

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, May 18, 2022
REVISED May 12, 2022

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 hearing. There may be a time for public comment 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

STUDENT COUNCIL REPORT

Student Council President Elden Antonio will introduce the Board to the incoming President as well as share updates with the Board and public.

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

Additional 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 know that comments may be limited to three minutes at the discretion of the Board President.

RECOGNITION:

1. Student Recognition
 - a. Middle School students being recognized are Noah Pytieski, Hannah Kiekhaefer, Megan Selle, Kemal Wienke, Faith Lemke, Kadence Patza, Sophia Sternard, Zone Wienke, Gillian Forest.
2. Brief recess to congratulate the honorees

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 20, 2022
 - b. Special Meeting of May 4, 2022
 - c. Learning Session of May 4, 2022
2. Approve April bills
3. Accept grants and donations
4. Approve resignations and retirements
5. Approve Sturgeon Bay High School WIAA Membership Renewal

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. First reading of Professional Handbook & Salary and Supplemental Pay guide
3. First reading of Support Staff Handbook
4. Approve 2022-2023 Health Insurance Plans
5. Approve 2022-2023 Dental Insurance Plan
6. Approve High School Boys Basketball Coach
7. Approve Middle School/High School Choir Teacher
8. Approve 2022-2023 Compensation for Returning Non-teacher Employees
9. Approve 2022-2023 CESA 7 Service Contract
10. Approve Track and Tennis Court Resurfacing Project
11. Receive Draft of 2022-2023 Board meeting calendar (informational item)
12. Reports:
 - a. Legislative
 - b. CESA
 - c. Committee/Seminars
 - d. COVID-19
 - e. Administrative
 - i. High School
 - ii. Middle School
 - iii. Sunrise Elementary School
 - iv. Sawyer Elementary School
 - v. Teaching, Learning, & Technology
 - vi. Special Education/Pupil Services
 - vii. Business Manager
 - viii. Food Service
 - ix. Community Engagement
 - x. Other
 - f. Superintendent

13. Closed Session

- a. 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.
 - i. Consideration of non-teacher compensation not already covered through action earlier in the meeting
 1. Stipend Compensation
 2. Special Education Restructuring
 3. Business Office Restructuring

Action may take place in closed session on closed session's topics.

- b. Return to open session

14. Adjourn

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

To: Board of Education
From: Dan Tjernagel & Ann DeMeuse
Date: May 10, 2022
RE: Background Information for the May 18, 2022, Meeting

STUDENT COUNCIL REPORT

Student Council President Elden Antonio will introduce the Board to the incoming President as well as share updates with the Board and public.

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

Additional 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.

RECOGNITION:

1. Student Recognition
 - a. TJ Walker Middle School Students
2. Brief recess to congratulate the honorees

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 since then and would recommend doing so again for 2022-2023.

A motion to approve Nicolet Bank, Local Government Pooled Investment Fund and WI Investment Series Cooperatives as the official depositories for the 2022-2023 year is recommended.

4. **Authorization of Investment Powers** – Business Manager Jake Holtz has Investment Powers for the school district.

A motion to authorize Jake Holtz with the investment powers for the district is recommended.

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*. We realize the manner in which the public seeks information is changing. The *Peninsula Pulse* has also expanded its readership.

Governor Evers signed a bill in May of 2021 that removed the requirement that 50% of the newspaper's circulation must be paid in order to qualify to publish legal notices. With this change, we can now choose to utilize a different option.

A motion to approve the Peninsula Pulse as the Designated Official Newspaper for the district is recommended.

6. **Set Board Members' Salaries** - 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. Please note that we have not increased board member salary amounts since shifting to this approach.

- 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.

A motion to maintain the current pay structure (President - \$1,200, Vice-President - \$1,050 and all other Board members - \$840) as well as a stipend of \$100 per day for attendance at the annual January Education Convention in Milwaukee is recommended.

CONSENT AGENDA:

1. Approve Minutes

- a. Regular Meeting April 20, 2022
- b. Special Meeting of May 4, 2022
- c. Learning session of May 4, 2022

2. Approve April bills

3. **Approve Grants and Donations** – As of the preparation of the meeting packet, there are no grants and donations for the Board to formally accept at this time. *Note: The steering committee for the Robert H. Nickel Auditorium met recently and we would like to begin to publicly acknowledge those donations in June.*

Thank you to everyone involved in supporting our students and programs through grants and donations.

4. **Approve Resignations and Retirements:** JoAnne Hathaway is retiring from her position as a Teacher Associate at SBHS at the end of the current school year. Mackenzie Straub is resigning from her position as an elementary teacher at the end of the school year. Laura Hoffman is resigning from her position as a Teacher Associate at Sawyer Elementary. Michelle Vasen has resigned from her Special Education Teaching position effective immediately.

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. This is to ensure that our school is eligible for the 2022-23 WIAA tournament series as well as other membership benefits. The renewal should be emailed to us in early June. As a reminder, WIAA membership fees were eliminated in 2014.

A motion to approve the Consent Agenda items as presented 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. **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. Some technical corrections were made and references to policy numbers were updated in the handbook itself.

For this next school year, a lot of time and effort have gone into updating the salary ladder (approved in the April 20, 2022, Board meeting) and the post-employment benefit components (see Appendix G – Post-Employment). While we typically utilize a “track changes” approach, a combination of adjusting the order of some of the sections to make it flow better and

reworking the salary ladder and Appendix G made it so hard to follow we abandoned the track changes approach for this year.

One topic that has come up in various ways in the last year or two deals with mid-year retirements of teachers. Although there has been some discussion at the district office level, large group admin team level, and Board level, I don't feel there has been enough open dialogue about this yet to recommend a change to the Board. Although a number of valid concerns have been raised, and we all agree we want to do what is best for students, it would appear that additional discussion should occur and should also include teachers prior to a change coming before the Board for formal consideration—although such consideration could certainly occur a year from now.

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 15, 2022, regular Board meeting.

3. First reading of Support Staff Handbook

The Board reviews the handbook annually. There are no substantive changes recommended at this time, although some technical corrections were made and references to policy numbers were updated.

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 15, 2022, regular Board meeting.

4. Approve 2022-2023 Health Insurance Plans

There are no substantive changes for the district, board, or staff to navigate this year, aside from the 2.9% increase in cost. 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 and met with staff about this on May 11.

A motion to approve the health insurance plan offerings for 2022-2023 is recommended.

5. Approve 2022-2023 Dental Insurance Plan

Like Health Insurance, there are no substantive changes and one minor structure change, for the district, with our Dental Insurance. There is a 3.5% increase in premium cost. With that, however, preventive services, like cleanings and regular checkups, will no longer count against the deductible. The \$1,300 individual maximum deductible will remain the same. Jake Holtz can summarize pertinent points for us in the meeting as usual and met with staff about this on May 11.

A motion to approve the dental insurance plan offering for 2022-23 is recommended.

6. Approve High School Boys Basketball Coach

As of the preparation of the meeting packet, interviews had been scheduled for May 10. We are hopeful that there will be a recommendation from the interview team, Athletic Director Meikle, and Principal Nerby in time for Board action at the May 18 meeting.

A motion to approve a high school boys basketball coach is anticipated.

7. Approve Middle School/High School Choir Teacher

Ms. Avery Burns earned her bachelor's at the University of Wisconsin - Eau Claire back in December of 2021. She graduated with a Choral and General Music Degree with a 3.94 grade point average. She is licensed to teach Choral Music and General Music for students ages pre-Kindergarten to twelfth grade.

Avery is currently teaching tenor bass, SATB, and chamber at Kimberly High School. Prior to working at Kimberly High School, Avery taught middle and high school students at the Whitehall School District. The Kimberly Principal, Jacqueline DePeau, identified Avery's strengths as student centered, communicator, and a collaborator. "The very first day Avery was here she stood out. She takes a very active role in staff and department meetings. She is a true collaborator and is value-added for every team she is on." Ms. Boots, Kimberly High School Choir teacher, added, "Avery took over another person's class mid-year. Her energy and personality can build a program. She has the skills needed to do this."

Principal Nerby and Principal Smullen both recommend Avery Burns as the middle and high school choral teacher.

8. Approve 2022-2023 Compensation for Returning Non-teacher Employees

Last month, the Board approved returning teacher contracts, as well as the proposed salary ladder which granted compensation to teachers this spring through the adjusted ladder, and then for next year by moving up to the next rung on the ladder. Taking the two components into consideration (Spring of 2022 & the 2022-2023 school/fiscal year), teachers are receiving somewhere between a 3.45% and 5.9% increase.

This month, the Board will act on the 2022-2023 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 which we also talked through in the May 4, 2022, learning session as part of the preliminary budget approval preparation process.

- 3.0% - This option is .45% less than the lower end of the teacher increases referenced.
- 4.0% - This option is approximately halfway between the 3% referenced above and the figure referenced below.
- 4.7% - The other option prepared is just above the midpoint between the 3.45% and 5.9%. This also aligns with the 4.7% CPI figure districts such as Green Bay, Oshkosh, and Milwaukee among others provided for staff.

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

Percentage Increase:	<u>3.0%</u>	<u>4.0%</u>	<u>4.7%</u>
Salary Total	\$3,222,705.70	\$3,248,084.98	\$3,265,850.47
Total Increase	\$101,542.06	\$126,921.34	\$144,686.83
Difference vs. 3%	\$ na	\$25,379.28	\$43,144.77

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

9. Approve 2022-2023 CESA 7 Service Contract

This contract comes to you annually for review and approval. Members of the admin team have reviewed the projections and compared these with services provided in the past year. One significant change that was noted is the NWTC Learning for Independence cost increase from \$3200/student to \$5000/student. Other options are being considered for next year.

A motion to approve the 2022-2023 CESA 7 Service contract is recommended.

10. Approve Track and Tennis Court Resurface Project

Principal Nerby prepared a memo on behalf of SBHS and the maintenance department about resurfacing the track and tennis courts. The memo is included in the meeting packet.

Note that this maintenance project is separate from the information the Board and some community members have heard previously about master planning and potential comprehensive updates, perhaps in phases, for the property owned by the City and by the District regarding athletic fields, moving the track at some point, etc.

A motion to approve the track and tennis court resurfacing project as presented is recommended.

11. Receive Draft of 2022-2023 Board meeting calendar (informational item)

Since we just officially set the Board meeting day 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 2022-2023 school and fiscal year calendar into account.

For your review, I have made suggestions about what the 22-23 Board of Education calendar could look like. Here are just a few items to note:

- The regular October Board meeting when the Board formally approves the budget and sets the tax levy is scheduled for October 26 (the 4th Wednesday) because of the October 15 aide certification and desire to make sure all the important arrangements are not rushed and the Board meeting packet can include as much of this information as possible.

- With the important meeting on October 26, I have marked what would be the November 2 learning session with a question mark. Do we want to meet that night or cancel that meeting?
- The January Board meeting would be January 11, 2023, due to the Education Convention in Milwaukee being the following week. Unless it is a referendum year, we do not have a learning session in January.
- I have marked what would be the June learning session with the question mark. As I have noted in the past, I usually feel a learning session during the last week of school is not the best use of time for our administrative team members.

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

12. Reports

13. Closed Session

- a. 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.
 - i. Consideration of non-teacher compensation not already covered through action earlier in the meeting
 1. Stipend Compensation
 2. Special Education Restructuring
 3. Business Office Restructuring

Action may take place in closed session on closed session's topics.

- b. Return to open session

14. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, April 20, 2022

President Stephani called the regular meeting to order at 7:02 PM in the Sturgeon Bay High School IMC with a roll call vote. Present were Commissioners Stephani, Jennerjohn, Chisholm, Wood, Howard and Hougaard, Holland (remote, logged off at 7:47) & Kruse. Excused: None. Also present were Superintendent Tjernagel, J. Holtz, K. Nerby, L Ferry, M. Smullen, B. O’Handley, A. Smejkal, K DeVillers & A DeMeuse. The Pledge of Allegiance was recited.

Motion: Jennerjohn/Chisholm to adopt the agenda as presented noting the board will be going into closed session per S.S.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.

