

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, July 20, 2022

President Stephani called the regular meeting to order at 7:03 PM in the high school library. Present: Schulz, Howard (arrive at 8:20 PM), Kruse, Holland, Stephani, Jennerjohn, Chisholm and Alger. Excused: Wood. Also present were: Superintendent Tjernagel, K Nerby, L Ferry, M. Smullen, K DeVillers, J. Holtz, & A. DeMeuse. The Pledge of Allegiance was recited.

Motion: Holland/Jennerjohn to adopt the agenda as presented. Motion carried unanimously.

PUBLIC PARTICIPATION SECTION—also known as audience to visitors and delegations (as noted in Board Policy 0167.3 Public Participation at Board Meetings): None.

CONSENT AGENDA:

1. Approve Minutes
 - a. Regular Meeting June 15, 2022
2. Approve May bills
3. Accept Grants and Donations – John Sullivan received a grant for the tennis court/track update project.
4. Accept Resignations and Retirements: Kayla Englebert has resigned as a 5th grade teacher to take a position near her home (she was just approved by the board in last month's meeting and has not actually taught for us yet). Lori Mellen has resigned from her Middle School Administrative Assistant position. Erik Tauschek has resigned as the Girls Varsity Golf Head Coach. Allison Lautenbach has resigned from her Remote Learning Teacher position. Michelle Gibson has resigned as the Business and Technology Teacher. We thank Lori, Allison, Michelle and Erik for their service to our young people, families, and staff in their respective positions.
5. Accept Seclusion and Restraint Annual Report
Act 125 requires that schools report annually to the school board by September 1 about any incidents from the previous school year. Most incidents of seclusions and restraint in school districts typically occur at the elementary level.

Director Ferry has prepared the annual report summarizing the information from the past year with a small number of students. That report should be included in the meeting packet.

A motion to accept the seclusion and restraint annual report is recommended.

6. Board Policy Second Readings (*Reminder: First Readings took place at the June 15, 2022, Regular Board of Education meeting*):
 - a. 0142.1 Electoral Process
 - b. 0142.4 Oath
 - c. 0155 Committees
 - d. 0166 Agenda
 - e. 0168.1 Meeting
 - f. 0173 Independent Financial Auditor
 - g. 1461 Unrequested Leaves of Absence/Fitness for Duty
 - h. 1619.03 Patient Protection and Affordable Care Act
 - i. 2131.01 Reading Instructional Goals & Kindergarten Assessment
 - j. 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability

- k. 2266 Title IX Regulations (NEW)
- l. 2271.01 Start College Now Program
- m. 3121 Criminal History Record Check
- n. 3122.01 Drug-Free Workplace
- o. 3160 Physical Examination
- p. 3419.03 Patient Protection and Affordable Care Act
- q. 3430 Leaves of Absence
- r. 3431 Employee Leaves
- s. 4120.01 Job Descriptions
- t. 4122.01 Drug-Free Workplace
- u. 4160 Physical Examination
- v. 4161 Unrequested Leaves of Absence/Fitness for Duty
- w. 4210 Support Staff Ethics
- x. 4340 Grievance Procedure
- y. 4419.03 Patient Protection and Affordable Care Act
- z. 4431 Employee Leaves
- aa. 4531 Unauthorized Work Stoppage
- bb. 5451.02 Technical Excellence Higher Education Scholarships
- cc. 7540.03 Student Technology Acceptable Use and Safety
- dd. 7540.04 Staff Technology Acceptable Use and Safety
- ee. 8410 Crisis Intervention

Motion Jennerjohn/Chisholm 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. Special Guest Presentation by Crossroads

A proposal from Crossroads (Laurel Hauser) has been received by the district and is included in your meeting packet.

I have also shared with Laurel that the board has met with a community group interested in pursuing an outdoor athletic complex in partnership with the City of Sturgeon Bay and fundraising support. Additionally, I shared with her that it wouldn't surprise me if the district is approached at some point regarding some sort of "athletic bubble" for use by sports teams and PE classes. As a result, we are currently looking at two (and potentially three) requests.

