

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Regular Board of Education Meeting**  
**Wednesday, September 20, 2023**  
**Sturgeon Bay High School Library**

*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 is 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 (KEIRSTEN MELLEN)**

**PUBLIC COMMENT SECTION**—*As noted in Board Policy 0167.3 Public Comment at Board Meetings: 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**

Employees are recognized in the month of September:

1. Summer School Staff Leaders: Ivy Barlament, Brenda Hartl, Stephen Jacobson, Stacy Judas, and Amanda Wilke

**CONSENT AGENDA:**

1. Approve Meeting Minutes
  - a. August 17, 2022, Regular Board of Education meeting
  - b. September 7, 2022, Learning Session
2. Approve August Bills
3. Accept Grants and Donations
4. Approve Resignations and Retirements

**OPERATIONS AGENDA:**

1. Consent Agenda items requiring attention (if any)
2. Approve Kitchen Staff Member(s)
3. Approve Teacher Associates
4. Approve Coaches: JV Volleyball
5. Approve Professional Staff Handbook Revision Pertaining to Personal Leave
6. Approve Professional Staff Salary and Supplemental Pay Guide Revisions Pertaining to Longevity Supplemental Pay and Appendix D – Additional Employment Pay Schedule
7. Reports:
  - a. Legislative
  - b. CESA
  - c. Committee/Seminars
  - d. 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
  - e. Superintendent
8. 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: September 12, 2022  
RE: Background Information for the September 20, 2023 Meeting

## **STUDENT COUNCIL REPRESENTATIVE REPORT**

*Student Council President Keirsten Mellen will share updates with the Board and public.*

**PUBLIC COMMENT SECTION** *As noted in Board Policy 0167.3 Public Comment at Board Meetings: 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**

Employees are recognized in the month of September:

1. Summer School Staff Leaders: Ivy Barlament, Brenda Hartl, Stephen Jacobson, Stacy Judas, and Amanda Wilke

## **CONSENT AGENDA:**

### **1. Approve Meeting Minutes**

- a. August 16, 2023 Regular Board of Education meeting
- b. September 6, 2023 Learning Session

### **2. Approve August Bills**

### **3. Grants and Donations**

- Playground Donations
  - Rick and Nancy Jeanquart Charitable Foundation has donated \$1,000
  - Jim and Kathy Olson donated \$1,000
  - United Way donated \$4,500 towards the 4K/5K swing on the elementary playground.
  - The Kerley Family donated \$1,500
  - Roger and Heidi Wood donated \$250
  - Jacob Schulz donated \$100
  - Carol Marchel donated \$100
  - Christina Novosel-Rogers donated \$2,500
- Gladys Schommer donated \$100 to the Robert Nickel Auditorium Fund
- The Art department received a \$100 donation from Miller Art Museum
- The soccer program received a \$1000 donation from DCMC
- In partnership with Door County Health and Human Services, the district has received the Youth Innovation Grant via Wisconsin's Department of Children and Families for the amount of \$100,000. Funds from this grant will be used to support the Door County Alternative Program.

4. **Resignations & Retirements** – Alaina Tews has resigned from her Assistant Girls' Varsity Basketball Coaching position. Holly Tenor has resigned from her Teacher Associate position at Sunrise. Jesus Jimenez-Sanchez has resigned from his Teacher Associate position at Sawyer. Jennifer Burlo has resigned from her Teacher Associate position at Sunrise.

Amanda Anthony has resigned as the Advisor for the Language Club. John Wilkinson has resigned from his Special Education Teacher Associate position at Sunrise.

A motion to approve the consent agenda items as presented is recommended.

### **OPERATIONS AGENDA:**

1. Consent Agenda items requiring attention (if any)  
*This is a standing agenda item and utilized only if needed.*

#### **2. Approve Kitchen Staff Member(s)**

Director Spude recommends Theresa Kay Meredith to begin again in the food service department. She held an instrumental role during COVID meal deliveries by organizing communication between food service production and transportation. She has decades of greenhouse growing experience and will help us increase yield grown in the greenhouse so that food service can provide more school grown food in school meals. We welcome back her spirit, green thumb and everyday smile.

A motion to approve Theresa Kay-Meredith as a food service staff member is recommended.

Director Spude recommends Curtis Aschauer will begin again a part time job within food service. Curtis works primarily independently however he has a job coach available through Sunshine Resources. He worked alongside us pre-covid and now is interested in rejoining us. Curtis comes back to us with a kind heart and strong work ethic. He will be portioning food items and washing dishes.

A motion to approve Curtis Aschauer as a food service staff member is recommended.

#### **3. Approve Teacher Associates**

Director Ferry will continue with interviews this week and next. Stay tuned for additional updates to the hiring list below.

- a. **Kadince Will - Special Education Teacher Associate:** Director of Special Education and Pupil Services is pleased to recommend Kadince Will for the special education teaching associate position at Sunrise Elementary. Kadince is a Sturgeon Bay graduate and has previously been employed with Phoenix Behavioral Health. Kadince enjoys working 1:1 with students to create goals that will help them find success. Kadince will be joining the 3rd grade team at Sunrise and is excited to bring her behavior learning to the already amazing team.

A motion to approve Kadince Will as a Special Education Teaching Associate at Sunrise, effective immediately, is recommended.

- b. **Crystal Graf -Special Education Teacher Associate:** Director of Special Education and Pupil Services Lindsay Ferry is pleased to recommend Crystal Graf for the special education teacher associate position at Sunrise Elementary School. Crystal has been an employee within the Sturgeon Bay Food Service Team and has demonstrated a strong work ethic since joining the Sturgeon Bay team. This past summer, Crystal worked at PATH Camp and realized her true passion was working

with students with disabilities. The team at Sunrise is eager to welcome Crystal into her new role.

A motion to approve Crystal Graf as a Special Education Teaching Associate at Sunrise, effective immediately, is recommended.

- c. **Harlie Busch - Special Education Teacher Associate:** Director of Special Education and Pupil Services Lindsay Ferry is pleased to recommend Harlie Busch to the Sturgeon Bay High School ID/Autism team. Harlie has experience working with students with disabilities in both daycare settings and various alternative pathways. Harlie is also a graduate of Sturgeon Bay Schools and is excited to be back in the building in a leadership role. Sturgeon Bay High School welcomes Harlie!

A motion to approve Harlie Busch as a Special Education Teaching Associate as part of the High School ID/Autism team, effective immediately, is recommended.

#### 4. **Approve Coaches: JV Volleyball**

**Katrina Boucher:** Athletic Director Meikle and Principal Nerby recommend Katrina Boucher as the JV1 Volleyball Coach. She was our coach last year but resigned from the position in June. She is now able to continue coaching. Ultimately she would continue in the same capacity as last year. We are lucky to have her back!

A motion to approve Katrina Boucher as a JV1 Volleyball coach beginning with the 2023-2024 school year is recommended.

#### 5. **Approve Professional Staff Handbook Revision Pertaining to Personal Leave**

Letter A of the Employee Leaves section of the Professional Staff Handbook on the top of page 14 is entitled Personal leave. In a nutshell, past practice has been to allow up to three days of personal leave at the cost to the employee of a substitute. Once teachers have ten years of service in the district, they earn one paid personal day with no cost of the substitute needing to be paid by the employee. Once teachers have twenty-five years of service in the district, they earn two paid personal days and can take a total of four days of personal leave. If a teacher would need to go beyond the total number of days allowed, then the deduction shall be in full.

As the annual compensation review group has met, especially the past couple of years, the concept of increased personal time, flexibility, having an incentive for unused time, and in essence some sort of paid-time off (PTO) concept has been discussed. For the past number of months, board members and staff members have seen the various updates on compensation-related topics, and in the September 6, 2023, learning session, the group discussed the possibility of changing anywhere from zero to two days. In the end, there appeared to be consensus that bringing forward the addition of one paid personal paid to all professional staff members, in essence swapping out one of the sub-deduct days, was something board members in attendance would be prepared to consider further and take action on in the regular September 20, 2023 meeting. As was discussed that evening, any Board member making the motion could choose to go with the one day the group discussed, change the number from one to something else, or as with any action item we know that it there would be no motion and second the item cannot carry forward to a vote.

As a result of the September 6 discussion, I revised language in the Employee Leaves section, specifically A. Personal Leave number 1 to indicate the change that aligned with the discussion. This language is in the handbook in the meeting packet, and for convenience and clarity we will copy and paste it below as well:

**a. Personal leave (insert from draft handbook on next page)**

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 (3) 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) except at noted later in this paragraph; for each day over three (3) days per year, the deduction shall be in full. For teachers with less than ten (10) years of service, the first personal day shall be at no deduction. For teachers with ten (10) years or more of local service, the first two (2) personal days 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-three (2) (3) days shall be at no deduction.  
Note: For the first personal day only, if a teacher does not use the personal day they may receive an incentive of \$75 at the end of the school year payable into an HSA or TSA.

A motion to approve the revision to the Personal Leave section as presented is recommended.

**6. Approve Professional Staff Salary and Supplemental Pay Guide Revisions Pertaining to Longevity Supplemental Pay and Appendix D – Additional Employment Pay Schedule**

Similar to the agenda items above, the annual compensation review group has discussed components associated with the Professional Staff Salary and Supplemental Pay Guide and a number of updates have been shared since last winter as well. In alignment with previous discussions and the discussion at the September 6, 2023, learning session, I revised language to the pay guide and will summarize each of the three areas below. The Board could choose to take action on these one by one OR could choose to approve all the revisions to the pay guide as presented.

**a. Longevity Supplemental Pay**

Business Manager Holtz had prepared two potential scenarios/revisions to the salary ladder, as well as an approach that focused on longevity with the district. In the end, the preference of the group was the longevity approach, knowing we will still need to update the salary ladder at time in the future.

Rather than a lengthy narrative, I will simply copy and paste the Longevity Supplemental Pay summary which would be added to the Supplemental Pay section. Longevity pay would be treated as ongoing supplemental pay much like the Master's Degree pay. (This would be different from yearly supplemental pay also addressed in the section which is awarded through the Appendix B process.)

I should also note that a total projected cost of \$100,843.75 would be associated with approving this revision.

**Longevity Supplemental Pay**

- \$500 starting in 5<sup>th</sup> year teaching for the district.*
- \$1,000 starting with the 10<sup>th</sup> year.*
- \$1,500 starting with the 15<sup>th</sup> year.*
- \$2,000 starting with the 20<sup>th</sup> year.*
- \$2,500 starting with the 25<sup>th</sup> year.*
- \$3,000 starting with the 30<sup>th</sup> year.*
- \$3,500 starting with the 35<sup>th</sup> year.*
- \$4,000 starting with the 40<sup>th</sup> year.*

**b. Appendix D – Curriculum Writing, Summer Guidance, In-District Training, Open House, HS & MS Student Orientation, Book Leveling, Saturday School Study Table, Detention**

As Business Manager Holtz has explained previously, he used two different inflationary calculations to come up with updated hourly rates for this part of Appendix D. To date, Board members have spoken in favor of the higher of the two

Again, I will copy and paste from the revised Appendix D to show the current rate and what the revised rate would become.

<p><b>Curriculum Writing, Summer Guidance, In-District Training, Open House, HS &amp; MS Student Orientation, Book Leveling, Saturday School, Study Table, Detention, <del>Summer School enrichment, Summer Band</del></b></p>	<p><b>BA</b></p>	<p><b>\$ 17.25</b> <b><u>\$23.20</u></b></p>	
	<p><b>MA</b></p>	<p><b>\$ 19.45</b> <b><u>\$26.15</u></b></p>	

I should also note that a total projected cost of \$25,834.77 would be associated with approving this revision.

