

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Regular Board of Education Meeting**  
**Wednesday, October 25, 2023**

6:15 P.M. Board of Education Meeting

Sturgeon Bay High School Library

**CALL TO ORDER:**

1. Roll Call
2. Motion to Adopt Agenda

**AGENDA:**

1. Budget review & discussion
    - a. General Aid Certification was provided by the Department of Public Instruction on October 13, 2023
  2. Adjourn
- 

*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 (KIERSTEN 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.*

**PUBLIC HEARING ON 2023-2024 SCHOOL DISTRICT BUDGET**

*Note: As a unified school district, we do not have an annual meeting as common or union school districts do. Instead, we incorporate the opportunity for members of the public to talk about the budget into a hearing as part of our board meeting when the budget and tax levy are approved. This is separate from the Public Comment period when members of the public are welcome to address the Board as well.*

**CONSENT AGENDA:**

1. Approve Meeting Minutes
  - a. September 20, 2023, Regular Board of Education Meeting
  - b. October 4, 2023, Board Learning Session
2. Approve September Bills
3. Accept Grants and Donations
4. Approve Resignations & Retirements

## **OPERATIONS AGENDA:**

1. Consent Agenda items requiring attention (*if any*)
2. Approve 2023-2024 Budget
3. Approve December 2023 Tax Levy (*for calendar year 2024*)
4. Approve Teacher Associates
5. Approve High School Coaches – Head Girls Basketball Coach; Assistant Girls Basketball Coach; Assistant Boys Basketball Coaches
6. Approve Vehicle Purchases
7. 2024-25 School Year Calendar Update (*informational item this month*)
8. NEOLA Board Policy Updates Technical Corrections (review one time)
  - a. Policy 0144.5 - Board Member Behavior and Code of Conduct
  - b. Policy 0155 - Committees
  - c. Policy 0167.3 – Public Comment at Board Meetings
  - d. Policy 2240 – Controversial Issues in the Classroom
  - e. Policy 3131/Policy 4131 – Reduction in Staff
  - f. Policy 3210 – Staff Ethics
  - g. Policy 3425/Policy 4425 – Benefits
  - h. Policy 5430 - Class Rank
  - i. Policy 5610 - Suspension and Expulsion
  - j. Policy 6800 – System of Accounting
  - k. Policy 7217 – Weapons
  - l. Policy 8431 - Preparedness for Toxic Hazards
  - m. Policy 8453 – Direct Contact Communicable Diseases
  - n. Policy 8453.01 - Control of Blood-Borne Pathogens
  - o. Policy 8531 - Free and Reduced-Price Meals
  - p. Policy 9700.01 – Advertising and Commercial Activities
9. NEOLA Board Policy Updates Regular (review two times)
  - a. Policy 0100 – Definitions
  - b. Policy 0175 – Association Memberships
  - c. Policy 2210 – Curriculum Development
  - d. Policy 2220 – Adoption of Courses of Study
  - e. Policy 2221 - Special Observance Days
  - f. Policy 2430 – District-Sponsored Clubs and Activities
  - g. Policy 3215/4215 – Use of Tobacco and Nicotine by Professional/Support Staff
  - h. Policy 5200 – Attendance
  - i. Policy 5330 – Administration of Medication/Emergency Care
  - j. Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest
  - k. Policy 5410 – Promotion, Placement and Retention
  - l. Policy 5512 – Use of Tobacco and Nicotine by Students
  - m. Policy 5517 - Student Anti-Harassment
  - n. Policy 5771 – Search and Seizure
  - o. Policy 7434 – Use of Tobacco and Nicotine on School Premises
  - p. Policy 7440 – Facilities Security
  - q. Policy 8405 – Environmental Health and Safety Program
  - r. Policy 8420.01 – Epidemics and Pandemics
  - s. Policy 8450 – Control of Casual-Contact Communicable Diseases
  - t. Policy 8600 - Transportation

- u. Policy 8800 – Religious Activities and Observances
  - v. Policy 8802 - Patriotic Observances (New)
10. 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. Other
  - e. Superintendent
11. Adjourn

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

To: Board of Education  
From: Dan Tjernagel and Ann DeMeuse  
Date: October 17, 2023  
RE: Background Information for the October 25, 2023, Regular Meeting

Reminder: As we usually do, we'll plan to meet at 6:15 P.M. to review any additional budget information since our October 4 learning session discussion, as well as to make sure everyone is fully informed and comfortable when it comes to available options and approving both the budget and also setting the tax levy in the regular meeting this evening.

1. Budget review & discussion
  - a. General Aid Certification was provided by the Department of Public Instruction on October 13, 2023
2. Adjourn

---

**STUDENT COUNCIL REPRESENTATIVE REPORT (KIERSTEN MELLEN):**

*Student Council President Kiersten 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.*

**PUBLIC HEARING ON 2023-2024 SCHOOL DISTRICT BUDGET:**

*Note: As a unified school district, we do not have an annual meeting as common or union school districts do. Instead, we incorporate the opportunity for members of the public to talk about the budget into a hearing as part of our board meeting when the budget and tax levy are approved. This is separate from the Public Comment period when members of the public are welcome to address the Board as well.*

**CONSENT AGENDA:**

1. Approve Meeting Minutes
  - a. September 20, 2023, Regular Board of Education Meeting
  - b. October 4, 2023, Board Learning Session
2. Approve September Bills
3. Accept Grants and Donations – ADD
  - Gary Grahl donated \$500 for Sunrise attendance prizes
  - Gary Grahl donated another \$500 for Sunrise attendance prizes
  - Sturgeon Bay PTG - \$500 for Sunrise orientation
  - Sturgeon Bay PTG - \$425 Sunrise Hispanic Heritage Books
  - Playground Donations
    - Ron & Marilyn (Lenius) Vandertie donated \$1000
    - Mary Ann Marchel - \$50
    - Carol Marchel - \$100

- Christina Novosel-Rogers - \$2,500
- Janeau Allman - \$300
- Daniel M. Smullen - \$100
- Donna Janning - \$2,500
- Traci Bournoville - \$50
- Jim Tellstrom - \$20
- Brian Weiss - \$20
- Kate Campbell - \$30
- Kathleen Smullen - \$100
- Diane Lodge - \$100
- Brianna Armstrong - \$25
- Marsie Hartman - \$25
- Laura Russart - \$5
- Rachel Kirwen - \$100
- Shawn Wautier - \$25
- Justin Bosman - \$20
- Anonymous - \$100
- Jessica Holland - \$100
- James & Karen Ebbeson - \$25
- Walmart/Sam's Club - \$1,000
- Margaret Magle - \$3,600
- Mark and Katie Smullen - \$500

- DC Community Foundation - \$8,000 Virtual Mental Health Therapy
- DC Community Foundation - \$2,673 Virtual Mental Health Therapy
- Steve Rabach - \$100 for Clipper Nation
- Fincantieri - \$100 for Clipper Nation

4. Approve Resignations & Retirements – Harlie Busch has resigned from her Teacher Associate position at Sawyer School. Maddie and Larry Woldt have resigned from coaching Middle School Girls Basketball. Ben Herland is resigning as the girls' golf coach. Casey Harrington has resigned as the Varsity Girls Head Basketball coach. Todd Meikle is retiring as PE teacher and Athletic Director effective the end of the current school year. Jane Stephen is resigning from her Community Engagement Coordinator position.