While these requests are currently separate, it would be great if somehow one might be able to assist with another, if you will. Fundraising dollars would also be critical (like the Greenhouse and middle school playground projects) for one or more of those projects are to move forward in the future. To be clear and in alignment with past discussions at the Board level, we do not plan to pursue an athletic project referendum, especially since we already have a capital referendum that residents are funding and the educational programming operational referendum cycle, which we are all very aware of.

Materials included are as follows:

- A two-page cover letter reviewing the history as well as other documents included.
 - Paragraph four on page two asks that we consider donating the final 20 acres the district holds to Crossroads at Big Creek for ongoing stewardship.
- Crossroads Transfer Agreement (dated July 21, 2004; approved September 13, 2004))
- Exhibit A

- Exhibit B
- Crossroads maps & photos.

Crossroads representatives Hauser and Stawicki were in attendance for questions from the board.

Informational at this time, no action taken.

3. Breakfast Pilot Program Concept for 2022-2023

Food Service Director, Jenny Spude, was on hand to review her prepared report that outlines various aspects of the free breakfast pilot concept and our discussion in the June board meeting. Director Spude discussed how reimbursements for breakfast work and how Food Service Fund 50 would cover the cost of providing breakfast through such a pilot program. She explained that while Fund 50 dollars can be used to subsidize the cost of school *breakfast*, this cannot be done for school *lunch*. Jenny also references a USDA grant (we received \$15,000) and local advocates in our community who could also consider assisting with funding for this breakfast program concept. This report should be included in your meeting packet.

The board is supportive of Director Spude in her efforts to pilot a free breakfast program based upon the information prepared.

4. Approve TJ Walker Middle School 7th Grade Social Studies Teacher

Motion Schulz/Alger to approve Neal Henrigillis as the 7th Grade Social Studies Teacher beginning with the 2022-2023 school year. Motion carried unanimously.

5. Approve Sunrise Elementary School 5th Grade Teacher

Still a work in progress. No recommendation at this time.

6. Approve Sawyer Elementary School 1st Grade Teacher

Motion Holland/Alger to approve Patrick Sullivan as a 1st Grade Teacher beginning with the 2022-2023 school year. Motion carried unanimously.

7. Approve High School Coaches: Head Football, Assistant Football

a. Head Football: Motion Alger/Holland to approve Carl Waterstreet as the Head Varsity Football Coach. Motion carried unanimously.

b. Assistant Football: Motion Kruse/Alger to approve Rodney Owens as an Assistant Football Coach. Motion carried unanimously.

8. Approve Annual Public Notice of Academic Standards

The 2015-2017 state budget, also known as 2015 Wisconsin Act 55, added several notice requirements for school districts. The items involve notice regarding academic standards, school report cards and ranking levels, educational options, and the special needs voucher program.

As we have been reminded by WASB in the past, “School Boards are reminded that they must include an item on the agenda of the first school board meeting of the school year (the first board meeting after July 1) that clearly identifies the student academic standards . . . that will be in effect for the school year . . . In addition, school boards are required . . . to notify the parents/guardians of students . . . This notice may be provided electronically, including by posting the notice or a link to the specific academic standards on the school district’s website.”

Once a new curriculum for a particular academic area has been adopted, that curriculum stays in place until a change is approved at a later date. Again, the requirement that we need to notify the public annually of these standards began just a few years ago.

In gathering feedback from various individuals and in alignment with our discussion on the topic in the past, it continues to appear that the clearest way of communicating this is that we follow “Sturgeon Bay Standards.” Work in recent years has involved the Wisconsin Academic Standards in most areas. Calling them Sturgeon Bay Standards gives us flexibility to be able to address any areas that may cause concern within our school community, and avoids the perception of having to adopt something without the flexibility to adapt if and when concerns may arise when it comes to national or state standards conversations, if you will.

Motion Jennerjohn/Chisholm to give the required annual notice pertaining to academic standards utilized in the School District of Sturgeon Bay for the 2022-2023 school year is recommended.