**c. Appendix D – Summer School Teaching**

This final revision was not really discussed much at the annual compensation review meeting the past couple of years but was rather something we worked on last fall and winter and brought forward to the Board in January 2023 on a pilot basis as we looked to expand summer school. I won't bring back the entire memo that accompanied that pilot program and request at the time, but it is sufficient to say we know that we need at least a portion of our teaching staff and select support staff in order to provide summer school. Additionally, we know that in Door County our school year staff members have a number of employment opportunities over the

summer so while we always need to be fiscally responsible, we certainly need to make the opportunity attractive to staff.

Now that we have held a summer of expanded summer school, if you will, we know that we can get the type of summer school FTE that correlates to actual student FTE that positively impacts our revenue limit worksheet and ability to fund the costs in future years.

Again, I will copy and paste from the revised Appendix D to show the current rate and what the revised rate would become.

<b>Summer School Teaching:</b>	<b>BA</b>	\$ <b>20.55</b>	
		<u>\$26.00</u>	
	<b>MA</b>	\$ <b>23.20</b>	
		<u>\$28.50</u>	

A motion(s) to approve the revisions to the Professional Staff Salary and Supplemental Pay Guide as presented is/are recommended.

**7. Reports**

**8. Adjourn**



THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, August 16, 2023

President Stephani called the work session to order at 6:09 PM in the board room. Present: Howard (arrive 6:52), Kruse, Haus, Stephani, Jennerjohn, Chisholm, Spritka and Wood. Excused: Schulz. Also present were: Superintendent Tjernagel and J. Holtz.

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

AGENDA

1. Budget Planning for 2023-2024 and Beyond: Business Manager Holtz walked the board through his budget presentation.
2. Adjourn Motion: Chisholm/Wood to adjourn at 6:59 PM. Motion carried unanimously.

President Stephani called the regular meeting to order at 7:05 PM in the high school library. Present: Spritka, Schulz, Kruse, Stephani, Jennerjohn, Chisholm, Wood, Howard, and Haus. Excused: None. Also present were: Superintendent Tjernagel, K Nerby, M. Smullen, K. Smullen, K DeVillers, J Paye-Weber, L Ferry, J. Holtz, & A. DeMeuse. The Pledge of Allegiance was recited.

**Motion: Chisholm/Spritka to adopt the agenda as presented. Motion carried unanimously.**

PUBLIC COMMENT SECTION: (as noted in Board Policy 0167.3 Public Comment at Board Meetings): None.

CONSENT AGENDA:

1. **Approve July Minutes**
  - a. Regular Meeting July 19, 2023
2. **Approve July Bills**
3. **Approve grants and donations:**
  - a. Werner Krause donated \$3,000 to the Virtual Mental Health Services Program
  - b. Hope Church donated \$111 to Gender Sexuality Alliance
4. **Accept Resignations:** Danielle Hunt has resigned from her high school teacher association position. Dena Barganz has resigned from her JV Volleyball Coaching position. Nicole Herbst has resigned from the Yearbook Advisor, Educators Rising (FTA) and Service Club. Alaina Tews has resigned from her Special Education Teaching position in the high school. Jenny Hull has resigned from her associate position in the Safe Harbor room.

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

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any): None.
2. **Motion Schulz/Howard to approve Alexis Potvin as a Special Education Teacher at the high school beginning with the 2023-2024 school year. Motion carried unanimously.**

- 3. Motion Haus/Jennerjohn to approve Michael Carter at Sturgeon Bay High School as a 60% FTE Business teacher beginning with the 2023-2024 school year, pending emergency license issuance from the DPI. Motion carried unanimously.**
- 4. Motion Chisholm/Haus to approve Susan (Toelle) Price as a limited term Second Grade Teacher for the 2023-2024 school year. Motion carried unanimously.**
- 5. Approve Teacher Associates**
  - A. Motion Jennerjohn/Haus to approve Brittany Uecker as a Teacher Associate in the Safe Harbor Room beginning with the 2023-2024 school year. Motion carried unanimously.**
  - B. Motion Schulz/Jennerjohn to approve Jacquelyn Palomba as a Teacher Associate in the High School beginning with the 2023-2024 school year. Motion carried unanimously.**
  - C. Motion Wood/Chisholm to approve Scott Derkez as a Teacher Associate on the sixth-grade special education team, beginning with the 2023-2024 school year. Motion carried unanimously.**
  - D. Motion Spritka/Kruse to approve Kimberly Nimmer as a Teacher Associate on the High School ID/Autism team beginning with the 2023-2024 year. Motion carried unanimously.**
  - E. Motion Haus/Kruse to approve Hannah Grohman as a Teacher Associate at Sunrise beginning with the 2023-2024 school year. Motion carried unanimously.**
  - F. Motion Kruse/Haus to approve Ben Back as a Teacher Associate on the High School ID/Autism team beginning with the 2023-2024 school year. Motion carried unanimously.**
  - G. Motion Kruse/Chisholm to approve Jennifer Applegate as a Teacher Associate at TJ Walker Middle School beginning with the 2023-2024 school year. Motion carried unanimously.**
  - H. Motion Haus/Kruse to approve Jessica Poppie as a Teacher Associate in the Middle School/High School ID/Autism Program. Motion carried unanimously.**
- 6. Motion Jennerjohn/Chisholm to approve Jenna Augustson as the Yearbook Advisor beginning with the 2023-2024 school year. Motion carried unanimously.**
- 7. Motion Kruse/Jennerjohn to approve Emily Orns as the Co-Advisor for Project 180 beginning with the 2023-2024 school year. Motion carried unanimously.**
- 8. Motion Jennerjohn/Wood to approve the Strategic Action Plan for 2023-2024. Motion carried unanimously.**
- 9. Reports:**
  - a. Legislative – None.
  - b. CESA – none
  - c. Committee/Seminars – none.
  - d. Elementary Playground Update provided by Principal Smullen.
  - e. Administrative Reports presented.
    - i. Business Manager
    - ii. Food Service
  - f. Superintendent’s Report presented.

**10. Motion: Jennerjohn/Kruse to adjourn at 7:40 PM. Motion carried unanimously.**

Respectfully submitted by,  
Ann DeMeuse  
Board Recording Secretary

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

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

Recordings of the Board meetings can be located at: <https://www.sturbay.k12.wi.us/district/board-of-education>

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Board of Education Learning Session**  
**Wednesday, September 6, 2023**

5:00 P.M. Board of Education Learning Session Board Conference Room

**CALL TO ORDER:**

1. Roll Call at 5:07 PM. Present: Stephani, Kruse, Jennerjohn, Chisholm, Schulz, Spritka, Haus (5:39) & Wood. Absent: Howard. Also present were Superintendent Tjernagel and J Holtz.
2. Motion: Spritka/Wood to adopt the agenda as presented. Motion carried unanimously.

**AGENDA AND DISCUSSION:**

1. Learning Session Draft Schedule with Potential Topics for the 2023-2024 School Year Discussion: Update provided by Superintendent Tjernagel.
2. Professional Staff Compensation-related Topics Discussion
  - i. Salary Ladder and/or Longevity Supplemental Pay: Discussion followed; no action taken.
  - ii. Appendix D/Curriculum Writing, etc. Rate: Discussion followed; no action taken.
  - iii. PTO Time and Incentive for Unused Days: Discussion followed; no action taken.
  - iv. Summer School Teaching Rate: Discussion followed; no action taken.
3. Motion Chisholm/Jennerjohn to adjourn the learning session at 6:32 PM. Motion carried unanimously.