A motion to approve the consent agenda items as presented, and to thank everyone for their generosity and service to our district, is recommended.

## **OPERATIONS:**

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

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

### **2. Approve 2023-2024 Budget**

As you know, by October 15 (received October 13 this year due to October 15 falling on a weekend) we receive the Certification of General School Aides needed to finalize figures, as well as any final options available to the Board when it comes to approval of the budget and/or tax levy. Please see the 2023-2024 Budget Adoption document that is part of the meeting packet materials. Much of this is the same information as Business Manager Holtz walked the group through in the October 4 learning session.

The Budget Adoption document considers various items discussed in the October 4 learning session, including a \$1,159 decrease to the levy as compared to last year, a Fund 39 Levy of \$929,623 and a Fund 41 levy of \$440,000. This would equate to a Mil Rate of \$7.55.

**“A motion to approve the budget as presented in the 2023-2024 Budget Adoption document is recommended.”**

*Reminder: The Board will review the most updated information in the special session at 6:15 P.M.*

**3. Approve December 2023 Tax Levy (for calendar year 2024)**

*See notes in previous agenda item regarding approving the 2023-2024 budget and tax levy.*

**“A motion to approve the tax levy as presented in the Budget Adoption document for a General Fund Levy of \$9,321,598 and**

**A Fund 39 Referendum Debt levy of \$929,623 and**

**A Fund 41 Capital Expansion Fund levy of \$440,000 for a total levy of**

**\$10,691,221 is recommended.”**

*Reminder: The Fund 41 Levy is not in addition to the total levy, but rather is included as part of the total levy and earmarked, if you will, for allowable Fund 41 use.*

**4. Approve Teacher Associates**

- a. Erika Lopez Special Education Teacher Associate:** Director of Special Education and Pupil Services, Lindsay Ferry recommends Erika Lopez for the Special Education Teacher Associate position at Sawyer Elementary School. To keep up with the theme of the evening, Erika is also a Sturgeon Bay School District graduate. Erika shared that she loved attending school in Sturgeon Bay and is excited to come back to the schools to help other students. The team is looking forward to working with Erika.

A motion to approve Erika Lopez as a Special Education Teacher Associate is recommended.

- b. Monique Lopez Special Education Teacher Associate:** Director of Special Education and Pupil Services, Lindsay Ferry recommends Monique Lopez for the Special Education Teacher Associate position at Sunrise Elementary School. Monique is also a graduate of Sturgeon Bay School District. Monique expressed a desire to come back to the School District to provide support to students as she felt a strong connection to the staff that helped her. Monique will be a welcome addition to the Sunrise Team.

A motion to approve Monique Lopez as a Special Education Teacher Associate is recommended.

- c. Timothy Keister Special Education Teacher Associate:** Director of Special Education and Pupil Services, Lindsay Ferry recommends Timothy Keister for the Special Education Teacher Associate position at Sturgeon Bay High School. Timothy has a variety of experiences serving in the military, working in food produce and overseeing departments in manufacturing settings. Although Timothy may be new to the educational setting, he is excited to share his experiences and serve as a mentor to High School students. We welcome Timothy to the High School team.

A motion to approve Timothy Keister as a Special Education Teacher Associate is recommended.

- d. Allie Sargent Special Education Teacher Associate:** Director of Special Education and Pupil Services, Lindsay Ferry recommends Allie Sargent for the Special Education Teacher Associate position at TJ Walker Middle School. Allie is a graduate of Sturgeon Bay School District and is excited to return to the schools to help support learners. Allie has experience working at Door County Day Care and is currently working toward a degree in Early Childhood Education. We welcome Allie to the team.

A motion to approve Allie Sargent as a Special Education Teacher Associate is recommended.

## **5. Approve High School Coaches**

### **a. Head Girls Basketball**

*As of the preparation of the meeting packet, Principal Nerby and Athletic Director Meikle are working on filling this position. A motion is anticipated in time for the board meeting.*

### **b. Assistant Girls Basketball**

*As of the preparation of the meeting packet, Principal Nerby and Athletic Director Meikle are working on filling this position. A motion is anticipated in time for the board meeting.*

### **c. Assistant Boys Basketball (JV1)**

Principal Nerby and Athletic Director Meikle recommend Troy Hasenjager as our JV1 Boys Basketball coach. Troy had previously coached as a JV1 boys basketball coach with Jack Jackson. Troy is currently our head Track coach.

A motion to approve Troy Hasenjager as the JV1 Boys Basketball coach is recommended.

### **d. Assistant Boys Basketball (JV2)**

Principal Nerby and Athletic Director Meikle recommend Trent Bohn as our JV2 Boys Basketball Coach. Trent had previously coached as a JV2 boys basketball assistant coach with Scott Brunswick last season and he is a 2021 Sturgeon Bay HS graduate.

A motion to approve Trent Bohn as the JV1 boys basketball coach is recommended.

## 6. Approve Vehicle Purchases

Jake Holtz has reached out to Patriot Motors (formerly Jim Olson Motors) and Chrysler World for quotes; the information they have provided is in the meeting packet. Jake continues to look at the information and has had follow up communication as well.

As Jake shared previously, our current thinking is to have the Board approve a “not to exceed” amount so that Jake can pursue the best vehicles as opportunities present themselves.

A motion to approve a do-not-exceed amount for the purchase of two total vans is anticipated.

## 7. 2024-2025 School Year Calendar Update (*informational item this month*)

In recent years we have worked off a timeline that strives to approve the next year’s school calendar in November so that parents have plenty of time to make the various vacation requests and family plans for the following school year.