9. Strategic Action Plan Draft for 2022-2023 (informational item)

As discussed since the February 2017 Board and Administrative Team retreat, putting together a one-page document with identified priorities that can serve as a “strategic action plan” should help not only with our internal processes and focus areas for a given year, but also should assist our work as we continue to work to communicate with our community.

The strategic action plan process is intended to:

- help provide clarity through annual priority areas for our organization,
- give us targeted items to monitor throughout the year, and
- provide a document for annual review so adjustments can be made for the following year.

As we have said in the past, feedback is welcome on the strategic action plan concept—as is focus as we consider our work, priorities, and overall focus for the upcoming year, as well as our ability to appropriately communicate those priorities to our families, staff members, and community members.

I updated the 2021-2022 document in preparation for the June Core Admin Team meeting, and specifically got additional information from that group in the Teaching and Learning area, as well as Community Engagement.

In most years, the Board approves the updated document for the start of the new year in our August Board meeting, although there was a year where I believe we waited until September. Discussion is welcome, as are potential improvements to the document.

The approach not only helps provide focus and clarity, it also helps protect the district against people wanting to add initiatives or shift the focus away from agreed-upon priority areas during the course of the year. If there are good ideas/topics worthy of future consideration, we absolutely can and have considered those later.

10. Branding Committee Update and Usage Guideline Approval

Jake Holtz and a committee worked with some industry experts to look at topics from official colors to logos, to signage, to letterhead, and more. As some Board members may recall, a variety of topics related to marketing have arisen over the past eight years.

Jake shared an update with the Board late in the school year and with the June board meeting. I should also note that if the Board and/or committee come across a situation in the future that would call for updating the guidelines or taking a certain situation into account which was somehow missed through the process to date, that should be able to occur.

Motion Jennerjohn/Chisholm in support of the guidelines as presented. Motion carried unanimously.

11. Board Policy First Readings

- a. Policy 0162 - Quorum (Revised).
- b. Bylaw 0164.2 - Special Meetings (Revised)
- c. Policy 0167.3 – Public Comment at Board Meetings [Title revised]
- d. Policy 0172 – Legal Counsel (REVISED)
- e. Policy 1130/3230/4230 – Conflict of Interest (REVISED)
- f. Policy 1220 – Employment of District Administrator (REVISED)
- g. Policy 1260 – Incapacity of the District Administrator (REVISED)
- h. Policy 2260.02 – English Language Proficiency (REVISED)
- i. Policy 2412 – Homebound Instruction Program/2412F1 App. for Homebound Instruction (REVISED)
- j. Policy 2460 – Programs for Students with Disabilities [revised title] (REVISED).
- k. Policy 2460.03 – Independent Educational Evaluation (IEE) (REVISED)
- l. Policy 2700.01 – School Performance and Accountability Reports (REVISED)
- m. Policy 3120.04 – Employment of Substitutes (REVISED)
- n. Policy 3120.10, 4120.10 – Job Sharing (REVISED)
- o. Policy 3131, 4131 – Staff Reduction (REVISED)
- p. Policy 3215, 4215 – Use of Tobacco and Nicotine by Staff (REPLACEMENT)
- q. Policy 3231, 4231 – Outside Activities (REVISED)
- r. Policy 3362.01, 4362.01 – Threatening Behavior Toward Staff Members (REVISED)
- s. Policy 4130 - Assignment and Transfer (REVISED)
- t. Policy 5111 – Eligibility of Resident/Non-Resident Students (REVISED)
- u. Policy 5460 - Graduation Requirements (REVISED)
- v. Policy 5512 - Use of Tobacco and Nicotine by Students (REPLACEMENT)
- w. Policy 5630.01 – Use of Seclusion and Physical Restraint with Students (REVISED)
- x. Policy 6145 – Borrowing (DELETED)
- y. Policy 6147 – Debt Management (NEW)
- z. Policy 7230 – Gifts, Grants and Bequests (REVISED)
- aa. Policy 7434 – Use of Tobacco and Nicotine on School Premises (REPLACEMENT)
- bb. Policy 7440.03 – Small unmanned Aircraft Systems (NEW)
- cc. Policy 8390 – Animals on District Property (REVISED)
- dd. Policy 8395 – Student Mental Health Services (NEW)
- ee. Policy 8710 – Insurance (REVISED)
- ff. Policy 8900 – Fraud (REVISED) *Bylaws and Policies*
The following policies and guidelines were revised to include language either prohibiting or requiring permission for the use of District name, logo, mascot, or any other property or assets of the District in connection with fundraising, except where such permission is implicit because it is conducted by a District organization:
- gg. *Policy 2430 – District-Sponsored Clubs and Activities*
- hh. *Policy 5830 – Student Fund-raising*
- ii. *Policy 6605 – Crowdfunding*
- jj. *Policy 6610 – Student Activity Fund*
- kk. *Policy 9700 – Relations with Non-School Affiliated Groups*
- ll. *Policy 9700.01 – Advertising and Commercial Activities*
- mm. Policy 0100 – Definitions (Revised)
- nn. Policy 0131.1 – Bylaws and Policies (Revised)
- oo. Policy 0132.1 – Selection of District Administrator
- pp. Policy 0132.2 – Administrative Guidelines
- qq. Policy 0141.1 – Student Representation at Board Meetings
- rr. Policy 0143.2 – Board Member Information Requests (NEW)
- ss. Policy 0144.3 – Conflict of Interest
- tt. Policy 0144.4 - Indemnification (Revised)