Respectfully submitted by,  
Ann DeMeuse  
Board Recording Secretary

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

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

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/02/2023	103548	R	238.65	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
08/03/2023	103549	R	182.82	10 E 800 355 263300 000	AT&T	Acct #920 743-5493 930 7 Monthly Billing (06/20/23 - 07/19/23)
08/03/2023	232400057	A	787.50	10 E 800 411 253000 000	BELSON CO	TOWELS
08/03/2023	232400057	A	1,215.75	10 E 800 411 253000 000	BELSON CO	LINERS/TISSUE/TOWELS
08/03/2023	103550	R	10,972.00	27 E 120 449 158100 341	CABINET CREATIONS &	TALL STORAGE CABINETS-SAWYER 1/2 DOWN PAYMENT
08/03/2023	232400058	A	219.00	10 E 800 411 252100 000	DC PRINTING LLC	Report Card Envelopes for Elementary Schools
08/03/2023	232400059	A	1,332.80	10 E 800 411 221200 000	HOUGHTON MIFFLIN	Math Expressions workbooks (k-2) and digital access to Think Central Platform for 23.24 school year.
08/03/2023	232400060	A	129.00	10 E 800 310 221300 000	HUBBARD, ELIZABETH	7/13/2023 Reimbursement for PELI training.
08/03/2023	103551	R	1,541.76	10 E 800 324 253000 000	JOHNSON CONTROLS	FIRE ALARM TESTING-MS & HS
08/03/2023	232400061	A	199.00	10 E 400 411 125500 000	J W PEPPER & SON INC	23-24 Field show music
08/03/2023	232400061	A	77.99	10 E 400 411 125500 000	J W PEPPER & SON INC	23-24 Field show music
08/03/2023	232400061	A	122.99	10 E 400 411 125500 000	J W PEPPER & SON INC	Drumline cadence sets
08/03/2023	232400061	A	35.00	10 E 400 411 125500 000	J W PEPPER & SON INC	Drumline cadence sets
08/03/2023	232400062	A	1,680.00	10 E 800 310 231700 000	KEY BENEFIT CONCEPTS	POST EMPLOYMENT-OPEB & STIPEND TABLE UPDATES
08/03/2023	232400063	A	1,888.32	10 E 100 310 110100 000	KOBUSSEN BUSES LTD	JULY SUMMER SCHOOL BUSSING SERVICES
08/03/2023	103554	R	1,050.00	10 E 800 310 221300 000	LEARNING WITHOUT TEA	Hand Writing without Tears Training (1/2 day for grades 1 & 2) PO: Submit the attached quote with your PO to emailorders@lwtears.com. Please include any tax exemption documentation at that time. Note: Please copy me (Jennifer.Karash@lwtears.com) on your submission so that I can track the progress of your order and assist with any issues. Credit Card: Call our customer service team at 888.983.8409 and reference the attached quote number. You may need to follow up with documentation if you plan to claim tax exemption status. If you have any issues submitting your order, you can always reach out to me directly or call our customer service team at 888.983.8409. Our support page also includes information about the ordering process and other useful FAQs.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/03/2023	232400064	A	795.00	10 E 800 310 231500 000	NEOLA INC	DIGITAL MAINTENANCE SERVICES 8/1/23-7/31/24
08/03/2023	103555	R	215.35	10 E 140 411 241000 000	ODP BUSINESS SOLUTIO	office supplies
08/03/2023	103556	R	1,362.28	10 E 800 411 253000 000	PIKE SYSTEMS INC	CUSTODIAL SUPPLIES
08/03/2023	232400065	A	55.39	10 E 800 411 252100 000	QUILL LLC	Business Office Supplies
08/03/2023	232400066	A	331.18	10 E 100 411 110100 000	SCHOENEMAN, MANDY	6/29/2023-7/20/2023 Supplies for summer school lemonade stand -lemonade -cups -puppy chow ingredients -ice -bracelet materials
08/03/2023	232400067	A	8,662.50	10 E 800 480 295000 000	SENSO.CLOUD	Senso device management renewal 6/16/23-6/16/24
08/03/2023	103557	R	8,486.00	10 E 800 713 270000 000	SFM	WORKERS COMPENSATION 7/1/23-7/1/24
08/03/2023	103558	R	3,970.00	10 E 800 411 221200 000	SOURCEWELL	Spring Math License and onboarding professional development and support for the 23.24 school year at Sawyer Elementary (per Amy Richard). 75 students.
08/03/2023	103559	R	22.05	10 E 800 411 231000 000	WOLTER ENGRAVING SER	SCHOOL BOARD NAMEPLATES
08/10/2023	232400069	A	180.00	10 E 800 310 239100 000	ARMATI COLLECTIVE	JULY 2023 MEMBERSHIPS
08/10/2023	103565	R	150.30	10 E 800 355 263300 000	AT&T LONG DISTANCE	Acct #831-000-7711 955 Monthly Service Charges
08/10/2023	103566	R	145.00	10 E 800 310 231500 000	BUELOW VETTER BUIKEM	JULY LEGAL SERVICES ACCT#3101.86522
08/10/2023	232400070	A	246.67	10 E 800 411 295000 000	COMPUTER DISCOUNT WA	MISC TECH SUPPLIES
08/10/2023	103567	R	239.72	10 E 200 411 121000 000	CONTINENTAL CLAY CO	art clay for hs and ns
08/10/2023	103567	R	239.73	10 E 400 411 121000 000	CONTINENTAL CLAY CO	art clay for hs and ns
08/10/2023	232400071	A	72.38	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	33.68	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	8.73	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	7.84	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	24.85	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	24.59	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	36.96	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	24.19	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	5.98	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/10/2023	232400071	A	15.04	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	26.14	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	39.99	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	37.72	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	2.58	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	232400071	A	15.22	10 E 100 411 110100 000	CORNELL, MOLLY	6/7/2023-7/25/2023 Summer School-Edible Chemistry Supplies
08/10/2023	103568	R	47.00	10 E 800 411 253000 000	CULLIGAN SERVICE	BOTTLED WATER
08/10/2023	103569	R	21,077.94	27 E 800 310 221300 341	DANIEL EDUCATIONAL S	WELL-BEING FOR ALL TRAINING
08/10/2023	103570	R	858.21	10 E 800 411 253000 000	DOOR COUNTY HARDWARE	Account# 96718- JULY 2023 CHARGES
08/10/2023	232400072	A	167.68	10 E 800 342 264400 000	DEMEUSE, ANN	8/1/2023-8/2/2023 travel to training St. Norbert's
08/10/2023	232400073	A	560.70	10 E 800 310 239000 000	ERC INC	JULY 2023 EAP SERVICES
08/10/2023	232400074	A	1,806.63	10 E 120 472 110000 000	FLS BANNERS	Sawyer School T-Shirts
08/10/2023	232400075	A	92.36	10 E 800 342 264400 000	GORDON, KIM	8/1/2023-8/2/2023 Mileage Reimbursement to SITA Google Training @ St. Norbert College
08/10/2023	232400076	A	550.00	10 E 800 941 252100 000	HOLTZ, JACOB	8/1/2023 WASBO Annual Membership
08/10/2023	25800	R	1,750.00	22 E 800 370 450000 000	HUNSADER, PIPER	Nursing 4-yr Marsden Scholarship
08/10/2023	232400077	A	345.95	27 E 800 310 223300 019	KYLES CONSULTING LLC	JULY 2023 SBS/MAC FEE
08/10/2023	232400078	A	53.71	10 E 800 342 264400 000	LALUZERNE, ASHLEY	8/1/2023-8/2/2023 Mileage Reimbursement for Summer Instructional Technology Academy at St. Norbert College
08/10/2023	232400078	A	53.71	10 E 800 342 264400 000	LALUZERNE, ASHLEY	8/1/2023-8/2/2023 Mileage Reimbursement for Summer Instructional Technology Academy at St. Norbert College
08/10/2023	232400079	A	265.82	10 E 800 354 258000 000	US BANK	MONTHLY COPIER LEASE PAYMENT
08/10/2023	103571	R	125.00	10 E 800 310 162000 000	WAUTOMA SCHOOL DISTR	FOOTBALL SCRIMMAGE-VARSITY & JV
08/10/2023	232400080	A	270.00	10 E 800 310 239000 000	WIS DRUG TESTING & C	BACKGROUND CHECKS (18)
08/15/2023	103572	R	4,595.41	21 E 400 310 163902 000	BOB ROGERS TRAVEL	Fundraiser payment for NY Trip
08/15/2023	103573	R	245.13	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
08/15/2023	103574	S	301.84	98 L 000 000 811680 000	WISCTF	Case ID - 2798607 & Case ID - 555787
08/15/2023	103575	S	65.00	98 L 000 000 811680 000	WISCTF	KIDS PIN - 0000555787

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/17/2023	103576	R	1,304.29	10 E 400 411 136360 000	AIRGAS USA LLC	Welding Gas
08/17/2023	232400081	A	19.68	21 E 400 411 161924 000	BRYFCZYNSKI, MICHAEL	7/6/2023-8/1/2023 Shed Supplies
08/17/2023	232400081	A	39.98	21 E 400 411 161924 000	BRYFCZYNSKI, MICHAEL	7/6/2023-8/1/2023 Shed Supplies
08/17/2023	103577	R	987.39	10 E 800 355 263300 000	CELLCOM WISCONSIN RS	Acct #003-00319495 Monthly Charges
08/17/2023	232400082	A	1,450.00	10 E 800 386 431000 000	CESA #9	WIS VIRTUAL SCHOOL JUNE 2023 (5) ENROLLMENTS
08/17/2023	103578	R	1,017.00	10 E 800 310 264400 000	CREDIBLE COACH LLC	COACHING WORKSHOPS
08/17/2023	103579	R	5,280.17	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	NURSING SERVICES-JULY 2023
08/17/2023	103580	R	300.00	50 E 800 324 257220 000	EDUCATIONAL BIOMETRI	12 months of support agreement/building served advanced to 7/8/24
08/17/2023	232400083	A	304.76	10 E 800 411 162000 000	JOSTENS REMIT	EMBLEM INSERTS
08/17/2023	232400084	A	88.82	10 E 120 411 110500 000	KROLL, TAMMY	8/9/2023 Kindergarten Supplies purchased at the School House in Green Bay
08/17/2023	232400085	A	1,800.00	10 E 800 291 221300 000	MAAS, CHRISTINE	8/14/2023 Continuing Education reimbursement
08/17/2023	103581	R	374.56	10 E 400 411 136360 000	MC MASTER-CARR SUPPL	Material
08/17/2023	232400086	A	5,399.89	27 E 800 480 158100 341	N2Y- NEWS-2-YOU, LLC	N2Y 2023-2024 Renewals
08/17/2023	232400087	A	1,850.00	10 E 800 480 221500 000	PATHS PROGRAM LLC	Emozi High School 12-month site license: 1 to 5 instructors
08/17/2023	103582	R	75.00	10 E 800 480 162000 000	RSCHOOL TODAY	INTEGRATION ACTIVITY SCHEDULER RENEWAL
08/17/2023	103583	R	53.90	10 E 120 411 111000 000	SCHOLASTIC INC	SCHOLASTIC NEWS-E.TAUSCHEK
08/17/2023	232400088	A	1,329.78	10 E 200 411 122200 000	SCHOOL SPECIALTY, LL	Middle School Intervention Materials
08/17/2023	103584	R	340.00	10 R 800 297 295000 000	SOUCEK, HEATHER	Refund - Chromebook Fee
08/17/2023	103585	R	118.50	10 E 800 324 253000 000	STERICYCLE	DOCUMENT DESTRUCTION SERVICES CUSTOMER #1000893652
08/17/2023	232400089	A	29.93	10 E 120 342 221300 000	SULLIVAN, PATRICK	7/24/2023-7/27/2023 Math Training food expense
08/17/2023	232400089	A	37.46	10 E 120 342 221300 000	SULLIVAN, PATRICK	7/24/2023-7/27/2023 Math Training food expense
08/17/2023	232400089	A	36.04	10 E 120 342 221300 000	SULLIVAN, PATRICK	7/24/2023-7/27/2023 Math Training food expense
08/17/2023	232400089	A	11.54	10 E 120 342 221300 000	SULLIVAN, PATRICK	7/24/2023-7/27/2023 Math Training food expense
08/17/2023	103586	R	3,000.42	10 E 120 449 241000 000	ULINE	Office Furniture for Sawyer Office/Conference Room
08/17/2023	103587	R	240.00	10 E 800 354 258000 000	WISCONSIN ASSOCIATIO	FOCUS FEE 2023-2024
08/17/2023	232400090	A	150.00	27 E 800 310 221300 341	WILKINSON, JOHN	8/10/2023 2023 Paraprofessional Summit - Learning Services
08/17/2023	232400091	A	600.94	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Acct #GB3909 - Contract #3239-02
08/17/2023	103588	R	1,240.00	10 E 800 411 162000 000	WOODY'S SIGNS	24" X 18' SIGN
08/23/2023	232400092	A	1,215.75	10 E 800 411 253000 000	BELSON CO	TOWELS/TISSUE/LINERS
08/23/2023	232400093	A	26.80	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books-MS
08/23/2023	232400093	A	341.65	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books-MS
08/23/2023	232400093	A	923.66	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books-CKLA SW
08/23/2023	232400093	A	360.07	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books-SR
08/23/2023	232400094	A	1,485.00	10 E 800 480 221500 000	IMAGINE LEARNING LLC	Odysseyware District Pool