In the October learning session, we discussed preferences utilizing a couple of calendar drafts plus some additional feedback I gathered from teachers at each building to help us zero in on a preferred approach for next school year. The way that various requests, items from past calendars and this year’s calendar, and the actual calendar fall for next year, a majority of people preferred what was labeled as calendar draft B. The calendar draft in the meeting packet reflects much of the feedback gathered, the October learning session discussion, and contains the following as a summary:

- The first day of classes would be Tuesday, September 3, 2024.
- Winter Break would be 12 days long running from the end of the school day on December 20 to Wednesday, January 1. Classes would restart on Thursday, January 2, 2025.
- Spring Break would be from the end of a half day of school on March 21 to March 30. Classes would restart on Monday, March 31.
- The last day of classes would be scheduled for Friday, June 6, pending any make-up days due to multiple snow/cold/ice days.
- 179 days of school are reflected, so an additional August in-service day for staff was added, similar to how we approached the calendar for the 2021-2022 school year.
- As requested last year, we’re continuing something by adding a “new color” with explanation in two places on the calendar to try to assist elementary families on the day in fall (October 24, 2024) and spring (March 7, 2025) when we have a full day of school for grades 6-12, but a half day of school Pk-grade 5 due to P/T conferences in the afternoon during what would normally be school time.  
*Note: After school or evening P/T conference sessions are a different situation and will be communicated directly by the school to families rather than added to the master school calendar.*

There is no Board action requested at this time. The Board can discuss this further in the meeting, as needed, and then formal action would be requested in the regular November meeting.



**8. NEOLA Board Policy Updates Technical Corrections (review one time)**

- a. **Policy 0144.5 - Board Member Behavior and Code of Conduct:** This Technical Correction adds an additional organizational choice for Board development purposes.
- b. **Policy 0155 – Committees:** This Technical Correction replaces “public participation” with “public comment” to be consistent with other policies, including Policy 0167.3, Public Comment at Board Meetings.
- c. **Policy 0167.3 – Public Comment at Board Meetings:** This Technical Correction adds “business” to the reference to “days” for consistency.
- d. **Policy 2240 – Controversial Issues in the Classroom:** This Technical Correction clarifies the requirement stated in one of the options and changes the reference to developing administrative guidelines as an option for consistency with actual practice.
- e. **Policy 3131/Policy 4131 – Reduction in Staff:** The policy is revised to provide flexibility in the evaluation of needs for purposes of staff reduction to allow for unanticipated or unforeseen considerations of relevance to the determination of affected staff. The language is reordered to better reflect that flexibility. Adoption of this revision is recommended to better reflect practice.
- f. **Policy 3210 – Staff Ethics:** This Technical Correction updates the language for consistency with Policy 4210.
- g. **Policy 3425/Policy 4425 – Benefits:** This Technical Correction clarifies the references to benefit packages and adds a drafting note regarding committee meetings.
- h. **Policy 5430 - Class Rank:** This policy is revised to identify that Class Rank will be calculated for reasons related to post-secondary opportunities, including scholarships.
- i. **Policy 5610 - Suspension and Expulsion:** This policy has been revised to clarify that the meeting a student or the student's parent may have within five (5) school days following the commencement of a suspension is with an Administrator, not specifically *the* District Administrator.
- j. **Policy 6800 – System of Accounting:** This Technical Correction corrects capitalization.
- k. **Policy 7217 – Weapons:** This Technical Correction clarifies the applicability of the policy to relevant categories.
- l. **Policy 8431 - Preparedness for Toxic Hazards:** This policy has been revised to remove the appointment by the Board of an employee as the Toxic Hazard Preparedness Office and specifically identifies that the District Administrator or another designated, qualified individual will serve in this role.
- m. **Policy 8453 – Direct Contact Communicable Diseases:** Revisions are made to this policy to more accurately reflect the required action found in 252.21, Wis. Stats regarding the reporting to the local health officer. Adoption of these revisions is recommended for compliance with statutory requirements.
- n. **Policy 8453.01 - Control of Blood-Borne Pathogens:** This policy has been revised to reflect that it is mandatory for staff whose duties create a reasonable anticipation of exposure to blood and other infectious materials to complete the blood-borne Pathogens School Training available through the Department of Public Instruction.
- o. **Policy 8531 - Free and Reduced-Price Meals:** The revisions to this policy clarify that the Federal government, through the Wisconsin Department of Public Instruction, is responsible for administering the School Nutrition Programs.

- p. **Policy 9700.01 – Advertising and Commercial Activities:** This Technical Correction clarifies the term “District Administrator” within the policy language for consistency with other policies. This Technical Correction adds an additional organizational choice for Board development purposes.
9. **NEOLA Board Policy Updates Regular (review two times)**
- a. **Policy 0100 – Definitions:** New definitions have been added for the terms “Legal Notice” and “Official Newspaper”, as those terms may be referenced in various policies. This revision is recommended for updated references.
  - b. **Policy 0175 – Association Memberships:** This revision adds an additional membership option for the Board.
  - c. **Policy 2210 – Curriculum Development:** This policy is revised to more closely align with DPI regulations pertaining to curriculum development and content, as well as to reference the review process. The policy also incorporates reference to innovative instructional design concepts and a cross reference to the innovative instructional programming policy. Adoption is recommended to incorporate more detailed language provided in applicable regulation and to reference applicable legal citations.
  - d. **Policy 2220 – Adoption of Courses of Study:** This policy has been revised in coordination with Policy 2210 to better reflect DPI regulations, PI 8.01(2)(k)2 & PI 8.01(2)(k)3. This revision is recommended.
  - e. **Policy 2221 - Special Observance Days:** This policy has been revised to align with current State law that specifies September 11th as a special observance day as well as certain provisions for Arbor Day. This revision is recommended.
  - f. **Policy 2430 – District-Sponsored Clubs and Activities:** The policy has been updated to include language permitting use of the District logo and other intellectual property when in compliance with the policy in order to be consistent with the current guidelines. It is recommended for internal consistency.
  - g. **Policy 3215/4215 – Use of Tobacco and Nicotine by Professional/Support Staff:** This policy is revised to specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools. This revision is recommended for consistency and to continue to improve efforts to keep the influence of substances out of the schools.
  - h. **Policy 5200 – Attendance:** This policy is revised to incorporate definitions of key terms for both purposes of this policy. These definitions are required in order to enforce truancy requirements and potentially to enforce open enrollment termination provisions in the context of habitual truancy. Adoption of these revisions is strongly recommended.
  - i. **Policy 5330 – Administration of Medication/Emergency Care:** This policy is updated to clarify options and includes revised language regarding the storage of medications. This revision is recommended for consistency with current practices.
  - j. **Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest:** This policy has been revised to reflect the best practices regarding the health, safety, and welfare of students when a teacher or coach determines a student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. This revision is recommended for consistency with current best practices.

