com
Employee Assistance Program	ERC	1.800.222.8590 www.ercincorp.com

This guide summarizes the key features of the Sturgeon Bay School District benefit plans. This guide is not a plan document or summary plan description for any benefit plan, and it does not amend the plan documents or summary plan descriptions in any way. Please refer to the plan documents for exact terms and conditions of coverage. If any information in this guide conflicts with information in the official plan documents, the terms of the plan documents will govern in all cases. Sturgeon Bay School District and its affiliated entities reserve the right to change, modify or terminate the benefit plans at any time and for any reason. This guide does not constitute a contract of employment between Sturgeon Bay School District and any individual, or an obligation by Sturgeon Bay School District to maintain any particular benefit program, practice or policy or make any benefit payment.

This guide will help you get to know your benefits and your choices for the 2021/2022 plan year. Be sure to learn about your options so you can make informed choices for yourself and your eligible dependents.

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BENEFIT HIGHLIGHTS

MEDICAL PLANS

You get the most from your benefits when you take the time to learn about your options and make decisions that are best for you and your family. Sturgeon Bay School District provides eligible employees the choice of 4 medical plans administered by Prevea360.

- The HMO Copay Plan has lower premiums compared to the POS Plan. With the HMO Plan, you are only covered if you received services at an In-Network provider. If you go Out-of-Network without a referral, there will not be any coverage.
- The POS Plan has a higher premium than the HMO plan and allows member's access to In-Network and Out-of-Network providers. With the POS there is a separate Out-of-Network deductible, coinsurance and out of pocket limit.
- The High Deductible Health Plans offer the lowest premiums, but you may have a higher deductible and will pay more before the plan starts to cover some of your costs. This plan also has access to a Health Savings Account (HSA) that can be used to save pretax dollars to pay for health care expenses.

You have the freedom to receive care from any licensed provider. However, you generally pay less when you receive care from doctors, hospitals and other health care facilities that participate in the Prevea360 Network. Find a participating health care provider in your area by going to: Prevea360.com/doctors

Refer to the Summary Plan Descriptions (SPDs) or Summary of Benefits Coverage (SBCs) for detailed medical plan coverage information.

TERMS TO KNOW

Annual Deductible

The amount you pay out of your pocket each year before the plan begins sharing costs for most services. Payments to in-network and out-of-network providers count toward your annual deductible and annual out-of-pocket maximum.

Copay

The dollar amount you must pay for certain covered services. Payments count toward your annual out-of-pocket maximum but do not count toward your deductible.

Coinsurance

The cost share between you and the plan after you meet the calendar year deductible. In other words, after you meet your deductible, you share any remaining covered expenses with the plan. The plan covers the percentage of the expense shown.

Annual Out-of-Pocket Maximum

The most you'll have to pay out of your pocket in a calendar year for covered services.

WHO IS ELIGIBLE FOR BENEFITS

- All full-time, and qualifying regular part-time employees
- Your spouse
- Your biological children, stepchildren, legally adopted children (effective from the date placed for adoption), and foster children up to age 26.

MEDICAL PLAN

OPTION 1: HMO COPAY PLAN – BASE PLAN

Please Note: You have four medical plan options to choose from. Your first option is an HMO. An HMO gives you access to certain doctors and hospitals within its network. A network is made up of providers that have agreed to lower their rates for plan members and also meet quality standards. You do not have out-of-network coverage. Below is a high-level overview of your benefit options.

Prevea360	In-Network	Out-of-Network
Deductible		
Single	\$2,000	Not Covered
Family	\$4,000	Not Covered
District Funded Health Reimbursement Account		
Single	\$1,000	Not Covered
Family	\$2,000	Not Covered
Deductible and Coinsurance Limit		
Single	\$2,000	Not Covered
Family	\$4,000	Not Covered
Out-of-Pocket Maximum		
Single	\$6,850	Not Covered
Family	\$13,700	Not Covered
Coinsurance		
	100%	Not Covered
Dependent Eligibility		
	To Age 26 (end of month)	
PHYSICIAN SERVICES		
Select Preventative Services	Covered in Full	Not Covered
Primary Care Office Visit	\$20 Copay	Not Covered
Specialty Care Office Visit	\$20 Copay	Not Covered
Partnered Health Location Visit	\$5 Copay	N/A
HOSPITAL SERVICES		
Inpatient / Outpatient	Deductible	Not Covered
URGENT CARE & ER SERVICES		
Urgent Care	\$20 Copay, then Deductible	
Emergency Care	\$200 Copay, then Deductible	
RETAIL PRESCRIPTION DRUGS		
Tier 1	\$20 Copay	Not Covered
Tier 2	\$40 Copay	Not Covered
Tier 3	\$60 Copay	Not Covered
Tier 4	Not Covered	Not Covered

\$0 Preventive Rx List and Prevea Partnered Health Included

This information is only a brief description of the group medical insurance policy sponsored by the Sturgeon Bay School District. The controlling provisions will be in the group policy issued by Prevea360. The group policy contains a detailed description of the limitations and exclusions. A group certificate of insurance that describes the terms and conditions of the group policy is available for those who become insured according to its terms. For more complete details of coverage, contact human resources.

Please reference page (199) for premium information.

MEDICAL PLAN (continued)

OPTION 2: HMO HDHP H.S.A. PLAN – BUY DOWN #1

Please Note: Your second option is an HMO HDHP. An HMO gives you access to certain doctors and hospitals within its network. A network is made up of providers that have agreed to lower their rates for plan members and also meet quality standards. You do not have out-of-network coverage. Below is a high-level overview of your benefit options.

Prevea360	In-Network	Out-of-Network
Deductible		
Single	\$1,400	Not Covered
Family	\$2,800	Not Covered
Deductible and Coinsurance Limit		
Single	\$1,400	Not Covered
Family	\$2,800	Not Covered
District HSA Contribution		
Single		\$550
Limited Family		\$1,100
Family		\$1,350
Out-of-Pocket Maximum		
Single	\$1,400	Not Covered
Family	\$2,800	Not Covered
Coinsurance		
	100%	Not Covered
Dependent Eligibility		
	To Age 26 (end of month)	
PHYSICIAN SERVICES		
Select Preventative Services	Covered In Full	Not Covered
Primary Care Office Visit	Deductible	Not Covered
Specialty Care Office Visit	Deductible	Not Covered
Partnered Health Location Visit	Deductible (services at discounted rate)	N/A
HOSPITAL SERVICES		
Inpatient / Outpatient	Deductible	Not Covered
URGENT CARE & ER SERVICES		
Urgent Care	In-Network Deductible	
Emergency Care	In-Network Deductible	
RETAIL PRESCRIPTION DRUGS		
Tier 1	Deductible	Not Covered
Tier 2	Deductible	Not Covered
Tier 3	Deductible	Not Covered
Tier 4	Deductible	Not Covered

\$0 Preventive Rx List and Prevea Partnered Health Included

This information is only a brief description of the group medical insurance policy sponsored by the Sturgeon Bay School District. The controlling provisions will be in the group policy issued by Prevea360. The group policy contains a detailed description of the limitations and exclusions. A group certificate of insurance that describes the terms and conditions of the group policy is available for those who become insured according to its terms. For more complete details of coverage, contact human resources.

Please reference page (19) for premium information.

MEDICAL PLAN (continued)

OPTION 3: HMO HDHP H.S.A. PLAN – BUY DOWN #2

Please Note: Your third option is an HMO HDHP. An HMO gives you access to certain doctors and hospitals within its network. A network is made up of providers that have agreed to lower their rates for plan members and also meet quality standards. You do not have out-of-network coverage. Below is a high-level overview of your benefit options.

Prevea360	In-Network	Out-of-Network
Deductible	Embedded	
Single	\$5,000	No Coverage
Family	\$10,000	No Coverage
Deductible and Coinsurance Limit		
Single	\$5,000	No Coverage
Family	\$10,000	No Coverage
District HSA Contribution		
Single	\$1,350	
Limited Family	\$2,700	
Family	\$3,300	
Out-of-Pocket Maximum		
Single	\$5,000	No Coverage
Family	\$10,000	Not Covered
Coinsurance	100%	Not Covered
Dependent Eligibility	To Age 26 (end of month)	
PHYSICIAN SERVICES		
Select Preventative Services	Covered In Full	Not Covered
Primary Care Office Visit	Deductible	Not Covered
Specialty Care Office Visit	Deductible	Not Covered
Partnered Health Location Visit	Deductible (services at discounted rate)	N/A
HOSPITAL SERVICES		
Inpatient / Outpatient	Deductible	Not Covered
URGENT CARE & ER SERVICES		
Urgent Care	In-Network Deductible	
Emergency Care	In-Network Deductible	
RETAIL PRESCRIPTION DRUGS		
Tier 1	Deductible	Not Covered
Tier 2	Deductible	Not Covered
Tier 3	Deductible	Not Covered
Tier 4	Deductible	Not Covered

\$0 Preventive Rx List and Prevea Partnered Health Included

This information is only a brief description of the group medical insurance policy sponsored by the Sturgeon Bay School District. The controlling provisions will be in the group policy issued by Prevea360. The group policy contains a detailed description of the limitations and exclusions. A group certificate of insurance that describes the terms and conditions of the group policy is available for those who become insured according to its terms. For more complete details of coverage, contact human resources.

Please reference page (19) for premium information.

MEDICAL PLAN (continued)

OPTION 4: POS COPAY PLAN – BUY UP PLAN

Please Note: Your fourth option is a Point of Service (POS) option. This option also gives you access to certain doctors and hospitals within its network, as well as coverage for doctors and hospitals outside of the network. Out of network services will be processed at the out of network coverage level noted below. Below is a high level overview of your benefit options.

Prevea360	In-Network	Out-of-Network
Deductible		
Single	\$2,000	\$4,000
Family	\$4,000	\$8,000
District Funded Health Reimbursement Account		
Single	Not Covered	\$2,000
Family	Not Covered	\$4,000
Deductible and Coinsurance Limit		
Single	\$4,000	\$5,000
Family	\$8,000	\$10,000
Out-of-Pocket Maximum (Deductible, Coinsurance, Medical and Rx copays)		
Single	\$7,350	\$5,000
Family	\$14,700	\$10,000
Coinsurance		
	90%	70%
Dependent Eligibility		
	To Age 26 (end of month)	
PHYSICIAN SERVICES		
Select Preventative Services	Covered in Full	Deductible & Coinsurance
Primary Care Office Visit	\$20 Copay	Deductible & Coinsurance
Specialty Care Office Visit	\$20 Copay	Deductible & Coinsurance
Partnered Health Location	\$5 Copay	N/A
HOSPITAL SERVICES		
Inpatient / Outpatient	Deductible & Coinsurance	Deductible & Coinsurance
URGENT CARE & ER SERVICES		
Urgent Care	\$20 Copay, then In-Network Deductible & Coinsurance	
Emergency Care	\$200 Copay, then In-Network Deductible & Coinsurance	
RETAIL PRESCRIPTION DRUGS		
Tier 1	\$20 Copay	50% Coinsurance
Tier 2	\$40 Copay	50% Coinsurance
Tier 3	\$60 Copay	Not Covered
Tier 4	Not Covered	Not Covered






\$0 Preventive Rx List and Prevea Partnered Health Included

This information is only a brief description of the group medical insurance policy sponsored by the Sturgeon Bay School District. The controlling provisions will be in the group policy issued by Prevea360. The group policy contains a detailed description of the limitations and exclusions. A group certificate of insurance that describes the terms and conditions of the group policy is available for those who become insured according to its terms. For more complete details of coverage, contact human resources.

Please reference page (19) for premium information.

Choose the Right Health Care Setting

Where you go for medical services can make a big difference in how much you pay and how long you wait to see a health care provider. The chart below can help you select the right setting for your needs.

<i>Type of care</i>		<i>Wait time</i>	<i>Member Cost</i>
	<p>Prevea Virtual Care Telephonic visit with a licensed physician allowing you to receive care, and if needed, prescriptions.</p> <p>When to go</p> <ul style="list-style-type: none"> • Colds or flu • Sinus infections • Headaches or sore throats • Allergies 	<p>1 hour or less during office hours, otherwise first thing the next morning</p>	<p>HDHP Plans \$35 Fee</p> <p>Copay Plans \$0 Copay</p>
	<p>Partnered Health Clinics Sturgeon Bay School District has partnered with Door County Medical Center and Prevea Health for various health care services available to you for a minimal fee.</p> <p>When to go</p> <ul style="list-style-type: none"> • Preventive care • Allergies • Skin Infections • Refer to pages 11–14 for additional details 	<p>Based on type of care Standard urgent or clinical care wait times</p>	<p>HDHP Plans Deductible <i>(Discounted rate on visits, labs, and immunizations)</i></p> <p>Copay Plans \$5 Copay</p>
	<p>Urgent care Urgent care centers are often open in the evenings and on weekends.</p> <p>When to go</p> <ul style="list-style-type: none"> • Sprains and strains / Minor broken bones or cuts • Mild asthma attacks • Sore throats 	<p>20 to 30 minutes Approximate wait time</p>	<p>HDHP Plans Deductible</p> <p>Copay Plans \$20 Copay</p> <p>\$156 <i>Average Cost</i></p>
	<p>Clinical care (your doctor's office) Seeing your doctor is important. Your doctor knows your medical history and any ongoing health conditions.</p> <p>When to go</p> <ul style="list-style-type: none"> • Preventive services and vaccinations • Medical problems or symptoms that are not an immediate, serious threat to your health or life 	<p>1 week or more Approximate wait time for an appointment</p>	<p>HDHP Plans Deductible</p> <p>Copay Plans \$20 Copay</p> <p>\$156 <i>Average Cost</i></p>
	<p>Emergency room (ER) Visit the ER only if you are badly hurt. If you are not seriously ill or hurt, you could wait hours</p> <p>When to go</p> <ul style="list-style-type: none"> • Sudden change in vision • Sudden weakness or trouble talking • Large, open wounds • Difficulty breathing • Heavy bleeding • Spinal injuries • Chest pain • Major burns • Major broken bones 	<p>3 to 12 hours Approximate wait time for non-critical cases</p>	<p>HDHP Plans Deductible</p> <p>Copay Plans \$200 Copay</p> <p>\$570 <i>Average Cost</i></p>

VIRTUAL VISIT



Stay home and get treated for common conditions in under an hour!