- i. Review of Staff Evaluations for Nomination of 2022 Hervey Hauser Award
- ii. ~~(Removed) Consideration of renewal or nonrenewal of teacher contracts and consideration of preliminary notice of nonrenewal, pursuant to Wis. Stats. Sec. 118.22(3)~~

Action may take place in closed session on closed session’s topics. Motion carried unanimously.

STUDENT COUNCIL REPRESENTATIVE REPORT –Elden Antonio reported that in the upcoming week there will be a boys’ volleyball tournament (since there is not a boys volleyball extracurricular option here). The Student Council is hopeful that the week can culminate with the winning class team playing a faculty team. Teacher appreciation is the following week and then Student Council elections. Elden hopes to bring the incoming council representative to the next meeting.

PUBLIC PARTICIPATION SECTION—also known as audience to visitors and delegations (as noted in Board Policy 0167.3 Public Participation at Board Meetings): Kailey Bell, student, 118 N 15th Drive.

RECOGNITION:

1. Pat Blizel was recognized with a WIAA service award for his years of service as the Sturgeon Bay Athletic Director as well as his years teaching and coaching at the district.
2. WASDA Bert Grover Child Advocacy Nomination Recognition: two groups were recognized.
 - a. Karlie Martens presented the Door County Partnership for Children and Families their certificate of recognition.
 - b. Lindsay Ferry presented the PATH certificate to members of the team led by Deb Doyle.
3. Board Member Service – Chad Hougaard

CONSENT AGENDA:

1. Approve Minutes

- a. Regular meeting of March 16, 2022
- b. Learning session meeting of April 6, 2022

2. Approve March Bills

A motion to approve the bills from last month will be recommended at the end of the Consent Agenda.

3. Accept Grants and Donations

The district received a grant towards Chromebooks for next year from Raibrook.

Thank you to everyone associated with providing this support to our district and young people.

- 4. Accept Resignations and Retirements** – Kaara McHugh has asked to be released from her one-year position with the district (in essence we are treating this as a resignation during the school year). Ben Olejniczak is resigning from his position as Middle and High School Choir Teacher at the end of the

current school year. Jenny O’Handley is resigning from her role as the Project 180 Co-Advisor at the end of the current school year. Darlene Swafford Peterson is retiring from her position in the kitchen.

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

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)

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

2. Filing of Oath of Office by Newly Elected Board Members – The Board of Canvassers met April 7, 2022. This is a required step that verifies election results. The group’s canvass of the results provided to the district did indeed match what was reported previously.

The new terms of office begin April 25, 2022 (the 4th Monday in April). Board Vice President Tina Jennerjohn administered the Oath of Office for for Beth Chisholm, Mike Stephani, and Jake Schulz. They will serve three-year terms expiring in April of 2025.

3. Appoint Delegate to the CESA 7 Annual Convention

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

A motion to appoint Beth Chisholm as our delegate representative to the CESA 7 annual convention. Motion carried unanimously.

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

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

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

This year, the Compensation Committee is meeting on Tuesday, April 12 in the Board conference room. I plan to share the notes from the review with the full Board, although am guessing they will not be included in the Board meeting packet due to the timing of the meeting. 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.

As the Board is aware, we have spent time on matters associated with professional staff compensation (the salary ladder and post-employment benefit approach) the past two learning sessions with the post-employment benefit piece getting a bit more attention in the May learning session.

5. Approve Updated Professional Staff Salary Ladder

As we have discussed the past two learning sessions, a way to update the salary ladder yet avoid past challenges we have navigated (example: proximity to base) has been proposed. The proposed ladder would move the current base of \$39,440 to \$40,000, apply the same percentage increases as listed on the current ladder, and would add several rungs to the top of the ladder.

Additionally, by acting on the updated ladder effective yet this year, we would award what is in essence “retroactive pay” to professional staff members prior to the end of the current school/fiscal year. This is a strategy that recognizes challenges of inflation and cost-of-living dynamics in a responsible way by basically breaking professional staff increases into the current fiscal year and also the next fiscal year. Furthermore, this addresses the challenge the Board discusses each year when it comes to sustainable changes to the salary ladder and compensation in general--all at a time when we recognize that the labor market is and will continue to be challenging for some time, so attracting and retaining quality staff members is critical.

Motion Hougaard/Alger to approve updated professional staff salary ladder as presented. Motion carried unanimously.

6. Approve Individual Teacher Contracts

The State of Wisconsin requires returning teacher contracts to be issued by May 15 of each year. As noted in the previous agenda item, the ladder is being adjusted plus teachers should progress to the next rung on the salary ladder.

Returning teachers are those teachers who are not retiring or resigning at the mid-year or end of the school year. 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. Additionally, as the Board has discussed in the past, a teacher on a plan of assistance does not move to the next rung on the salary ladder.

Motion Hougaard/Jennerjohn to approve individual teacher contracts for all returning teachers. Motion carried unanimously.

7. Approve Maintenance Department Staff Members

- a. Dennis Leist: Motion by Chisholm/Hougaard to approve Dennis Leist as second Shift Custodian in the maintenance department. Motion carried unanimously.
- b. Cole Massart: Motion by Hougaard/Wood to approve Cole Massart as a Building Maintenance Tech in the maintenance department. Motion carried unanimously.
- c. Keith Bloss: Motion by Wood/Hougaard to approve Keith Bloss as a Building Maintenance Tech in the maintenance department. Motion carried unanimously.

8. Approve Teaching Positions

- a. **Megan Mendez:** Director of Special Education and Pupil Services, Lindsay Ferry and Principal Katie DeVillers are pleased to recommend Megan Mendez for the special education teaching position at Sawyer Elementary for the 2022/23 school year. Megan has extensive experience working with students with Autism and will no doubt add to the already fantastic special education team at Sawyer.

Megan graduated with a Bachelor of Science from Florida State University with focus on Sociology and Education. Megan is in process to complete her masters degree in Special Education with emphasis on Autism Spectrum Disorders. Megan is looking forward to leaving the hot climate of Florida to experience her first winter in Door County. We have no doubt that her and her family will find a home with us in Sturgeon Bay.

Motion by Hougaard/Wood to approve Megan Mendez as a special education teacher beginning with the 2022-2023 year. Motion carried unanimously.

- b. **Dana Stephenson:** Director of Special Education and Pupil Services, Lindsay Ferry welcomes Dana Stephenson to the special education team as a special education teacher for the 2022/23 school year. Dana has an earned Bachelor's Degree in Early Childhood Education and is currently working toward her special education license. Dana has been an employee of the Sturgeon Bay School District for nearly five years working as a special education teaching associate.

Dana brings great patience, understanding, and acceptance to the special education team and we have no doubt she'll continue to make an immediate impact on children's lives next school year. We are excited to watch Dana continue her growth as an educator throughout the 2022/23 school year.

Motion by Chisholm/Jennerjohn to approve Dana Stephenson as a special education teacher beginning with the 2022-2023 school year. Motion carried unanimously.

- c. **Speech and Language Pathologist**

Interviews are scheduled. More information to follow.

- d. **Kelly Coles:** Principal Smullen recommends Mr. Kelly Coles for the one-year math position for the 2022-2023 year. Mr. Coles has taught the past two years for the Sturgeon Bay High School. He has a Master's of Science from MSOE and a MBA from Marquette. He has taught Pre-Algebra and Algebra. His passion is to teach middle school students and turned down an opportunity in the valley to stay in Sturgeon Bay. Kelly is an excellent fit to replace Mrs. Kruck who is on leave for one year.

Kelly's references refer to him as a great student communicator and someone who connects with his students. He takes pride in helping all students learn math despite their ability and connecting math to real life situations. His peers respect and enjoy working with him. He has a positive demeanor and is not afraid to put in extra time to help out. Parents and students appreciate how he goes out of his way to help them out.

We believe Kelly is an excellent fit because he understands our expectations, works well with our students, and is a positive staff member.

Motion by Hougaard/Alger to approve Kelly Coles as a one-year middle school math teacher. Motion carried unanimously.

9. **Approve 2022-2023 Youth Apprenticeship Services Agreement**

The Youth Apprenticeship Services Agreement and Affiliation Agreement are in the meeting packet. In a nutshell, Luxemburg-Casco has been a key driver with the Ahnapee Youth Apprenticeship Program Northeast Wisconsin Youth Apprenticeship (NEWYA) and its expansion in Kewaunee and Door Counties. The Door County Economic Development Corporation (DCEDC) has become a key partner and employs Lauren Baumann as the coordinator in Door County.

The Wisconsin Department of Workforce Development (DWD) has a grant program that supports youth apprenticeships. Approximately \$1,100 per student is awarded. First the dollars go to pay for the salary and benefits of the DCEDC employee/coordinator, then any remaining proceeds are distributed to the participating school districts based on the number of students participating. If you want additional

detail, you can consult the service agreement—I used the top of page one for the summary in this paragraph.

Motion by Wood/Hougaard to approve the 2022-2023 Youth Apprenticeship Service Agreement. Motion carried unanimously.

10. Approve Part Time Business Office Hire

The Business Office team is excited to recommend Jean Coogle as our new, part time Business Office Assistant. With almost 17 years of experience in a School Business Office at a nearby district, and a graduate of Sturgeon Bay High School, we are very fortunate to be able to add Jean's experience, personality, and character to the District Office team.

Motion by Hougaard/Wood to approve Jean Coogle as our new Part Time Business Office Assistant. Motion carried. Stephani abstained.

11. Approve Middle School Math Curriculum

Beginning in November, Principal Smullen and Jennifer Weber put together a team of math teachers from grades five through high school, including special education staff, to begin the Curriculum Review Process. This was the first team to pilot a three-phase process which was designed to begin with a collectively understood purpose, move to the development of shared vision and mission and research best practices in the field, and a review and study of the revised Wisconsin State Academic Standards. Within this first phase, a rubric was developed and used to review and score curriculum materials for three different programs. Ultimately, the team decided on Big Ideas, which is an updated edition of the current curriculum tool being used at the middle school. With Board approval, the team will move into Phases II and III which include goal setting and support through on-going, long term professional development, monitoring and a cycle of review and revision over time.

Motion by Jennerjohn/Hougaard to approve the middle school math curriculum as presented. Motion carried unanimously.

12. Approve CESA 8 Service Contract for 2022-2023

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

Motion by Wood/Alger to approve the CESA 8 services contract for 2022-2023. Motion carried unanimously.

13. School Safety Drill Summaries (informational item)

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

Included with the meeting packet are the reports from each building. While some aspects of our usual operations are obviously not the same this school year, school safety continues to be a priority, even as other aspects of the overall safety of students, families, and staff are considered.

14. Designation of official newspaper for the district (informational item this month)

We have had ongoing discussion about what would be the ideal “official newspaper” for the district to use. Governor Evers signed a bill last May that removed the requirement that 50% of the newspaper’s circulation must be paid in order to qualify to publish legal notices. With this change, we can now choose to utilize a different option. This is generally acted upon at the annual re-organization meeting which will occur next month. No action needed at this time.

15. Reports:

- a. Legislative –
- b. CESA – none.
- c. Committee/Seminars – none.
- d. COVID-19 numbers presented.
- e. Administrative Reports presented.
- f. Superintendent’s Report presented.

16. Executive Session –

Motion: Jennerjohn/Hougaard to adjourn to Executive Session (with roll call vote) at 8:57 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: Review of Staff Evaluations for Nomination of 2021 Hervey Hauser Award. Present: Commissioners Stephani, Jennerjohn, Chisholm, Wood, Howard and Hougaard, & Kruse. Excused: Holland. Motion carried unanimously.

Motion: Jennerjohn/Alger to return to open session at 9:13 PM.

- 1. Motion: Chisholm/Jennerjohn to approve nominee for the 2022 Hervey Hauser Award. Motion carried unanimously.
- 2. Consideration of renewal or nonrenewal of teacher contracts and consideration of preliminary notice of nonrenewal, pursuant to Wis. Stats. Sec. 118.22(3) was taken stricken from the agenda.