- k. **Policy 5410 – Promotion, Placement and Retention:** The policy is updated to include new definitions to match the current administrative guideline. Updated drafting notes are also provided. A toolkit is included in this Update with examples of different ways to write this policy in accordance with the State statute. These revisions are recommended for compliance with the current Wisconsin statute and consistency with the guideline.
- l. **Policy 5512 – Use of Tobacco and Nicotine by Students:** This policy is revised to specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools. This revision is recommended to continue to improve efforts to keep the influence of substances out of schools.
- m. **Policy 5517 - Student Anti-Harassment:** This policy is revised for purposes of consistency with current laws and regulations regarding Student Anti-Harassment. Adoption is recommended for policy language consistent with applicable law.
- n. **Policy 5771 – Search and Seizure:** This policy is revised to provide an additional option for the frequency of inspections and an updated statutory reference.
- o. **Policy 7434 – Use of Tobacco and Nicotine on School Premises:** This policy is revised to specifically prohibit smoking as intended and to reference marijuana and hemp derivatives within the context of smoking. This is provided to give districts more authority to control the use of these partially legal products that are nonetheless used as mood-altering substances impacting students and schools. This revision is recommended for consistency and to continue to improve efforts to keep the influence of substances out of the schools.
- p. **Policy 7440 – Facilities Security:** Language has been added to reflect a recent Wisconsin Court of Appeals decision which permits searches of non-student visitors or vehicles on school property under certain circumstances. *See State v. Vang*, 398 Wis.2d 311 (Ct. App. 2021). The pertinent case citation is added to the legal references.
- q. **Policy 8405 – Environmental Health and Safety Program:** Policy is revised to more closely align with statutory requirements for developing the indoor environmental quality plan and additional and updated citations are added. Adoption is recommended for policy language consistent with applicable law.
- r. **Policy 8420.01 – Epidemics and Pandemics:** This policy has been modified to avoid language that might be interpreted to implicate open meetings laws, based on the Wisconsin Supreme Court ruling in 2017, and adds options for flexibility in plan development.
- s. **Policy 8450 – Control of Casual-Contact Communicable Diseases:** Revisions are made to this policy to more accurately reflect the statutory requirements and authority granted to certain school staff and required action found in 252.21 Wis. Stats. Adoption of these revisions is recommended for compliance with statutory requirements.
- t. **Policy 8600 – Transportation:** This policy is revised to incorporate regulatory language regarding placement of video and audio surveillance equipment in District-owned or contracted busing services.

- u. **Policy 8800 – Religious Activities and Observances:** The policy is revised to reflect the recent U.S. Supreme Court decision in *Kennedy v. Bremerton School District* in which the Court clarified the equal importance of and the interaction between the Constitution’s two first amendment clauses pertaining to religious rights. The *Bremerton* decision reinforced employees’ rights to the free exercise of religion such that a first amendment analysis regarding district action (i.e. discipline or censorship) must consider whether the employee is exercising the staff members' free exercise rights. As a practical matter, the analysis remains unchanged; however, the Court clarified that the school district officials were not entitled to err on the side of avoiding a violation of the establishment clause. The policy is also revised by removing the U.S. Flag observances and placing those provisions in a separate policy, Policy 8802. Revisions are recommended and if not adopted so that applicable policies articulate current law, a District can be exposed to a Constitutional challenge to the policy as facially invalid. Likewise, application of the concepts does require officials to apply the law as described in the policy revisions.
- v. **Policy 8802 - Patriotic Observances (New):** The policy is added to separate the observances language from the religious activity policy to more accurately distinguish the concepts. The policy also provides an option relative to moments of silence intended to avoid religious connotations to such remembrance or recognition observances.

## 10. Reports

## 11. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, September 20, 2023

President Stephani called the regular meeting to order at 7:01 PM in the high school library. Present: Spritka, Schulz, Kruse, Stephani, Jennerjohn, Chisholm, Wood, Howard, and Haus. Excused: None. Also present were: Superintendent Tjernagel, M. Smullen, K. Smullen, K DeVillers, J Paye-Weber, J. Holtz, & A. DeMeuse. The Pledge of Allegiance was recited.

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

STUDENT COUNCIL REPORT (KEIRSTEN MELLEN) Welcome to new President Mellen. Century Ride yearly fundraiser. Overview of Homecoming Week activities was presented.

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

RECOGNITION

Employees recognized in the month of September are the 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. Approve 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.

**Motion: Haus/Kruse to approve the consent agenda items as presented. Motion carried unanimously.**

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any): None.
  
2. **Motion Jennerjohn/Schulz to approve Theresa Kay-Meredith as a food service staff member. Motion carried unanimously.**  
  
**Motion Haus/Chisholm to approve Curtis Aschauer as a food service staff member. Motion carried unanimously.**
  
3. **Approve Teacher Associates**
  - a. **Motion Schulz/Spritka to approve Kadince Will as a Special Education Teacher Associate at Sunrise, effective immediately. Motion carried unanimously.**
  
  - b. **Motion Spritka/Howard to approve Crystal Graf as a Teacher Associate at Sunrise, effective immediately. Motion carried unanimously.**
  
  - c. **Motion Kruse/Haus to approve Harlie Busch as a Teacher Associate at Sawyer, effective immediately. Motion carried unanimously.**
  
4. **Motion Howard/Chisholm to approve Katrina Boucher as the JV Volleyball Coach beginning with the 2023-2024 school year. Motion carried unanimously.**
  
5. **Motion Jennerjohn/Schulz to approve the revision to the Personal Leave section as presented. Motion carried unanimously.**
  
6. **Motion Jennerjohn/Haus to approve the revisions to the Professional Staff Salary and Supplemental Pay Guide, as presented. Motion carried unanimously.**
  
7. Reports:
  - a. Legislative – None.
  - b. CESA – none
  - c. Committee/Seminars – none.
  - d. Administrative Reports presented.
    - i. Business Manager
    - ii. Food Service
  - e. Superintendent’s Report presented.