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08/23/2023	232400095	A	207.41	50 E 800 415 257220 000	PRAIRIE FARMS	Access Reusable Enrollment MONTHLY BILLING ACCT #47-471
08/23/2023	232400096	A	51.80	10 E 800 331 253300 000	SYMMETRY ENERGY SOLU	Customer ID 34642 District Gas Billing
08/23/2023	232400097	A	4,350.60	10 E 800 360 222200 031	WEVIDEO	WeVideo Renewal
08/23/2023	232400098	A	10,411.25	10 E 800 360 222200 031	WILS - WIS LIBRARY S	WiLS Databases
08/23/2023	232400098	A	1,166.55	10 E 800 360 222200 031	WILS - WIS LIBRARY S	Gale in Context: Literature
08/28/2023	103589	R	418.46	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life Insurance - 24 Pay - September Coverage
08/28/2023	103589	R	4,062.50	98 L 000 000 811634 000	MADISON NATIONAL LIF	Group Life Insurance - September Coverage
08/28/2023	103590	R	2,631.65	98 L 000 000 811635 000	MADISON NATIONAL LIF	Long-term Disability & Short-term Disability Insurance - September Coverage
08/28/2023	103590	R	1,119.73	98 L 000 000 811639 000	MADISON NATIONAL LIF	Long-term Disability & Short-term Disability Insurance - September Coverage
08/28/2023	103591	R	1,370.14	98 L 000 000 811647 000	SUPERIOR VISION INSU	Vision Insurance - September Coverage
08/29/2023	103596	R	236.19	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
08/29/2023	103597	R	53.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
08/29/2023	103597	R	48.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations - Payroll Deductions
08/29/2023	103597	R	48.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
08/29/2023	103598	R	266.68	98 L 000 000 811680 000	WISCTF	Case ID - 2798607 & Case ID - 555787
08/31/2023	232400099	A	100.00	10 E 800 310 162000 000	ADAMSKI, JOE	Football official vs Waupun
08/31/2023	232400100	A	100.00	10 E 800 310 162000 000	ADAMSKI, SKYLAR	Football official vs Waupun
08/31/2023	103599	R	1,289.50	10 E 800 411 253000 000	AQUA-PURE OF WISCONS	AQUCAR GA/CWT-1103
08/31/2023	232400101	A	1,824.09	27 E 800 342 223300 341	CPI	NONVIOLENT CRISIS INTERVENTION TRAINING
08/31/2023	232400102	A	367.50	10 E 800 411 162000 000	CREATIVE SIGN COMPAN	SCOREBOARD VINYL SPONSOR NAME
08/31/2023	232400102	A	148.00	10 E 800 411 162000 000	CREATIVE SIGN COMPAN	SMALL DEDICATION PLAQUES
08/31/2023	103600	R	120.00	10 E 800 310 162000 000	DC ENGRAVING	ATTACH SCOREBOARD SUPPORT STRUCTURE PLATES TO PLAQUES
08/31/2023	103601	R	325.00	10 E 800 310 162000 000	DOOR COUNTY MEDICAL	CPR TRAINING
08/31/2023	103602	R	150.00	21 E 400 310 162121 000	DOOR COUNTY YMCA	HS VOLLEYBALL /POOL WORK OUTS
08/31/2023	103602	R	250.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	MONTHLY MEMBERSHIPS
08/31/2023	103602	R	320.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	MONTHLY MEMBERSHIPS
08/31/2023	103603	R	1,847.00	10 E 400 310 125500 000	DEJARDIN CLEANERS	HS BAND DRY CLEANING
08/31/2023	232400103	A	140.00	10 E 800 310 162000 000	DELONG, TINA	Swimming Relays official plus mileage
08/31/2023	103604	R	655.48	10 E 800 411 253000 000	HALLMAN LINDSAY QUAL	MISC MAINTENANCE SUPPLIES
08/31/2023	103605	R	700.00	10 E 800 324 253000 000	LAKELAND LAWN CARE	Customer #13669 - Lawn Care
08/31/2023	103606	R	456.10	10 E 800 310 221300 000	LIDDICOAT, KAITLYN	Restorative Practices Training
08/31/2023	232400104	A	80.00	10 E 800 310 162000 000	MARIK, JOE	JV soccer official vs FVL
08/31/2023	232400104	A	85.00	10 E 800 310 162000 000	MARIK, JOE	Varsity Soccer AR official vs Kewaunee
08/31/2023	232400105	A	165.00	10 E 800 310 162000 000	MILLS, JOSEPH	JV and Varsity AR soccer official vs Bay Port
08/31/2023	103607	R	125,737.25	41 E 800 310 254300 000	NORTHERN METAL & ROO	ROOF REPAIRS-TJ WALKER
08/31/2023	103608	R	3.82	10 E 800 411 253000 000	O'REILLY AUTO PARTS	COPPER PLUG

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08/31/2023	103608	R	30.97	10 E 800 411 253000 000	O'REILLY AUTO PARTS	MAINTENANCE SUPPLIES
08/31/2023	232400106	A	100.00	10 E 800 310 162000 000	ORTIZ, RUBEN	Football official vs Waupun
08/31/2023	232400107	A	80.00	10 E 800 310 162000 000	SANCHEZ, ALEXANDER	JV soccer official vs NDA
08/31/2023	232400107	A	85.00	10 E 800 310 162000 000	SANCHEZ, ALEXANDER	Varsity AR soccer official vs NDA
08/31/2023	232400108	A	12,808.08	10 E 800 336 253300 000	STURGEON BAY UTILITI	JULY 2023 UTILITY BILL
08/31/2023	232400108	A	2,084.42	10 E 800 337 253300 000	STURGEON BAY UTILITI	JULY 2023 UTILITY BILL
08/31/2023	232400108	A	429.03	10 E 800 338 253300 000	STURGEON BAY UTILITI	JULY 2023 UTILITY BILL
08/31/2023	232400108	A	79.06	10 E 800 339 253300 000	STURGEON BAY UTILITI	JULY 2023 UTILITY BILL
08/31/2023	103609	R	329.67	10 E 200 434 126000 000	SCHOLASTIC INC	SCIENCE WORLD MAGAZINES
08/31/2023	232400109	A	100.00	10 E 800 310 162000 000	SCHWEITZER, BARBARA	Swimming Relays Official
08/31/2023	103610	R	262.12	10 E 800 411 253000 000	SHERWIN WILLIAMS	PAINTING SUPPLIES
08/31/2023	232400110	A	100.00	10 E 800 310 162000 000	SMITH, RANDALL	Official Football vs Waupun
08/31/2023	232400111	A	14.17	10 E 120 411 111000 000	SULLIVAN, PATRICK	8/27/2023 Classroom Supplies
08/31/2023	103611	R	2,061.00	10 E 800 411 239000 000	SWEET BUNS BAKERY/CA	All Staff Breakfast
08/31/2023	103612	R	1,759.50	10 E 140 472 110000 000	TCI - TEACHERS' CURR	3rd Grade Social Studies Curriculum
08/31/2023	103613	R	698.00	10 E 800 324 253000 000	TOTAL ENERGY SYSTEMS	SERVICE GENERATOR
08/31/2023	103613	R	698.00	10 E 800 324 253000 000	TOTAL ENERGY SYSTEMS	SERVICE GENERATOR
08/31/2023	103614	R	20.00	10 E 800 324 253000 000	T R COCHART TIRE CEN	TIRE REPAIR
08/31/2023	103615	R	96.79	10 E 800 353 263300 000	UNITED PARCEL SERVIC	Shipper #586902 Monthly Parcel Service
08/31/2023	232400112	A	100.00	10 E 800 310 162000 000	VISTE, JOSHUA	Varsity center soccer official vs NDA
08/31/2023	232400112	A	100.00	10 E 800 310 162000 000	VISTE, JOSHUA	Varsity soccer official vs Bay Port
08/31/2023	232400113	A	100.00	10 E 800 310 162000 000	WETTSTEIN, JEFF	Varsity Soccer Center official vs Kewaunee
08/31/2023	232400114	A	100.00	27 E 800 949 159100 341	WILKINSON, JOHN	8/21/2023 Special Ed Program Aide License
08/31/2023	232400115	A	2,265.15	10 E 200 450 143000 000	YBA SHIRTS INC	MS PHY ED UNIFORMS
08/31/2023	232400116	A	100.00	10 E 800 310 162000 000	ZIMDARS, THOMAS	Football Official vs Waupun
08/02/2023	202300027	W	524.87	98 L 000 000 811675 000	WEA MEMBER BENEFITS	TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
08/02/2023	202300025	W	110.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
08/02/2023	202300025	W	317.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
08/02/2023	202300025	W	425.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
08/02/2023	202300026	W	145.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
08/02/2023	202300026	W	25.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
08/07/2023	202300195	W	339.53	10 E 800 324 253000 000	AIRGAS USA LLC	Credit Card Payment AP Invoice.
08/07/2023	202300189	W	70.00	10 E 400 310 221300 000	ASSOC OF WISC SCH AD	Credit Card Payment AP Invoice.
08/07/2023	202300185	W	159.13	10 E 140 411 241000 000	DAN'S KITCHEN	Credit Card Payment AP Invoice.
08/07/2023	202300180	W	42.28	10 E 800 432 222200 031	DANCING BEAR	Credit Card Payment AP Invoice.
08/07/2023	202300175	W	447.34	10 E 800 999 239000 000	DUNHAM'S SPORTS	Credit Card Payment AP Invoice.
08/07/2023	202300192	W	44.50	10 E 120 411 241000 000	GET REAL CAFE	Credit Card Payment AP Invoice.
08/07/2023	202300192	W	-4.45	10 E 800 411 295000 000	GET REAL CAFE	Credit Card Payment AP Invoice.

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08/07/2023	202300192	W	93.16	10 E 800 411 295000 000	GET REAL CAFE	Credit Card Payment AP Invoice.
08/07/2023	202300197	W	3,220.79	10 E 800 339 253300 000	GFL ENVIRONMENTAL	Credit Card Payment AP Invoice.
08/07/2023	202300188	W	90.00	10 E 800 351 239000 000	INDEED, INC.	Credit Card Payment AP Invoice.
08/07/2023	202300188	W	-1.65	10 E 800 351 239000 000	INDEED, INC.	Credit Card Payment AP Invoice.
08/07/2023	202300188	W	-10.29	10 E 800 351 239000 000	INDEED, INC.	Credit Card Payment AP Invoice.
08/07/2023	202300188	W	280.00	10 E 800 351 239000 000	INDEED, INC.	Credit Card Payment AP Invoice.
08/07/2023	202300198	W	62.52	10 E 800 411 295000 000	JIMMY JOHN'S	Credit Card Payment AP Invoice.
08/07/2023	202300182	W	9.95	10 E 800 355 263300 000	METROFAX	Credit Card Payment AP Invoice.
08/07/2023	202300179	W	18.99	10 E 800 432 222200 031	NOVEL BAY BOOKSELLER	Credit Card Payment AP Invoice.
08/07/2023	202300190	W	20.40	10 E 400 411 241000 000	PICK'N SAVE ROUNDYS	Credit Card Payment AP Invoice.
08/07/2023	202300177	W	200.00	10 E 800 941 239000 000	ROTARY CLUB OF STURG	Credit Card Payment AP Invoice.
08/07/2023	202300199	W	55.97	27 E 800 411 158100 341	SCATURO'S BAKING COM	Credit Card Payment AP Invoice.
08/07/2023	202300191	W	-48.00	10 E 120 472 110000 000	SCHOLASTIC STORE ONL	Credit Card Payment AP Invoice.
08/07/2023	202300183	W	178.99	10 E 200 411 241000 000	SMORE	Credit Card Payment AP Invoice.
08/07/2023	202300183	W	178.99	10 E 400 411 241000 000	SMORE	Credit Card Payment AP Invoice.
08/07/2023	202300196	W	167.99	27 E 200 449 158100 341	TARGET	Credit Card Payment AP Invoice.
08/07/2023	202300187	W	89.99	21 E 400 449 161924 000	TRACTOR SUPPLY CO	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	49.97	10 E 800 432 222200 031	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	16.95	10 E 800 432 222200 031	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	28.94	10 E 800 432 222200 031	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	35.00	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	60.14	10 E 800 348 254500 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	189.05	10 E 800 342 162000 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	-1,400.00	10 E 120 310 221300 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	53.00	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	20.58	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	32.94	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	20.58	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.