17. Adjourn Motion: Hougaard/Jennerjohn to adjourn at 9:15 PM. Motion carried unanimously.

Date: _____

President’s Signature: _____

THE SCHOOL DISTRICT OF STURGEON BAY
Board of Education Learning Session
And Special Meeting with Closed Session
Wednesday, May 4, 2022

5:00 P.M. Board of Education Meeting

Board Conference Room

REGULAR MEETING

CALL TO ORDER:

1. Roll Call at 5:10 PM. Present: Stephani, Kruse, Howard, Jennerjohn, Chisholm & Holland. Excused: Schulz, Alger & Wood. Also present were Superintendent Tjernagel & J Holtz.
2. Motion: Holland/Chisholm to adopt the agenda as presented. Motion carried unanimously.

AGENDA AND DISCUSSION:

1. Approve High School English Teacher
After discussion, motion Holland/Kruse to approve Jenna Augustson as the High School English Teacher beginning with the 2022-2023 school year. Motion carried unanimously.
2. Approve High School Math Teacher
After discussion, motion Jennerjohn/Holland to approve Josh Hawbaker as the High School Math Teacher beginning with the 2022-2023 school year. Motion carried unanimously.
3. Approve Sunrise Elementary School Principal
After discussion, motion Chisholm/Holland to approve Katie Smullen as the Elementary School Principal beginning with the 2022-2023 school year. Motion carried unanimously.
4. Approve Teaching, Learning, & Technology Director
After discussion, motion Holland/Jennerjohn to approve Jen Paye-Weber as the Teaching, Learning, & Technology Director beginning with the 2022-2023 school year. Motion carried with Chisholm abstaining.
5. Motion Holland/Jennerjohn to adjourn special meeting at 5:21 PM. Motion carried unanimously.

LEARNING SESSION

CALL TO ORDER:

1. Roll Call at 5:10 PM. Present: Stephani, Kruse, Howard, Jennerjohn, Chisholm & Holland. Excused: Schulz, Alger & Wood. Also present were Superintendent Tjernagel & J Holtz.
2. Motion: Chisholm/Jennerjohn to adopt the agenda as presented. Motion carried unanimously.

LEARNING SESSION AGENDA

1. Professional Staff Compensation Updates
Post-employment benefit progress & implementation: Discussion followed.
No action taken.
2. Preliminary Budget Approval Updates: Discussion followed. No action taken.
3. Review Future Meeting Dates: Discussion followed. No action taken.
4. Motion: Holland/Chisholm to adjourn at 6:40 PM. Motion carried unanimously.

Date: _____

President's Signature: _____

From: **Laura Hoffman** <lhoffman@sbsdmail.net>
Date: Wed, Apr 20, 2022 at 6:32 PM
Subject: Resignation letter
To: Kim Gordon <kgordon@sbsdmail.net>

To Whom It Concerns,

I am resigning from my position with the Sturgeon Bay School district as a Teacher Associate at Sawyer elementary. My last day of employment will be Friday, May 6, 2022.

Sincerely,
Laura Hoffman

From: **Mackenzie Straub** <mstraub@sbsdmail.net>
Date: Thu, May 5, 2022 at 2:30 PM
Subject: Resignation
To: Kim Gordon <kgordon@sturbay.k12.wi.us>

Good afternoon Kim!

I wanted to let you know that I will be resigning from my position at the end of the school year and not resigning my contract for next year. Thank you for everything!

Best,
Mackenzie Straub

On Tue, May 10, 2022 at 7:36 AM Joanne Hathaway <jmhathaway@sbsdmail.net>
wrote:
Morning,

I am submitting my letter of retirement effective the end of the school year, June 3,
2022.

Sincerely,

Joanne Hathaway

Dear Mrs. Ferry!

Mrs. Hankman is retiring on Friday, June 3rd 2022 at
Noon and we will graduate on Saturday, May 29th 2022 at
10 AM if Soren behaves himself and not to be bad!

Love,
Mr. Soren Anderson

Michelle Vasen

May 11, 2022

Special Education Teacher

Sawyer Elementary

60 Willow Dr. Sturgeon Bay, Wi. 54235

Resignation: Effective immediately

Good afternoon Sturgeon Bay Board of Education,

My name is Michelle Vasen and I'm currently a Special Education Teacher at Sawyer Elementary located at 60 Willow Dr., Sturgeon Bay Wi. 54235. This letter is to inform you of my resignation: effective immediately.

I came into the district in October of 2021 as an assistant at the High School and transferred into a teaching role in the LEAP program at Sawyer Elementary this January of 2022. I wasn't aware that the room I was going into had a student that during the school year sent a Teacher's Assistant to the ER from injuring her and continued to hurt staff almost daily following this incident. I was also informed he fractured a staff member's wrist during summer camp last summer. This information is crucial for a new teacher or any staff member to be aware of before taking a position within this classroom. We have kept track over the past few months of how frequent these extreme attacks have been, and how forceful and damaging they have been as well. I was also sent to the ER on the morning of April 27th because of this student. I was told I had a concussion and whiplash and am still experiencing pain in my head and neck from this incident that occurred. I expressed my concerns about being in this room, and asked to be moved or would like to resign due to my health, safety, and well-being. I was put back into the LEAP room the day I returned from my restrictions after I was told I would be used in the Safe Harbor room, and subbing elsewhere for coverage within the building.

I got a response on April 27th, the date of the incident, from Lindsay Ferry in regards to the incident saying:

You have signed a contract with the school district to work and provide special education services to students until June 3. If you feel that you are not able to meet the

expectations of your contract for the remainder of the school year, you have the choice to resign your position.

I encourage you to take today to think about this.

If you choose to resign, I ask that you write a letter to the school board indicating your resignation and effective date. You can send me this letter when complete.

If you choose to remain employed by SB Schools, I expect to see you in the building by your assigned time tomorrow.

I understand the contract was signed to provide Special Education Services to students, but nowhere did I sign up to work with students who show extreme aggression and attack almost daily to the point where staff is being sent to the emergency room with no repercussions or steps being taken to keep students and staff members safe. I also don't believe the parents of this student were contacted about either incident occurring. I no longer feel safe working at Sawyer, nor do I feel supported in my position. I also can't risk getting another head injury in the school and it having long term effects on my health and wellbeing. These incidents that have happened in the LEAP room are incidents that have been taken lightly when they should have been taken seriously and have been extreme and damaging occurrences. With my resignation, I have a co-teacher who will be in the LEAP room still full-time covering our classroom with assistance from Teacher Assistants. With this being said, I will be resigning effective immediately.

Thank you for letting me a part of the district and I appreciate your time and understanding of this matter and hope these situations are handled in the correct manner moving forward for the overall safety and well-being of staff, students, and any other parties involved.

Thank you again,

-Michelle Vasen

Sturgeon Bay School District

EMPLOYMENT HANDBOOK
FOR
PROFESSIONAL STAFF MEMBERS

DATE JULY 1, 202~~1~~

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Salary and Supplemental Pay Guide Appendices:

A – Salary Ladder

B – Supplemental Pay for Yearly Leadership Opportunities

C – Co-Curricular Pay Schedule

D – Additional Employment Payment Schedule

E – School Year Calendar

F – Cafeteria Plan/Alternative Benefit Plan (ABP)

G – Post-Employment Benefits

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 the District. It has been prepared to ~~acquaint~~ familiarize 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.

II. 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.

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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 & Educator Effectiveness

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 ~~records should be directed to the building supervisor, P- 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

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 Board shall approve the employment, fix the compensation, and establish the term of employment for each professional staff member employed by this District.~~ 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.

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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. Appendix F will contain Cafeteria Plan/Alternative Benefit Plan (ABP). Appendix G will contain Post Employment Benefits.

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~~ Business Office 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 [enter the absence in Skyward and Frontline to be approved by the principal/director. 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

AG 3440 B – Use of Private Car for School Business

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~~);~~
- A. 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).

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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, [Instagram](#), Twitter, MySpace, etc.) for 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)

(Printed Name)

(Date)

School District of Sturgeon Bay



2022-2023 Professional Staff Salary and Supplemental Pay Guide

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

920-746-2800

www.sturbay.k12.wi.us

Pending Board of Education approval

First reading May 2022; Second reading/approval June 2022

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Appendices

Appendix A – Salary Ladder

Appendix B – Supplemental Pay for Yearly Leadership Opportunities

Appendix C – Co-Curricular Pay Schedule

Appendix D – Additional Employment Payment Schedule

Appendix E – School Year Calendar

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

Appendix G – Post-Employment Benefits

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.

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 & History

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)

To be more competitive with beginning salary payment, three steps at the bottom of the previous scale were eliminated. For the 2018-2019 school year, the salary ladder was updated further; the bottom two rungs were removed and a new top rung was added. For the 2019-2020 school year, the salary ladder was updated 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. Most recently, the Board approved changes to the ladder that took effect in the April of 2022 thereby awarding some additional compensation to professional staff member at that point. For the 2022-2023 school year, the starting salary amount is \$40,000.

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.

Continued on next page

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 2022-2023 school year, we would like 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.

April 15, 2021

April 12, 2022

Y	\$75,121	1.00%
X	\$74,378	1.50%
W	\$73,278	1.50%
V	\$72,195	1.50%
U	\$71,129	1.50%
T	\$70,077	1.50%
S	\$69,042	1.50%
R	\$68,021	2.00%
Q	\$66,688	2.00%
P	\$65,380	2.00%
O	\$64,098	2.00%
N	\$62,841	2.00%
M	\$61,609	2.00%
L	\$60,401	3.50%
K	\$58,359	3.50%
J	\$56,385	3.50%
I	\$54,478	3.50%
H	\$52,636	3.50%
G	\$50,856	4.00%
F	\$48,900	4.00%
E	\$47,019	4.00%
D	\$45,211	4.00%
C	\$43,472	4.00%
B	\$41,800	4.50%
A	\$40,000	4.50%

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 C Co-curricular Pay Schedule

Athletic Coaching Pay Schedule Computed Upon a \$ 40,000.00 Base

(Effective beginning with the 2022-2023 School Year)

	% of Base	Amount	After 5 Years	After 10 Years
Athletic Director	22.0%	\$8,800.22	\$9,200.22	\$9,600.22
Baseball (2)				
Head	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Assistant	4.5%	\$1,800.05	\$2,200.05	\$2,600.05
Basketball				
Head	11.0%	\$4,400.11	\$4,800.11	\$5,200.11
Assistant	8.0%	\$3,200.08	\$3,600.08	\$4,000.08
Freshman Assistant	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
8th Grade	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
7th Grade	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Cheerleading	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
Cross Country (Co-Ed)				
Head	6.0%	\$2,400.06	\$2,800.06	3200.06
Assistant	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
Football				
Head	11.0%	\$4,400.11	\$4,800.11	\$5,200.11
Assistant (2)	8.0%	\$3,200.08	\$3,600.08	\$4,000.08
Freshman (2)	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
MS - 8th & 7th grade	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Golf	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Intramurals (1)	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
Soccer				
Head	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Assistant (2) If numbers - approved 8-20-14	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
Softball				
Head	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Assistant	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
Strength and Conditioning Coach	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Swimming (Boys & Girls)				
Head	8.5%	\$3,400.09	\$3,800.09	\$4,200.09
Assistant	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
Track (Co-ed)				
Head	9.0%	\$3,600.09	\$4,000.09	\$4,400.09
Assistant (3)	5.0%	\$2,000.05	\$2,400.05	\$2,800.05
MS - Head (1)	3.0%	\$1,200.03	\$1,400.03	\$1,600.03
- Assistant (3)	1.5%	\$600.02	\$800.02	\$1,000.02
Volleyball				
Head	7.0%	\$2,800.07	3200.07	\$3,600.07
Assistant	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
Freshman	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
MS - 8th & 7th Grades	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Wrestling				
Head	9.0%	\$3,600.09	\$4,000.09	\$4,400.09
Assistant	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
MS - Head & Assistant	5.0%	\$2,000.05	\$2,200.05	\$2,400.05