**10. Motion: Jennerjohn/Schulz to adjourn at 8:15 PM. Motion carried unanimously.**

Respectfully submitted by,  
Ann DeMeuse  
Board Recording Secretary

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

President’s Signature: \_\_\_\_\_

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Board of Education Learning Session**  
**Wednesday, October 5, 2023**

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

**CALL TO ORDER:**

1. Roll Call at 5:03 PM. Present: Stephani, Kruse, Jennerjohn, Chisholm, Schulz, Spritka, Howard (5:32), Haus (5:39) & Wood. Absent: None. Also present were Superintendent Tjernagel, J Holtz, L Ferry, K Nerby, M Smullen, K Smullen, J Paye-Weber, K DeVillers.
2. Motion: Wood/Jennerjohn to adopt the agenda as presented. Motion carried unanimously.

**AGENDA AND DISCUSSION:**

1. Budget Planning for 2023-2024 and Beyond: Discussion followed.
2. 2024-2025 School Calendar Discussion: followed
3. Motin Wood/Kruse to adjourn the learning session at 6:24 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
09/25/2023	202300260	W	190.02	10 E 800 449 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	109.95	10 E 800 449 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	471.31	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	89.77	10 E 800 411 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	103.32	10 E 800 411 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	16.17	10 E 800 411 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	17.00	10 E 800 411 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	11.98	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	309.77	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300261	W	47.53	10 E 140 411 126100 000	AMAZON.COM	STEAM SUPPLIES
09/25/2023	202300262	W	57.83	10 E 140 411 126100 000	AMAZON.COM	STEAM SUPPLIES
09/25/2023	202300263	W	26.15	10 E 140 411 126100 000	AMAZON.COM	STEAM SUPPLIES
09/25/2023	202300264	W	13.21	10 E 140 411 126100 000	AMAZON.COM	STEAM SUPPLIES
09/25/2023	202300265	W	8.77	10 E 140 411 126100 000	AMAZON.COM	STEAM SUPPLIES
09/25/2023	202300266	W	14.92	10 E 140 411 126100 000	AMAZON.COM	STEAM SUPPLIES
09/25/2023	202300267	W	29.21	10 E 140 411 126100 000	AMAZON.COM	STEAM SUPPLIES
09/25/2023	202300268	W	24.65	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300269	W	16.99	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300270	W	21.73	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300271	W	9.76	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300272	W	41.78	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300273	W	16.97	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300274	W	16.79	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300275	W	18.99	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300276	W	55.98	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300277	W	38.55	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300278	W	24.96	10 E 120 411 213000 000	AMAZON.COM	Counselor Supplies
09/25/2023	202300279	W	74.84	10 E 120 472 110000 000	AMAZON.COM	Reading Special Supplies
09/25/2023	202300280	W	17.97	10 E 120 472 110000 000	AMAZON.COM	Reading Special Supplies
09/25/2023	202300281	W	27.78	10 E 120 411 121000 000	AMAZON.COM	art supplies
09/25/2023	202300282	W	11.66	10 E 140 411 113000 000	AMAZON.COM	2023-24 3rd grade supplies
09/25/2023	202300283	W	7.50	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300284	W	51.99	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300285	W	11.50	10 E 120 411 110400 000	AMAZON.COM	4K supplies
09/25/2023	202300286	W	15.93	10 E 120 411 110400 000	AMAZON.COM	4K supplies
09/25/2023	202300287	W	13.20	10 E 120 411 110400 000	AMAZON.COM	4K supplies
09/25/2023	202300288	W	17.23	10 E 120 411 110400 000	AMAZON.COM	4K supplies
09/25/2023	202300289	W	13.93	10 E 120 411 110400 000	AMAZON.COM	4K supplies
09/25/2023	202300290	W	10.09	10 E 140 411 113000 000	AMAZON.COM	3rd grade supplies - 2023-24 school year
09/25/2023	202300291	W	18.37	10 E 140 411 113000 000	AMAZON.COM	3rd grade supplies - 2023-24 school year
09/25/2023	202300292	W	14.79	10 E 140 411 113000 000	AMAZON.COM	3rd grade supplies - 2023-24 school year
09/25/2023	202300293	W	30.82	10 E 140 411 113000 000	AMAZON.COM	3rd grade supplies - 2023-24 school year
09/25/2023	202300294	W	25.74	10 E 140 411 113000 000	AMAZON.COM	3rd grade supplies - 2023-24 school year
09/25/2023	202300295	W	42.11	10 E 140 411 113000 000	AMAZON.COM	3rd grade supplies - 2023-24 school year
09/25/2023	202300296	W	4.98	10 E 140 411 113000 000	AMAZON.COM	3rd grade supplies - 2023-24 school year
09/25/2023	202300297	W	10.24	10 E 400 470 125400 000	AMAZON.COM	Music Theory workbooks (7)
09/25/2023	202300298	W	48.88	10 E 400 470 125400 000	AMAZON.COM	Music Theory workbooks (7)
09/25/2023	202300299	W	54.99	10 E 400 470 125400 000	AMAZON.COM	Music Theory workbooks (7)
09/25/2023	202300300	W	85.86	10 E 400 470 125400 000	AMAZON.COM	Music Theory workbooks (7)