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08/07/2023	202300178	W	306.00	10 E 120 342 221300 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	306.00	10 E 120 342 221300 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	1,007.07	10 E 800 411 162000 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300178	W	75.99	10 E 800 348 254500 000	US BANK	Credit Card Payment AP Invoice.
08/07/2023	202300193	W	1,738.00	10 E 800 355 263300 000	US CELLULAR	Credit Card Payment AP Invoice.
08/07/2023	202300186	W	4.84	10 E 100 411 110100 000	WALMART	Credit Card Payment AP Invoice.
08/07/2023	202300186	W	2.78	10 E 100 411 110100 000	WALMART	Credit Card Payment AP Invoice.
08/07/2023	202300186	W	89.09	10 E 800 990 239000 000	WALMART	Credit Card Payment AP Invoice.
08/07/2023	202300194	W	47.98	10 E 120 411 143000 000	WALMART	Franklin Sports 10' x 5' Replacement Soccer Goal Net & Straps
08/07/2023	202300181	W	275.00	10 E 800 941 239000 000	WASBO FOUNDATION	Credit Card Payment AP Invoice.
08/07/2023	202300176	W	1,650.00	10 E 800 941 252100 000	WIS ASSOC OF SCHOOL	Credit Card Payment AP Invoice.
08/07/2023	202300184	W	437.79	10 E 800 449 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
08/07/2023	202300184	W	957.54	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
08/07/2023	202300184	W	184.33	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
08/16/2023	202300109	W	524.87	98 L 000 000 811675 000	WEA MEMBER BENEFITS	TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
08/16/2023	202300107	W	110.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
08/16/2023	202300107	W	317.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
08/16/2023	202300107	W	425.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
08/16/2023	202300108	W	145.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
08/16/2023	202300108	W	25.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
08/18/2023	202300106	W	201.41	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	Acct #0401972111-00007 District Gas
08/23/2023	202300121	W	13.98	10 E 120 411 122900 000	AMAZON.COM	August In-service Teacher Supplies
08/23/2023	202300122	W	41.94	10 E 120 411 112000 000	AMAZON.COM	2nd Grade Shared Supplies
08/23/2023	202300123	W	69.84	10 E 120 411 112000 000	AMAZON.COM	2nd Grade Shared Supplies
08/23/2023	202300124	W	50.52	10 E 120 411 112000 000	AMAZON.COM	2nd Grade Shared Supplies
08/23/2023	202300125	W	23.75	10 E 120 411 111000 000	AMAZON.COM	First Grade Classroom Supplies
08/23/2023	202300126	W	4.88	10 E 120 411 111000 000	AMAZON.COM	First Grade Classroom Supplies
08/23/2023	202300127	W	11.99	10 E 120 411 111000 000	AMAZON.COM	First Grade Classroom Supplies
08/23/2023	202300128	W	8.99	10 E 120 411 111000 000	AMAZON.COM	First Grade Classroom Supplies
08/23/2023	202300129	W	9.99	10 E 120 411 111000 000	AMAZON.COM	First Grade Classroom Supplies
08/23/2023	202300130	W	244.38	10 E 800 449 253000 000	AMAZON.COM	Amazon Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/23/2023	202300130	W	69.99	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	94.98	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	151.96	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	33.46	10 E 140 411 241000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	16.22	10 E 140 411 241000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	49.94	27 E 800 411 158100 341	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	19.75	27 E 800 411 158100 341	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	-49.68	10 E 140 411 241000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	24.35	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	324.92	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	65.93	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	141.79	10 E 800 411 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	131.66	10 E 800 411 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	66.27	10 E 800 449 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	344.90	10 E 800 449 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	574.50	10 E 800 449 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300130	W	32.94	27 E 800 411 158100 341	AMAZON.COM	Amazon Payment AP Invoice.
08/23/2023	202300131	W	10.99	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300132	W	10.98	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300133	W	12.80	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300134	W	47.44	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300135	W	22.65	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300136	W	14.19	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300137	W	27.29	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300138	W	111.97	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300139	W	15.83	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300140	W	16.16	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300141	W	14.12	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
08/23/2023	202300142	W	6.99	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300143	W	30.49	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300144	W	41.61	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300145	W	19.99	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300146	W	7.69	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300147	W	10.98	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300148	W	44.99	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300149	W	13.59	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300150	W	28.99	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300151	W	15.43	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300152	W	14.78	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
08/23/2023	202300153	W	57.99	10 E 800 411 252100 000	AMAZON.COM	Monitor Stand
08/23/2023	202300154	W	33.57	10 E 140 411 241000 000	AMAZON.COM	name badges - visitor passes
08/23/2023	202300155	W	25.36	10 E 140 411 241000 000	AMAZON.COM	name badges - visitor passes
08/23/2023	202300156	W	78.63	10 E 140 411 241000 000	AMAZON.COM	certificate holders & paper (5th grade) labels - SR office

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/23/2023	202300157	W	24.35	10 E 140 411 241000 000	AMAZON.COM	certificate holders & paper (5th grade) labels - SR office
08/23/2023	202300158	W	13.75	10 E 140 411 241000 000	AMAZON.COM	certificate holders & paper (5th grade) labels - SR office
08/23/2023	202300159	W	44.95	10 E 120 411 124000 000	AMAZON.COM	Star Incentives
08/23/2023	202300160	W	147.19	10 E 200 449 241000 000	AMAZON.COM	Buiilding Thinking Classrooms
08/23/2023	202300161	W	201.99	10 E 200 449 241000 000	AMAZON.COM	Math Workshop Model
08/23/2023	202300162	W	40.88	10 E 400 411 121000 000	AMAZON.COM	Art supplies
08/23/2023	202300163	W	35.15	10 E 400 411 121000 000	AMAZON.COM	Art supplies
08/23/2023	202300164	W	25.24	10 E 400 411 121000 000	AMAZON.COM	Art supplies
08/23/2023	202300165	W	37.71	10 E 400 411 121000 000	AMAZON.COM	Art supplies
08/23/2023	202300166	W	45.80	10 E 400 411 121000 000	AMAZON.COM	Art supplies
08/23/2023	202300167	W	17.58	10 E 400 411 121000 000	AMAZON.COM	Art supplies
08/23/2023	202300110	W	205.28	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	Acct #0401972111-00005 July Gas for Bus Garage
08/26/2023	202300111	W	17,196.56	98 L 000 000 811901 000	DEAN HEALTH INC	Health Insurance - September Coverage
08/26/2023	202300111	W	122,619.88	98 L 000 000 811630 000	DEAN HEALTH INC	Health Insurance - September Coverage
08/26/2023	202300111	W	21,359.08	10 E 800 290 292000 000	DEAN HEALTH INC	Health Insurance - September Coverage
08/26/2023	202300112	W	13,492.23	98 L 000 000 811632 000	DELTA DENTAL	Dental Insurance - September Coverage
08/26/2023	202300112	W	2,276.99	98 L 000 000 811901 000	DELTA DENTAL	Dental Insurance - September Coverage
08/26/2023	202300112	W	428.51	10 E 800 290 292000 000	DELTA DENTAL	Dental Insurance - September Coverage
08/26/2023	202300113	W	1,388.05	98 L 000 000 811646 000	STANDARD INSURANCE C	Accident, Critical, and Hospital Insurance - September Coverage
08/26/2023	202300113	W	1,563.60	98 L 000 000 811648 000	STANDARD INSURANCE C	Accident, Critical, and Hospital Insurance - September Coverage
08/26/2023	202300113	W	487.88	98 L 000 000 811649 000	STANDARD INSURANCE C	Accident, Critical, and Hospital Insurance - September Coverage
08/30/2023	202300119	W	3,824.87	98 L 000 000 811675 000	WEA MEMBER BENEFITS	TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
08/30/2023	202300118	W	145.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
08/30/2023	202300118	W	25.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
08/31/2023	202300120	W	0.57	10 E 800 355 263300 000	CENTURYLINK	Monthly Charges
08/31/2023	202300171	W	191.99	10 E 800 310 239000 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
08/31/2023	202300171	W	454.14	98 L 000 000 811900 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
08/31/2023	202300171	W	3,313.90	10 E 800 248 239000 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
08/31/2023	202300200	W	6,057.06	50 E 800 415 257220 549	GORDON FOOD SERVICE	August 2023 Food Bill
08/31/2023	202300170	W	34,966.50	98 L 000 000 811611 000	INTERNAL REVENUE SER	FEDERAL TAXES
08/31/2023	202300170	W	30,259.85	98 L 000 000 811612 000	INTERNAL REVENUE SER	FEDERAL TAXES
08/31/2023	202300169	W	6,459.04	98 L 000 000 811613 000	WISCONSIN DEPARTMENT	STATE TAXES
08/31/2023	202300168	W	14,199.00	98 L 000 000 811621 000	WISCONSIN RETIREMENT	STATE RETIREMENT

<u>CHECK</u>	<u>CHECK CHE</u>	<u>ACCOUNT</u>	<u>INVOICE</u>
<u>DATE</u>	<u>NUMBER TYP</u>	<u>AMOUNT NUMBER</u>	<u>VENDOR DESCRIPTION</u>
08/31/2023	202300168 W	11,941.48 98 L 000 000 811622 000	WISCONSIN RETIREMENT STATE RETIREMENT
		610,112.90 Totals for checks	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	340.00	155,130.88	155,470.88
21	SPECIAL REVENUE - GIFTS	0.00	0.00	4,895.06	4,895.06
22	SCHOLARSHIPS	0.00	0.00	1,750.00	1,750.00
27	SPECIAL EDUCATION	0.00	0.00	40,196.46	40,196.46
41	BUILDING FUND	0.00	0.00	125,737.25	125,737.25
50	FOOD SERVICE FUND	0.00	0.00	6,564.47	6,564.47
98	PAYROLL CLEARING FUND	275,498.78	0.00	0.00	275,498.78
***	Fund Summary Totals ***	275,498.78	340.00	334,274.12	610,112.90

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





**Door County  
Community  
Foundation, Inc.**

**Board of Directors**

Jeff Ottum  
Chair

Jim Vander Heiden  
Vice Chair

Sharon Lutsey  
Secretary

Stephen O'Hearn  
Treasurer

Sally O'Brien  
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John Herlache

Roger Johnson

John McGinnis

Keith Mutchler

Barb Sajna

Donna Scattergood

Vicki Wilson

Dick Egan  
Emeritus Director

Bret N. Bicoy  
President & CEO

August 11, 2023

AJEARNC

Sturgeon Bay School District  
1230 Michigan St  
Sturgeon Bay, WI 54235

Dear Friends,

We are pleased to present you with the enclosed gift made possible by the generosity of Rick and Nancy Jeanquart. We encourage you to express your gratitude directly or by conveying your thanks through the Community Foundation. Please use this contribution for the Sturgeon Bay School Playground Fund, as a sponsorship from Rick and Nancy Jeanquart.

For gift and tax deduction purposes, please record this as a contribution from the **"Rick and Nancy Jeanquart Charitable Foundation of the Door County Community Foundation, Inc."**

By accepting the enclosed check you certify that no one received any goods or services in consideration for this contribution.

If you have any questions, please contact our Philanthropic Services Team, at (920) 746-1786 or by email to [DonorServices@GiveDoorCounty.org](mailto:DonorServices@GiveDoorCounty.org).

Thank you all for your efforts to improve the community. We are pleased to be able to facilitate this support for your important work.

Warm regards,

Bret Bicoy

Encl.  
BNB:jag

World Language Club

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

From: **Amanda Anthony** <[aanthony@sbsdmail.net](mailto:aanthony@sbsdmail.net)>

Date: Tue, Sep 5, 2023 at 12:13 PM

Subject: Re: Extra Curricular Contract

To: Kim Gordon <[kgordon@sturbay.k12.wi.us](mailto:kgordon@sturbay.k12.wi.us)>

Hi Kim!

Thanks for the email. I am going to have to say no to this club this year. It is not something that I feel I can give adequate time to and make it meaningful for students.

Amanda

Dear SBHS Athletics,

Please accept this letter as my formal resignation from being the Assistant Girls' Varsity Basketball Coach at Sturgeon Bay High School effective immediately.

I have been so grateful for the opportunity that I have had at Sturgeon Bay as it was an opportunity for me to connect with the community and grow as an individual. I hope that the time I have when I come back to town to visit that I can stop in for a game to cheer on the Clippers!

Please let me know if there is anything else that I can provide to you to complete this process and I wish nothing but the very best for the season to come for the ladies.