What types of conditions are treated?

- COVID-19 (Coronavlrus)
- Upper respiratory Infections
- Cold, Sinus Infection or Influenza
- Yeast Infections
- Seasonal Allergies
- Pink eye/conjunctivitis
- Acid reflux/GERD
- And more

Start Virtual Care 24/7 at

prevea.com/virtualcare

Three steps to get you from feeling blah to ahh.

1

Complete an Online Health Interview

2

Prevea Health Provider Review

3

Prescription

(If part of your treatment plan)

PREVEA³⁶⁰ health plan™
centered around you

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*Virtual care with DCMC will be coming soon.

Partnered Health

Through Prevea360 health plan, you have access to various health care services for a minimal fee. Appointments for urgent care, primary care (family medicine, internal medicine and pediatrics) and physical and occupational therapy are available at all Door County Medical Center and Prevea Health locations* where those services are offered with a \$5 co-pay.**

PRIMARY CARE SERVICES FOR:	PHYSICAL AND OCCUPATIONAL THERAPY SERVICES FOR:	
<ul style="list-style-type: none"> Preventive care such as physical exams, well-child exams, health screenings and sports physicals Acute care such as allergies, bites and stings, burns and sunburn, coughs and colds, ear pain, flu, headache, injuries/non-surgical fracture and musculoskeletal care, laceration evaluations, pink eye/stye, sinus infections, skin infections, sore throats, UTI/bladder infection Routine medical care for children, adults and elderly including medication management Chronic disease management for high blood pressure and cholesterol, hyperlipidemia, diabetes, dyslipidemia, COPD, asthma, thyroid problems Minor office procedures such as skin lesion removal/biopsy, stitches Cardiovascular disease prevention Nicotine cessation Basic mental health including anxiety and depression Immunizations including flu shots (see back page) Labs (see back page) 	<ul style="list-style-type: none"> Blood flow restriction therapy Ergonomic assessments Gait assessment Injury assessment and consultation Injury prevention Manual therapy Muscle, bone or joint pain Pre- and post-surgical therapy Posture and body mechanics training Range-of-motion, flexibility, balance and strength training Spinal stabilization instruction 	
URGENT CARE SERVICES FOR:		
<ul style="list-style-type: none"> Allergies Bites and stings Burns and sunburn Coughs and colds Ear pain 	<ul style="list-style-type: none"> Flu Headache Injuries and musculoskeletal care Minor lacerations and repair Pink eye/stye 	<ul style="list-style-type: none"> Sinus infections Skin infections Sore throats UTI/bladder infection



LABS The following labs are available at no additional cost to you as the patient.** Labs not listed will be billed to your personal health insurance.	IMMUNIZATIONS The following immunizations are available at no additional cost to you as the patient.** Immunizations not listed will be billed to your personal health insurance.
<ul style="list-style-type: none"> • ALT/SGPT • Antibiotic sensitivity*** • AST/SGOT • BMP • CBC, Auto, No diff • CBC w/ diff • CMP • Creatinine • Complete UA • C. Trachomatis RNA*** • Hbg A1c • General health panel • Glucose blood draw • Glucose (fingerstick) • Group A strep culture*** • Hepatic function panel • Influenza A/B • Lipid panel • N. Gonorrhoeae RNA*** • Occult blood (feces) • Potassium • Prothrombin time (fingerstick) • Rapid strep • TSH • Urine culture*** • Urine dip • Urine microalbumin • Urine pregnancy test 	<ul style="list-style-type: none"> • Hepatitis A & B, adult and pediatric • Hib (haemophilus influenzae type B) • Human Papilloma Virus (HPV) • Influenza • Measles, mumps and rubella • Meningococcal • Pneumococcal • Poliovirus • Rotavirus • Shingles • Tetanus, diptheria and pertussis, adult and pediatric • Varicella

The Partnered Health access card must be presented at time of check-in. Otherwise, the service will be billed to your personal health insurance.

No referral needed. **Visit prevea.com/PartneredHealthDCMC to schedule an appointment.**

* HSHS St. Clare Memorial Hospital Prevea Health Centers and non-Prevea health centers are excluded.

** HDHP members do not have a co-pay. Visits and immunizations are billed to your personal health insurance at a discounted rate. Labs are billed at \$20.

*** HDHP members will receive a bill from a Prevea-partnered HSHS hospital if those services were performed at an HSHS hospital facility.

Partnered Health

Locations

Eastern Wisconsin Health Centers	Urgent Care	Family Medicine	Internal Medicine	Pediatrics	PT and OT
Prevea Allouez Health Center 1821 S. Webster Ave., Green Bay, WI 54301			X	X	X
Prevea Ashwaubenon Health Center 2502 S. Ashland Ave., Green Bay, WI 54304	X	X			X
Prevea East De Pere Health Center 3860 Monroe Road, De Pere, WI 54115	X	X	X	X	X
Prevea East Mason Health Center 3021 Voyager Drive, Green Bay, WI 54311	X	X	X	X	X
Prevea Howard Health Center 2793 Lineville Road, Green Bay, WI 54313	X	X	X	X	X
Prevea Kewaunee Health Center 1020 Marquette Drive, Kewaunee, WI 54216	X	X			
Prevea Kohler Health Center 950 Woodlake Road, Kohler, WI 53044	X	X			X
Prevea Lawrence Drive Health Center 1601 Lawrence Drive, De Pere, WI 54115	X				X
Prevea Luxemburg Health Center 101 School Creek Trail, Luxemburg, WI 54217		X			X
Prevea Manitowoc Health Center 4810 Expo Drive, Manitowoc, WI 54220	X	X			
Prevea Marinette Health Center 1409 Cleveland Ave., Marinette, WI 54143		X			X
Prevea Oconto Falls Health Center 853 S. Main St., Oconto Falls, WI 54154					X
Prevea Oconto Health Center 620 Smith Ave., Oconto, WI 54153		X	X		X
Prevea Oostburg Health Center 15 S. 10th St., Suite A, Oostburg, WI 53070		X			
Prevea Plymouth Health Center 825 Walton Drive, Plymouth, WI 53073	X	X			X
Prevea Pulaski Health Center 940 S. St. Augustine St., Pulaski, WI 54162	X	X			X
Prevea Seymour Health Center 958 Foote St., Seymour, WI 54165		X	X		
Prevea Shawano Ave. Health Center 1727 Shawano Ave., Green Bay, WI 54303			X		X
Prevea Shawano Health Center 1300 East Green Bay St., Shawano, WI 54166	X	X	X	X	
Prevea Sheboygan Health Center 1411 N. Taylor Drive, Sheboygan, WI 53081	X	X	X		
Prevea Sheboygan Health Center 1526 N. Taylor Drive, Sheboygan, WI 53081					X
Prevea Sheboygan Medical Office Building 3113 Saemann Ave., Sheboygan, WI 53081					X
Prevea St. Mary's Health Center 1715 Dousman St., Green Bay, WI 54303			X	X	
Prevea Therapy 3303 Superior Ave., Sheboygan, WI 53081					X



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Prevea Therapy - Inside Curative Connections 2900 Curry Lane, Green Bay, WI 54311					X
Prevea Therapy- Inside Manitowoc-Two Rivers YMCA 205 Maritime Drive, Manitowoc, WI 54220					X
Prevea Washington Street Health Center 102 N. Washington St., Green Bay, WI 54301	X				
Prevea West De Pere Health Center 1686 Eisenhower Road, De Pere, WI 54115		X		X	
HSHS St. Mary's Hospital Medical Center Inside Prevea Regional Orthopedic Center 1726 Shawano Ave., Green Bay, WI 54303					X
Western Wisconsin Health Centers	Urgent Care	Family Medicine	Internal Medicine	Pediatrics	PT and OT
Prevea Altoona Urgent Care 3085 Meadowlark Lane, Suite 20, Altoona, WI 54720	X	X	X	X	
Prevea Augusta Health Center 207 W. Lincoln St., Suite 1, Augusta, WI 54722		X			
Prevea Chippewa Falls Health Center 2509 County Hwy I, Chippewa Falls, WI 54729	X	X	X		X
Prevea Cornell Health Center 320 N. 7th St., Entrance on 6th St., Cornell, WI 54732		X	X		
Prevea Health Center 1109 W. Clairemont Ave., Eau Claire, WI 54701					X
Prevea Health Family Medicine 617 W. Clairemont Ave., Eau Claire, WI 54701		X			
Prevea Ladysmith Health Center 1101 Lake Ave. West, Ladysmith, WI 54848		X			X
Prevea Menomonie Health Center 2919 Stout Road, Menomonie, WI 54751		X			X
Prevea Mondovi Health Center 250 State Road 37, Mondovi, WI 54755		X			X
Prevea Rice Lake Health Center 1051 West Ave., Rice Lake, WI 54868	X	X		X	X
Door County Medical Center locations	Urgent Care	Family Medicine	Internal Medicine	Pediatrics	PT and OT
Door County Medical Center Sturgeon Bay Physical Therapy 1300 Egg Harbor Road, Sturgeon Bay, WI 54235					X
Door County Rehab Services - Algoma 1510 Fremont St, Algoma, WI 54201					X
Door County Rehab Services – Sister Bay 2311 Meadow Wood Dr., Sister Bay WI 54234					X
Door County Medical Center 323 S. 18 th Ave, Sturgeon Bay, WI 54235	X	X	X	X	
Door County Medical Center Fish Creek Clinic 3711 Highway 42 Fish Creek, WI 54212		X			
Door County Medical Center Washington Island 910 Main Road Washington Island, WI 54246		X			
Door County Medical Center Algoma Clinic 815 Jefferson Street Algoma, WI 54201		X			



HEALTH SAVINGS ACCOUNT

This account allows you to pay for qualified health expenses tax-free. For all health care-related accounts, eligibility is determined in part by which medical plan you choose.

HEALTH SAVINGS ACCOUNT (HSA)

Sturgeon Bay School District offers two medical plans that feature an HSA – the High Deductible Health Plans. An HSA is an investment tool where the money you save goes in tax-free, it earns interest tax-free, and can be spent on qualified health care expenses tax-free.

If you choose Buy Down option #1, Sturgeon Bay School District will contribute \$550 for Single coverage, \$1,100 for Limited Family Coverage, or \$1,350 for Family coverage to your HSA.

If you choose Buy Down option #2, Sturgeon Bay School District will contribute \$1,350 for Single coverage, \$2,700 for Limited Family Coverage, or \$3,300 for Family coverage to your HSA.

HOW THE HSA WORKS

MONEY GOES IN	<p>Pretax contributions* from you, up to a total of:</p> <ul style="list-style-type: none"> ○ \$3,600 for individual coverage (2021 Limit, 2022 TBD) ○ \$7,200 if you enroll your spouse and/or child(ren) (2021 Limit, 2022 TBD) ○ An extra \$1,000 if you are age 55 or older (2021 Limit, 2022 TBD)
MONEY GOES OUT	<p>You pay the full cost of non-preventive care, including non-preventive prescription drugs, until you meet the deductible. You receive discounted rates in-network.</p> <p>When you have an eligible health care expense, **you decide whether to use your HSA if you’ve accumulated enough money to cover it, or pay with other resources. Either way, those dollars count toward the medical plans’ deductible and out-of-pocket maximum. Any amount you spend on qualified medical expenses is also tax-free.</p>
HAVE MONEY LEFT? IT ROLLS OVER!	<p>Any money left in your account is yours to pay for health care in the future. There’s no deadline and no limit on how large your account can grow. If you leave Sturgeon Bay School District, you can take it with you.</p>

*If you’re enrolling during the year, you may not be eligible to make a full-year contribution to your HSA. Talk to your tax advisor before signing up for pretax deductions. See IRS Publication 969 for more information.

** The HSA can be used to reimburse you for qualified medical, dental, and vision expenses. See IRS Publication 502 for more information.

You Are Eligible To Open An HSA If...

- You must be enrolled in a High Deductible Health Plan (HDHP)
- You cannot be currently enrolled in Medicare
- You cannot be claimed as a dependent on another person’s tax return
- You cannot have any other “impermissible coverage” which includes a spouse’s non-HDHP plan or FSA coverage

DENTAL PLAN

Healthy teeth and gums are an important part of maintaining your overall health. That’s why Sturgeon Bay School District offers a dental plan administered by Delta Dental.

DELTA DENTAL	IN-NETWORK	
Calendar Year Deductible	Single: \$25	Family: \$75
Preventative Care	100%	
BASIC SERVICES		
Fillings	100%	
Endodontics / Periodontics	100%	
Extractions	100%	
Oral Surgery	100%	
MAJOR RESTORATIVE SERVICES		
Crowns, Inlays, Onlays	80%	
Bridges & Dentures	80%	
Repairs & Adjustments to Bridges & Dentures	80%	
Implants	80%	
Orthodontia	50%	
Orthodontic Lifetime Maximum	\$2,000	
Individual Calendar Year Maximum	\$1,300	

For additional information, refer to the Benefit Summaries provided by Delta Dental.

Please reference page (199) for premium information.

Smarter Dental Plans

Enhanced dental benefits for those who need them most

A variety of medical conditions have oral-health implications. Your group dental coverage includes Delta Dental of Wisconsin's Evidence-Based Integrated Care Plan (EBICP), which provides additional cleaning(s) and/or fluoride treatments to people with these conditions. These benefits can play an important role in the management of these medical conditions.

If you have one or more of these conditions you can enroll yourself or your dependents, or your dentist can enroll you. Once you enroll, you are immediately eligible for the EBICP benefits.

How to enroll

- Go to www.deltadentalwi.com.
- Click on the "I Am A ... Member" link.
- Sign in to the Member Connection using your member ID and password. If you don't have a member ID and password you'll need to establish one before you proceed.
- Click on the "Enhanced Benefits" tab at the top of the Member Connection home page. Note: If your plan does not have EBICP, the "Enhanced Benefits" tab will not appear on your Member Connection page.
- On the Enhanced Benefits page, choose the member(s) receiving the enhanced benefits and the qualifying condition(s). Once this information is successfully entered, all registered members will be immediately eligible for the enhanced benefits.
- Another way of enrolling is to click on the "My Benefits" tab at the top of the Member Connection page, then select "Benefits and Claims." Under the "Extra Benefits Levels" heading, click on the "Enroll in EBICP" button. You will then be taken to the Enhanced Benefits page, where the enrollment process will proceed as described above.
- You may also enroll in EBICP by calling Delta Dental's Benefit Center at 800-236-3712.