Extra Duties Pay Schedule Computed Upon a \$40,000 Base

Duty	% of Base	Amount	After 5 Years	After 10 Years
Academic Decathlon	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
All Clubs	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
AudioNisual Club Advisor	11.0%	\$4,400.11	\$4,800.11	\$5,200.11
Dance Manager - High School	7.5%	\$3,000.08	\$3,400.08	\$3,800.08
Forensics-Head	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
Forensics-MS	1.0%	\$400.01	\$600.01	\$800.01
Gifted & Talented Coordinator	5.5%	\$2,200.06	\$2,400.06	\$2,600.06
Gifted & Talented Assistants	1.5%	\$600.02	\$800.02	\$1,000.02
HS Yearbook	3.5%	\$1400.04	\$1,600.04	\$1,800.04
Math Team Advisor	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
Math Team Advisor-MS	1.0%	\$400.01	\$600.01	\$800.01
Middle School Publications	2.0%	\$800.02	\$1,000.02	\$1,200.02
Mock Trial Team	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
MS Jazz Band	1.0%	\$400.01	\$600.01	\$800.01
MS Jazz Choir	1.0%	\$400.01	\$600.01	\$800.01
Noon Hour-Middle School Supervisor (2)	6.3%	\$2,520.06	\$2,920.06	\$3,320.06
Noon Hour-Supervisor/Helper (High School)	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Plays & Musical Productions	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Public School Music-Instrumental	9.0%	\$3,600.09	\$4,000.09	\$4,400.09
Public School Music-Vocal (Incl. Swing Group)	9.0%	\$3,600.09	\$4,000.09	\$4,400.09
Public School Music-Swing Choir Assistant	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
Senior Activities Counselor	2.0%	\$800.02	\$1,000.02	\$1,200.02
Student Council-High School	3.0%	\$1,200.03	\$1,400.03	\$1,600.03
Student Council-Middle School	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
Ticket Taking Game Day Scheduler	7.0%	\$2,800.07	\$3,200.07	\$3,600.07

Appendix D – Additional Employment Pay Schedule

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.)			
		\$ 20.00	
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.			

Appendix E – School Calendar

STURGEON BAY SCHOOL CALENDAR FOR 2022-2023

180 days of school

Approved 11-17-2021

AUGUST 2022				
M	T	W	TH	F
15	16	17	18	19
22	23	24	25	26
29	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 2022				
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

FEBRUARY 2023				
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			

OCTOBER 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				

MARCH 2023				
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

NOVEMBER 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		

APRIL 2023				
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

DECEMBER 2022				
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

MAY 2023				
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		

JANUARY 2023				
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			

JUNE 2023				
M	T	W	TH	F
			1	2
5	6	7	8	9

Quarter:	I	45 days	Ends Fri. 11/4/22
	II	43 days	Ends Fri. 1/13/23
	III	43 days	Ends Fri. 3/17/23
	IV	49 days	Ends Tues. 6/6/23
	TOTAL	180 days	

School begins Thursday, September 1

In-service/No School: Oct. 14, Feb. 17, & May 5

No School due to breaks:
Nov. 24-27; Dec. 24 - Jan. 2; March 18-26; April 7;
& May 29

Note: SBHS can adjust quarters, if needed.

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 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.

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.

Appendix G – Post-Employment Benefits

Eligibility

See the information within **Category One** regarding eligibility criteria for this category.

See the information at the start of **Categories Two and Three** regarding the eligibility criteria for these categories, including 15 years of full-time equivalent experience in the District.

Notification

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.

Categories – An Overview

Category One: Teachers with effective start dates of July 1, 2013, or later, following the completion of the 2012-2013 school year.

Category Two: Teachers with one to 14 years of service with the district at the end of the 2012-2013 school year.

Category Three: Teachers with 15 or more years of service with the district by the end of the 2012-2013 school year.

Categories – Details

Category One:

Teachers with effective start dates of July 1, 2013, or later.

Annual employer contribution of \$2,000 into a 403(b) of the teacher's choice.

Eligibility Criteria & Vesting schedule:	0 years of service	0%
	1 year of service	25%
	2 years of service	25%
	3 years of service	50%
	4 years of service	50%
	5 years of service	75%
	6 years of service	100%

Note: The district will transition to the updated system beginning with the 2022-2023 fiscal year. The order of catch-up payments will be based on seniority in the district and available catch-up dollars.

Eligibility for Categories Two and Three

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.

Categories Two and Three describe 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.)

Category Two:

Teachers with one to 14 years of service with the district at the end of the 2012-2013 school year.

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). 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.

Note: As the district transitions to the updated system beginning with the 2022-2023 fiscal year, teachers in Category Two may voluntarily choose to participate in Category One instead of Category Two. Notification of this choice should be made in writing to the district superintendent and business manager by October 1, 2022. The order of catch-up payments will be based on seniority in the district. *See additional notes regarding the transition below.*

- *Notification made by June 24, 2022, may result in the teacher being part of the catch-up payments made as part of the 2021-2022 school year (based on seniority and available catch-up dollars).*
 - *Notification made after June 24, 2022, but by October 1, 2022, will be part of the earliest possible catch-up payments, again based on seniority in the district and available catch-up dollars.*
-

Category Three:

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

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

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

Sub-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 sub-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 (Sub-Category A), six (6) years (Sub-Category B) or eight (8) years (Sub-Category C) 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 Sub-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 Sub-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, as requested by the District.

Other Contingencies in Category Two or Three

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, 2021

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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~~ familiarize 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 [43112](#)– 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 Support 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~~ of Support Staff
- 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 records should be directed to the building supervisor. ~~All or~~ personnel records requests 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 6510~~AB~~ – 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 (extended)

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~~[Business Office](#) 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. The absence must be entered in Skyward/Frontline.

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 Years' 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 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, [Instagram](#), Twitter, MySpace, etc.) for 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.

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.



2022-2023 DISTRICT CONTRACT

04/25/2022

Contract Number:
C-11244-770-23

462 **Sturgeon Bay School District**

Please note that staffing budgets are based on current projected needs and will change once the IEPs for 2022-23 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 "2022-2023 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, 2022 - June 30, 2023</u>	<u>Cost</u>	<u>check if using federal dollars</u>
001	CESA Administration - Matching Revenues	\$5,904.00	<input type="checkbox"/>
320C	Educational Audiology Services - Craig 6 Days - Per Amy Craig 3/18/2022	\$5,286.00	<input type="checkbox"/>
390	NWTC - Learning for Independence (LFI) 5 STUDENTS	\$25,000.00	<input type="checkbox"/>
4143	TITLE I Network - Two Year Purchase (FY23 - 2022-2023 & FY24 2023-2024) 2 YR Rate- \$330 per year	\$660.00	<input type="checkbox"/>
791	Professional Advisory Committee (PAC)	\$120.00	<input type="checkbox"/>
857	Career & Technical Education (CTE) Consortium Grant Allocation Managed by CESA 7 - Consortium Verification Complete	\$0.00	<input type="checkbox"/>
LS23	Full Learning Services Partnership - Two Year Purchase (FY23 - 2022-2023 & FY24 2023-2024) BASE - 10 Customized Days - 2 YR Rate-\$10,404 per year	\$20,808.00	<input type="checkbox"/>
Total Services		\$57,778.00	

CESA 7 agrees to forward federal and/or state funds which are due to the LEA as soon as possible after the receipt of said funds.

The LEA agrees to 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.



2022-2023 DISTRICT CONTRACT
04/25/2022

Contract Number:
C-11244-770-23

462 **Sturgeon Bay School District**

Please note that staffing budgets are based on current projected needs and will change once the IEPs for 2022-23 school year are complete.

Unless the LEA gives written notice to CESA 7, no later than May 1, 2023 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

To: Board of Education

From: Keith Nerby, High School Principal
Todd Meikle, Athletic Director
John Sullivan, Buildings and Grounds Administrator

Date: April 26, 2022

Subject: Track and Tennis Court Proposal

The time has come to patch up and repair our track and tennis courts, the last maintenance completed on both was in the summer of 2015. Our track currently has concerns with cracks and areas on its surface that could cause serious injury for our track athletes and PE students. It is important that we get on top of the issues through regularly scheduled maintenance for our facilities to ensure they are meeting the needs of our students and community. Our tennis courts by the HS weight room are also in need of repair and resurface as there are cracks and chipped paint that has been put on hold because of the other work being done at the high school.

The Bid:

- Track \$56,000 [Track](#)
- Tennis \$26,000 [Tennis Court](#)

Process steps for the track and tennis courts updated maintenance:

- Summer of 2015 was the last maintenance completed on the track and tennis courts
- Applying for grants to offset the cost of repair work
- Temperature needs to be a constant 50 degrees for work to begin on the asphalt surface
- Worked with our Business Manager to ensure the maintenance work would fit in the existing budget

After discussing the option of a second quote for the job, John Sullivan noted that this company resurfaced our track and tennis courts in 2015, the job quality can not be matched by another vendor. His recommendation is to use Pro Track and Tennis, INC.

7409 N. 160th Street
Bennington, NE 68007
PH 402.238.2900
PH 800.498.4395
FX 402.238.2987
www.protrackandtennis.com

PRO TRACK AND TENNIS, INC.

Asphalt Sealant Track Proposal



**INNOVATIVE
EXPERIENCED
PROFESSIONAL**

We Proudly Present This Proposal To

Sturgeon Bay Schools

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PROPOSED SYSTEM: Trackmaster Rubberize Seal Coat

RUBBERIZED SEAL COAT TO AN ASPHALT RUNNING TRACK.

Pro Track and Tennis, Inc. proposes to install the following per the following specifications:

1. **Option #1: Coat the entire track oval, chute, high jump pad and runways with rubberized seal coatings. Two (2) Coats. Includes crack sealing and striping.**



PART 1: GENERAL

1.01 RELATED DOCUMENTS:

- A. If Architectural or Engineering specifications and or drawings are involved those specifications will take precedence over the following where noted and determined suitable for the project.

1.02 SUMMARY:

- A. Pro Track and Tennis, Inc. shall furnish all materials, labor, tools, and equipment necessary for the installation of the Trackmaster rubberized seal coating system.
- B. The track will be laid out for line striping and event markings.

1.03 GOVERNING BODIES:

- A. Codes and standards will follow the current guidelines set forth by the National Federation of State High School Associations (NFHS), the National Collegiate Athletic Association (NCAA) and the International Association of Athletics Association (IAAF). The NFHS rules shall be enforced where differences between the three associations are noted.
- B. The American Sports Builders Association (ASBA) track construction manual will be the reference source for all guidelines for construction.

1.04 SUBMITTALS:

- A. One copy of the Trackmaster rubberized seal coating manufacturer's product specification sheet.
- B. One copy of the Material Safety Data Sheets (MSDS) for each product to be used.
- C. One copy of the certificate that Pro Track and Tennis, Inc. is a member of the American Sports Builders Association in good standing.



PART 2: OWNER'S PRECONSTRUCTION RESPONSIBILITIES

2.01 APPARATUS REMOVAL:

- A. All athletic equipment should be removed and or moved out of the way of the areas to be worked on. Items such as hurdles, high jump standards, landing pits etc.
- B. Portable objects such as benches, starting/observation decks etc should be removed.
- C. Rolled out crossing mats, carpets, plywood should be picked up and stored.
- D. Rolled out runway mats should be rolled up and stored if the respective runway surface is going to be worked on.

2.02 GROUNDSKEEPING: (to be done by the owner)

- A. All edges of surface areas to be worked on should be treated as needed to kill all weeds. This should include weeds in cracks in the surface also. Applications should be repeated as needed to assure that the vegetation is killed off.
- B. Drainage issues should be addressed. If there are visible drainage problems where dirt and debris are deposited onto the track surface during a rain this should be addressed prior to the work starting.
- C. Severe leaching of weeds and sod/soil encroachment should be cut back and removed prior to Pro Track and Tennis beginning work. It sometimes takes days for the surface to dry out prior to being able to work on the surface.
- D. Any deposits of caked on dirt must be removed and cleaned. Built up dirt can trap moisture and may take days to completely dry out after cleaning and washing of the surface area.
- E. Sprinklers should be shut off four days prior to Pro Track and Tennis's arrival. The sprinklers can be run as long as the heads are adjusted not to spray water onto the track. Wind blowing water onto the track should be taken into consideration.