- uu. Policy 0144.5 – Board Member Behavior and Code of Conduct (NEW)
- vv. Policy 0145 – Sexual and Other Forms of Harassment (Revised)
- ww. Policy 0166 – Agenda
- xx. Policy 1211 – Whistleblower Protection (NEW)
- yy. Policy 1213/Policy 3213/Policy 4213 – Student Supervision and Welfare (Revised)
- zz. Policy 1400 - Job Descriptions
- aaa. Policy 2260.02 – English Language Proficiency
- bbb. Policy 2261 – Title I Services
- ccc. Policy 2261.01 – Parent and Family Member Participation in Title I Programs
- ddd. Policy 2411 – School Counseling and Academic and Career Planning (Revised)
- eee. Policy 2416 - Student Privacy and Parental Access to Information (Revised)
- fff. Policy 2416.01 - Parental/Police Access To () Library () Instruction Material Center Information (Delete)
- ggg. Policy 2460.03 – Independent Educational Evaluation
- hhh. Policy 2522 –Instructional Material Centers (NEW)
- iii. Policy 3112/Policy 4112 – Board-Staff Communications (Revised)
- jjj. Policy 3131/4131 – Reduction in Staff
- kkk. Policy 3220 – Staff Evaluation and Educator Effectiveness (Revised)
- lll. Policy 3340/Policy 4340 - Grievance Procedure (Revised)
- mmm. Policy 3531/Policy 4531 - Unauthorized Work Stoppage (Revised)
- nnn. Policy 5113 – Open Enrollment Program (Inter-District) (Revised)
- ooo. Policy 5511 – Dress and Grooming (Revised)
- ppp. Policy 5517.01 – Bullying (Revised)
- qqq. Policy 5540 – The Schools and Governmental Agencies (Revised)
- rrr. Policy 5540.01 – Investigations Involving Suspected Child Abuse (Revised)
- sss. Policy 5895 – Student Employment (Revised)
- ttt. Policy 7230 - Gifts, Grants, and Bequests (Revised)
- uuu. Policy 7550 – Cooperation with Local Governments (Revised)
- vvv. Policy 8405 – Environmental Health and Safety Program (Revised)
- www. Policy 9130 – Public Requests, Suggestions, or Complaints (Revised)

12. Reports:

- a. Legislative – none
- b. CESA – none
- c. Committee/Seminars – none.
- d. Special Education & Pupil Services Reports presented.
- e. Business Manager’s Report presented.
- f. Superintendent’s Report presented.

13. Adjourn Motion: Alger/Jennerjohn to adjourn at 8:46 PM. Motion carried unanimously.

Date: _____

President’s Signature: _____