Sincerely,  
Alaina Tews



Ann Demeuse <ademeuse@sbsdmail.net>

---

## Fwd: Resigning

1 message

---

**Lindsay Ferry** <lferry@sbsdmail.net>

Tue, Aug 29, 2023 at 2:06 PM

To: Kim Gordon <kgordon@sturbay.k12.wi.us>, Ann Demeuse <ademeuse@sbsdmail.net>, John Sullivan <jsullivan@sbsdmail.net>, Jennifer Hanson <jhanson@sbsdmail.net>

Just making sure you got this.

Sturgeon Bay School District  
Director of Special Education and Pupil Services  
[lferry@sbsdmail.net](mailto:lferry@sbsdmail.net)  
920-746-2804

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

From: **Holly Tenor** <[htenor@sbsdmail.net](mailto:htenor@sbsdmail.net)>

Date: Mon, Aug 28, 2023 at 4:07 PM

Subject: Resigning

To: Katie Smullen <[ksmullen@sbsdmail.net](mailto:ksmullen@sbsdmail.net)>, Lindsay Ferry <[lferry@sbsdmail.net](mailto:lferry@sbsdmail.net)>, Lisa Ocokoljich <[locokoljich@sbsdmail.net](mailto:locokoljich@sbsdmail.net)>

Good afternoon ladies. I am emailing to let you know I have accepted a different job offer this afternoon. Thank you for the opportunity I had at Sunrise. Working there has truly been a pleasure and I've learned a great deal. --

Holly Tenor

Special Education 5th Grade Teaching Associate

Sunrise Elementary School

[htenor@sbsdmail.net](mailto:htenor@sbsdmail.net)

(920)-746-5845



Ann Demeuse <ademeuse@sbsdmail.net>

---

**Fwd:**

1 message

---

**Lindsay Ferry** <lferry@sbsdmail.net>

Tue, Aug 29, 2023 at 4:41 PM

To: Kim Gordon <kgordon@sturbay.k12.wi.us>, Ann Demeuse <ademeuse@sbsdmail.net>, Katie Smullen <ksmullen@sbsdmail.net>, Jennifer Hanson <jhanson@sbsdmail.net>, John Sullivan <jsullivan@sturbay.k12.wi.us>

FYI

Begin forwarded message:

**From:** Jesus Jimenez-Sanchez <jjimenezsanchez@sbsdmail.net>

**Date:** August 29, 2023 at 3:26:16 PM CDT

**To:** Lindsay Ferry <lferry@sbsdmail.net>

Hi lindsay, thanks for writing. I was a little afraid of no having a chance to work with you from our last message where you told me that we had to wait to see if AA will come back, so I'm moving to Green to try other opportunities. I want to thank you for your new opportunity but I'm not able to work with you this school year. Hope everything go well with you and thanks again.



Ann Demeuse <ademeuse@sbsdmail.net>

---

## Fwd: My health situation

1 message

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**Lindsay Ferry** <lferry@sbsdmail.net>  
To: Ann Demeuse <ademeuse@sbsdmail.net>

Tue, Sep 12, 2023 at 2:07 PM

Please add to the resignation list.  
Thanks!

Sturgeon Bay School District  
Director of Special Education and Pupil Services  
[lferry@sbsdmail.net](mailto:lferry@sbsdmail.net)  
920-746-2804

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

From: **John Wilkinson** <[jwilkinson@sbsdmail.net](mailto:jwilkinson@sbsdmail.net)>  
Date: Tue, Sep 12, 2023 at 1:31 PM  
Subject: Re: My health situation  
To: Lindsay Ferry <[lferry@sbsdmail.net](mailto:lferry@sbsdmail.net)>

Lindsay,  
At the advice of my Dr., I have decided to resign my position effective immediately due to personal medical reasons. Thank you for the opportunity to serve as a Special Education Associate at SBSB. Since I will need to eventually return to work in a different working environment that is more suitable for me, I would appreciate it if you could write me a letter of recommendation based on the positive teaching support I have given especially at Sawyer School. Please refer to the letter from my Dr. I will have my wife, Cecily, drop off the laptop and charging cord at Sunrise by tomorrow.  
Sincerely,  
John

On Tue, Sep 12, 2023 at 8:40 AM Lindsay Ferry <[lferry@sbsdmail.net](mailto:lferry@sbsdmail.net)> wrote:

Good Morning,

Thank you for including me in this response.

In order to best support you John, we will need an updated doctor's note. The doctors note you previously provided stated you were able to return to work on 9/11/23. Because you did not appear at work, we need additional information. Please provide a doctor's note-indicating your health needs.

In addition, I am also seeking a return to work date. As a team, we need to determine whether we will fill your absence with a substitute TA, or rehire for the position.

I sincerely hope you are well, and begin to feel better soon. I am looking forward to working with you so that we can ensure the necessary support is provided to our children.

If you have any questions, please reach out to me directly.

Thank you,  
Lindsay

Sturgeon Bay School District  
Director of Special Education and Pupil Services  
[lferry@sbsdmail.net](mailto:lferry@sbsdmail.net)  
920-746-2804

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On Tue, Sep 12, 2023 at 8:30 AM Katie Smullen <[ksmullen@sbsdmail.net](mailto:ksmullen@sbsdmail.net)> wrote:

John - Thanks for your e-mail and I am sorry to hear this. I am cc-ing Lindsay to loop her in so we can make sure we get Conner the help he needs in the classroom.

Katie Smullen  
Principal  
Sunrise Elementary School  
[ksmullen@sturbay.k12.wi.us](mailto:ksmullen@sturbay.k12.wi.us)  
phone - 920-746-5906  
Google Voice # (for texting) - (920) 315-0372

*I am still learning.* - Michelangelo, age 87

On Mon, Sep 11, 2023 at 7:21 PM John Wilkinson <[jwilkinson@sbsdmail.net](mailto:jwilkinson@sbsdmail.net)> wrote:

Katie:

Thanks for your voice mail message today.

As an update besides what I have reported, I'm continuing to have significant health issues preventing me from working as a Special Education Teacher Assoc at Sunrise.

My primary care Dr. has started me on medication that seems to be helping but has side effects which prevent me from performing my duties.

The challenges associated with known potential behavioral issues in the Special Education classroom has created a personal safety concern, contributing to my current health crisis.

John

---

 **Bellin note re John Wilkinson\_20230912\_0001.pdf**  
484K

**Sturgeon Bay School District**

**EMPLOYMENT HANDBOOK**  
**FOR**  
**PROFESSIONAL STAFF MEMBERS**

**DATE JULY 1, 2023**





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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 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

## **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

## 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](#) – Ethics & Conflict of Interest

[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 Communications

## **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.

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

## **REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

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

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

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

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

## **III EMPLOYMENT STATUS AND RECORDS**

### **EMPLOYMENT CATEGORIES**

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

### **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:

[Policy 3220](#) – Staff Evaluation & Educator Effectiveness

### **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, Personnel records should be directed to the District Administrator.

### **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.

### **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](#) –Non-Renewal, Resignation and Termination,

## **IV. EMPLOYEE PAY AND BENEFITS**

### **PAY PERIODS**

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

## **COMPENSATION**

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

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

Appendix A of the Salary and Supplemental Pay Guide will contain the Salary Ladder that accompanies the new system. Appendix B will contain the Supplemental Pay for Yearly Leadership Opportunities. Appendix C will contain the co-curricular pay schedule established by the Board of Education. Appendix D will contain the Additional Employment Payment Schedule. 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 (3) 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) except at noted later in this paragraph; for each day over three (3) days per year, the deduction shall be in full. For teachers with less than ten (10) years of service, the first personal day shall be at no deduction. For teachers with ten (10) years or more of local service, the first two (2) personal days 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-three (2) (3) days shall be at no deduction.  
Note: For the first personal day only, if a teacher does not use the personal day they may receive an incentive of \$75 at the end of the school year payable into an HSA or TSA.

### 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)], 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

1. 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 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 AND DENTAL INSURANCE BENEFITS**

Health and Dental Insurance will be provided to all full-time professional staff members in accordance with the District's Health Insurance Plan and [Policy 3419 – Group Health Plans](#) and [Policy 3425 - Benefits](#). These benefits will be prorated for employees less than full-time. An employee must be at least 50% to qualify for health and dental 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 duty 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 duty 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:

For 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.

- 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

### **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.

### **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](#) – School Day

### **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 is committed to providing students, staff, and visitors with an environment free of smoke, tobacco, electronic smoking devices or vaping devices. 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 and Nicotine 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
- B. The control of blood borne pathogens ([Policy 8453.01](#) - Control of Blood-Borne Pathogens)

- C. The control of casual-contact communicable diseases ([Policy 8450](#) –Control of Casual Contact Communicable Diseases), and
- D. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases ([Policy 8453](#) – Direct Contact Communicable Diseases).
- E. The authorized use of Seclusion and/or Restraint with/or on students ([Policy 5630.01](#) – Use of Restraint and Seclusion with Students).

## **REPORTING WORK RELATED INJURY**

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly to the employee’s supervisor. The employee and supervisor (if available) must call EMC OnCall Nurse Phone at 844-322-4668 and report the work injury. When care is needed, the registered nurse will provide treatment recommendation and/or designated medical facilities for work injury treatment.

[Policy 8442](#) – Reporting Accidents.

## **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](#) – District Issued Staff Email Account 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, etc.) for any reason outside of educational use and consistent with [Policy 5722](#) – School Sponsored Publications and Productions.

## **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 they need assistance with drug or alcohol dependency is encouraged to contact Human Resources 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.

## **IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT**

Employees will annually acknowledge review of the handbook via the school’s software training program (i.e. Vector Training/Safe Schools).



# School District of Sturgeon Bay



2023-2024

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](http://www.sturbay.k12.wi.us)

Board of Education approval

First reading May 2023; Second reading/approval June 2023

Revised - Pending Board Action September 2023

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### 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

### **Salary Ladder Conversion & History (continued)**

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.

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, as well as staff members receiving Longevity Supplemental Pay (see below). 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).

### **Longevity Supplemental Pay**

\$500 starting in 5<sup>th</sup> year teaching for the district.

\$1,000 starting with the 10<sup>th</sup> year.

\$1,500 starting with the 15<sup>th</sup> year.

\$2,000 starting with the 20<sup>th</sup> year.

\$2,500 starting with the 25<sup>th</sup> year.

\$3,000 starting with the 30<sup>th</sup> year.

\$3,500 starting with the 35<sup>th</sup> year.

\$4,000 starting with the 40<sup>th</sup> year.