* Periodontal cleanings may fall under basic services and may not be covered 100% by the EBICP plan. If you have questions regarding coverage for periodontal cleanings, please contact the Benefit Center at 800-236-3712 before services are performed.

Condition	Enhanced benefit	
	Additional cleaning(s)	Topical fluoride
Cancer-related treatments	2	1
Suppressed immune systems	2	1
Periodontal disease*	2	1
High-risk cardiac conditions	2	
Kidney failure or dialysis	2	
Diabetes	2	
Pregnancy	1	

This chart provides a brief summary of additional benefits to persons enrolled in EBICP. Go to www.deltadentalwi.com/EBICP for details regarding each listed condition and additional benefits offered. Frequency limitations may apply. Refer to your handbook or call our Benefit Center at 800-236-3712.

SS300H-1211



Delta Dental of Wisconsin

VISION PLAN

Superior Vision	IN-NETWORK	OUT-OF-NETWORK
Frequency Limitations		
Eye Examination		Once Every 12 Months
Lenses		Once Every 12 Months
Frame		Once Every 24 Months
Contact Lenses		Once Every 12 Months
Deductibles		
	Exam	Materials
	\$10	\$25
VISION BENEFIT		
Vision Examination	Covered in Full	Up to \$35
Frames Up To	\$125 Retail Allowance	Up to \$70
LENS BENEFIT		
		Retail Value
Single Vision	Covered in Full	\$25
Bifocal	Covered in Full	\$40
Trifocal	Covered in Full	\$45
CONTACT LENS BENEFIT		
Medically Necessary	Covered in Full	Up to \$150
Elective	\$150 Retail Allowance	Up to \$125
In lieu of Spectacle Lenses	Yes	

For additional information, refer to the Benefit Summary provided by Superior Vision.

Please reference page (19) for premium information.

PREMIUM CONTRIBUTIONS

MEDICAL PLAN OPTION 1	HMO COPAY PLAN – BASE PLAN				
	MONTHLY FULL RATE	Meeting Wellness Points		NOT Meeting Wellness Points	
		EMPLOYER RATE	EMPLOYEE RATE	EMPLOYER RATE	EMPLOYEE RATE
Employee	\$562.74	\$491.83	\$70.91	\$450.19	\$112.55
Limited Family	\$1,125.47	\$983.67	\$141.80	\$900.37	\$225.10
Family	\$1,406.84	\$1,229.58	\$177.26	\$1,125.46	\$281.36

MEDICAL PLAN OPTION 2	HMO HDHP H.S.A. PLAN – BUY DOWN #1				
	MONTHLY FULL RATE	Meeting Wellness Points		NOT Meeting Wellness Points	
		EMPLOYER RATE	EMPLOYEE RATE	EMPLOYER RATE	EMPLOYEE RATE
Employee	\$510.69	\$446.35	\$64.34	\$408.55	\$102.14
Limited Family	\$1,021.37	\$892.67	\$128.70	\$817.09	\$204.28
Family	\$1,276.72	\$1,115.86	\$160.86	\$1,021.38	\$255.34

MEDICAL PLAN OPTION 3	HMO HDHP H.S.A. PLAN – BUY DOWN #2				
	MONTHLY FULL RATE	Meeting Wellness Points		NOT Meeting Wellness Points	
		EMPLOYER RATE	EMPLOYEE RATE	EMPLOYER RATE	EMPLOYEE RATE
Employee	\$373.16	\$373.16	\$0.00	\$326.14	\$47.02
Limited Family	\$746.31	\$746.31	\$0.00	\$652.27	\$94.04
Family	\$932.89	\$932.89	\$0.00	\$815.34	\$117.54

MEDICAL PLAN OPTION 4	POS COPAY PLAN – BUY UP PLAN				
	MONTHLY FULL RATE	Meeting Wellness Points		NOT Meeting Wellness Points	
		EMPLOYER RATE	EMPLOYEE RATE	EMPLOYER RATE	EMPLOYEE RATE
Employee	\$767.00	\$575.24	\$191.76	\$536.90	\$230.10
Family	\$1,719.08	\$1,289.30	\$429.78	\$1,203.36	\$515.72

DENTAL	MONTHLY FULL RATE	EMPLOYER RATE	EMPLOYEE RATE
	Employee Only	\$47.32	\$41.36
Family	\$122.23	\$106.83	\$15.40

VISION	MONTHLY FULL RATE
	Employee Only
Family	\$16.28

* If you have less than 24 deductions per year or are not employed full-time, your amounts may vary.

VOLUNTARY ACCIDENT & CRITICAL ILLNESS

Refer to The Standard's Benefit Summary for a thorough explanation of benefits, including any limitations or exclusions that might apply.

VOLUNTARY ACCIDENT INSURANCE

The Standard

If you are an active employee who works at least 17.5 hours per week on a regularly scheduled basis, you are eligible to purchase Voluntary Accident Insurance. This benefit pays you for your own or a covered dependent's injuries due to a covered accident. Benefits are paid per covered accident unless otherwise stated. You may use the money for any expense while you recuperate.

VOLUNTARY CRITICAL ILLNESS INSURANCE

The Standard

If you are an active employee who works at least 17.5 hours per week on a regularly scheduled basis, you are eligible to purchase Voluntary Critical Illness Insurance. This benefit pays a lump-sum to you upon your own or covered dependent's diagnosis for a covered illness. You may use the money for any expense to protect your quality of life while critically ill.

VOLUNTARY HOSPITAL INDEMNITY INSURANCE

The Standard

If you are an active employee who works at least 17.5 hours per week on a regularly scheduled basis, you are eligible to purchase Voluntary Hospital Indemnity Insurance. This benefit can help cover unexpected out-of-pocket expenses such as copays, deductibles, and out-of-network charges, as well as everyday living expenses. It pays a benefit directly to you for hospital stays, regardless of your treatment costs or other insurance coverage you might have.

Here's how it works:

In the event of a covered accident, your Accident insurance will pay a benefit directly to you. You can use this money wherever you need it most — whether that's to help with your deductible, copays and other medical bills, or your daily expenses while you recover.

Let's say your teenage daughter gets injured during tryouts for her school basketball team and goes to urgent care for treatment. Diagnosis: dislocated elbow and fracture of the forearm and wrist. Although surgery isn't necessary, she will need follow-up appointments and physical therapy.



You'd get an additional 25% if your child is injured while participating in an organized athletic activity — whether it's football practice, a soccer game or dance class.

BENEFITS PAID TO YOU

Urgent Care Visit.....	\$50
X-ray.....	\$50
Dislocated Elbow.....	\$800
Arm Fracture.....	\$550
Wrist Fracture.....	\$550
Physician Follow-up Appointment.....	\$50
Physical Therapy Appointment (2 visits)	\$100
SUBTOTAL.....	\$2,150
Youth Organized Sports Benefit (25% of subtotal).....	\$538
Total paid directly to you.....	\$2,688

Imagine that you survive a serious car accident. After a trip to the ER, you stay in the hospital for several days while you recover. In the weeks following the accident, you have a follow-up appointment at a clinic in another city and physical therapy.



You'd get an additional \$500 because you were injured in a car accident. Because you drove more than 100 miles one way for your follow-up appointment, you'd receive an extra \$150. If your car accident occurred more than 100 miles away from your home and a family member who resides with you traveled to be near you while you were in the hospital, we'd pay additional benefits to help cover lodging expenses.

BENEFITS PAID TO YOU

Ambulance.....	\$300
Emergency Room Visit.....	\$150
CAT Scan.....	\$200
Hospital Admission Benefit.....	\$1,000
5-Day Hospital Confinement (\$200 per day).....	\$1,000
Right Leg Fracture.....	\$4,000
Knee Cap Fracture.....	\$1,100
Pelvis Fracture.....	\$2,400
Physician Follow-up Appointment.....	\$50
Physical Therapy Appointment.....	\$50
SUBTOTAL.....	\$10,250
Automobile Accident Benefit.....	\$500
Transportation Benefit.....	\$1,000
Lodging (4 days).....	\$700
Total paid directly to you.....	\$11,600

Affordable Group Rates

Because you'll be buying this insurance through Sturgeon Bay School District, you'll have access to affordable group rates. You'll also have the convenience of having your premium deducted directly from your paycheck. Your rates will not increase as you grow older — meaning you'll pay the same premium for the life of the policy, even if you continue your coverage after your employment with Sturgeon Bay School District ends (this is known as portability).

You can get a Health Maintenance Screening Benefit of \$100 each year just for going to the doctor for a covered wellness screening, which may include a novel infectious disease test (including COVID-19) or a mammogram — that typically costs you nothing under your medical insurance.

It pays to be well-adjusted. If you need to see a chiropractor while you're recovering from an accident, you can get a benefit of \$50 (up to two visits per accident, providing those visits are on different days).

Staying in a hospital can be costly, even with medical insurance coverage. You'll receive a \$1,000 benefit if you're admitted — plus \$200 for every day you're hospitalized.* And if you're admitted or confined to a critical care unit while you're in the hospital, you'll receive additional critical care unit benefits.

If you or a dependent travel at least 100 miles from your or your dependent's place of residence for treatment, you'll receive a Transportation Benefit of \$150 for each day of travel.** We'll pay a \$175 Lodging Benefit per day** if you or a dependent travel at least 100 miles from your or your dependent's place of residence for treatment and you, your dependent or another person incurs a lodging expense.

*Up to 365 days per accident.

**Maximum 30 days per accident; 90 days per year.

Coverage for...	Monthly Premium
You	\$9.06
You and your spouse	\$14.77
You and your children	\$16.92
You, your spouse and your children	\$26.63

These are actual benefits you could receive in the event of a covered accident. Benefits are paid once per covered accident unless otherwise noted:

Emergency Care Benefits	
Ambulance — Air	\$800
Ambulance — Ground	\$300
Emergency Room Visit	\$150
Urgent Care Visit	\$50
Initial Care Visit (not payable if Urgent Care or Emergency Room Visit Benefit is payable)	\$50
Emergency Dental Care — Crown	\$200
Emergency Dental Care — Extraction	\$100
Outpatient X-ray	\$50
Major Diagnostic Exam (such as CT scan, MRI, EEG)	\$200
Transfusion Blood, Plasma or Platelets	\$300

Specific Injury Benefits	
Burns	\$200-\$10,000, depending on severity
Coma	\$7,500
Concussion	\$150
Eye Injury	\$200
Lacerations	\$75-\$500, depending on size
Skin Graft	25% of burn benefit

Follow-Up Care	
Medical Appliance (e.g., wheelchair, cane or brace)	\$100
Chiropractic Care (maximum 2 visits per covered accident, 1 per day)	\$50 per day
Physician Follow-up (maximum 2 visits per covered accident, 1 per day)	\$50 per day
Hearing Device	\$500
Prosthesis	One: \$500 Two or more: \$1,000
Occupational, Speech or Physical Therapy (maximum 3 visits per covered accident, 1 per day)	\$50 per day

Dislocations	Non-surgical/Surgical
Ankle, Collarbone (sternoclavicular), Elbow, Foot, Hand, Lower Jaw, Shoulder, Wrist	\$800/\$1,600
Knee (not including kneecap)	\$900/\$1,800
Collarbone (acromioclavicular), Spine	\$400/\$800
Finger, Rib, Toe	\$150/\$300
Hip	\$2,500/\$5,000
Partial Dislocation	25% of the associated dislocation listed above (non-surgical)

Fractures	Non-surgical/Surgical
Ankle, Arm (shoulder to elbow), Arm (elbow to wrist), Collarbone, Elbow, Foot, Hand, Kneecap, Lower Jaw, Shoulder Blade, Sternum, Wrist	\$550/\$1,100
Bones of Face, Coccyx, Nose, Vertebrae	\$500/\$1,000
Rib	\$400/\$800
Finger, Toe	\$100/\$200
Hip	\$2,500/\$5,000
Leg (hip to knee)	\$2,000/\$4,000
Leg (knee to ankle), Pelvis, Vertebral Column	\$1,200/\$2,400
Skull (depressed)	\$4,000/\$8,000
Skull (non-depressed)	\$1,500/\$3,000
Chip Fracture	25% of the associated fracture listed above (non-surgical)

Group Accident Insurance

Surgical Benefits	
Knee Cartilage (Once per covered accident, regardless of whether one or both knees require repair. If both exploratory and repair surgeries are performed, will pay repair benefit amount)	
Exploratory	\$200
Repair	\$750
Tendon, Ligament, Rotator Cuff (If two or more surgeries are required for the same covered accident, will pay the highest benefit amount)	
Exploratory	\$200
Repair of one	\$750
Repair of two or more	\$1,000
Ruptured Disc	
Repair	\$750
Abdominal/Thoracic Surgery (If more than one surgery required for the same covered accident, will pay the highest benefit amount)	
Exploratory	\$200
Laparoscopic Repair Surgery	\$750
Open Repair Surgery	\$1,500
Surgical Facility Benefit	\$150

Hospital Benefits	
Hospital Admission (once per covered accident)	\$1,000
Daily Hospital Confinement (maximum 365 days per covered accident)	\$200 per day
Critical Care Unit Admission* (once per covered accident)	\$750
Daily Critical Care Unit Confinement* (maximum of 15 days per covered accident)	\$200 per day
Daily Rehabilitation Facility (maximum 90 days per covered accident)	\$100 per day
* Payable in addition to any Hospital Admission and/or Daily Hospital Confinement Benefit you may be eligible to receive.	