- F. We recommend that the football field interior area be mowed prior to our arrival. We will accommodate, if possible, mowing during construction if there is a critical need.
- G. Fertilizing turf adjacent to the track surface is strictly prohibited. Fertilizer will damage and discolor the track surface.

2.03 SECURITY:

- A. We recommend that the staff at the school be notified of the dates the track will be closed. Especially gym classes that may use the track and field during the renovation period.
- B. The community should be notified if feasible to deter community walkers and joggers from attempting to enter the work area during installation.
- C. The work area should be secured as best as possible by locking all gates that will not be used and placing signage warning of the track being closed while during renovation.

The successful and timely completion of your track renovation project relies on your cooperation. We thank you in advance for your commitment to the important items listed above.



PART 3: PRODUCTS

3.01 SYNTHETIC SURFACING:

- A. The surface shall be NOVATRACK rubberized seal coat sprayed in place. The rubber shall be recycled SBR granulates .05mm in gradation.

3.02 SYSTEM COMPONENTS:

- A. VEGETATION STERILANT: (Roundup or equal) shall be used to control vegetation along edges and in cracks as needed.
- B. ASPHALT EMULSION CRACK SEALANT: Asphalt Emulsion crack sealer shall be used for cracks in the substrate and existing rubber system as determined by the lead technician.
- C. PATCHING MATERIAL: Acrylic patch binder will be used to patch all holes, etc.



PART 4: SYSTEM INSTALLATION PROCESS

4.01 QUALITY ASSURANCE:

- A. The owner should have one designated person who all communication will go through during the course of the project.
- B. Pre-construction meeting. A meeting will be held on the track prior to any work beginning. The lead technician will go over the scope of work with the owner and answer any questions. The owner will be required to sign off on a production sheet attesting to the fact that this meeting took place.
- C. Material check off. The material will be inventoried with the owner to determine that the right amount of material has been shipped or brought to the job site.
- D. The owner's representative will be contacted daily by the lead technician to give a progress report.
- E. Post-construction meeting. A meeting will be held after the synthetic surface has been installed to ok the surface prior to painting the lines and events. A production sign off sheet will be reviewed with the owner at which time the owner will approve the project by signing off on the production sheet and evaluating our performance.
- F. Striping the track. The track may be striped at a later date from the completion of the surface. The striper will review the striping details with the owner, Athletic Director or Track Coach prior to painting of the lines and eve.

4.02 VEGETATION:

- A. Vegetation will be trimmed if needed on all edges to receive the synthetic surfacing.
- B. Please refer to PART 2 item 2.2

4.03 CLEANING:

- A. The entire surface areas to be coated will be blown off using high-pressure wind machines.



- B. Any areas that need additional attention will be wire brushed as needed.
- C. Heavily soiled areas may be power washed if deemed necessary.

4.04 CRACK SEALING:

- A. Cracks will be filled with an asphalt emulsion rubberized crack sealant.

4.05 NOVATRACK RUBBERIZED SEAL COAT SURFACE INSTALLATION:

A. EXECUTION:

- 1) **CLEANING:** The area to be surfaced is to be clean and free of any loose or foreign particles (dirt, oil, etc.) prior to the commencement of the work.
- 2) Spray two coats of Trackmaster rubberized seal coatings to the running track oval, chute, high jump pad and runways.
- 3) Each spray coat will be sprayed in the opposite directions.
- 4) Rubber granules shall consist of ambient ground SBR rubber crumb not less than .05mm.
- 5) The binder shall be asphalt emulsion and SBR latex.
- 6) No solvents shall be used in the building to extend the curing of the mixture.
- 7) The first coat must be completely dry prior to the second application being installed.

4.06 LINES:

- A. 2" white lines will be painted on the inside and outside edge and one in the center to glue 2 running lanes.
- B. One finish line and two start lines for 200m and 300m starts.
- C. All painting will be reviewed with the proper school representative prior to painting.
- D. Three sets of numbers.



E. Extra painting could be subject to a negotiated change order.

4.08 JOB SITE CLEAN-UP:

A. The job site and all adjacent areas occupied during construction will be left clean.

B. All job related debris will be cleaned up and disposed of properly off site.

C. All unused material will be removed from the job site and recycled.



PART 5: WARRANTY

Pro Track and Tennis, Inc. warrants its labor and materials for a period of two (2) years from the date of completion of work on any track or tennis court. There is a five (5) year warranty on Armor Crack Repair. All work performed by Pro Track and Tennis, Inc. is warranted against peeling, chipping and flaking under normal use. Pro Track and Tennis, Inc. further warrants that any paint applied during the striping or resurfacing of any track or tennis court will not flake or peel for a period of two (2) years from the date application is completed.

Customer acknowledges that they are aware that Pro Track and Tennis, Inc. is not responsible for defects, cracks, patches or uneven surfaces in the substrate which is being resurfaced by Pro Track and Tennis, Inc. Pro Track and Tennis, Inc. does not warrant that existing cracks or patches in existing substrate surfaces will not open or continue to increase in size. Pro Track and Tennis, Inc. shall not warrant nor be in anyway be responsible for peeling of paint or damage to any surface caused by failure of customer to keep the surface free of debris, vegetation or dirt and shall further not be responsible for damage to painted surfaces or any other actions caused by the customer. Pro Track and Tennis, Inc. does not warrant separation of the coatings from the concrete base where the base lacks a vapor barrier. Lack of a vapor barrier can cause moisture to be retained under the coating, which will eventually result in lack of adhesion to the surface. Pro Track and Tennis, Inc. does not warrant separation of the coating or bubbling of the coating when moisture is present due to passing from below an asphalt or concrete base.

In the event of any claims arising under this Warranty, damages incurred by the customer shall be limited to such repairs to be performed by Pro Track and Tennis, Inc. as are necessary to remedy any defects. Pro Track and Tennis, Inc. hereby agrees to perform any such repairs (weather permitting) promptly, after written notification of such claim from customer. Pro Track and Tennis, Inc. shall not be liable for any breach of any express or implied warranty except where expressly prohibited by applicable law.



ACCEPTANCE OF PROPOSAL

This proposal is valid for 60 days from April 25th, 2022.

Pro Track and Tennis, Inc. proposes to furnish labor and material and equipment complete in accordance with the specifications in this proposal for the sum of:

Please initial the appropriate boxes below to designate acceptance of the following options.

Option #1: Coat the entire track and events with NOVATRACK seal coating. Includes crack sealing and striping

\$56,000.00

Fifty-six thousand dollars

Payment to be made as follows:

A 33% down payment is due upon acceptance of proposal. Another 33% is due when project is 50% complete. Remainder is due the day the job is complete and accepted by the owner. In the event that line/event striping is done at a later date a \$4,000 may be withheld and is then due upon completion of striping. Any applicable taxes will be added to the total cost.

Acceptance:

The above price, specifications and conditions found in this proposal are satisfactory and are hereby accepted. Pro Track and Tennis, Inc. is authorized to do the work as specified. Payment will be made as outlined.

_____ Signature		_____ Signature	
_____ Print	_____ Date	_____ Print	_____ Date
Sturgeon Bay Public Schools		Pro Track and Tennis, Inc.	

After signing, please return to Pro Track and Tennis, Inc.
Thank you very much for your business!



7409 N. 160th Street
Bennington, NE 68007
PH 402.238.2900
PH 800.498.4395
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www.protrackandtennis.com

PRO TRACK AND TENNIS, INC.

Tennis Court Proposal



We Proudly Present This Proposal To
Sturgeon Bay Public Schools

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PROPOSED SYSTEM

RESURFACE CONCRETE BASED TENNIS COURT

Pro Track and Tennis, Inc. proposes to install the following:

BASE BID: Install NOVA Sports Color Coating System to two (2) courts. All areas needed will be patched and cracks filled.

The entire court surface will be power washed with 4000psi pressure and a special designed walk behind spinner head that deep cleans and scarifies the surface to give a 100% mechanical bond for the new coatings.



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ref.0055c

PART 1: GENERAL

1.01 RELATED DOCUMENTS:

- A. If Architectural or Engineering specifications and or drawings are involved those specifications will take precedence over the following where noted and determined suitable for the project.

1.02 SUMMARY:

- A. Pro Track and Tennis, Inc. shall furnish all materials, labor, tools, and equipment necessary for the installation of the NOVA Sports Color Coating system to the tennis court.
- B. The court(s) will be laid out for game lines according to the USTA.

1.03 GOVERNING BODIES:

- A. Codes and standards will follow the current guidelines set forth by the (USTA) United States Tennis Association and The (ASBA) American Sports Builders Association tennis court construction manual will be the reference source for all guidelines for construction.

1.04 SUBMITTALS:

- A. One copy of the color coating manufacturer's product specification sheet.
- B. One surface color sample. Brochure.
- C. One copy of the Material Safety Data Sheets (MSDS) for each product to be used.
- D. One copy of the certificate that Pro Track and Tennis, Inc. is a member of the American Sports Builders Association in good standing.



PART 2: OWNER'S PRECONSTRUCTION RESPONSIBILITIES

2.01 APPARATUS REMOVAL:

- A. All athletic equipment should be removed and or moved out of the way of the areas to be worked on. Items such as bleachers, nets, divider nets, benches, etc.
- B. Any other items that are sitting on the surface to be coated that are not permanent fixtures.

2.02 GROUNDSKEEPING:

- A. All edges of surface areas to be worked on should be treated as needed to kill all weeds. This should include weeds in cracks in the surface also. Applications should be repeated as needed to assure that the vegetation is killed off.
- B. Drainage issues should be addressed. If there are visible drainage problems where dirt and debris are deposited onto the court surface during a rain this should be addressed prior to the work starting.
- C. Severe leaching of weeds and sod/soil encroachment should be cut back and removed prior to Pro Track and Tennis beginning work. It sometimes takes days for the surface to dry out prior to being able to work on the surface.
- D. Any deposits of caked on dirt must be removed and cleaned. Built up dirt can trap moisture and may take days to completely dry out after cleaning and washing of the surface area.
- E. Sprinklers should be shut off four days prior to Pro Track and Tennis's arrival. The sprinklers can be run as long as the heads are adjusted not to spray water onto the court. Wind blowing water onto the court should be taken into consideration.
- F. We recommend that the area around the court be mowed prior to our arrival. This will keep grass from blowing onto the courts while the color coating is going down.
- G. Fertilizing turf adjacent to the court surface is strictly prohibited. Fertilizer will damage and discolor the court surface.



H. The owner must provide a water source within 100' of the work area.

2.03 SECURITY:

- A. We recommend that the staff at the owner's site be notified of the dates the court(s) will be closed. Especially gym classes, tennis lessons, practices, and tennis matches that may use the courts during the renovation period.
- B. The community should be notified, if feasible, to deter attempts to enter the work area during installation.
- C. The work area should be secured as best as possible by locking all gates that will not be used and placing signage warning of the court(s) being closed during renovation.
- D. It is the responsibility of the owner to secure the work area and to keep all unauthorized persons from entering the court area, Pro Track and Tennis is not responsible for damage caused by trespassers in an unsecured work area.

The successful and timely completion of your court renovation project relies on your cooperation. We thank you in advance for your commitment to the important items listed above.



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ref.0055c

PART 3: PRODUCTS

3.01 COLOR COATING APPLICATION:

- A. The acrylic color coating shall be a Nova Sports 100% acrylic color coating system specifically designed for installing on concrete and asphalt substrates.
- B. The color coating material will have silica sand added to it for the desired speed of play.
- C. Note: Unless otherwise specified, the speed of play will be medium. Fast and slow speeds can be installed at the owner's request.