**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%.

*Continued on next page*

### **National Board Certification Support (continued)**

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

### **Salary & Supplemental Pay Model Review Procedures**

Annually an assessment of the current framework will be conducted to determine impact, functionality, and financial sustainability. The review will be conducted by a district team under the leadership of the superintendent. The assessment will consider the following:

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

Effective with the 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

February 7, 2023

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### Appendix A - Salary Ladder

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 or Longevity Supplemental Pay 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
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### 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
<b>Athletic Director</b>	22.0%	\$8,800.22	\$9,200.22	\$9,600.22
<b>Baseball (2)</b>				
Head	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Assistant	4.5%	\$1,800.05	\$2,200.05	\$2,600.05
<b>Basketball</b>				
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
<b>Cheerleading</b>	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
<b>Cross Country (Co-Ed)</b>				
Head	6.0%	\$2,400.06	\$2,800.06	3200.06
Assistant	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
<b>Football</b>				
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
<b>Golf</b>	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
<b>Intramurals (1)</b>	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
<b>Soccer</b>				
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
<b>Softball</b>				
Head	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Assistant	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
<b>Strength and Conditioning Coach</b>	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
<b>Swimming (Boys &amp; Girls)</b>				
Head	8.5%	\$3,400.09	\$3,800.09	\$4,200.09
Assistant	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
<b>Track (Co-ed)</b>				
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
<b>Volleyball</b>				
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
<b>Wrestling</b>				
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**

<b>Duty</b>	<b>% of Base</b>	<b>Amount</b>	<b>After 5 Years</b>	<b>After 10 Years</b>
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
AudioVisual 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	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**

<b>Hourly Rates from Teachers</b>			
<b>Item</b>		<b>Hourly Rate</b>	
<b>Curriculum Writing, Summer Guidance, In-District Training, Open House, HS &amp; MS Student Orientation, Book Leveling, Saturday School, Study Table, Detention, <del>Summer School enrichment, Summer Band</del></b>			
	<b>BA</b>	<b>\$ <del>17.25</del> <u>\$23.20</u></b>	
	<b>MA</b>	<b>\$ <del>19.45</del> <u>\$26.15</u></b>	
<b>Summer School Teaching:</b>			
	<b>BA</b>	<b>\$ <del>20.55</del> <u>\$26.00</u></b>	
	<b>MA</b>	<b>\$ <del>23.20</del> <u>\$28.50</u></b>	
<b>Sporting events, Ticket Selling, Dance Chaperones, Non-teaching teacher employment (painting, moving classrooms, etc.)</b>			
		<b>\$ 20.00</b>	
<b>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.</b>			

# Appendix E – School Calendar

## STURGEON BAY SCHOOL CALENDAR FOR 2023-2024

*STAFF VERSION Approved 11/16/2022*

AUGUST 2023				
M	T	W	TH	F
21	22	23	24	25
28	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–Holidays & Breaks
Classes in session
Student half-day--P.M. Teacher Records/Training
Full day for grades 6-12; Half day+P/T conf. PK-grade 5

SEPTEMBER 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY 2024				
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	

OCTOBER 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			

MARCH 2024				
M	T	W	TH	F
				1
4	5	6	7	*8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER 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	

APRIL 2024				
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			

DECEMBER 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY 2024				
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

JANUARY 2024				
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		

JUNE 2024				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14

Term:	I	44 days	Ends 11/7/23
	II	45 days	Ends 1/19/24
	III	44 days	Ends 3/22/24
	IV	47 days	Ends 6/6/24
	<b>TOTAL</b>	<b>180 days</b>	

School begins Tuesday, September 5  
 No School: Oct. 26 & 27, Feb. 23, & May 24  
 No School due to Thanksgiving Break: Nov. 23 - 26  
 No School due to Winter Break: Dec. 23- Jan. 1  
 No School due to Spring Break: March 23 - 31  
 No School due to Memorial Day: May 27  
 \*Elementary Half days+P/T conf. Oct. 25 & March 8  
 \*Oct. 25 & March 8 are full school days for grades 6-12

FOR STAFF: 186 calendar days + 1 P/T conf. day equivalent + 3 holidays = 190 contracted days

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

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.

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### 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.

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### 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.

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### 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.*

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## **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.*



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**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.

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### **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.

## MEMO

**To:** Board of Education  
**From:** Keith Nerby  
**Date:** September 8, 2023  
**Re:** September 2023 Principal's Report

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### Teaching and Learning

**Week 1 reflections:** We have started the year strong with teachers and support staff working nonstop in the past three weeks to ensure the building and classrooms were ready for students on September 1. We have used the first week of school to hold Homeroom each day with our students. Typically, Homeroom is just on Monday's, however, to start the year, we used this time to go over schoolwide expectations and build community and culture in our grade level Homerooms. Starting the week of September 11, we will begin with Clipper Time, where students will sign up for specific study sessions with various teachers. We have also shared with families our updated cell phone expectations in school which is that cell phones are not allowed in classrooms for any reason and phones will be taken and picked up by parents or guardians after the third offense. I have heard many positive comments from both students and parents about this renewed focus.

**Student count:** As of this writing, our class counts are as follows: Grade 9 = 94, Grade 10 = 91, Grade 11 = 103, Grade 12 = 118, Total = 406. This results in an increase of 13 students at the high school as compared to this time last year.

**New staff members:** During the week of September 12, I will hold one-on-one meetings with each of the new teachers. Rather than meeting as a combined group, the one-on-one setting allows me to have individualized conversations as a way to provide unique support to these individuals. Reports after Week 1 are positive, and all four tell me they are adjusting well and enjoying their time in Sturgeon Bay so far.

**Educator Effectiveness work for 2023-2024:** During the August in-service day, I met with all of the high school teachers and we went over the EE process for this year. We have moved our Educator Effectiveness tools to Google Classroom as a way to simplify the process for teachers and administrators, however, we continue to collect the same evidence and process as required by DPI.

### Community Engagement

**Parent Newsletters:** I continue to send out monthly newsletters to our high school families. These newsletters are interactive and allow for updated information to be shared. I have had very positive feedback on the newsletter and they way the information is shared. These newsletters will continue to come out at least once per month for all families.

**Auditorium Updates:** The committee has met twice since the end of the school year last year. We have been working with a consultant out of New York who has volunteered his time to review the current plans of the auditorium and review what needs to be done and what could be done to the Robert H. Nickel Auditorium to bring it up to our community standards. Our next step is to begin working with Miron to draft plans that will include costs so we can begin a massive fundraising campaign that will hopefully begin later this Fall.

**Blood drive:** The HOSA Chapter is sponsoring a blood drive on October 11. All protocols will be intact, which results in donors having no access to students. However, we believe it is important to provide this service to the community and therefore plan to continue hosting drives throughout the year.

### Upcoming Meetings/Workshops

Following is a list of activities in which I will participate during the next month:

- **Packerland Principals** – Ongoing meetings. This group meets to discuss the status of athletics.

### Upcoming Events

Here is a list of upcoming events:

Picture Day	Tuesday, September 12
Quarter 1 Family-Teacher Conferences	Thursday, October 12, 4:00-7:00 pm
Homecoming	Friday, September 22
Homecoming Dance	Saturday, October 23, 8:00 – 11:00 pm
Teacher In-Service / No Classes	Friday, October 26
Quarter 1 Exams	Thursday, November 6, and Friday, November 7
<i>November 6: Classes for Blocks 1, 2, 3, and 4 in a.m. Exams for Blocks 3 and 4 in p.m.</i>	
<i>November 7 Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will run only at the end of the day on November 7. Please note that this early release is only for high school students.</i>	

## MEMO

To: Board of Education

From: Lindsay Ferry

Date: September, 2023

Re: September Director of Special Education and Pupil Services Report

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

The Special Education Team is off to a great start this school year. Staff are currently providing special education services to the following students:

Students with Disabilities: 190 Students

Students in Referral for Special Education: 8 Students

**Hiring Update:** The special education team is fully staffed at the teacher level. As of 9/11/2023, the team is still seeking two remaining special education support staff members for the middle school and high school.

### ***Pupil Services Team:***

The Pupil Services Team worked tirelessly over the summer to create a system of social-emotional learning support. The team will use the 2023/24 school year to create a system of implementing “Well Being for All,” and “Restorative Practices” training. In total, the district saw over 45 staff members participate in this learning.

In addition to this work, the Pupil Service Team (School Counselors) are ensuring that all Section 504 plans are being adhered to and implemented. In total the team oversees 27 504 plans currently.

### ***Alternative Education:***

The School District of Sturgeon Bay as well as Door County Health and Human Services and the Boys and Girls Club of Door County have created the Door County Alternative Program (DCAP) for the 2023/24 school year. Students in grades 3-5 and 6-8 will have the opportunity to participate in the program to increase access to mental health support, self-regulation strategies, and develop the skills and strategies necessary to be successful in the traditional learning environment. More information regarding DCAP will be shared during the October, 2023 School Board Session.

The School District of Sturgeon Bay has also partnered with the YMCA of Sturgeon Bay to create a self-regulation program for students in grades 4k-2. The program runs Monday-Thursday and is focused on movement, social-emotional development, and using nature to understand oneself. More information regarding the YMCA program will also be shared during the October, 2023 School Board Session.

**Meetings/Workshops:**

September 11: Special Education District Leadership Team

September 13: CORE Team Admin Meeting

September 14: Sunrise Special Education Team Meeting

September 18: District Leadership Team

September 19: High School Special Education Team Meeting

September 20-22: State Superintendent Special Education Conference

September 25: Sawyer Special Education Team Meeting

September 28: District Mental Health Team Meeting

October 2: Restorative Team Meeting

October 4: Large Group Admin Meeting

October 4: School Board Learning Session

October 5: Counselor/Pupil Service PLC





## **TJ Walker Board Report September 20, 2023**

### **In-Service Updates:**

- The Literacy Team (Mrs. Erickson, Mrs. Hrubecky, Mrs. Jandrin, Mrs. Judas) shared our literacy goals and instructional strategies with staff.
- Teachers met in teams and completed cross curricular lessons using the Heat Map. For example, English and Social Studies teachers teamed up. Math and Science teachers came together. Several teachers partnered with elective staff.
- TJW Math staff met with Chad Collier from CESA 6 Wednesday, August 30 on engaging students in math through classroom discussion.
- Jen Hanson led a technology session Tuesday, August 29 and Stephen Jacobson led one Wednesday, August 30.
- Mrs. Kiedrowski led staff on Thursday, August 31 on Mental Health, STRIDE, and our MLSS system updates.
- Drew Demeny led staff on PBIS updates such as Clipper C.R.E.W. and Buddy Rooms.
- Principal Smullen led staff on cross curricular activities, building expectations, 1st days of School classroom expectations, our mission statement, and school goals.

### **Teaching and Learning**

- Grade level team meetings begin Tuesday, September 12 and we meet weekly.
- Chromebook deployment went well. A few devices had repair issues.

### **Parent Communication**

- Parent Newsletters
  - **September 4 Parent Newsletter - link**
  - **Labor Day Parent Newsletter - link**
  - **August 25 Parent Newsletter - link**
  - **August 17 Parent Newsletter - link**
  - [Clipper Apparel Store](#) code is T#SFG

### **Additional Updates:**

- Tuesday, September 5 Language Live testing began.
- Pictures September 12
- September 11-22 Fall STAR Math and Reading Testing.

**To:** Board of Education  
**From:** Katie Smullen, Principal, Sunrise Elementary School  
**Date:** September 12th, 2023  
**Re:** September Report to the Board



We once again welcomed the third graders through a tunnel of students and staff in the hallway. The work we did as a Building Leadership Team this past summer really helped prepare us for a great start to the year. I am also very grateful to the awesome summer school staff, who provided such a great experience for students this past summer. The connections we made with some of our incoming students really allowed us to hit the ground running this fall.

### **Teaching and Learning**

#### **Enrollment**

We currently have a total of 208 students enrolled at Sunrise.

- 3rd Grade - 68 total
- 4th Grade - 73 total
- 5th Grade - 67 total

#### **New Staff at Sunrise**

- Dakota Londo - Guidance Counselor
- Becky White - Library Associate
- Hannah Grohman - Teaching Associate in the ID/Autism Room
- Crystal Graf - Special Education Teaching Associate in 5th grade
- John Wilkinson - 1:1 Special Education Teaching Associate in 3rd Grade (transferred from Sawyer)
- Ben Back - Special Education Associate in 4th Grade (transferring from ID/Autism at SBHS)
- Kadince Will - 1:1 Special Education Teaching Associate in 3rd Grade

#### **New Curriculum**

- Teachers were trained over inservice in our new reading curriculum (CKLA) and the 4th and 5th grade teachers were also trained in 95% Group (our phonics curriculum). We have reorganized our Wednesday Professional Learning Community (PLC) meetings to maximize the time and support needed to implement these two new curriculums.