Additional Benefits	
Lodging (per day, to a maximum of 30 days per covered accident and a total of 90 days per year)	\$175
Transportation (per trip) (per day, to a maximum of 30 days per covered accident and a total of 90 days per year)	\$1,000
Health Maintenance Screening Benefit (once per calendar year)	\$100
Automobile Accident Benefit	\$500
Youth Organized Sports Benefit	Additional 25% of total benefit payable

Accidental Death and Dismemberment (AD&D)	
Accidental Death	
You:	\$50,000
Spouse:	\$25,000
Child:	\$12,500
In the event of a covered accidental dismemberment or impairment, this policy would pay a percentage of the Accidental Death benefit:	
Loss of both hands or feet	30%
Loss of one hand and one foot	30%
Loss of one hand or one foot	15%
Loss of one digit (finger or toe)	2%
Loss of two or more digits (fingers and/or toes)	5%
Uniplegia	15%
Hemiplegia, Paraplegia or Triplegia	30%
Quadriplegia	50%
Loss of sight (one eye); loss of hearing (one ear)	15%
Loss of sight (both eyes); loss of hearing (both ears)	30%
In the event of an accidental death, this policy would pay the full Accidental Death benefit. In certain scenarios, it would also pay an additional percentage of the Accidental Death benefit:	
Air Bag Benefit	10%
Helmet Benefit	10%
Seat Belt Benefit	10%
Repatriation/transportation of remains	10%
Death that occurs while aboard commercial transportation	100%

An Extra Layer of Protection

Critical Illness insurance can make a big difference in your ability to pay out-of-pocket expenses associated with a serious illness. It pays a lump-sum benefit directly to you upon diagnosis of a covered illness, regardless of your treatment costs or what's covered by your medical insurance. Elect coverage in \$5,000 increments between \$5,000 and \$30,000.

With Critical Illness insurance, you can:

- **Update your coverage as needed.** As your life circumstances change, increase or decrease your coverage, in accordance with your employer's plan.
- **Take it with you.** If you leave your job, you can take your coverage with you.
- **Pick and choose how to spend your benefit.** Spend your lump-sum benefit however you want.
- **Protect your loved ones.** Cover your spouse up to \$15,000, as long as it's not more than your benefit amount. Your kids are automatically covered at 50 percent of the amount elected for yourself for the same critical illnesses that you are. Kids are also covered for 21 additional childhood diseases, including cystic fibrosis, Down syndrome, muscular dystrophy, spina bifida and cerebral palsy.
- **Access a Health Advocate.** Additional services available through Health Advocate, include access to specialists for a second opinion upon approval of a covered claim.
- **Receive a benefit for taking care of your health.** You and your covered loved ones receive a Health Maintenance Screening benefit of \$100 once per calendar year when visiting the doctor for a covered wellness screening, which may include a novel infectious disease test (including COVID-19) or a mammogram — that typically cost you nothing under your medical insurance.
- **Receive additional benefits.** If you are diagnosed with a covered illness again after a treatment-free period of 6 months, you will receive 50 percent of the original benefit amount. If you are diagnosed with a different and subsequent covered illness after the diagnosis of the first critical illness, you will receive an additional Critical Illness insurance benefit.

Chances are good that a family member, friend or colleague of yours has endured a critical illness. You may have even seen that person struggle to pay the bills. Think of Critical Illness insurance as financial peace of mind, so you don't have to choose between paying for medical bills and helping send your daughter to the college of her dreams.

Here's how it works:

John has \$15,000 of Critical Illness insurance coverage. He makes an appointment with his doctor after feeling off for the past few weeks. Diagnosis: cancer, with a good prognosis but a long road ahead. Within days of making a claim, John receives his Critical Illness insurance benefit paid directly to him. As John undergoes intensive treatment over the next few months, he can use the benefit for any purpose, including to pay for things that his medical insurance does not cover. Things like the deductible, copays, child care, certain medications, time away from work, alternative treatments and a special diet.

SAMPLE OUT-OF-POCKET EXPENSES	
Medical insurance deductible.....	\$1,300
Out-of-pocket expenses over the course of six months.....	\$5,000
Lost wages.....	\$4,500
Alternative treatments and diets not covered by medical plan.....	\$4,500
TOTAL OUT-OF-POCKET EXPENSES.....	\$15,300
CRITICAL ILLNESS BENEFIT.....	\$15,000
OUT-OF-POCKET EXPENSES.....	\$300

Costs are hypothetical. Actual costs will vary by state, cancer type, stage at diagnosis, treatments received and personal factors.

Critical Illness insurance can make a big difference in your ability to pay out-of-pocket expenses associated with a serious illness that are not covered by medical insurance.

Covered Conditions

Receive 100 percent of your coverage amount for:

- Heart attack
- Stroke
- Cancer
- End stage renal (kidney) failure
- Major organ failure
- Coma
- Paralysis of two or more limbs
- Loss of sight
- Occupational HIV
- Occupational hepatitis
- ALS (Lou Gehrig's disease)
- Advanced Alzheimer's disease
- Advanced Multiple sclerosis
- Advanced Parkinson's disease
- Benign brain tumor
- Bone marrow transplant
- Loss of hearing
- Loss of speech

Receive 25 percent of your coverage amount for:

- Severe coronary artery disease with recommendation for bypass surgery
 - Carcinoma in situ (cancer that has not metastasized)

Diagnosis and recommendation must occur after your coverage becomes effective.

Affordable Group Rates

Because you'll be buying this insurance through Sturgeon Bay School District, you'll have access to affordable group rates. You'll also have the convenience of having your premium deducted directly from your paycheck.

Coverage for...	Coverage Amount...
You	\$5,000-\$30,000 in increments of \$5,000
Your spouse	\$5,000-\$15,000 in increments of \$5,000, as long as it's not more than your coverage amount
Your child(ren) through age 25	Automatically covered at 50% of your coverage amount

See the Important Details section for more information, including requirements, exclusions, age reductions and definitions.

The monthly premiums you would pay for Critical Illness insurance benefits are below.

Employee Monthly Attained Age Premiums						
Coverage Amount	Employee Age					
	18-29	30-39	40-49	50-59	60-69	70+
\$5,000	\$2.50	\$3.40	\$6.40	\$12.70	\$22.90	\$39.90
\$10,000	\$5.00	\$6.80	\$12.80	\$25.40	\$45.80	\$79.80
\$15,000	\$7.50	\$10.20	\$19.20	\$38.10	\$68.70	\$119.70
\$20,000	\$10.00	\$13.60	\$25.60	\$50.80	\$91.60	\$159.60
\$25,000	\$12.50	\$17.00	\$32.00	\$63.50	\$114.50	\$199.50
\$30,000	\$15.00	\$20.40	\$38.40	\$76.20	\$137.40	\$239.40

Spouse Monthly Attained Age Premiums						
Coverage Amount	Employee Age					
	18-29	30-39	40-49	50-59	60-69	70+
\$5,000	\$2.50	\$3.40	\$6.40	\$12.70	\$22.90	\$39.90
\$10,000	\$5.00	\$6.80	\$12.80	\$25.40	\$45.80	\$79.80
\$15,000	\$7.50	\$10.20	\$19.20	\$38.10	\$68.70	\$119.70

A cash benefit when you need it.

Even the best budgeters can forget to set aside money for medical expenses. Hospital Indemnity insurance provides a way to cover unexpected out-of-pocket expenses when you end up in the hospital. It also allows you to:

- **Choose how to spend your benefit.** It's your money — spend it however you want, whether it's to pay for your groceries, rent or medical bills.
- **Take it with you.** If you leave your job, you can take your coverage with you.
- **Receive a benefit for taking care of your health.** You can get a Health Maintenance Screening Benefit of \$50 once a calendar year just for going to the doctor for a covered wellness screening, which may include a novel infectious disease test (including COVID-19) or a mammogram — that typically cost you nothing under your medical plan.
- **Get a break from paying premiums during long hospital stays.** If you are in the hospital for more than 30 days, you will be able to stop making premium payments until you're discharged.

Regardless of what other insurance coverage you may have, Hospital Indemnity insurance pays you a fixed benefit for every day you are in the hospital.

Here's how it works:

Kim is out of town on a business trip when she experiences abdominal pain and a racing heartbeat. Diagnosis: ruptured gastric ulcer. She is rushed to the hospital, admitted and taken into surgery. She ends up being hospitalized for 10 days, three of which are in a critical care unit.



Kim's husband leaves their two kids with their daycare provider and flies to be at her side. The family now faces additional costs for travel and childcare.

SAMPLE OUT-OF-POCKET EXPENSES

Medical plan deductible/coinsurance	\$3,000
Other non-medical expenses	\$475
Travel expenses (flights, change fees, etc.).....	\$350
Childcare.....	\$500

Total Expenses.....\$4,325

Benefit for:

Hospital admission.....	\$500
Hospital confinement (10 days x \$100 per day).....	\$1,000
CCU confinement (3 days x \$50 per day)	\$150

Total paid to you.....\$1,650

Net Out-Of-Pocket Expenses.....\$2,675

Costs are hypothetical. Actual costs will vary by state, condition, treatments received and personal factors.

Affordable Group Rates

Because you'll be buying this insurance through Sturgeon Bay School District, you'll have access to affordable group rates. You'll also have the convenience of having your premiums deducted directly from your paycheck.

Monthly coverage rates for:			
You	You and your spouse	You and your children	You, your spouse and your children
\$8.76	\$15.22	\$12.58	\$22.36

Bills are the last thing you want to worry about when you're in the hospital. With Hospital Indemnity insurance, you'll be paid a benefit regardless of what your medical insurance does or doesn't cover. It can make a big difference in your total out-of-pocket expenses. You'll receive \$100 for each day you're hospitalized, up to a maximum of 15 days. And if you are confined for more than 30 days, your premium payment will be waived until the last day of the month of your hospitalization.

These are actual benefits each covered person could receive under a Hospital Indemnity plan:

Benefits	
Waiver of Premium	Premium waived if you are confined to a hospital for more than 30 days
Hospital Admission ¹ (maximum 1 per calendar year)	\$500 per day
Daily Hospital Confinement ¹ (maximum 15 days per stay)	\$100 per day
Daily Critical Care Unit Confinement ^{1,2} (maximum 15 days per stay)	\$50 per day
Health Maintenance Screening	\$50 once per calendar year when visiting the doctor for a covered wellness screening

¹ Defined as a stay for at least 20 consecutive hours in a hospital setting

² Payable in addition to the Hospital Admission and/or Daily Hospital Confinement benefit you may be eligible to receive.

Employee Assistance Program

Sturgeon Bay School District offers a mental health benefit called an Employee Assistance Program (EAP) for you, your dependents, and members of your immediate household. The EAP includes free and confidential counseling services to help you lift the mental burdens that hold you back from your full potential. This benefit is completely paid for by Sturgeon Bay School District on behalf of its employees.

How to Access Your Employee Assistance Program

Step One

To access your mental health benefit, call ERC at 1-800-222-8590. We'll help you schedule an appointment with one of our master's-level counselors. Telephonic, video, and face-to-face options are available depending on location.

Step Two

Attend your first counseling session to discuss your specific concerns. Together with your counselor, you will develop an ongoing plan to meet your mental health goals. Your EAP benefit offers up to 8 counseling sessions per issue.

Step Three

If additional services are needed, ERC will facilitate a referral to a trusted resource, and those services may be paid according to your health plan coverage.

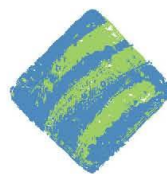


Top 10 Reasons Employees and Their Families Use
ERC's Employee Assistance Program

Need confidential assistance
with a mental health issue?

Call 1-800-222-8590

to schedule a no-cost appointment with a counselor.



ERC

COUNSELORS & CONSULTANTS

www.ERCincorp.com

ERC is a mental health facility that maintains strict confidentiality and HIPAA compliance for all counseling clients. Your employer will not know who utilizes these EAP services.

Employee Benefit Enrollment Procedures

In compliance with the Affordable Care Act (ACA), Sturgeon Bay School District will hold an annual open enrollment at which time employees will be able to make changes to, or apply for, medical benefit coverage for the next calendar year. Enrollment for employee benefit insurance coverage is subject to the requirements of the specific summary plan document, agreements between the vendor and Sturgeon Bay School District vendor requirements. To accommodate these requirements, the following procedures will be followed regarding new employee and current employee enrollment.

New Employees

New employees are eligible for benefits upon date of hire. Eligibility for benefits will be in accordance with the definition under each summary plan document. If the new employee declines coverage for self, spouse and/or eligible dependents, the employee may apply for coverage for self, spouse and/or eligible dependents at the next open enrollment period, if applicable, except in the case of a qualifying event that permits earlier enrollment.

Current Employees

Following initial employment, current employees may change or apply for medical, dental, and vision coverage annually during the open enrollment period for the next calendar year, except in the case of an event that permits changes during the calendar year in accordance with the specific summary plan document.

Qualifying Events

Examples of qualifying events under HIPAA Special Enrollment and Section 125:

- Marital status change: marriage, death of spouse, divorce, annulment or legal separation.
- Number of dependents change: birth, adoption or placement for adoption, death of dependent child, newly eligible dependents due to plan design change.
 - Note: HIPAA allows the employee who may have elected employee only coverage initially to not only add a new dependent, but also allows the employee to add the spouse at the time the new dependent is added.
 - HIPAA does not require all eligible dependents (i.e., other dependent children) be added.
 - Loss of coverage: if the employee loses other coverage (e.g. Spouse's health plan coverage terminates, or Medicare or Medicaid eligibility ends).

Please note that a qualifying event may allow you to add or drop coverage for yourself and/or eligible dependents, but it does not allow you or your dependents to switch plans.

Changes to plan elections may be made under Section 125 rules under the following circumstances (in addition to the HIPAA special enrollment events):

- Dependent status change: dependent no longer satisfies rule for eligibility as a dependent such as attainment of age.
- Employment status: commencement or termination of employment, commencement of or return from leave of absence, change from part-time to full-time status or vice versa.
- Judgment decree or order requiring coverage: QMSCO.
- Other additional circumstances as allowed under section 125.

Employee Benefit Enrollment Procedures

Please note the following time limits:

- For a child to be enrolled as the date of birth or adoption date, you must submit the enrollment form to the Business Office within 30 days of the birth or adoption date along with a copy of the birth certificate.
- For a spouse to be enrolled as of the date of marriage, you must submit the enrollment form to the Business Office within 30 days of the date of marriage.

Forms to be completed if making changes:

- The Employee Enrollment Form must be completed to change plans or individual/dependent coverage levels in the medical/dental plans. This form must also be completed if you are waiving coverage.

What Forms MUST be completed?

- You must complete a new enrollment form reflecting the changes to be made to your insurance coverage.
- Some examples include:
 - Adding a newborn baby or adopted child
 - Adding a spouse due to marriage
 - Removing a spouse and/or children due to a divorce
 - Removing a child who reaches age 26
 - Removing a spouse who reaches age 65
 - Loss of coverage

Where do I find these forms?

- Contact the Business Office for all forms.

Who do I contact with questions?

- Contact the Business Office with any questions you may have.