CHECK		CHE	ACCOUNT				INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER		VENDOR	DESCRIPTION	
09/25/2023	202300301	W	119.63	10 E 800 432 222200	031	AMAZON.COM	Library Book	
09/25/2023	202300302	W	664.24	10 E 800 411 162000	000	AMAZON.COM	Twin Thieves Book for book study	
09/25/2023	202300303	W	28.89	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300304	W	37.74	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300305	W	19.99	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300306	W	18.99	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300307	W	13.99	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300308	W	5.99	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300309	W	17.99	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300310	W	19.99	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300311	W	39.06	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300312	W	35.48	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300313	W	111.90	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300314	W	27.58	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300315	W	31.98	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300316	W	9.99	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300317	W	178.00	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300318	W	139.96	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300319	W	31.89	10 E 800 416 214000	000	AMAZON.COM	23-24 School Nurse Order	
09/25/2023	202300320	W	40.25	10 E 400 449 121000	000	AMAZON.COM	art supplies needed	
09/25/2023	202300321	W	109.36	10 E 400 449 121000	000	AMAZON.COM	art supplies needed	
09/25/2023	202300322	W	21.71	10 E 400 449 121000	000	AMAZON.COM	art supplies needed	
09/25/2023	202300323	W	21.71	10 E 400 449 121000	000	AMAZON.COM	art supplies needed	
09/25/2023	202300324	W	10.91	10 E 400 449 121000	000	AMAZON.COM	art supplies needed	
09/25/2023	202300325	W	49.26	10 E 200 411 126000	000	AMAZON.COM	Science/STEM supplies	
09/25/2023	202300326	W	15.84	10 E 200 411 126000	000	AMAZON.COM	Science/STEM supplies	
09/25/2023	202300327	W	76.58	10 E 200 411 126000	000	AMAZON.COM	Science/STEM supplies	
09/25/2023	202300328	W	6.10	10 E 200 411 126000	000	AMAZON.COM	Science/STEM supplies	
09/25/2023	202300329	W	15.95	27 E 800 411 223300	341	AMAZON.COM	laptop case	
09/25/2023	202300330	W	24.89	27 E 800 411 223300	341	AMAZON.COM	laptop case	
09/25/2023	202300331	W	24.58	10 E 120 411 110400	000	AMAZON.COM	4K supplies	
09/25/2023	202300332	W	13.98	10 E 120 411 110400	000	AMAZON.COM	4K supplies	
09/25/2023	202300333	W	39.98	10 E 120 411 110400	000	AMAZON.COM	4K supplies	
09/25/2023	202300334	W	6.99	10 E 120 310 221300	000	AMAZON.COM	STEAM supplies	
09/25/2023	202300334	W	11.99	10 E 120 411 121000	000	AMAZON.COM	STEAM supplies	
09/25/2023	202300335	W	16.65	10 E 120 411 121000	000	AMAZON.COM	STEAM supplies	
09/25/2023	202300336	W	25.92	10 E 120 411 112000	000	AMAZON.COM	Tape, page protectors, etc.	
09/25/2023	202300337	W	29.25	10 E 120 411 112000	000	AMAZON.COM	Tape, page protectors, etc.	
09/25/2023	202300338	W	22.32	10 E 120 472 110000	000	AMAZON.COM	Office Supplies	
09/25/2023	202300339	W	13.78	10 E 200 449 136000	000	AMAZON.COM	MS Tools and Materials for fall 2023	
09/25/2023	202300339	W	3.03	10 E 200 450 136000	000	AMAZON.COM	MS Tools and Materials for fall 2023	
09/25/2023	202300340	W	12.13	10 E 200 449 136000	000	AMAZON.COM	MS Tools and Materials for fall 2023	
09/25/2023	202300340	W	2.66	10 E 200 450 136000	000	AMAZON.COM	MS Tools and Materials for fall 2023	
09/25/2023	202300341	W	11.47	10 E 200 449 136000	000	AMAZON.COM	MS Tools and Materials for fall 2023	
09/25/2023	202300341	W	2.52	10 E 200 450 136000	000	AMAZON.COM	MS Tools and Materials for fall 2023	
09/25/2023	202300342	W	14.75	10 E 200 449 136000	000	AMAZON.COM	MS Tools and Materials for fall 2023	
09/25/2023	202300342	W	3.24	10 E 200 450 136000	000	AMAZON.COM	MS Tools and Materials for fall 2023	

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/25/2023	202300343	W	18.85	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300343	W	4.14	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300344	W	25.67	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300344	W	5.64	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300345	W	6.55	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300345	W	1.44	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300346	W	24.59	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300346	W	5.40	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300347	W	4.09	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300347	W	0.90	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300348	W	37.70	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300348	W	8.28	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300349	W	10.73	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300349	W	2.36	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300350	W	9.83	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300350	W	2.16	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300351	W	4.91	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300351	W	1.08	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300352	W	7.70	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300352	W	1.69	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300353	W	7.37	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300353	W	1.62	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300354	W	9.83	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300354	W	2.16	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300355	W	114.77	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300355	W	25.19	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300356	W	18.85	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300356	W	4.14	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/25/2023	202300357	W	9.83	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300357	W	2.16	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300358	W	24.35	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300358	W	5.35	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300359	W	45.27	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300359	W	9.94	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300360	W	8.90	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300360	W	1.95	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300361	W	9.41	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300361	W	2.07	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300362	W	61.73	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300362	W	13.55	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300363	W	3.03	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300363	W	0.66	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300364	W	16.39	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300364	W	3.60	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300365	W	11.47	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300365	W	2.52	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300366	W	19.67	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300366	W	4.32	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300367	W	18.03	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300367	W	3.96	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300368	W	3.29	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300368	W	0.72	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300369	W	12.29	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300369	W	2.70	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300370	W	175.47	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300370	W	38.52	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/25/2023	202300371	W	11.47	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300371	W	2.52	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300372	W	7.01	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300372	W	1.54	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300373	W	5.33	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300373	W	1.17	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300374	W	20.49	10 E 200 449 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300374	W	4.50	10 E 200 450 136000 000	AMAZON.COM	MS Tools and Materials for fall 2023
09/25/2023	202300375	W	13.80	10 E 800 411 252100 000	AMAZON.COM	Business Office Supplies
09/25/2023	202300376	W	16.99	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300377	W	20.98	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300378	W	7.66	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300379	W	11.91	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300380	W	9.23	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300381	W	3.97	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300382	W	8.59	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300383	W	41.98	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300384	W	5.97	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300385	W	3.78	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300386	W	46.24	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300387	W	14.33	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300388	W	26.00	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300389	W	9.10	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300390	W	25.96	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300391	W	15.64	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300392	W	21.12	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300393	W	7.94	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300394	W	11.69	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300395	W	7.94	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300396	W	6.89	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300397	W	11.91	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300398	W	7.00	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300399	W	4.19	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300400	W	5.59	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300401	W	7.92	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300402	W	11.99	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300403	W	7.98	10 E 120 411 111000 000	AMAZON.COM	School Supplies
09/25/2023	202300404	W	61.27	10 E 400 449 136360 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300404	W	214.72	21 E 400 449 161924 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300405	W	26.64	10 E 400 449 136360 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300405	W	93.35	21 E 400 449 161924 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300406	W	17.86	10 E 120 472 110000 000	AMAZON.COM	New Reading Special Supplies
09/25/2023	202300407	W	33.21	10 E 120 472 110000 000	AMAZON.COM	New Reading Special Supplies
09/25/2023	202300408	W	248.84	21 E 120 411 731517 000	AMAZON.COM	Water Activity Center for Cheri VandenBogart
09/25/2023	202300409	W	50.94	10 E 120 411 122900 000	AMAZON.COM	STAR Assessment Incentive Bracelets for students K-2
09/25/2023	202300410	W	128.90	10 E 400 449 136360 000	AMAZON.COM	Supplies