### **Community Engagement**

#### **District Wide Open House**

- Most classrooms reported all but 1-2 families attended. It was a very positive experience and we were happy to give away books and freezie pops! We also welcomed the following community groups, who were happy to engage with many families: the YMCA, Girl Scouts, Cub Scouts and Big Brothers Big Sisters.

### **Finance, Facilities and Operations**

#### **Library Update**

- We are so excited for the new layout of this beautiful space! The dedicated soft seating area makes you want to snuggle up and read a book and the teaching space is much more open. Our next step will be to begin writing grants to update the furniture within the library.

### **Upcoming Events**

- 9.12 - **Combined Elementary PTO meeting**
- 9.14 - **Sunrise Orientation** - An opportunity for families to come learn about their children's day - understand their schedule, homework expectations, review the class syllabus, etc. We are offering a pizza dinner for all who attend.

**Board of Education Report**  
**September 2023**  
**Katy DeVillers**  
***Sawyer Principal***



***Teaching and Learning***

- PK-5th grade instructional staff members participated in professional learning sessions on the August Inservice Days focusing on reading instruction. Teachers are already implementing the new curriculum they learned to support students in their literacy growth. This school year we will also continue with our study of Top Ten Tools. This professional development will focus on the areas of written expression and read aloud.
- Literacy assessments will be given in September. These assessments will help to screen all students on foundational literacy skills. When the screening is completed, diagnostic assessments will be given to pinpoint areas of need. This data will be collected and analyzed by all staff at our October Data Digs.

**Community Engagement**

- I sent the first Weekly Family Updates of the year and will continue to send one out each Friday throughout the school year. This newsletter offers families information on what is happening at school as well as some events in our community.
- A group of staff members from Sawyer will be working with Door County Medical Center to be certified/recertified in CPR on September 26th.

**Finance/ Facilities and Operations**

- By downsizing to three first grade classrooms, we were able to move our STEAM/4K and K Related Arts Teacher, Ms. Eytcheson, from the multi-purpose room to her own classroom. She is truly enjoying having her own room for the first time and we are able to use our multi-purpose room for what it was intended, that being a place for more special area classes and special events.



## **Board of Education Report**

**September 11, 2023**

Jennifer Weber

*Director of Teaching, Learning and Technology*

### **Teaching and Learning**

- New Teacher Inservice week was held August 22-24 and was the first in a series of programming efforts aimed at welcoming and supporting the newest members of the Sturgeon Bay School District community. Topics included business office information, technology support and training, familiarization with district curriculum documentation, and safety procedures. Building mentors, coaches, and administrators worked to make connections with new teaching staff from across the district and helped to create a sense of partnership and support. Follow up events for this group have begun with the first Clipper Academy meeting being held this past Monday. The goal of the Clipper Academy is to continue to support our new teachers, help to create a cohort of staff members with ongoing opportunities to connect, and to provide group members with the “just in time” help they need throughout their first year at SBSB. This year, we hope to expand our offerings to include returning staff who would like to refresh in the technology and teacher effectiveness topics being offered.
- We had a successful 2023-2024 inservice week. K-5 teachers attended various literacy training sessions with their grade-level teams to become familiar with both the new CKLA literacy materials, writing curriculum, and begin to plan for instruction for the start of the school year. Staff across the district participated in technology training sessions aimed at strengthening tech integration and the use of tools in the classroom as well as initial professional development focused on student mental health and wellness. A huge thank you goes out to our academic coaches, interventionists, and teacher leaders who have done an excellent job learning, planning, and presenting new content in each of the buildings as well as to Mrs. Ann DeMeuse who organized all of the meals and treats provided during both weeks!
- Ongoing efforts to support district-wide systematization are being positively impacted with the continued use of two important communication tools that serve as the

foundation of our multi-level system of supports; the District Assessment Plan and a district-wide meeting calendar. Both tools help administrators and coaches efficiently plan and communicate a unified professional learning community cycle and allow staff to plan, prepare, and grow. We look forward to ongoing improvements as we launch year two with Building Leadership Teams (BLTs) and District Leadership Teams (DLT).

### **Technology Department**

- We are thrilled to report, once again, that we are ahead of where we were last year at this time, all Chromebooks were fully deployed prior to the first day of school. Our small but efficient technology team did an amazing job reaching that milestone so that students and teachers could hit the ground running for the start of the 2023-2024 school year! Along with the usual device refreshes, Chromebook deployment for all students completed prior to the teacher in-service week, onboarding of new staff, and rolling over of student data, summer continues to be a busy time for the tech team.
  - Technology Integration Specialist, Jen Hanson, and the technology mentors planned and organized the return of professional development sessions that all district teaching staff participated in during inservice week.
  - Nelson and Spencer continue to work tirelessly to handle all of the last minute surprises with hardware and software. It is truly a team effort and this team does it best! Student Information and Data Specialist Amy Lautenbachach has been busy learning her new role. She and Jen Hanson have worked together and are integral in the launch, testing, and integration of all programs, new and old, being used across the district. New additions this year include Bright Arrow, Amplify (CKLA), SAEBRS, and IXL, and Adaptive Scheduler. Prior to the official start of the school year the two of them worked behind the scenes to research, test, connect, update and deploy all of the software tools staff and students depend on throughout the year.
- 
- ❖ Bright Arrow: platform for district-wide communication (attendance, lunch balances, inclement weather days).
  - ❖ Amplify (CKLA): provides student and teacher access to the new elementary literacy curriculum.
  - ❖ SAEBRS: Youth Risk Behavior survey and mental health screener added to our multi-level system of supports.
  - ❖ IXL: access to a subscription-based learning site for personalized learning for use at the elementary level.
  - ❖ Adaptive Scheduler: scheduling tool for high school students and teachers to aid in organizing Clipper Time opportunities.



With most of our efforts in the Business Office this time of year going towards getting new people up to speed (getting insurances set up, getting them set up and trained on our systems, etc...), some budget work, and a ton of wrap up on last year's budget, there is not a whole lot to update you on this month. But, here are the bigger points to keep you updated.

**1. 23-24 Budget**

There have been no major changes with our budget, as expected, over the last few weeks. However, with the Third Friday count happening this Friday, the 15<sup>th</sup>, we can expect updates to start coming in hot and heavy starting around the first of October (it takes a couple of weeks to verify numbers with the third Friday count). The end of the month is also the deadline for new staff to chose whether or not their taking health insurance (and which option).

**2. Third Friday Report – initial numbers**

As of the writing of this report, the third Friday count has not happened yet. I will work on getting you preliminary numbers for the meeting next week and what they might mean.

**3. 403b catch up contributions for teachers**

As we spoke about last month, my intention is to get every staff member that was here in the 2012-13 school year caught up on their TSA contributions. This fits in very well with the budget this year as we have a good chunk of one time monies that can go towards these one time contributions. My current plan, unless I hear an opposition from you, the board, is to distribute these catch up contributions with the payroll on September 27.

This is all part of the balanced budget for this year and I would not be surprised if we are able to make some more catchup contributions this year (depending on how the numbers fall over the next few weeks).

**4. New vehicle(s)**

I anticipate having at least one, if not two, vehicles for you to approve at next month's meeting. One would be a general van replacement that can be used by various teachers, organizations or teams in the district. We have a Ford Transit that is about 6 years old and a Dodge Grand Caravan that is 12 years old. We have two vans still being used that are older than that. It is just time to replace at least one of those.

The second vehicle that may come before you for approval would be for our alternative school. We are working with the county on the best way to do this so that we can maximize the \$100k grant they received for this program. So exact details are still a little rough but, at this point it is starting to look like the best way to go is for the district to be the official purchaser of the vehicle for that program.

# SCHOOL DISTRICT OF STURGEON BAY

## ANCHORED IN EXCELLENCE

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### **September 20, 2023, Board of Education Meeting Superintendent Report**

Prepared by Dan Tjernagel, Superintendent of Schools

*Updated for the meeting packet on September 11, 2023; Additional updates added later are in section four*

#### **1. Teaching & Learning**

**a. In-service 2023 & Back to School for the 2023-2024 Year**

Thank you to everyone involved in making our New Teacher In-service, All Staff In-service, and first days of school a success. Thank you!!

- b. Learning Session Schedule & Follow Up** – Based on our discussion in the September 6 learning session and couple of school board requests, I have followed up with staff and community members regarding these updates and how those could be best shared with the board in the future.

#### **2. Community Engagement**

- a. DCEDC Board** - The monthly DCEDC Board meeting is on Monday, September 18.

- b. YMCA Board meeting** – The regular monthly YMCA Board meeting is Thursday, September 21.

- c. Destination Door County Master Plan Visioning Session** – As follow up to a community survey, focus group sessions such as one I attended previously, and more, I've been invited to participate in this session up in Egg Harbor on September 14 from 8:30 A.M. to 12:30 P.M.

- d. Cable TV Advisory Committee Meeting** – The next Cable TV Advisory Committee meeting is planned for 4:30 P.M. on October 4. The purpose of the meeting is to consider approval of the contract with the current provider, Jason Mann. I plan to attend the meeting at City Hall and then get back to the office for our 5:00 P.M. learning session focusing on the budget and discussion of the 2024-2025 calendar drafts.

- e. Mass Communication System Reminder** – As I shared last month, after using a product called School Messenger for mass communication purposes the past decade or so, we have switched to a product called Bright Arrow

Bright Arrow is an alternative that should interface with Power School better. Thanks to the Tech Department and office secretaries among others who are



working through the change and fine-tuning things for the upcoming year. Stay tuned. I'm guessing there will be some updates and tweaks as we navigate the year.

- f. **Website Reminder** – Last month I shared the fact that staff members have been working behind the scenes on the new website which should also be much easier to use on mobile devices. As of the preparation of this month's report, while we had initially been hoping for a late September launch, it appears sometime in October is more likely. We will stay tuned for updates.

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

- a. **Professional Staff Compensation-related Topics** - After sharing a variety of updates and details on the key topics the past number of months, we know that the Board spent additional and focused time on these items in the September 6 learning session and action is planned for the September 20 regular Board meeting, since we'll need to focus on the overall budget adoption and tax levy in the October 25 regular Board meeting.

Based on the Board's discussion and preferences, as well as information and suggestions that Jake and I had prepared, we'll customize background document language in preparation for Board action in the September 20 Board meeting accordingly.

Rather than replicate all the background document explanation as well as any language revisions to the handbook or pay guide, I'll refer people to the operations agenda portion of the background document for the pertinent details. I'll plan to incorporate any Board action on these topics into my Board Update email for this month.

- b. **Kobussen Meeting** – Jake and I met with Joe and Scott Kobussen on the morning of September 11. While we touched on some of the logistical things that Kobussen and our schools are working through, the focus of the meeting was the financial agreement and current challenges impacting Kobussen as well as the district. Attracting and retaining bus drivers is certainly one of the important topics. Fiscal sustainability for both Kobussen and our district is another critical issue. Finding the right staff person with mechanical knowledge is another key issue. For now, the plan is for Kobussen to take the issues and potential next steps we discussed and sketch out two or three ways for proceeding that we can review. Just as when the arrangements began over a decade ago, for economy of scale reasons it would be great for another district to contract with Kobussen, that has not occurred to date. Stay tuned. Jake and I will plan to share updates and how this could fit with the budgetary planning and related conversations that we have throughout the year.

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