Other Information:

- Plan Administrators cannot authorize any changes to your health and/or dental insurance coverage. All insurance changes must be made by the Business office.

***Open Enrollment Procedure 2021/2022:** Please schedule a call with a Benefits Counselor to enroll or waive.

REQUIRED FEDERAL NOTICES

HIPAA NOTICE OF SPECIAL ENROLLMENT RIGHTS

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents' other coverage). However, you must request enrollment within 30 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

If you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

If you decline enrollment for yourself or for an eligible dependent (including your spouse) while Medicaid coverage or coverage under a state children's health insurance program is in effect, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage. However, you must request enrollment within 60 days after your or your dependents' coverage ends under Medicaid or a state children's health insurance program.

If you or your dependents (including your spouse) become eligible for a state premium assistance subsidy from Medicaid or through a state children's health insurance program with respect to coverage under this plan, you may be able to enroll yourself and your dependents in this plan. However, you must request enrollment within 60 days after your or your dependents' determination of eligibility for such assistance.

To request special enrollment or obtain more information, contact Human Resources.

HIPAA NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Effective Date of Notice: July 1, 2021

Who will follow this notice:

This notice describes the health information practices of Sturgeon Bay School District (the “Plan”) and that of any third party that receives medical information from or for us to assist us in providing your HRA and FSA benefits.

Our pledge to you:

We understand that medical information about you and your health is personal. We are committed to protecting medical information about you.

This notice is required by the Standards for Privacy of Individually Identifiable Health Information regulations (the “Rule”). This notice will tell you about the ways in which we may use or disclose medical information about you. It also describes our obligations and your rights regarding the use and disclosure of medical information.

We are required by law to:

- make sure that medical information that identifies you is kept private;
- give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- follow the terms of the notice that is currently in effect.

HOW THE PLAN MAY USE AND DISCLOSE YOUR MEDICAL INFORMATION

The following categories describe different ways that we use and disclose medical information, as permitted by law. The Plan, its business associates, and their agents/subcontractors, if any, will use or disclose medical information to carry out treatment, payment and health care operations or other purposes permitted or required by law.

In addition, the Plan may contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you. The Plan will disclose your medical information to Sturgeon Bay School District (“Plan Sponsor”) for purposes related to treatment, payment and health care operations. The plan sponsor has amended its plan documents to protect your medical information as required by the Rule.

Treatment means the provision, coordination, or management of health care by one or more health care providers, or a health care provider and a third party.

HIPAA NOTICE OF PRIVACY PRACTICES (continued)

Payment means activities undertaken by a health plan to determine coverage responsibilities and payment obligations for the provision of health care, or activities undertaken by a health care provider, or a health plan to obtain or provide reimbursement for health care.

For example, the Plan may disclose to your provider that you are eligible for benefits.

Health Care Operations means activities directly related to the provision of health care or the processing of health information. This includes internal quality oversight review, credentialing and health care provider evaluation, underwriting, insurance rating and other activities related to creation, renewal or replacement of a contract of health insurance or health benefits.

For example, the Plan may use medical information about you to project future benefit costs.

The Plan will disclose medical information about you when required by federal, state or local law.

The Plan may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

The Plan may disclose medical information if you are a member of the armed forces and this is required by military command authorities.

The Plan may disclose medical information about you for workers' compensation or similar programs.

The Plan may disclose medical information about you for public health activities. These activities may include the following:

- to prevent or control disease, injury or disability;
- to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;

The Plan may disclose medical information to a health oversight agency for activities authorized by law.

The Plan may disclose medical information about you if you are involved in a lawsuit or a dispute and we are responding to a court or administrative order. Also, the Plan may disclose medical information about you in response to a subpoena, discovery request or other lawful process by someone else involved in the dispute.

The Plan may disclose medical information about you if asked to do so by law enforcement official, such as in response to a court order, subpoena, warrant, summons or similar process;

The Plan may disclose medical information to a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law. Also, disclosure to funeral directors, as necessary to carry out their duties, is permitted.

HIPAA NOTICE OF PRIVACY PRACTICES (continued)

The Plan may not disclose psychotherapy notes (under most circumstances), may not disclose protected health information for marketing purposes, and may not make disclosures that constitute a sale of protected health information unless authorized by the individual. Other disclosures not mentioned in this notice also require authorization from the individual.

The Plan may not disclose protected health information that is genetic information under the Genetic Information Nondiscrimination Act (“GINA”) for underwriting purposes.

YOUR RIGHTS

You have the following rights regarding medical information the Plan maintains about you:

You have the right to request an inspection and a copy of your medical information contained in a “designated record set,” for as long as the Plan maintains your medical information in the designated record set.

“Designated record set,” means a group of records maintained by or for a health plan that is enrollment, payment, claims adjudication and care or medical management record systems maintained by or for a health plan; or used in whole or in part by or for the health plan to make decisions about individuals. Information used for quality control or for health care operations and not used to make decisions about individuals is not in the designated record set.

The Plan has the right to charge a reasonable, cost-based fee for providing a copy of your medical information or summary or explanation of your medical information.

The Plan has the right to deny your request to inspect and copy in certain very limited circumstances. If you are denied access to medical information, you may request that the denial be reviewed.

If you feel the medical information the Plan has about you is incorrect or incomplete, you may ask the Plan to amend the information. You have a right to request an amendment for as long as the information is kept by the Plan.

To request an amendment, your request must be in writing and should be addressed to Human Resources. All requests for amendment of your medical information must include a reason to support the requested amendment.

The Plan may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, the Plan may deny your request if you ask to amend information that:

- is not part of the medical information kept by or for the Plan;
- was not created by the Plan, unless the person or entity that created the information is no longer available to make the amendment;
- is not part of the information which you would be permitted to inspect and copy.

HIPAA NOTICE OF PRIVACY PRACTICES (continued)

You have the right to request an “accounting of disclosures,” where such disclosure was made for any purpose other than treatment, payment or health care operations. Additionally, no accounting of disclosures will be made for the following reasons:

- if the disclosure was made to the individual about his or her own medical information;
- if the disclosure was made pursuant to an authorization;
- if the disclosure was made to certain person involved in your care or payment for your care;
- if the disclosure was made prior to the compliance date of April 14, 2003.

To request an accounting of disclosures, address your request to Human Resources.

If you request more than one accounting in a 12-month period, the Plan can charge a reasonable, cost-based fee for each subsequent accounting, unless you withdraw or modify the request for a subsequent accounting to avoid or reduce the fee.

You have the right to request a restriction or limitation on the medical information the Plan uses or discloses about you for treatment, payment or health care operations. You have the right to request a limit on the medical information the Plan discloses about you to someone who is involved in your care or payment for your care, such as friends or family members.

The Plan is not required to agree with your request.

You have the right to restrict certain disclosures of protected health information to a health plan where you pay out of pocket in full for the health care item or service.

To request restrictions, you must make your request in writing to Human Resources. The request must include (a) what information you want to limit, (b) whether you want to limit the Plan’s use, disclosure or both, and (c) to whom you want the limits to apply.

You have the right to request to receive communications of your medical information from the Plan by alternative means or at alternative locations if you clearly state that the disclosure of all or part of the information could endanger you. The Plan will accommodate all such reasonable requests.

You will be required to request confidential communications of your medical information in writing. The request should be addressed to Human Resources.

You have the right to a paper copy of this notice. You may ask the Plan to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

HIPAA NOTICE OF PRIVACY PRACTICES (continued)

To obtain a paper copy of this notice, contact Human Resources.

You have the right to be notified following a breach of unsecured protected health information.

If you believe your privacy rights have been violated, you may complain to the Plan. Any complaint must be in writing and addressed to Human Resources.

You may also file a complaint with the Secretary of Health and Human Services.

The Plan will not retaliate against you for filing a complaint. The Plan will only release the minimum amount of PHI necessary to complete the required task or request.

Other uses or disclosures of your medical information not covered by this notice or the laws that apply will be made only with your written authorization, subject to your right to revoke such authorization. You may revoke the authorization at any time, providing the revocation is done in writing. You understand that the Plan is unable to take back any disclosures already made with your permission.

WOMEN'S HEALTH AND CANCER RIGHTS ACT (WHCRA) ENROLLMENT NOTICE

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prostheses; and
- Treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under this plan. Please see your Summary of Benefits and Coverage (SBC) for deductible and coinsurance information.

If you would like more information on WHCRA benefits, call your Plan Administrator.

MEDICARE PART D: CREDITABLE COVERAGE NOTICE

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Sturgeon Bay School District and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.
2. Sturgeon Bay School District has determined that the prescription drug coverage offered by Prevea360 is, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage **and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.**

WHEN CAN YOU JOIN A MEDICARE DRUG PLAN?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th to December 7th.

However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

MEDICARE PART D: CREDITABLE COVERAGE NOTICE (continued)

What Happens To Your Current Coverage If You Decide to Join A Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current Sturgeon Bay School District coverage [will not] be affected.

If you do decide to join a Medicare drug plan and drop your current Sturgeon Bay School District coverage, be aware that you and your dependents may be able to get this coverage back if you experience a qualifying event or at the next open enrollment period.

When Will You Pay A Higher Premium (Penalty) To Join A Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with Sturgeon Bay School District and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For More Information About This Notice Or Your Current Prescription Drug Coverage...

Contact the Human Resources for further information. **NOTE:** You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through Sturgeon Bay School District changes. You also may request a copy of this notice at any time.

MEDICARE PART D: CREDITABLE COVERAGE NOTICE (continued)

For More Information About Your Options Under Medicare Prescription Drug Coverage...

More detailed information about Medicare plans that offer prescription drug coverage is in the “Medicare & You” handbook. You’ll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare prescription drug coverage:

- Visit www.medicare.gov
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the “Medicare & You” handbook for their telephone number) for personalized help
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage notice. If you decide to join one of the Medicare drug plans, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

MARKETPLACE COVERAGE NOTICE

GENERAL INFORMATION

When key parts of the health care law took effect, you were eligible for a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you look at options for you and your family, this notice provides some basic information about the new Marketplace and the employment based coverage offered to you.

WHAT IS THE HEALTH INSURANCE MARKETPLACE?

The Marketplace is designed to help you find private health insurance that meets your needs and fits your budget. The Marketplace offers “one-stop shopping” to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Annual open enrollment for private health insurance coverage through the Marketplace runs during the months of November, December, January and February. The specific timeline will be announced each year.

CAN I SAVE MONEY ON MY HEALTH INSURANCE PREMIUMS IN THE MARKETPLACE?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you are eligible for depends on your household income.

DOES THE HEALTH INSURANCE WE OFFER TO YOU AFFECT YOUR ELIGIBILITY FOR PREMIUM SAVINGS THROUGH THE MARKETPLACE?

Yes. If we have offered you health coverage that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in our health plan. However, you may be eligible for a tax credit that lowers your monthly premium or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of self-only coverage under our health plan is more than 9.83% of your household income for the year, or if our health plan does not meet the "minimum value"¹ standard set by the Affordable Care Act, you may be eligible for a tax credit.

Note: If you purchase a health plan through the Marketplace instead of accepting our health plan coverage, then you may lose our contribution (if any) to your coverage under our health plan. Also, our contribution – as well as your employee contribution – is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

HOW CAN I GET MORE INFORMATION ABOUT THE MARKETPLACE?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the marketplace and its cost. You can visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

1

An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

MARKETPLACE COVERAGE NOTICE (continued)

INFORMATION ABOUT THE HEALTH COVERAGE OFFERED BY YOUR EMPLOYER

If you complete an application for coverage through the Marketplace, you will be asked for information about our health plan. The information below will help you complete an application for coverage in the Marketplace.

Employer Name: Sturgeon Bay School District
Employer Identification Number (EIN): 39-6004697
Employer Address: 1230 Michigan St. Sturgeon Bay, WI 54235
Employer Phone Number: (920) 743-2805
Who can we contact about employee health coverage at this job?: Human Resources

- You may also be asked whether or not you are currently eligible for our health plan or whether you will become eligible within the next three months. In addition, if you are or will become eligible, you may be required to list the names of your dependents that are eligible for coverage under our health plan.
- If you would like information about the eligibility requirements for our health plan, please read the eligibility provisions described in the Summary Plan Description for our health plan. You can obtain a copy of the Summary Plan Description by contacting your Employer at the phone and/or email listed above.
- If you are eligible for coverage under our health plan, you may be required to check a box indicating whether or not our health plan meets the minimum value standard. Our health plan coverage meets the minimum value standard.
- If you are eligible for coverage under our health plan, you may be asked to provide the amount of premiums you must pay for self-only coverage under the lowest-cost health plan that meets the minimum value standard. If you had the opportunity to receive a premium discount for any tobacco cessation program, you must enter the premium you would pay if you received the maximum discount possible for a tobacco cessation program.
- If you would like information about the premiums for self-only coverage under our lowest-cost health plan, please contact your Employer at the phone and/or email listed above.
- You may also be asked whether or not we will be making certain changes to our health plan coverage for the new plan year. As usual, we will notify you about changes to our health plan coverage after we approve any such changes and inform employees about those changes at the appropriate time. If you are not sure how to answer this question on your Marketplace application, please contact the Marketplace.

Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877- KIDS NOW** or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call **1-866-444-EBSA (3272)**.