3.02 SYSTEM COMPONENTS:

- A. VEGETATION STERILANT: (Roundup or equal) shall be used to control vegetation along edges and in cracks as needed.
- B. LATEX BASED CRACK SEALANT: Nova Sports 100% latex Crack Flex shall be used on the smaller surface cracks as determined by the lead technician.
- C. PATCHING MATERIAL: Nova 100% acrylic latex patch binder shall be used to fill bird baths and other imperfections. It will be used for irregularities that need to be filled or evened out and smoothed over. This product also will be used to fill very large thermo and structural cracks.
- D. Note: The above crack sealers will be used as determined by the lead technician. All or just one may be used per job surface conditions, weather and temperatures.
- E. LATEX PRIMER: Nova Sports concrete primer will be used to prime bare concrete both old and new prior to applying any color coating.
- F. NOVA SPORTS ACRYLIC FILL: The acrylic resurfacer is used to prime, level and create a uniform surface to apply the color coating to. It also will black out the courts to hide color bleed through if colors are going to be changed.
- G. NOVA SPORTS COLORING SYSTEM: Nova Sports color coating is a 100%



acrylic concentrate designed specifically for color coating sport courts both indoor and outdoor. The concentrate is diluted with potable water and sand is added for texture and the desired speed of play.

- H. NOVA SPORTS LINE SHARP: Line sharp is used to seal the tape down prior to applying line paint. The product is clear in color. This helps to prevent bleed through.
- I. NOVA SPORTS LINE PAINT: Line paint is 100% latex heavy-duty paint specifically designed for striping game lines on a colored surface.



PART 4: SYSTEM INSTALLATION PROCESS

4.01 QUALITY ASSURANCE:

- A. The owner should have one designated person who all communication will go through during the course of the project.
- B. Pre-construction meeting. A meeting will be held on the court prior to any work beginning. The lead technician will go over the scope of work with the owner and answer any questions. The owner will be required to sign off on a production sheet attesting to the fact that this meeting took place.
- C. The owner's representative will be contacted daily by the lead technician to give a progress report.
- D. Post-construction meeting. A meeting will be held after the surface has been installed. A production sign off sheet will be reviewed with the owner at which time the owner will approve the project by signing off on the production sheet and evaluating our performance.

4.02 VEGETATION:

- A. Vegetation will be trimmed if needed on all edges to receive the color coat surfacing.
- B. Please refer to PART 2 item 2.2.

4.02 CLEANING:

Note: The owner must provide clean portable water source within 100' of work area

- A. The entire surface area to be coated will be blown off using high-pressure wind machines.
- B. Any areas that need additional attention will be wire brushed as needed.



The entire court surface will be power washed with 4000psi pressure and a special designed walk behind spinner head that deep cleans and scarifies the surface to give a 100% mechanical bond for the new coatings.

4.04 CRACK SEALING:

- A. Cracks will be cleaned as needed using high-pressure air.
- B. Major cracks will be filled with a combination of products as determined by the field technician.
- C. Please see PART 3, 3.2, C and E for clarification of the different crack sealers.
- D. Note: Cracks are not guaranteed to not reappear and open back up. Cracks will open back up and can open slightly prior to leaving the job site. Only if you use the Armor System are cracks warranted. New cracks that may form are not covered by warranty.
- E. OPTIONAL - RITEWAY CRACK REPAIR SYSTEM. Five year warranty on system.

4.05 REPAIR OF LOW SPOTS:

- A. An acrylic patch binder, "patching primer" will be used to prime low areas.
- B. All areas needing patched will have an acrylic patch binder mix applied.
- C. The patched areas will be sanded prior to color coating.
- D. Note: There is no guarantee that all low spots can be totally eliminated. However, Pro Track and Tennis, Inc. will do everything possible to attain a level court. Negative drainage will not be eliminated. No attempt will be made to correct planarity issues.

4.06 ACRYLIC RESURFACER:

- A. One (1) coat of NOVA Sports fortified, 100% acrylic fill will be applied over the entire surface. Two coats are needed to fill all patch work and surface roughness.
- B. Silica sand will be added to the coat at a 60-80 mesh.



4.07 COLOR COATING:

- A. Two (2) coats of NOVA Sports fortified, 100% acrylic color coating will be applied.
- B. The color coat will be applied perpendicular to the primer coat.
- C. A sample color sheet of choices is attached.
- D. A fortified mixture will be used for the common area to withstand the water vapor and high traffic wear.
- E. The product used by Pro Track and Tennis, Inc. contains no asphalt emulsions or asbestos.

4.08 LINE STRIPING:

- A. The courts will be laid out for striping according to the U.S. Tennis Association.
- B. Textured white line paint will be used.

4.09 JOB SITE CLEAN-UP:

- A. The court area will be left “play” ready.
- B. All job related debris will be cleaned up and disposed of properly.
- C. All unused material will be removed from the job site and recycled.



PART 5: WARRANTY

Pro Track and Tennis, Inc. warrants its labor and materials for a period of three (3) years from the date of completion of work on any tennis court. There is a five (5) year warranty on the Armor Crack Repair System. If you recolor the courts with us within 5 years, we will extend your Armor warranty another 5 years. All work performed by Pro Track and Tennis, Inc. is warranted against peeling, chipping and flaking under normal use. Pro Track and Tennis, Inc. further warrants that any paint applied during the striping will not flake or peel for a period of two (2) years from the date application is completed.

Customer acknowledges that they are aware that Pro Track and Tennis, Inc. is not responsible for defects, cracks, patches or uneven surfaces in the substrate which is being resurfaced by Pro Track and Tennis, Inc. Pro Track and Tennis, Inc. does not warrant that existing cracks or patches in existing substrate surfaces will not open or continue to increase in size. Pro Track and Tennis, Inc. shall not warrant nor be in anyway be responsible for peeling of paint or damage to any surface caused by failure of customer to keep the surface free of debris, vegetation or dirt and shall further not be responsible for damage to painted surfaces or any other actions caused by the customer. Pro Track and Tennis, Inc. does not warrant separation of the coatings from the concrete base where the base lacks a vapor barrier. Lack of a vapor barrier can cause moisture to be retained under the coating, which will eventually result in lack of adhesion to the surface. Pro Track and Tennis, Inc. does not warrant separation of the coating or bubbling of the coating when moisture is present due to passing from below an asphalt or concrete base.

In the event of any claims arising under this Warranty, damages incurred by the customer shall be limited to such repairs to be performed by Pro Track and Tennis, Inc. as are necessary to remedy any defects. Pro Track and Tennis, Inc. hereby agrees to perform any such repairs (weather permitting) promptly, after written notification of such claim from customer. Pro Track and Tennis, Inc. shall not be liable for any breach of any express or implied warranty except where expressly prohibited by applicable law.



Professional Track and Tennis
A Division of Pro Track and Tennis, Inc. A NE Corporation
800.498.4395 - www.protrackandtennis.com

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ref.0055c

ACCEPTANCE OF PROPOSAL

This proposal is valid for 60 days from April 29, 2022.

Pro Track and Tennis, Inc. proposes to furnish labor and material and equipment complete in accordance with the specifications in this proposal for the sum of:

Please initial the appropriate boxes below to designate acceptance of the following options.

BASE BID:

Color Coat Two (2) Courts

Twenty-six thousand dollars

\$26,000.00

Payment to be made as follows:

A 33% down payment is due upon acceptance of proposal. Another 33% is due when project is 50% complete. The remainder is due the day the job is complete and accepted by the owner. Any applicable taxes will be added to the total cost.

Acceptance

The above price, specifications and conditions found in this proposal are satisfactory and are hereby accepted. Pro Track and Tennis, Inc. is authorized to do the work as specified. Payment will be made as outlined.

_____ Signature	_____ Signature
_____ Print	_____ Print
_____ Date	_____ Date
Sturgeon Bay Public Schools-Sturgeon Bay, WI	Pro Track and Tennis, Inc.

After signing, please return to Pro Track and Tennis, Inc.



2022-2023 Board of Education Planning Calendar The School District of Sturgeon Bay

Updated 4/19/2022

July 2022	August 2022	September 2022
<p>Board Meeting 7-20 at 7 P.M.</p>	<p>Budget Mtg 8-17 at 6:15 PM With Board Meeting at 7 PM</p> <p>New teacher breakfast on Tues, 8-23 at 7:30 A.M. @ HS Commons</p> <p>All-staff breakfast on Tues, 8-30 at 7:30 A.M. @ HS Commons</p> <p>New Teachers in Aug. 23-25 Regular In-service Aug. 29 –31</p>	<p><i>School Begins Thursday, Sept. 1</i></p> <p>Board Meeting 9-7, 9-21 Employee Recognition</p>
October 2022	November 2022	December 2022
<p>Budget Hearing; Approve final budget; Certify tax levy <i>Aide certification Oct. 15</i> Board Meeting 10-5, **10-26 <i>**Recommend bumping to 4th Wed. with the 3rd Wed. being so close to aide certification.</i> <i>Note: Start w/ session at 6:15 P.M.</i> Parent/Community Volunteers Recognition</p>	<p>Board Meeting 11-2 (?), 11-16</p> <p>Student Recognition</p>	<p>Notice of School Board Election Terms expire April 2023: Alger, Holland, & Jennerjohn</p> <p>Board Meeting 12-7, 12-21 Employee Recognition</p> <p><i>Holiday gathering (16th or 23rd pending sports schedule)</i></p> <p><i>Winter Break: Dec. 24 – Jan. 2</i></p>
January 2023	February 2023	March 2023
<p>WASB Convention – Milwaukee January 18-20, 2023</p> <p>Probationary Teacher Reports District Administrator Evaluation</p> <p>Board Meeting 1-11 Parent/Community Volunteers Recognition</p>	<p><i>Primary Election (?)</i> Administrative Contract Renewal District Administrator Evaluation Daylong Board Retreat & Goal Setting on 2-1 (Wednesday)</p> <p>Board Meeting 2-15 Student Recognition</p>	<p>Board Meeting 3-1, *3-15 Employee Recognition</p> <p><i>*Informal reception at 6:30 P.M. for retirees & 25-years of service</i></p> <p><i>Spring Break: March 18 – 26</i></p>
April 2023	May 2023	June 2023
<p>Election Day - April 4 School Board</p> <p>Hervey Hauser Award recipient consideration</p> <p>New Terms of Office Begin April 24, 2023</p> <p>Teacher Contract Renewal</p> <p>Board Meeting 4-5, 4-19 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 5-3, 5-17 Student Recognition</p>	<p>High School Graduation May 2023 TBD</p> <p><i>School Ends June 6</i></p> <p>Board Meeting *6-7 (?), 6-21 <i>*Learning session only if needed</i></p>

Regular Board meetings start at 7:00 P.M. (Typically, the third Wednesday of the month.)

- The October meeting sometimes shifts to the 4th Wednesday depending on the October 15 aide certification and proximity to the 3rd Wednesday (final budget approval and setting the tax levy).
- The January meeting sometimes shifts to the 2nd Wednesday depending on the timing of the Annual Education Convention in Milwaukee.

Board learning sessions start at 5:00 P.M. (Typically, the first Wednesday of the month--school year only.)

- We do not have a learning session in January but make an exception in a referendum year.
- The daylong February Board Retreat replaces the February learning session.

MEMO

To: Board of Education
From: Keith Nerby
Date: May 5, 2022
Re: May 2022 Principal's Report

Teaching and Learning

Testing. We recently completed the state-mandated testing for the 2021-2022 school year. We did have several families that opted out of testing for their students. This does seem to be a trend that has held over from the previous two years during COVID. Therefore, we will not have 100 percent participation on this year's ACT, Forward, and Aspire tests.

Scheduling. Scheduling for the 2022-23 school year continues. We are getting closer to finalizing student schedules for next year and we plan to hand out schedules to students before the school year ends.

Commencement ceremony update. We are excited that we are only weeks away from our Senior Night on Thursday, May 26. We have had a dedicated and supportive group of parents who have been busy raising funds, donations, and giveaways for all our seniors. We will also be holding our Academic Awards the same night for our seniors. The commencement ceremony is scheduled for Saturday, May 28, at 10:00 a.m. and tickets will be given to students at the Senior Meeting I will be holding on May 16. As of May 5, we have 52 members of the Class of 2022 will be participating 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 28. 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.