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/25/2023	202300411	W	68.13	10 E 400 449 136360 000	AMAZON.COM	Supplies
09/25/2023	202300412	W	15.08	10 E 400 449 136360 000	AMAZON.COM	Supplies
09/25/2023	202300413	W	8.72	27 E 120 310 221300 341	AMAZON.COM	Classroom Supplies
09/25/2023	202300413	W	2.86	21 E 120 411 731517 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300414	W	15.39	27 E 120 310 221300 341	AMAZON.COM	Classroom Supplies
09/25/2023	202300414	W	5.06	21 E 120 411 731517 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300415	W	31.64	27 E 120 310 221300 341	AMAZON.COM	Classroom Supplies
09/25/2023	202300415	W	10.40	21 E 120 411 731517 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300416	W	6.75	27 E 120 310 221300 341	AMAZON.COM	Classroom Supplies
09/25/2023	202300416	W	2.22	21 E 120 411 731517 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300417	W	30.51	27 E 120 310 221300 341	AMAZON.COM	Classroom Supplies
09/25/2023	202300417	W	10.02	21 E 120 411 731517 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300418	W	26.36	27 E 120 310 221300 341	AMAZON.COM	Classroom Supplies
09/25/2023	202300418	W	8.66	21 E 120 411 731517 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300419	W	158.04	27 E 120 310 221300 341	AMAZON.COM	Classroom Supplies
09/25/2023	202300419	W	51.94	21 E 120 411 731517 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300420	W	10.39	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300421	W	141.60	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300422	W	36.28	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300423	W	5.99	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300424	W	10.19	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300425	W	6.19	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300426	W	7.19	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300427	W	13.18	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300428	W	10.18	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300429	W	132.04	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300430	W	5.99	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300431	W	28.00	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300432	W	7.82	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300433	W	62.33	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300434	W	29.98	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300435	W	15.79	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300436	W	24.98	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300437	W	19.21	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300438	W	5.49	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300439	W	12.98	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300440	W	13.95	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300441	W	66.36	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300442	W	27.98	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300443	W	12.69	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300444	W	10.98	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300445	W	31.40	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300446	W	12.99	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300447	W	6.29	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300448	W	24.98	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300449	W	31.99	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300450	W	181.99	10 E 120 411 121000 000	AMAZON.COM	Supplies for classroom
09/25/2023	202300451	W	17.16	27 E 800 411 223300 341	AMAZON.COM	calendar
09/25/2023	202300452	W	188.74	10 E 120 411 122900 000	AMAZON.COM	August In-service Teacher Supplies
09/25/2023	202300453	W	25.94	10 E 120 411 122900 000	AMAZON.COM	August In-service Teacher Supplies
09/25/2023	202300454	W	15.67	10 E 120 411 122900 000	AMAZON.COM	August In-service Teacher Supplies
09/25/2023	202300455	W	18.70	10 E 120 411 122900 000	AMAZON.COM	August In-service Teacher Supplies

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/25/2023	202300456	W	37.99	10 E 120 411 112000 000	AMAZON.COM	2nd Grade Shared Supplies
09/25/2023	202300457	W	54.47	10 E 120 411 112000 000	AMAZON.COM	2nd Grade Shared Supplies
09/25/2023	202300458	W	6.99	10 E 120 411 111000 000	AMAZON.COM	First Grade Classroom Supplies
09/25/2023	202300459	W	12.99	10 E 120 411 111000 000	AMAZON.COM	First Grade Classroom Supplies
09/25/2023	202300460	W	12.15	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300461	W	17.15	10 E 120 411 112000 000	AMAZON.COM	Classroom Supplies
09/25/2023	202300462	W	54.99	10 E 120 472 110000 000	AMAZON.COM	Supplies for new 4K Reading Special Class
09/27/2023	202300209	W	15,413.52	98 L 000 000 811901 000	DEAN HEALTH INC	Health Insurance - October Coverage
09/27/2023	202300209	W	115,870.20	98 L 000 000 811630 000	DEAN HEALTH INC	Health Insurance - October Coverage
09/27/2023	202300209	W	24,394.58	10 E 800 290 292000 000	DEAN HEALTH INC	Health Insurance - October Coverage
09/27/2023	202300210	W	13,063.47	98 L 000 000 811632 000	DELTA DENTAL	Dental Insurance - October Coverage
09/27/2023	202300210	W	2,269.12	98 L 000 000 811901 000	DELTA DENTAL	Dental Insurance - October Coverage
09/27/2023	202300210	W	428.51	10 E 800 290 292000 000	DELTA DENTAL	Dental Insurance - October Coverage
09/27/2023	202300208	W	1,400.87	98 L 000 000 811646 000	STANDARD INSURANCE C	Accident, Critical & Hospital Indemnity Insurance
09/27/2023	202300208	W	1,570.40	98 L 000 000 811648 000	STANDARD INSURANCE C	Accident, Critical & Hospital Indemnity Insurance
09/27/2023	202300208	W	500.46	98 L 000 000 811649 000	STANDARD INSURANCE C	Accident, Critical & Hospital Indemnity Insurance
09/27/2023	202300207	W	524.87	98 L 000 000 811675 000	WEA MEMBER BENEFITS	TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
09/27/2023	202300207	W	352,000.00	98 L 000 000 811675 000	WEA MEMBER BENEFITS	TSA Retirement Benefit
09/27/2023	202300205	W	66.27	98 L 000 000 811640 000	WEA TRUST ADVANTAGE	WEA Auto Insurance
09/27/2023	202300205	W	56.87	98 L 000 000 811641 000	WEA TRUST ADVANTAGE	WEA Home Owner's Ins
09/27/2023	202300205	W	935.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
09/27/2023	202300205	W	15.96	98 L 000 000 811643 000	WEA TRUST ADVANTAGE	WEA Umbrella Ins
09/27/2023	202300205	W	3,049.50	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
09/27/2023	202300205	W	3,428.33	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
09/27/2023	202300206	W	270.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
09/27/2023	202300206	W	139.29	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
09/27/2023	202300206	W	300.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
10/01/2023	202300202	W	0.94	10 E 800 355 263300 000	CENTURYLINK	MONTHLY CHARGES
09/25/2023	202300204	W	847.83	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS VENDING
09/25/2023	202300203	W	205.84	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	Acct #0401972111-00005 August Gas for Bus Garage
09/30/2023	202300463	W	186.99	10 E 800 310 239000 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
09/30/2023	202300463	W	1,091.43	98 L 000 000 811900 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
09/30/2023	202300463	W	904.86	10 E 800 248 239000 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
09/30/2023	202300468	W	17,308.45	50 E 800 415 257220 000	GORDON FOOD SERVICE	September 2023 Food Bill
09/30/2023	202300468	W	2,531.65	50 E 800 415 257250 000	GORDON FOOD SERVICE	September 2023 Food Bill
09/30/2023	202300468	W	5,271.81	50 E 800 415 257220 549	GORDON FOOD SERVICE	September 2023 Food Bill