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of January 31, 2020. Contact your State for more information on eligibility –

ALABAMA – Medicaid

Website: <http://myalhipp.com/>

Phone: 1-855-692-5447

ALASKA – Medicaid

The AK Health Insurance Premium Payment Program

Website: <http://myakhipp.com/>

Phone: 1-866-251-4861

Email: CustomerService@MyAKHIPP.com

Medicaid Eligibility:

<http://dhss.alaska.gov/dpa/Pages/medicaid/default.asp>

ARKANSAS – Medicaid

Website: <http://myarhipp.com/>

Phone: 1-855-MyARHIPP (855-692-7447)

CALIFORNIA – Medicaid

Website:

https://www.dhcs.ca.gov/services/Pages/TPLRD_CAU_cont.aspx

Phone: 1-800-541-5555

COLORADO – Health First Colorado (Colorado's Medicaid Program) & Child Health Plan Plus (CHP+)

Health First Colorado Website: <https://www.healthfirstcolorado.com/>

Health First Colorado Member Contact Center:

1-800-221-3943/ State Relay 711

CHP+: Colorado.gov/HCPF/Child-Health-Plan-Plus

CHP+ Customer Service: 1-800-359-1991/

State Relay 711

FLORIDA – Medicaid

Website: <http://flmedicaidprecovery.com/hipp/>

Phone: 1-877-357-3268

CHIP (continued)

GEORGIA – Medicaid

Website: <https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp>
Phone: 678-564-1162 ext 2131

INDIANA – Medicaid

Healthy Indiana Plan for low-income adults 19-64
Website: <http://www.in.gov/fssa/hip/>
Phone: 1-877-438-4479
All other Medicaid
Website: <http://www.indianamedicaid.com>
Phone 1-800-403-0864

IOWA – Medicaid

Medicaid Website: <https://dhs.iowa.gov/ime/members>
Medicaid Phone: 1-800-338-8366
Hawki Website: <http://dhs.iowa.gov/Hawki>
Hawki Phone: 1-800-257-8563

KANSAS – Medicaid

Website: <http://www.kdheks.gov/hcf/default.htm>
Phone: 1-800-792-4884

KENTUCKY – Medicaid

Kentucky Integrated Health Insurance Premium Payment Program (KI-HIPP) Website:
<https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx>
Phone: 1-855-459-6328
Email: KIHIPPPROGRAM@ky.gov
KCHIP Website: <https://kidshealth.ky.gov/Pages/index.aspx>
Phone: 1-877-524-4718
Kentucky Medicaid Website: <https://chfs.ky.gov>

LOUISIANA – Medicaid

Website: www.medicaid.la.gov or www.ldh.la.gov/lahipp
Phone: 1-888-342-6207 (Medicaid hotline) or 1-855-618-5488 (LaHIPP)

MAINE – Medicaid

Website: <http://www.maine.gov/dhhs/ofi/public-assistance/index.html>
Phone: 1-800-442-6003
TTY: Maine relay 711

MASSACHUSETTS – Medicaid and CHIP

Website: <http://www.mass.gov/eohhs/gov/departments/masshealth/>
Phone: 1-800-862-4840

MINNESOTA – Medicaid

Website:
<https://mn.gov/dhs/people-we-serve/children-and-families/health-care/health-care-programs/programs-and-services/medical-assistance.jsp> [Under ELIGIBILITY tab, see “what if I have other health insurance?”]
Phone: 1-800-657-3739

MISSOURI – Medicaid

Website:
<http://www.dss.mo.gov/mhd/participants/pages/hipp.htm>
Phone: 573-751-2005

MONTANA – Medicaid

Website: <http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP>
Phone: 1-800-694-3084

NEBRASKA – Medicaid

Website: <http://www.ACCESSNebraska.ne.gov>
Phone: (855) 632-7633
Lincoln: (402) 473-7000
Omaha: (402) 595-1178

NEVADA – Medicaid

Medicaid Website: <http://dhcfp.nv.gov>
Medicaid Phone: 1-800-992-0900

NEW HAMPSHIRE – Medicaid

Website: <https://www.dhhs.nh.gov/oii/hipp.htm>
Phone: 603-271-5218
Toll free number for the HIPP program: 1-800-852-3345, ext 5218

NEW JERSEY – Medicaid and CHIP

Medicaid Website:
<http://www.state.nj.us/humanservices/dmahs/clients/medicaid/>
Medicaid Phone: 609-631-2392
CHIP Website: <http://www.njfamilycare.org/index.html>
CHIP Phone: 1-800-701-0710

NEW YORK – Medicaid

Medicaid Website:
<http://www.state.nj.us/humanservices/dmahs/clients/medicaid/>
Medicaid Phone: 609-631-2392
CHIP Website: <http://www.njfamilycare.org/index.html>
CHIP Phone: 1-800-701-0710

NEW YORK – Medicaid

Website: https://www.health.ny.gov/health_care/medicaid/
Phone: 1-800-541-2831

NORTH CAROLINA – Medicaid

Website: <https://dma.ncdhhs.gov/>
Phone: 919-855-4100

NORTH DAKOTA – Medicaid

Website: <http://www.nd.gov/dhs/services/medicalserv/medicaid/>
Phone: 1-844-854-4825

CHIP (continued)

OKLAHOMA – Medicaid and CHIP

Website: <http://www.insureoklahoma.org>
Phone: 1-888-365-3742

OREGON – Medicaid

Website: <http://healthcare.oregon.gov/Pages/index.aspx>
<http://www.oregonhealthcare.gov/index-es.html>
Phone: 1-800-699-9075

PENNSYLVANIA – Medicaid

Website: <https://www.dhs.pa.gov/providers/Providers/Pages/Medical/HIPP-Program.aspx>
Phone: 1-800-692-7462

RHODE ISLAND – Medicaid

Website: <http://www.eohhs.ri.gov/>
Phone: 1-855-697-4347, or 401-462-0311 (Direct Rite Share Line)

SOUTH DAKOTA – Medicaid

Website: <http://dss.sd.gov>
Phone: 1-888-828-0059

SOUTH CAROLINA – Medicaid

Website: <https://www.scdhhs.gov>
Phone: 1-888-549-0820

TEXAS – Medicaid

Website: <http://gethipptexas.com/>
Phone: 1-800-440-0493

UTAH – Medicaid and CHIP

Medicaid Website: <https://medicaid.utah.gov/>
CHIP Website: <http://health.utah.gov/chip>
Phone: 1-877-543-7669

VERMONT – Medicaid

Website: <http://www.greenmountaincare.org/>
Phone: 1-800-250-8427

VIRGINIA – Medicaid and CHIP

Website: <https://www.coverva.org/hipp/>
Medicaid Phone: 1-800-432-5924
CHIP Phone: 1-855-242-8282

WASHINGTON – Medicaid

Website: <https://www.hca.wa.gov/>
Phone: 1-800-562-3022

WEST VIRGINIA – Medicaid

Website: <http://mywvhipp.com/>
Toll-free phone: 1-855-MyWVHIPP (1-855-699-8447)

WISCONSIN – Medicaid and CHIP

Website: <https://www.dhs.wisconsin.gov/publications/p1/p10095.pdf>
Phone: 1-800-362-3002

WYOMING – Medicaid

Website: <https://wyequalitycare.acs-inc.com/>
Phone: 307-777-7531

To see if any other states have added a premium assistance program since January 31, 2020, or for more information on special enrollment rights, contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/agencies/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average approximately seven minutes per respondent. Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employee Benefits Security Administration, Office of Policy and Research, Attention: PRA Clearance Officer, 200 Constitution Avenue, N.W., Room N-5718, Washington, DC 20210 or email ebsa.opr@dol.gov and reference the OMB Control Number 1210-0137.

OMB Control Number 1210-0137 (expires 1/31/2023)

WELLNESS PROGRAM DISCLOSURE

Your health plan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all employees. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact Human Resources and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.



2021-2022 CONTRACT

Contract Number:

C-11173-770-22

462 Sturgeon Bay School District

Please note that staffing budgets are based on current projected needs and will change once the IEPs for 2021-22 school year are complete.

This contract between the Board of Control of Cooperative Educational Service Agency 7 (CESA 7), and the Local Education Agency (LEA)/School District.

Sturgeon Bay School District

1230 MICHIGAN ST
STURGEON BAY WI 54235-1498

CESA 7 has been authorized to provide services for valuable consideration to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational service agencies as provided in Chapter 116, Wis. Stats.

CESA 7 hereby agrees to provide services to be performed by legally qualified personnel. Information about each service to be performed is included in the "2021-2022 Contract and Shared Services" site. Services and estimated costs for services are listed below. Please check each box on the right if you plan on using federal dollars for a specific service.

<u>Project No.</u>	<u>Services for July 1, 2021 - June 30, 2022</u>	<u>Cost</u>	<u>check if using federal dollars</u>
001	CESA Administration - Matching Revenues	\$5,785.00	<input type="checkbox"/>
320B	Educational Audiology Services - Craig 6 days per Amy Craig's estimates on 03/03/21	\$4,632.00	<input type="checkbox"/>
609	English Learners Consortium - Title 3 Grant Allocation Managed by CESA 7		<input type="checkbox"/>
791	Professional Advisory Committee (PAC)	\$114.00	<input type="checkbox"/>
857	Career & Technical Education (CTE) Consortium Grant Allocation Managed by CESA 7		<input type="checkbox"/>
LRNG	Full Learning Services Partnership BASE + 12 Customized Days	\$12,240.00	<input type="checkbox"/>
Total Services		\$22,771.00	

CESA 7 agrees to forward federal and/or state funds which are due to the party of the second part as soon as possible after the receipt of said funds.

The LEA agrees to prepay costs in advance for services rendered for the fiscal year.

Some billings from CESA 7 will be based on estimated costs. If billing is based on estimated costs, the last billing shall reflect final cost of the services. Any overpayments or underpayments of salaries, benefits and related expenses will be refunded or billed within 90 days of the end of the fiscal year.

The LEA agrees to reimburse CESA 7 for its proportionate share of costs of the services provided under this contract including but without limitation because of enumeration, unemployment compensation, litigation expense, collective bargaining and monetary awards by courts and agencies as per Sec. 116.03(4).

Transportation of children, if any, will be furnished by each school district.



2021-2022 CONTRACT

Contract Number:

C-11173-770-22

462 **Sturgeon Bay School District**

Please note that staffing budgets are based on current projected needs and will change once the IEPs for 2021-22 school year are complete.

Unless the LEA gives written notice to CESA 7, no later than May 1, 2022 that this contract is not to be renewed as to one or more of the above listed services, CESA 7 shall have the option to renew the LEA's current contract for the following school year.

School District Authorized Representative

Date signed

CESA #7 Board of Control President

Date signed

2021-2022 Board of Education Planning Calendar The School District of Sturgeon Bay

Updated 4/26/2021

July 2021	August 2021	September 2021
<p>Board Meeting 7-21 at __ P.M. <i>Location: City Council Chambers</i></p>	<p>Budget Meeting 8-18 at 6 PM With Board Meeting at 7 PM</p> <p>New teacher breakfast on Tues, 8-17 at 7:30 A.M. @ Scaturio's</p> <p>All-staff breakfast on Wed, 8-25 at 7:30 A.M. @ MS/HS cafeteria</p> <p>New Teachers in Aug. 17-19 Regular In-service Aug. 24 –26; 31</p>	<p><i>School Begins Wed., Sept. 1</i></p> <p>Board Meeting 9-1, 9-15 Employee Recognition</p> <p>*Work group 9-22 and/or 9-29</p>
October 2021	November 2021	December 2021
<p>Budget Hearing; Approve final budget; Certify tax levy <i>WASB Region 3 Mtg. in Green Bay (tbd)</i> <i>Aide certification on Oct. 15</i> Board Meeting 10-6,**10-20 <i>**Note: Start w/ session at 6:15 P.M.</i> Parent/Community Volunteers Recognition</p> <p>*Work group 10-13 and/or 10-27</p>	<p>Board Meeting 11-3, 11-17</p> <p>Student Recognition</p> <p>*Work group 11-10</p>	<p>Notice of School Board Election Terms expire April 2022: Chisholm, Hougaard, Stephani</p> <p>Board Meeting 12-1,12-15 Employee Recognition</p> <p>Holiday gathering (probably the 17th)</p> <p>*Work group 12-8 and/or 12-22 <i>Winter Break: Dec. 24 – Jan.2</i></p>
January 2022	February 2022	March 2022
<p>WASB Convention – Milwaukee January 19-21, 2022</p> <p>Operational referendum resolution Probationary Teacher Reports District Administrator Evaluation</p> <p>Board Meeting 1-5, 1-12 Parent/Community Volunteers Recognition</p>	<p><i>Primary Election (?)</i> Administrative Contract Renewal District Administrator Evaluation Daylong Board Retreat & Goal Setting on 2-2 (Wednesday)</p> <p>Board Meeting 2-16 Student Recognition</p>	<p>Board Meeting 3-2, *3-16 Employee Recognition</p> <p>*Informal reception at 6:30 P.M. for retirees & 25-years of service</p> <p><i>Spring Break: March 19 – 27</i></p>
April 2022	May 2022	June 2022
<p>Election Day - April 5 Referendum & School Board</p> <p>Hervey Hauser Award recipient consideration New Terms of Office Begin April 25, 2022 Teacher Contract Renewal</p> <p>Board Meeting 4-6, 4-20 Parent/Community Volunteers Recognition</p>	<p>Board Reorganizational Meeting Non-teacher compensation</p> <p><i>Board of Education Self Eval. (?)</i></p> <p>Board Meeting 5-4, 5-18 Student Recognition</p>	<p>High School Graduation May 28 or 29, 2022 TBD</p> <p><i>School Ends June 3</i></p> <p>Board Meeting *6-1 (?), 6-15 <i>*Learning session only if needed</i></p>

Regular Board meetings start at 7:00 P.M. (Typically, the third Wednesday of the month--year round.)

Board learning sessions start at 5:00 P.M. (Typically, the first Wednesday of the month--school year.)

*With the Operational Referendum & Post-employment benefit project as high priorities, I added seven “work group” sessions/placeholders for some Wednesdays in September – December. As in the past, we can change placeholders and/or add work sessions as the Board feels is appropriate.

MEMO

To: Board of Education
From: Bob Nickel
Date: May 4, 2021
Re: May 2021 Principal's Report

Teaching and Learning

Testing. We are nearing the end of state-mandated testing for the 2020-21 school year. There were several families that did not respond to requests to have their students report to the building for testing, and several families opted their students out of testing. Therefore, we will not have 100 percent participation on this year's ACT, Forward, and Aspire tests.

Scheduling. Scheduling for the 2021-22 school year continues. As of the date of this report, no families have opted for the asynchronous remote learner plan.

Commencement ceremony update. As was previously reported, we will have a modified in-person Senior Night on Thursday, May 27. The modified in-person commencement ceremony is scheduled for Saturday, May 29, at 10:00 a.m. Fifty members of the Class of 2021 were interested in the boat parade, so we will move forward with that plan. The parade is scheduled to launch from Madelyn Marina at 11:15 a.m. on Saturday, May 29. Special thanks to Matt Propsom for coordinating the event on the school side and all of the community reps playing a role in making this event happen.

Community Engagement

Nothing to report for this month.

Finance / Facilities and Operations

Biweekly meetings with Miron and EUA. Biweekly meetings continue. Some work has begun in the high school building, and trailers have been parked in the back lot. Most of the discussion during these meetings still relates to work at Sawyer. There are plans in place to move teachers and staff out of the building shortly after the end of this school year.