Upcoming Events

Here is a list of upcoming events:

Senior Awards Ceremony	Thursday, May 26 – 6:30 p.m.
Teacher In-Service / No Classes	Friday, May 27
High School Commencement Ceremony	Saturday, May 28 – 10:00 a.m.
Memorial Day / No Classes	Monday, May 30
Quarter 4 / Semester 2 Exams	Thursday, June 2, and Friday, June 3

MEMO

To: Board of Education

From: Lindsay Ferry

Date: May 3, 2022

Re: May 2022 Director of Special Education and Pupil Services Report

Teaching and Learning:

Special Education:

The Special Education team of Sturgeon Bay has been working to complete the following:

- Initial/ReEvaluation/Annual IEP/IEP Review/Revises for the 2021/22 school year
- There has been an increase in special education referrals in the spring, 2022 from parents and community agencies so the team is working to process each request. There will be evaluations held in the summer months to accommodate for the increase in referrals.
- Working within each building to create a systematic schedule that allows for greater efficiency
- Creating/Organizing classlists
- Planning for summer work/summer learning to prepare for the 2022/23 school year.

Director Ferry is working on the following projects:

- Completing each evaluation/IEP for the 2021/22 school year
- Unite Us: Online Platform that connects community agencies
 - Meeting with United Way Door County on 5/3/22
- IEP Writing and Implementation Professional Learning Opportunities
- Creating 2 elementary ID/Autism programs
 - Sawyer
 - Sunrise

Pupil Services Team:

The Pupil Service Team is working to finish the 2021/22 school year. Specific projects include:

- Scheduling Middle School/High School
- Creating class rosters for targeted interventions for the 2022/23 school year
- Creating a master list of graduation options (High School) with criteria for entrance
- SEL Curriculum Research/Selection
- MLSS work at each building
- PBIS
- Book Read: ASCA Model which will lead into 2022 building agreements and strengthen our MLSS approach at each building

Meetings/Workshops:

Recent and Upcoming meetings include the following:

- 5/3/2022 Amy Kohnle: United Way; Connecting Community Agencies
- 5/2/22-5/6/22 Teaching Associate End of Year Reflection Meetings
- 5/9/2022 Alternative School Collaboration
- 5/11/22 Advocates/Green Bay Alternative School Options
- 5/12/22 Get Kids Ahead Initiative DPI Webinar
- 5/12/22 CoTeaching Workshop #4

	Aug (8/1/21)	Sept (9/3/21)	Oct (10/7/21)	Nov (11/2/21)	Dec (12/6/21)	Jan (1/5/22)	Feb (2/1/22)	March (3/1/22)	April (4/4/22)	May (5/3/22)							
Total Students	191	191	186	186	187	188	195	193	196	192							
Student Primary Disability Areas																	
LD	35	39	39	38	40	40	41	42	44	43							
ID	12	11	11	11	11	11	12	10	10	10							
SDD	31	31	28	27	27	27	26	25	24	23							
A	28	28	28	28	27	27	28	28	29	29							
EBD	25	23	23	24	24	24	23	25	25	23							
S/L	35	36	33	34	33	34	39	39	38	38							
HI	3	3	3	3	3	3	3	3	3	3							
VI	0	0	0	0	0	0	0	0	0	0							
D/B	0	0	0	0	0	0	0	0	0	0							
OHI	22	23	21	21	21	21	21	23	25	23							
Related Services																	
S/L	42	42	40	39	41	40	41	38	40	39							
OT	46	50	49	49	48	48	47	46	43	42							
PT	11	8	8	8	8	8	8	8	7	7							
Private School Students	8	9	9	9	10	10	11	13	13	13							
Evaluations initiated																	
Initial Evaluations (incl pvt school)	0	0	2	5	5	2	3	3	8	2							
B-3 Initials	0	1	0	1	0	0	0	0	1	0							
Private School Re-Evaluations (incl re-eval to dismiss)	0	0	0	0	0	1	0	0	0	0							
Re-Evaluations (incl re-eval to dismiss)	0	0	4	1	6	1	6	8	3	1							
No-Re-evaluation needed (No 3 Yr)	0	0	1	2	3	2	3	5	2	9							
Initial Mtgs held	0	0	0	2	3	4	5	3	3	4							
Re-Eval Mtgs held	0	0	0	2	4	1	4	4	13	2							
New Placements offered	0	0	0	1	2	2	4	3	3	2							
Transfer in students (includes students coming back from homeschool)	0	9	1	3	1	0	3	1	2	0							
Exits (includes grads, dismissals & students going to homeschool)	0	9	6	4	1	0	3	4	0	5							
Dismissal of Services	0	0	0	1	1	0	0	0	2	0							
Revocation of Services	0	0	1	0	0	0	0	0	0	0							
Moved during Eval	0	0	0	0	0	0	0	0	0	2							
504/Health Plans																	
Current 504 Plans	34	30	30	30	32	32	33	32	33	33							

TJ Walker Board Report May 2022

Literacy Updates:

- The Middle School Leadership has made a decision for the 2022-2023 school year to focus on writing. We chose Writing Next strategies across all content areas.
- We review our students' STAR Reading and FastBridge scores this month. We recognize a need to plan for students who did not grow in our Tier 2 Reading Intervention.
- Mrs. Schopf is assigned a class next year to provide intervention to our dyslexic students.

Teaching and Learning

- 5th grade students toured the middle school May 3 and May 5. 23 6th and 7th grade student leaders were chosen to lead tours and a question and answer session.
- The week of May 9, students completed their STAR Reading assessment.
- The week of May 16, students completed their STAR Math assessment.
- Our Building Leadership Team met this month. We chose a schoolwide summer read and summer bridge workbook for all middle school students.
- Our PLC Teams reviewed our school's comprehensive needs assessment on Wednesday, May 11. We share our results with the District Leadership Team on May 23.
- May 27 No School, Staff In-Service
- 6th Grade Orientation is June 1 from 6:00 PM - 7:30 PM. Students and parents are invited to attend.

Additional Updates:

- May 9 Track Meet
- May 11 DC Student and Parent Meeting
- May 12 Track Conference Meet
- May 13 MS Dance 6:30 PM - 9:00 PM
- May 22 8th Grade DC trip departs
- May 27 8th Grade DC trip returns
- May 27 No School, Staff In-Service
- May 31 6th Grade Social Studies Event
- June 1 7th Grade Field trip to Appleton
- June 1 6th Grade Orientation 6:00 PM - 7:30 PM
- June 2 Chromebook, charging cords and book collection
- June 2 6th Grade Field Trip to Bay Beach
- June 3 8th Grade Awards Ceremony at 10:00 AM

- June 3 11:56 AM Dismiss

To: Board of Education
From: Brian O’Handley, Principal, Sunrise Elementary School
Date: May 5th, 2022
Re: May Report to the Board



Teaching and Learning

Year End Literacy Assessments

This school year has been a year of change and transformation for elementary literacy programming. As was shared with the Board earlier this year, instruction is moving toward a [balanced literacy approach](#), which includes blending a [whole language approach](#) with a [science of reading approach](#). This important change is in response to the continued concerns we’re seeing in our literacy data. Administrators, coaches and teachers have focused much of our professional development, data review meetings and planning on how to better respond to this data.

As this first year of work wraps up, Sunrise staff will be administering end-of-year assessments, including the following:

- [STAR Reading assessment](#)
 - Screening assessment given to all students
- [Acadience Reading assessment](#)
 - Given to students below the 50th percentile for the STAR Reading screener
- [Really Great Reading Diagnostic Survey](#)
 - Given only to select students who took this survey at the beginning of the school year
- [Phonological Awareness Screening Test](#) (PAST)
 - Given only to select students who took this survey at the beginning of the school year
- [Words Their Way Primary Spelling Inventory](#)
 - Screening assessment given to all students

Data from these assessments will be analyzed during summer work sessions in preparation for the upcoming school year.

Math and Reading Block Scheduling for 2022/2023

As part of improving literacy instruction, Sunrise staff have been working on a major revision of the Sunrise building schedule to create what we’re calling a “block” schedule. The purpose of these changes are to create blocks of time at each grade level when every classroom is teaching a block of reading and a block of math at the same time. These blocks of time at each grade level will overlap as little as possible with these same blocks for other grade levels. The goals of these changes are to:

- Make it possible for all available staff, coaches, teachers, interventionists, associates, and special education staff, to “flood in” to classrooms to provide a maximum level of support for students for both math and reading.
- With all three classroom teachers leading reading classes at the same time, we can create a “go to grow” model. A go-to-grow approach uses academic screening data to help create classes and

small groups of students with similar needs. This allows classroom teachers to better focus instruction to meet the needs of students, and help target where support is needed using the flood in model.

Student data will continue to be collected and closely monitored to measure how effective this new approach is in helping students grow in both reading and math.

Sunrise Community Based Instruction

The Sunrise Community Based Instruction program, led by Sunrise teaching associate Mandy Schoeneman, continues to provide opportunities for students to learn in our community. [Please click here for updates for February and March activities.](#)

Community Engagement

Sunrise Student Fundraising Challenge

Sunrise students recently competed in a “penny war” fundraising challenge, raising over \$300 for [UNICEF’s efforts to support Ukrainian children](#) affected by the war in Ukraine. Thank you to our Sunrise PBIS teams for their work in planning this two week event.

Sunrise Ambassadors May Project

Students chosen to be Sunrise Ambassadors for May will be heading to Crossroads at Big Creek to help with spring clean up. Students will help clear brush and buckthorn, while also having time to hike and explore.

Year End Picnic and Promotion Assembly

[Door County’s COVID-19 level](#) continues to be at a low level. This is great news that will hopefully continue. Sunrise is back to more normal building schedules and field trips are restarting. Many of our end of the year celebrations are also scheduled to return, including our end of the year Sunrise picnic. Sunrise families will be invited for lunch on Thursday, June 2nd at 11:00. 5th grade families will then be invited to attend an end of the year 5th grade promotion assembly at 12:00.

Finance, Facilities and Operations

Summer Remodeling Work

Sunrise remodeling work continues, but this time it’s outside and will not require staff to do any packing or moving. New insulation and roofing material will be installed on the 3rd and 4th grade wing. While there will be construction noise, Sunrise will be open and available for teams to work. Dates for the roofing project and summer cleaning are not set at this time.

Staffing Updates

Here are the most recent hiring updates for Sunrise for 2022/2023:

- With a vote of approval at the upcoming Board learning session on May 4th, our own Katie Smullen will become our next Sunrise building administrator! Thanks to all who helped with interviews.
- Bobby Deggendorf will be our Sunrise Project Lead the Way teacher and math interventionist.
- Allie Lautenbach will be the remote learning teacher for remote students in grades 1 through 8.

- (From Director Lindsay Ferry) Dana Stephenson has accepted the role of ID/Autism teacher at Sunrise Elementary School for the 2022/23 school year. Dana began her career with the Sturgeon Bay School District as a regular education associate, but quickly got lured into special education for the last 4 years;) Dana has worked with our special education students at Sunset, and now Sawyer. This school year, Dana has been a consistent/stable figure in our LEAP program working directly with students with Autism. The shift between teaching associate to teacher is a natural move for her and one she has readily earned. Dana is currently earning her special education teaching license through America Board and will be fully licensed by the summer of 2023.
- Current Sawyer physical education teacher, Kyle Retzlaff, will be moving to Sunrise this August to fill Jim Benesh's position. Kyle is a popular guy at Sawyer because of how he connects with students both in and out of the gym. I'm sure many Sunrise students will be excited to work with Kyle again here at Sunrise.
- Kim Knapp will be moving to a regular education associate position next year. This position will allow us to commit more resources to ELA instruction at all three grade levels, with a focus on incoming 3rd graders who are reported to need extra support.
- Lola DeVillers will be moving to a reading interventionist position to also help provide more support at all grade levels due to the continued literacy needs we are seeing.
- Carol Mulinix's library associate position will be posted to WECAN early next week.