Upcoming Events

Here is a list of upcoming events:

Senior Awards Ceremony	Thursday, May 27 – 6:30 p.m.
Teacher In-Service / No Classes	Friday, May 28
High School Commencement Ceremony	Saturday, May 29 – 10:00 a.m.
Memorial Day / No Classes	Monday, May 31
Quarter 4 / Semester 2 Exams	Thursday, June 3, and Friday, June 4

May 2021 TJ Walker Board Report

Important Updates:

- The last day to give the Forward Test is May 14. Our students were still testing up until last week. Note: six middle school students opted out this year. Usually, we have one or two students opt out.
- 4 Middle School students took the DLM test.
- ACCESS Testing wraps up May 21. We have 31 students taking the test. Five students were remote and unable to test. This year, Wisconsin received an exemption and we were not required to test remote students and it will not count against us.
- STAR Testing begins May 10 and is expected to close May 21.

Teaching and Learning

- PreK- 8 PLTW Presentation - [link](#)
- We are reviewing our current schedule and looking to make changes for the 2022-2023 school year.
- 2021-2022 Tentative 6-8 Grade Math Intervention student numbers
 - Gr. 6 - 18 students below the 40%
 - Gr. 7 - 21 students below the 40%
 - Gr. 8 - 221 students below the 40%
- 2021-2022 Reading Intervention numbers for students in grades 6-8 are as follow:
 - 45 regular education students and 28 special education students

2019/2020-2020/2021 April Attendance Comparison

Grade Level	Apr 2020 Average Daily Attendance	Apr 2020 Average Daily Attendance %	Yearly Attendance Rate as of 4/30/20	Apr. 2021 Average Daily Attendance	Apr. 2021 Average Daily Attendance %	Yearly Attendance Rate as of 4/30/21
6	75.00	100	96.20	76.59	96.95	96.89
7	88.52	98.88	95.02	64.11	96.40	96.56
8	99.00	100	96.09	86.57	95.13	94.95
Total	-	-	95.77%	-	-	96.13%

2020-2021 Truancy

Semester 2 - 12 students identified. 3 students are new to the Truancy list.

April COVID

Semester 2 2021	Student Quarantine Ave. per Week	Student Remote Learner Ave per Week
January 18 - February 12	9.05 Students	58.45 Students
April 12 to May 7	6.85 Students	33.95 Students
Total	Down 2.02 Students on Average per Week	Down 24.5 Students on Average per Week

To: Board of Education
From: Brian O’Handley, Principal, Sunrise Elementary School
Date: May 7th, 2021
Re: May Report to the Board



Teaching and Learning

Spring Testing Updates

Forward Exam testing at Sunrise is almost complete. School counselor Gary Grahl will complete make-up testing for absent students in time for the end of the testing window on May 14th. For new members of the Board, [please click here for information about the Forward Exam](#) and other assessments schools are required to complete. Forward Exam test results will be shared with the Board when they become available.

The spring round of STAR testing has begun. For new Board members, the STAR assessment is a universal screening tool that our staff uses to measure student growth and to identify students in need of additional academic supports. [Click here for Renaissance Learning’s parent information page for this assessment](#). Individual student results will be shared with families with end of the year progress reports. STAR assessment results will also be shared with the Board when they become available.

5th Grade Band Instrument Fittings

4th grade students interested in participating in next year’s 5th grade band program were recently fitted for new instruments. Thank you to members of our district’s music department for helping students find instruments to play, and informing parents about the Sunrise Elementary band program. Students will begin attending band lessons this summer.

Planning for 2021/2022

Meetings have been held with Sunrise teachers, associates and grade level teams to review the 2020/2021 school year, and to continue planning for 2021/2022 ([click here for a presentation shared with staff during the May building-wide staff meeting](#)). The following is a partial list of the planning and preparation currently underway at Sunrise:

- Preparing for the complete emptying of all spaces in the office/3rd/4th grade wing in preparation for the summer’s remodeling. This work needs to be completed by June 10th.
- Preparing other spaces in the building for other remodeling work taking place this summer.
- Finalizing staffing and room assignments for 2021/2022.
- Preparing for any updates of our district’s COVID-19 mitigation plan, including building-wide and classroom routines, procedures and protocols.
- Finalizing drafts of building-wide schedules (lunch and recess schedules, for example) for both regular operations and COVID-19 operations.
- Finalizing members of a new Sunrise learning team. This team will help lead planning, data analysis and goal-setting specific to Sunrise. This is a change from an elementary-wide learning team, which was made possible by having a full-time administrator assigned to each elementary

campus. A Sunrise learning team will be able to focus its work on the specific needs of this building, and will be an important part of our school's growth in the years to come.

- Continuing planning for the implementation of a co-teaching model between special education and language arts teachers. Implementing co-teaching is one part of improving literacy instruction and student support as part of our district's literacy initiative.
- Finalizing grade-level and building-wide schedules that return opportunities for collaboration and community that were put on hold due to COVID-19. These opportunities will include more time for grade level teachers to collaborate daily, a return to monthly in-person building-wide staff meetings for teachers and associates, and reopening the staff lunchroom.

Sunrise Elementary Attendance Data - 2020/2021

The following are monthly attendance averages for Sunrise Elementary:

- September: 94.62%
- October: 90.63%
- November: 89%
- December: 90.44%
- January: 98.42%
- February: 93.17%
- March: 91.56%
- April: 92.09%
- Average attendance for 2020/2021: 92.62%
- For comparison, average attendance for 2018/2019: 94.6%

Community Engagement

PTO Teacher Appreciation Week Gift Cards

The final Sturgeon Bay Parent Teacher Organization (PTO) meeting of the school year takes place Tuesday, May 11th. Once again this will be a virtual only event.

Sunrise staff greatly appreciated the gift cards donated by the PTO during this year's Teacher Appreciation Week. Sunrise staff are also thankful for the financial support they provide through various grants to support a wide range of activities, events, and supplies during the year.

Finance, Facilities and Operations

COVID-19 Data Update

Below are Sunrise Elementary COVID-19 data summaries for March and April:

March Data		April Data	
Confirmed Student Cases	4	Confirmed Student Cases	0
Confirmed Staff Cases	1	Confirmed Staff Cases	0
Average Daily Number of Students Quarantined	15	Average Daily Number of Students Quarantined	16
Average Daily Number of Teachers Quarantined	1	Average Daily Number of Teachers Quarantined	1
Average Daily Number of Students Learning Remotely	28	Average Daily Number of Students Learning Remotely	25
Average Daily Number of Substitute Teachers	1	Average Daily Number of Substitute Teachers	1
Percentage of Days Sunrise Staff Acted as Substitutes	65%	Percentage of Days Sunrise Staff Acted as Substitutes	100%

Hiring Update

The finalist for the Sawyer and Sunrise art teacher position for 2021/2022 is Megan Jain. Megan will be graduating from the University of Wisconsin - Madison with a degree in both fine arts and arts education. Please refer to Ms. Jain's Board hiring recommendation for more information. For new members of the Board, this opening is due to the resignation of art teacher Katie Baeten.

Playground Update Project Update

While planning continues and work begins for remodeling the Sunrise building, a team of parents and staff continue planning for the replacement of playground equipment on the Sunrise playground. The team is finalizing the selection of playground equipment and surfaces, and will then move on to funding this work.

The next stage for updating the Sunrise campus will be a plan for replanting trees that were removed a few years ago, many because of disease. Replanting work has been on hold so it does not interfere with this summer's remodeling work. As with the playground project, a team will create plans for plantings that will help support instruction and protect and beautify the Sunrise campus.

Upcoming Events

- 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
- Thursday, June 10th - Sunrise closed for remodeling
- Monday, July 26th - Sunrise virtual summer school scheduled to begin
- Monday, August 16th - Expected building reopening day for Sunrise
- Tuesday, August 17th - New teacher in-service week begins
- Thursday, August 19th - Sunrise virtual summer school scheduled to end

Board of Education Report

May, 2021

Ann Smejkal, Ph.D.

Sunset and Sawyer School Principal

Director of Teaching and Learning



Sunset and Sawyer Schools

- Transition activities continue to happen with staff. We held a Sawyer School visit on Friday, April 30. Sawyer Staff served as tour guides and everyone enjoyed getting together and talking about next year. The transition team will meet on Thursday, May 6 to continue our discussions and share more information.
- Staff have begun discussing how we can safely do some end of the year activities like local field trips and maybe a last day ice cream.
- A time capsule has been created and sealed into a wall in the new addition. Each grade level contributed and I put in a mask, a letter about current events, and some newspaper clippings from when the original SS building was built.

Office of Teaching and Learning.

- Literacy planning continues. All school staff will take the literacy survey on the morning of the May 28th inservice. Discussions with Dr. Nell continue as we plan out the professional development and her visitation days for next year.
- Teachers continue to work on completing their Unit Planning Templates. This is our district way to comply with the state mandate that we document our curriculum. Our curriculum website will be updated in fall as new staff review their instructional goals and continuing staff look to make updates.

Community Engagement

- We are beginning to think about how Back to School Night planning will go for next Fall. Mr. O'Handly and I will share with Mrs. DeVillers when she arrives.
- Response to my parent survey has been very positive. Parents have appreciated ongoing information and Covid updates.

Finance/ Facilities and Operations

- We have finalized furniture decisions for the new 4K classrooms and multi-purpose room for next Fall.
- We continue staff discussions around packing and preparing for the big move. Staff are being creative in how they are working together at Sawyer to begin some of the innerschool moves.
- I am preparing parent communication to be sure our parents are well informed about upcoming building closures for summer and school opening details

MEMO

To: Board of Education

From: Lindsay Ferry

Date: May 3, 2021

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

Teaching and Learning:

Special Education:

The Sturgeon Bay Special Education team has been working to finish district and state assessments. In addition to conducting assessments on the assigned days, our teachers have the responsibility to conduct all of the make-up assessments that may have been missed throughout the open window. In addition, teachers are continuing to complete any IEP or evaluations for the school year.

Looking forward, our staff is organizing plans for next school year. Tasks that are being monitored are:

- Sawyer LEAP program
- TA Assignments
- Student Caseloads
- Scheduling
- Sunrise/Middle School Sensory Room
- July/August Evaluations

Counseling Team:

Sunset/Sawyer School Counselor Report: Karlie Martens

Over the last month, the pupil service team has been busy. Karlie Martens was a key member in hiring the new Sawyer principal. In addition to that hire, Karlie has also participated in the interview process of a related arts teacher. This particular hire is particularly interested in social justice. Karlie has already reached out to the new employee to schedule time over the summer to meet and discuss potential initiatives for next school year.

Karlie continues to offer classroom guidance to grades Kindergarten through second grade. Karlie has also seen an increase in the amount of students requiring one-on-one support each school day. She works with the teaching staff to help counsel, meet individual goals, communicate with parents, and create plans that support student development.

Sunrise Elementary: Garly Grahl

- Forward Exam completion - currently working on make-ups for those absent
- Lots of one-on-one/small group counseling
- Parent meetings and follow through for students on our Student Study Team case load
- Check In/Check Out updates on students

TJ Walker Middle School: Morgan Kiedrowski

- Forward testing SAC duties for grades 6-8
- Test anxiety guidance lesson with 7th grade before Forward testing
- Cyber safety, Cyber bullying and Goal setting guidance lessons with 6th grade
- High school scheduling for incoming freshmen class

Sturgeon Bay High School: Jennifer O'Handley

- Completed drafts of around 300 schedules for 2021-22. Schedules will be shared with students and families-which will then result in changes and adjustments.
- Preparing for AP exams. We have 61 student enrollments in AP courses this year. Of those 61 enrollments, 37 students are taking 54 exams over the next few weeks. BayView Lutheran Church will be my "home away from home" for the next 2 weeks as they have generously offered to host all of our exams in their fellowship hall.
- I participated in a training series on the Impact of Marijuana. It was very informative and certainly brought up some points that I had not considered before in the legalization debate.
- Scholarships and awards night work-- This is heavy scholarship time, so this means posting scholarships, reminding students of upcoming deadlines, collecting applications, answering student scholarship questions, organizing our scholarship committee and facilitating scholarship decisions, communicating with scholarship donors and foundations and now organizing the senior awards night.

Employment Updates:

- Scheduling Interviews for the following Positions:
 - 2 High School Special Education Teachers
 - 1 Middle School Special Education Teacher
 - 1 Speech and Language Pathologist

Community Engagement/Programming: Recent and Upcoming meetings include the following:

- MS/HS Scheduling: May 10
- CPI/Nonviolent Crisis Intervention: May 11
- DCMC Advisory Board: May 12
- OT/Sensory Support Programming: May 19
- Door County CCR: Equity, Diversity, Inclusion: May 25

May (5/6/21)
195
38
12
29
28
29
32
3
0
1
23
34
33
10
8
5
0
0
3
5
0
5
0
2
1
1
0
0
32

MEMO

To: Board of Education

From: Amy Sterckx

Date: May 19, 2021

Re: May 2021 Director of Technology Report

Teaching and Learning

Front of Classroom Display Refresh - Thank you for approving purchase of interactive flat panels at this past board meeting. Since our meeting, I've been able to secure funds from Cellcom (\$500) and Quantum PC (\$2,000). We are also awaiting a word for another local grant opportunity. Staff have shared their excitement of this purchase.

Student Tech Captains - I know I tell you often about our student tech captains but for our new members, I would like to showcase this team again. Our student tech captains are students that are interested in technology. They meet with me 1-2 times a week and are learning the many different roles of the department of technology. So far this year, these students have built PCs for our Libraries, repaired student chromebooks, unboxed new devices, and inventoried devices. These three 8th grade students are preparing to showcase their work to the HS Leadership Council in hopes of turning this program into an independent study program in their high school career. For our new members, please take a quick 5 minutes to view this [Ignite session](#) shared at a national level. The Tech Captains have also been celebrated by [Let's Go Door County](#).

I'd like to share with you a huge win out of this team. At the beginning of the school year, one student in particular was very quiet, speaking very few words to the group during our time together. Recently, this student began emailing me asking to come in during her study hall when she doesn't have any other work to do. Not only is this helping the department in repairing devices, but she is really opening up and growing as a person. To see her confidence expand to the point where she is prepared to speak in front of other adults to advocate for herself is a HUGE win! I could not be more proud.