Upcoming Events

- Week of May 2nd - 5th grade visits to the middle school.
- May 24th - 3rd & 4th grade students visit 4th and 5th grade classrooms in the afternoon.
- May 26th - 2nd graders visit 3rd grade classrooms in the morning.
- Friday, May 27th - Full day in-service
- Monday, May 30th - No school - holiday
- May 31st - Sunrise Earth Day field trip to Crossroads (rain date is June 1st)
- Tuesday, May 31st - 3rd trimester progress report drafts due
- Thursday, June 2nd - End-of-year family picnic and 5th grade promotion assembly
- Friday, June 3rd - Last day of school, 3rd trimester progress reports sent home

Board of Education Report

May 2022

Katy DeVillers

Sawyer Principal



Teaching and Learning

- On Friday, March 18th, we held our final Sawyer Leader Event where we recognized students who have displayed positive qualities that align with our Sawyer Way, which is: Be Respectful, Be Responsible, and Be Safe. One student has the opportunity to be chosen from each classroom and the recipients were: Cooper Guth, Xander Buckley, Annie Deggendorf, Aubrey Asher, Nora Brown, Gena Vue, Amirra Ehlers, Charlie Deggendorf, Hayden Jennerjohn, Dylan Lirwen, Arianna Meyer, Easton Ruegger, Connor Woodman, and Kianna Melendez-Heck.
- On May 26th, our second grade students are visiting Sunrise as a way to support their transition to 3rd grade next school year. We are very thankful to the Sunrise Staff for allowing our student to have this experience.

Community Engagement

- [Weekly Family Updates](#) continue to go out to give families the information they need to support their child and stay engaged in the happenings at school.
- We have some upcoming field trips:
On May 20th, our first and second graders are going bowling and on May 24th, our EC and 4K students are having a Fun Day as a way to recognize all of them for their great work all year on our school-wide expectations.
- On May 26th from 12:45pm-2:00pm, we are holding an End-of-Year Celebration and have invited all of our families to participate with their children in some fun activities. We are excited to welcome parents back into our school!

Finance/ Facilities and Operations

- None at this time

Board of Education Report

May, 2022

Ann Smejkal, Ph.D.

Director of Teaching, Learning and Technology



Office of Teaching and Learning.

- Literacy planning and implementation continues.
 - Jen Weber and I are working with the literacy team to put together a framework for next year which will be discussed with Dr. Thompson in May. This will be finalized prior to the end of the school year in June.
 - The Phonics Curriculum Review Team met for a second time on April 28 and reviewed curriculum materials specific to phonics 4K-3. A decision was made to purchase 95% Group phonics materials to implement in the fall. A more complete review will occur next year to consider a comprehensive literacy program that will encompass reading, writing, speaking and listening.
 - Training for the phonics program will occur in August during in-service.
- Jen Weber and the admin team are working to develop the professional development plan for the 2022-2023 school year.

Department of Technology

- During the week of May 2, 2022 we surpassed 1000 help desk tickets submitted for this school year. The use of the ticket system has allowed the tech team to work more efficiently to resolve tech issues throughout the district. We are very appreciative that staff have cooperated in utilizing this tool to communicate with us.
- Nelson and Spencer have now been able to set up the vast majority of clocks throughout all of our buildings.
- Due to challenges that were not resolved despite a great deal of time and effort, a decision has been made to eliminate the use of Impero to monitor and manage usage of chromebooks. This type of software allows teachers to monitor websites and language used by students. We are currently working with two other companies to pilot their software in hopes of implementing a different solution for fall.
- The tech team and tech mentors are working with Jen Hanson and Jen Weber to put together professional development opportunities for staff in August as they learn to use their new flat panel monitors.
- Chromebooks to replace end of life machines have arrived and the tech team is putting together their plan for collection and re-allocation of student chromebooks for fall.
- The tech team is looking forward to a (hopefully) less hectic summer allowing for catching up on some organizational tasks put on hold during construction and a busy year this year.



School District of Sturgeon Bay

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Dan Tjernagel
Superintendent

dtjernagel@sturbay.k12.wi.us

May 18, 2022, Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Most recent update for the meeting packet on May 9, 2022; Additional updates may be added later in section 4

1. Teaching & Learning

- a. **May 27 In-service/Professional Development Day** – Our final in-service day with no classes for students but a full day of professional staff development for professional staff is on Friday, May 27. The day will follow a basic format very similar to our October 8 and February 18 in-service days.

In-service days will then continue in August with New Teacher in-service on August 23-25 and regular in-service on August 29-31. Classes will begin Thursday, September 1, 2022.

- b. **Literacy Master Plan** – As the Board heard in the March 2 learning session, work around the literacy priority continues. Now that we are a little over a year into this journey with consultant Dr. Nell, we are looking for a “draft of a master plan” from her to help our various teams and team members prepare, plan, and apply the type of focus we strive for in our district. Stay tuned.
- c. **Racism exists—yes, even in Door County** – I shared some information with the Board at the end of April dealing with a combination of incidents dealing with unacceptable behavior that is also a sign of underlying concerns held by some members of society—and unfortunately yes, even members of our own community. A number of students received suspensions for their misbehavior, a variety of meetings and conversations between school principals and families occurred, and a wide variety of other conversations occurred in families, within the administrative team, and with board members as well.

Meanwhile, an incident in a neighboring district drew social media attention to the type of insensitive rhetoric that exists today—and is also blatantly racist. But what is one to make of this sort of behavior—or these sorts of problems? On one level, it is safe to say that young people and adults alike often do not stop to think about the things they say—or the things they share on social media; sometimes stupid behavior or stupid comments are just that. On another level, unacceptable behavior can also be a sign of serious issues and concerning beliefs held by the individual and/or his or her family or friends.

Appropriate reactions are important. Conversations. Meetings. Suspensions. Involving the authorities. These are just a few of the reactionary steps taken. But what else? How about young people leaving the type of Snapchat group that spews hate? Yes, that happened—and more people should do likewise. How about more people, young and old, stepping up in general?

Building awareness is an important part of the process needed to address a problem. People need to be aware of things that are going on. People need understand how their words and actions impact others. People need to learn more about the people around them.

Our schools certainly have a role in combatting racism—just as district staff members, school board members, community leaders, business leaders, residents, and families do. No one can do it alone, but people do need to take the lead—and clearly much progress needs to be made so people from our own community don't send a middle school student a video of a girl being hung or call a high school student a "cotton picking nigger." Racism exists. Let's help people do better.

2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Monday, May 16. Additionally, the DCEDC Annual Meeting is scheduled for Thursday, May 19.
- b. **YMCA Board meetings** – The regular monthly YMCA Board meeting is Thursday, May 12. I have also agreed to be emcee/auctioneer (no, I don't do that fast auction chant) for the YMCA's Dining by the Bay event on the evening of April 19.
- c. **Monthly CESA 7 Superintendent Meeting** – This month's version of the monthly meeting of CESA 7 superintendents was on May 6.
- d. **DCMC/Superintendent Meeting** – I attended the May 3 virtual meeting between DCMC leadership and the Door County Superintendents. Prior to COVID we held meetings between DCMC leadership and the Door County superintendents quarterly. Then we got to a point where there were so many meetings with COVID-related topics taking priority. We are now looking to get the quarterly meetings going again.

3. Finance, Facilities, & Operations

- a. **Superintendent Meeting with Representative Joel Kitchens** – On the morning of Friday, April 29. Rep. Joel Kitchens and I held a meeting with the Door and Kewaunee County superintendents in our Board room. We hold these meetings from time to time. We usually receive some updates from Rep. Kitchens, he typically asks our group for information on various topics, and we discuss timely topics. Not surprisingly, funding and staffing challenges were among areas we discussed.

I also shared with Joel the two recent situations that would appear to highlight topics from racial challenges to societal changes that some people are more or less aware of than others to the divisive times in modern day society we seem to be living in. We had a follow up conversation a week later on some of these things as well.

- b. **WASDA Regional Meeting** – I plan to participate in the WASDA spring regional meeting on May 10. Regional meetings are typically held in fall and spring. There are also fall and spring WASDA conferences, but unfortunately those usually overlap with our monthly Board meetings in September and April so those don't fit my schedule very well. The half-day regional meetings typically work much better with our calendar of meetings.

c. **Compensation-related items –**

i. **Professional staff post-employment benefits**

As we've discussed the last three board learning sessions, the work to assemble an approach that honors priorities and past discussions is nearing completion. We had consensus on the three-tiered approach that incorporates a professional staff member's start date with the district as a key factor and focused on remaining implementation and "catch-up" contribution details in the May 4 learning session.

This has been years in the making and aspects of the desire to come up with an updated approach certainly predate my time in the district. Additionally, this provides the clarity both professional staff and the district desire at any point—especially regarding topics this important, as well as offering a number of staff a choice like people often want today, as well as another strategy for the "attract and retain" dynamic we discuss every year.

Really the only topics that we've discussed multiple times in recent years that other updates or this system does not yet address in the various benefit-related aspects of compensation involve the concept of unused sick time for some members of the professional staff group and the desire for more flexible time that some might prefer to describe as PTO time and/or "incentive" days. This will require additional work and would have bogged us down further to the point of not having this priority task and updated system complete by the end of the current fiscal year.

The last item that comes to mind for now deals with what some might call stating the obvious—but my guess is this won't be as obvious to others so I wanted to include it here. More money designated for one priority means that is not available for others. As Jake has walked us through in recent meetings, implementing the system is in essence a triple whammy for a period of time as we fund the existing system for some staff members (x number of years of health insurance in retirement), the new system (x number of dollars each year into a 403(b) for qualifying staff members), AND funding the "catch up" contributions for qualifying staff members (x number of dollars for their previous years of service in the district). I don't need to review the various positives over time for both staff members and the district here, but this will likely have an impact on the availability of dollars in the coming years for major updates to the salary component of professional staff compensation. As always, the state budget cycle has the ability to help us—or not—depending how that plays out.

We should be on track for the usual first reading of the Professional Staff Salary and Supplemental Pay Guide in the May 18 board meeting, and the second reading/approval in the June 15 board meeting.

ii. **Professional staff salary ladder**

The Board approved the updated ladder in the April 20, 2022, Board meeting.

As a quick review for those who haven't been in all of the various meetings and conversations over the years, the starting salary on our teacher scale for the 2014-2015 school year was \$29,755 (Step 0); this was so low that the district had

actually been using the second step which was \$30,231 (Step 1). This was also partway through the salary study and work group process that ended up examining 21 different district plans and resulted in the framework we have today. We've made several modifications to the salary ladder and with a starting salary of \$40,000 certainly a great deal of progress has been made at least in that aspect of the process—even though \$40,000 has quickly fallen “behind market” as we look at the current context and project forward a year.

I have shared information previously about the dynamic all industries knew was coming years ago already with a sizable gap between the number of people leaving the workforce and the number coming in. Various COVID-related dynamics both exacerbated the situation and likely caused some people to forget about that trend we've seen coming. As someone shared information with the group in the May 4 learning session from a report they recently heard a statistic such as having 11 million vacant jobs in our country and only 5 million people looking for work should get everyone's attention.

I'll end this section with another important observation or two. Wages for those within the teaching profession over time have not increased at the speed at which beginning wages have. Obviously, this can also be applied to other professions, I realize, but I thought it bore pointing out in my last report of the school year and as we check the box on some important compensation-related tasks. The work is never really done.

For anyone interested in reading a bit more about teacher salaries by state or some of the impact of inflation I'll include a link to a May 5, 2022, story “Ranking all 50 states on highest teacher pay shows the pinch of inflation” in an online *District Administration* publication I receive. The state salary figures are from the NEA. If you are curious about where Wisconsin or our neighboring states rank without reading the article, Wisconsin's average salary for 2021-2022 of \$59,992 ranks 23rd out of 51. Illinois ranks 13th at \$70,705. Minnesota ranks 15th at \$66,561. Michigan ranks 17th at \$64,262.

https://districtadministration.com/ranking-50-states-highest-teacher-pay-inflation-school-shortages/?eml=20220506&oly_enc_id=9130I271880118T

iii. Non-teaching staff compensation

Information has been assembled and was also discussed within the budget planning portion of the May 4 learning session so the Board can act on compensation for our support staff, unclassified staff, and administrative staff in the May 18 meeting.

4. Additional Items and/or Updates *(added after I submitted my report for the Board packet)*