Community Engagement

University of White Water Collaboration - During second semester, I was afforded the opportunity to work with 5 students out of UWW. Meeting with these students weekly, I tasked them to prepare a Cyber Security Training Toolkit for our district. This very knowledgeable group not only prepared a training toolkit but they also drafted messages to share with staff via the Department's weekly Tech 2 Teaching publications. I plan to share this information further with you toward the beginning of the school year. In the meantime, below you will find an image of the group.



Finance / Facilities and Operations

Closing Out the School Year - It seems like just yesterday that I was standing in front of you for the first time at the August learning session. I have to admit, I was quite nervous as my knowledge of interactions with the Board of Education in Green Bay is quite different than it is here in Sturgeon Bay. It's hard to believe the school year is almost over. At this time, Technology is working hard to not only prepare to wrap up the school year but also ramp up for summer work and even fall work. To close the school year, our big tasks include preparing for collection of student devices and the roll over of user accounts from one school year to the next. A lot of our time has also been spent preparing for summer tasks. We are working diligently to ensure staff who work in the summer will have access to all needed equipment and files accessed via technology. We are also working very closely with our contractors to ensure proper installation and set up of new equipment being added to our district. Although the amount of work makes one a bit nervous, I am excited for the possibilities that this will bring for our teachers and students in the upcoming 21-22 school year and beyond.

Employment Opportunities

Technical Support Specialists - The Department of Technology received 8 applications for the Technical Support Specialists position. Applicants came to us from Milwaukee, Sheboygan, Peshtigo, and locally here in Sturgeon Bay. Of the 8 applicants, 6 were chosen for an interview. Interviews ran smoothly and ultimately I am prepared to offer the position to our chosen candidate when he returns to the country. As a reminder this position will assist the Network Support Specialist to maintain, analyze, troubleshoot, and repair district issued devices, displays and other computer peripherals. Working with our Student Tech Captains, this person will work within our ticketing system to support our teachers and students daily use of technology. The goal is to have this candidate approved at the May 19th Board meeting.



PORTIONING AND PACKING MEALS FOR HOME DELIVERIES

Just over 1000 meals will have been delivered to student homes Feb-May

May 2021 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

Financial Shortfalls and New Opportunities

This past fall I reported on the expected financial shortfall within food service. This was primarily due to students not being present at school to eat school meals. Fund 50, the food service fund, is supported by each school meal eaten. Fund 50 is used to support food service staff salaries, food, equipment and supplies. Thus the integrity of the program relies on students eating school meals. When compared to last school year, the overall decrease in meal participation resulted in a loss of \$565/day, loss of high/middle school ala carte purchases \$375/day and due to Head Start not operating, the lack of catered meals for this program, resulting in \$150 loss/day). Knowing that upcoming winter months were operationally going to remain the same, we began several efforts to create additional program revenue. We began delivering meals to virtual learning students/family homes (+\$160/day). We had "extra" time on early release Friday's, so we targeted school staff and began a selling soup for the weekend every Friday (+\$50/day). Head Start began in session learning in March (+\$133/day). High school students were offered breakfast throughout the day when they were in HS Commons study halls (+\$90/day). New items in high school ala carte line such as lemonade squeeze bars (+\$100/day). Homemade cookies decorated for staff special events, such as baby

showers, (picture above right) and retirement parties (\$120/month).



After spring break, school meal participation increased. When comparing November 2020 to March 2021, additional in school meal participation contributed to an increase of \$624/day. In November lunch meal participation was 9975 and 6182 breakfasts for a total reimbursement of \$49,681. In March 12,140 student lunches and 8280 student breakfasts were eaten for a total reimbursement of \$62,174. As we look ahead to the upcoming SY, meals will continue to be free of cost for families and we expect meals will be bagged or boxes for at least the start of the SY.

ALL children, regardless of household income, can now get **FREE MEALS** for the rest of the 2020-2021 school year.

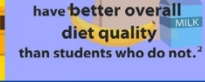
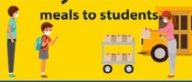
For more information, visit www.cdc.gov/healthyschools

Food insecurity has increased during the COVID-19 pandemic.

School meals are **nutritious¹** and can help reduce food insecurity.

Schools are using several ways to **safely distribute** meals to students.

Students who participate in school meal programs have **better overall diet quality** than students who do not.²



1. Green EC, Liu MH. Updated nutrition standards have significantly improved the nutritional quality of school lunches and breakfasts.

Schools are using several ways to safely distribute meals.

Regardless of your household income, your child can now have free and nutritious school breakfasts and lunches for the rest of the school year.



Community Engagement Board Report

May 2021

Presented by Jane Stephen

For those who are familiar with The Friends of Gibraltar (One of the oldest supporters of the Gibraltar school district, they raise 90% of their funds with their annual Hairpin 5K) I would like to move in that direction with this position. Ultimate goal would be to continually raise funds to support teachers, students as well as to sustain my position.

Mission Statement: **Friends of Sturgeon Bay Schools** supports Sturgeon Bay K-12 students and their teachers, by raising funds for special programming that is outside the regular school budget. With help from the community Sturgeon Bay students are provided many learning opportunities to enhance and expand their education while giving students exposure to many genres of activities and subjects.

Tagline: **Friends of Sturgeon Bay Schools**; a group established to support Sturgeon Bay Schools and their efforts to offer unique programming outside the regular school budget



Rock the Dock has been rescheduled for JUNE 4th, 2022!

Rock the Dock will be the first fundraising event to support The Friends of Sturgeon Bay Schools (FOSB). Proceeds for the event will be used to assist teachers and students with the many “extra activities and cultural experiences” available to amplify their learning experiences. These extra activities (field trips, guest speakers, etc.) can cost more than what is budgeted for the school year. FOSB would like to be able to provide financial support for Sturgeon Bay teachers.

“Rock the Dock” at the **Sturgeon Bay Yacht Club, 3pm-8pm.**

- June 4, 2022
- Looking to book Modern Day Drifters and The Coves, we do have Adam Haste Band on hold as a back up
- \$2200.00 in sponsorship so far, we will hold this for next year.
- Yacht Club fee: \$500 (**PAID anonymous donor**)
- Emcee: Mike Stefani (need to confirm?)
- Food: buffet (donations from Econo?) Looking at Chicken sandwiches, hot dogs, mac and cheese, salad options
- Tech Department to build/design yard games (Corn Hole, Yard dice, bowling...etc.) for the event that we can auction at the end
- Secured a Weber Grill for a silent auction item, looking for sporting event tickets, overnight stays, boat ride...etc. Would like to have at least 5 silent auction items.
- Working on raffle baskets: I have collected from Spot/Space, Husby's, One Barrel Brewery, Main Street Market, The Fireside/Big Easy Restaurant...would like to have at least 20 baskets.

Waseda Farms: I applied to the Waseda Farms “Skip the Bag Program”. Depending on the time of year they give anywhere from \$500-\$1000. I have changed the application (two times now because of Covid) for us to be chosen during the summer months...waiting to see what month.

Tech Ed Equipment: This winter I’ve been working with Brian Pahl on a Tech Ed Campaign to raise over \$100,000.00 for equipment needs. We started with letters to 30 local businesses, as well as a press release, resulting in \$20,000.00 We submitted two local grants as well as one to Door County Community Foundation. One local grant was awarded \$40,000.00 for the first submission. Second submission was this month, waiting to see if we are awarded another \$40,000. DCCF granted us \$2,000. One of the wonderful outcomes of this campaign is that we are building relationships with these local businesses and almost everyone we spoke with would like to get more involved with the Tech Ed team (guest speakers, tours) once Covid restrictions are not in place.

The Pulse/Newsletter Spoke with David at The Pulse re: inquiring about having our district newsletter inserted in The Pulse/printing and layout costs. The Pulse currently handles the design/layout, printing and mailing of both Sevastopol and Gibraltar newsletters. They also started to include an insert of their newsletters in The Pulse. They can do the same for us for \$1950. This would be a larger piece (allowing for more content) and it would be mailed to all Door County residents, currently only going to SB residents.

Fishing Club: Wacky Walleye Guide Service (Dale Stroschein) would like to get a competition with other clubs (schools) he sponsors moving forward this year. We will work with Mr. Schartner...

ADRC: Working with the ADRC to set up a calendar with their needs for cards for seniors. Will then work with staff to set up these requests.

Elem playground: Researching grants for the Elementary playground needs...



School District of Sturgeon Bay

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Sturgeon Bay, Wisconsin 54235-1498

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Dan Tjernagel
Superintendent

dtjernagel@sturbay.k12.wi.us

May 19, 2021 Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Prepared for the meeting packet on May 11, 2021; Additional updates may be added later in section 4

1. Teaching & Learning

- a. **Teacher & Staff Appreciation** – Even more fitting than usual, one could argue, is that Teacher & Staff Appreciation Week falls at the start of May. No matter how many times we've have said, types, or shared it this year, we cannot say "thank you" enough to our staff who have pushed through the uncertainty, anxiety, and more to continue working with our students to support in-person learning, as well as virtual learning. Thank you, everyone!
- b. **"Flexible Fridays"** – We are now in our seventh month of the early release system in place on Fridays as we navigate the 2020-2021 school year only. While I haven't fielded many questions, I know some staff members, parents, and board members have asked about next year. We will be returning to five full days per typical week for the 2021-2022 school year.

Before the usual review of Friday activities for this year, it may be worth a few potential thoughts for the future so here we go. In addition to navigating the challenging year increased workload, and "dual duties" for many teachers between teaching in-person and virtual/remote students on the same day, it did pave the way to the possibility of some sort of occasional early release or late start system in the future. It is too early to lock in on any sort of specific "plan" since other things are priorities right now, but from talking with the Admin Team a bit, I currently believe it would be wise to have the following items (and likely some more) in place before looking at something similar again in the future:

- The need should be clearly articulated. For example, if we get to a point that regular school-level/team-level/PLC meetings are effective yet don't allow for enough of the prioritized "work" needed to support students and enough time for related professional development we should want to address that.
- Support for families. In addition to the academic nature of the work conducted during a potential late start or early release someday, I think it would be wise to have programming available through community partners such as the YMCA, Boys & Girls Club, Big Brothers and Big Sisters, and/or district support staff members so that parents who have to work would not have pick up or drop off their student(s) at a time other than the usual drop-off or pick-up times.
- How often something like this would occur should align with the two items above. If I were asked right now what it could look like in the future, I would say that once a month in addition to the current end-of-the-quarter system would be a logical starting point based on systems I have experienced. Some districts have a once-per-week approach but I believe that is something that takes time to build—and

from firsthand experience I can tell you as an administrator that this takes more time to properly plan and support than what many might realize. Days of the week vary from Monday to Wednesday to Friday from the systems I have seen, and some use a late start while others prefer an early release.

To be clear, there are no plans for next year or a future year currently in process, but it is important to think well in advance and help others do the same at times.

As a quick review and to wrap this up for now, 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 and keep our schools open.

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

As our various stakeholders probably know, I like to plan well in advance and communicate accordingly. I was hopeful that a communication could go out to staff and families in late May with details what next fall would and would not look like when it comes to certain topics I addressed in my report last month.

As the Board knows, I took those more challenging topics and further fleshed them out further this month, then shared that information with the team, Board, and then our medical advisor as requested. While I cannot know for certain what things will look like next fall (18 months into this pandemic impact on schools), I do feel that a number of things are actually pretty clear, plus we have the context of what the past two years have looked like as points of reference, which should make many things easier.

Our district medical advisor and I have spoken as recently as May 11 (as I finalized my report to submit it for the meeting packet). The current game plan is to get through the end of the current school year, have the Admin Team and schools continue to plan for the various scenarios, and then have more Board-level discussion over the summer. Specifically, we will plan to have the Board and our medical advisor continue the conversation in the June school board meeting to touch on any developments and the overall trajectory, as well as the key topics people are naturally wondering about.

2. **Community Engagement**

- a. **DCEDC Board** - The monthly DCEDC Board meeting is Monday, May 17. 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, May 13. I plan to miss this meeting due to my daughter’s track meet at Southern Door. There are only two track meets and I had to miss the previous meet at Gibraltar (since I was helping emcee the Golden Hearts event).
- 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.

Additionally, communication with our health partners and other districts has happened throughout the past year. Some of these communications have picked up in duration and intensity again recently as we are trying to be in position to communicate with stakeholders in the days ahead.

- d. **Golden Hearts Volunteer Awards** – On the evening of May 6, Pam Seiler and I co-emceed the annual Golden Hearts event. Pam and I have done this several times before. The event was limited to the nominees/nominee representatives and a variety of event volunteers rather than the large banquet-type event at Stone Harbor. The event was held in the SBHS auditorium and was also live streamed on Facebook. It was great to hear about the wonderful nominees and how their work certainly makes Door County such a wonderful place to live and work.

Here are the award categories:

- Environmental Stewardship
- Youth Volunteer
- Group Volunteers of the Year
- Adult Volunteer of the Year
- Karl May Lifetime of Service
- Special category: Essential Workers of the Year
- Special category: Healthcare Workers of the Year

3. Finance, Facilities, & Operations

- a. **Capital Project Update** –Regular construction-related meetings with the Miron and EUA teams occur every other Tuesday morning, with additional special meetings in between.
- b. **Superintendent meetings** – The weekly Thursday morning meetings for some of the superintendents in Door and Kewaunee Counties continue. Additionally, our monthly CESA 7 superintendent meeting was held on Friday, May 7.
- c. **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.

- d. **Compensation related items** – The annual compensation review meeting was held April 15 as previously shared. In addition to reviewing particular items and discussing timely topics, it was clear that completing the post-employment benefit project is important so that appropriate language in Appendix G of the Professional Staff Salary & Supplemental Pay Guide can be updated.

While I typically do not like having the June learning session since it falls the last week of school when most of our team has other things they need to focus on, the Board, Jake, and I plan to meet to talk about the post-employment benefit process as well as updating the operational referendum process for next year.

Jake and I have talked again about bringing in another entity or consultant since things sputtered so much with our previous consultant and the post-employment benefit process. Jake had two entities in mind he was going to reach out to so the June 2 learning session is worthwhile and so this can move forward. I do have about five pages of notes and a draft agenda for June 2 ready to go so far.

4. **Additional Items and/or Updates** *(added after I submitted my report for the Board packet)*