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/30/2023	202300466	W	1,109.67	10 E 800 941 239000 000	INTERNAL REVENUE SER	FEDERAL TAXES
09/30/2023	202300466	W	103,360.34	98 L 000 000 811611 000	INTERNAL REVENUE SER	FEDERAL TAXES
09/30/2023	202300466	W	92,591.97	98 L 000 000 811612 000	INTERNAL REVENUE SER	FEDERAL TAXES
09/30/2023	202300467	W	5,000.00	10 E 800 353 263300 000	PITNEY BOWES INC	Postage Machine
09/30/2023	202300465	W	6,733.94	98 L 000 000 811613 000	WISCONSIN DEPARTMENT	STATE TAXES
09/30/2023	202300464	W	20,122.24	98 L 000 000 811621 000	WISCONSIN RETIREMENT	STATE RETIREMENT
09/30/2023	202300464	W	17,943.58	98 L 000 000 811622 000	WISCONSIN RETIREMENT	STATE RETIREMENT
09/07/2023	232400117	A	99.48	10 E 140 411 121000 000	ARTISTS GUILD	2023 Supplies from Artist's Guild
09/07/2023	103616	R	182.75	10 E 800 355 263300 000	AT&T	Acct #920 743-5493 930 7 Monthly Billing (07/20/23 - 08/19/23)
09/07/2023	232400118	A	100.00	27 E 800 949 159100 341	BACK, BENJAMIN	8/31/2023 Special Education Program Aide License
09/07/2023	103617	R	289.23	50 E 800 415 257220 000	BAILEYS HARBOR FISH	SMOKED FISH
09/07/2023	103617	R	329.59	50 E 800 415 257220 174	BAILEYS HARBOR FISH	SMOKED FISH
09/07/2023	232400119	A	1,058.85	10 E 800 411 253000 000	BELSON CO	TOWELS/TISSUES
09/07/2023	232400120	A	100.00	10 E 800 310 162000 000	BISSEN, WILLIAM	SWIMMING OFFICAL SERVICES 8.24.23
09/07/2023	232400121	A	80.00	10 E 800 310 162000 000	BROOMHALL, MATTHEW	JV soccer official vs Gib/Sev
09/07/2023	232400122	A	-149.00	10 E 140 449 110000 000	CAMERA CORNER-CONNEC	CREDIT MEMO
09/07/2023	232400122	A	1,058.99	10 E 140 449 110000 000	CAMERA CORNER-CONNEC	walkie talkies
09/07/2023	232400123	A	3,129.00	10 E 800 386 436000 000	CESA 6	CMS4SCHOOLS ANNUAL FEES 2023-2024
09/07/2023	232400123	A	5,621.10	27 E 800 386 264400 341	CESA 6	SEEDS4SCHOOLS/ADAPT ANNUAL FEES 2023-2024
09/07/2023	232400123	A	18,200.00	10 E 800 386 221300 000	CESA 6	MATH CENTER SERVICES 2023-2024
09/07/2023	232400124	A	300.00	27 E 800 310 221300 341	CESA 7	PARAPROFESSIONAL TRAINING 8/8/23-8/9/23 A. TOMBERLIN/J. WILKINSON
09/07/2023	103618	R	41,200.00	10 E 800 449 221500 000	CTL CORPORATION	Chromebook purchase for the 22-23 school year. 330 CTL Chromebook NL72 N5100 8/64. 100 CTL Chromebook NL72TW/8/64
09/07/2023	103619	R	12.99	10 E 800 411 253000 000	DOOR COUNTY COOPERAT	SINK STRAINER
09/07/2023	103620	R	22.24	10 E 800 411 162000 000	DOOR COUNTY HARDWARE	Account# 96718- AUGUST 2023 CHARGES
09/07/2023	103620	R	346.55	10 E 800 411 253000 000	DOOR COUNTY HARDWARE	Account# 96718- AUGUST 2023 CHARGES
09/07/2023	103621	R	68.00	10 E 800 411 162000 000	DEMAND & PRECISION P	CASTER WHEELS/SOCCER GOAL
09/07/2023	232400125	A	96.52	27 E 600 411 156602 341	DOUCETTE, JULIE	9/5/2023 23-24 budget materials
09/07/2023	103622	R	210.78	50 E 800 324 257220 000	ECOLAB	PEST CONTROL SERVICES
09/07/2023	103623	R	2,986.28	50 E 800 324 257220 000	EDUTRAK LLC	Annual Service/Support and License Renewal 7/1/23 - 6/30/24
09/07/2023	103624	R	174.30	10 E 800 411 253000 000	EJ WELCH COMPANY REM	FLOORING SUPPLIES
09/07/2023	232400126	A	1,221.94	10 E 800 411 162000 000	ELSMORE SWIM SHOP	SWIM CAPS
09/07/2023	232400127	A	125.00	10 E 800 310 162000 000	ENGLEBERT, DAWN	JV1 and Varsity VB official vs Shawano HS
09/07/2023	232400128	A	831.60	10 E 800 310 239000 000	ERC INC	AUGUST 2023 EAP SERVICES
09/07/2023	232400129	A	3,595.50	10 E 800 480 221500 000	EXPLORELEARNING, LLC	Explore Learning Subscription Renewal

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/07/2023	232400130	A	3,873.00	10 E 800 480 222200 031	FOLLETT SCHOOL SOLUT	Follett Library Manager Renewal
09/07/2023	232400131	A	91.48	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books-SR
09/07/2023	232400132	A	100.00	10 E 800 310 162000 000	GERONDALE, DEAN	Football official vs Bonduel
09/07/2023	103625	R	659.40	10 E 800 411 253000 000	HALLMAN LINDSAY QUAL	FIELD PAINT
09/07/2023	232400133	A	125.00	10 E 800 310 162000 000	HANSON, BETH	JV1 and Varsity VB official vs Shawano HS
09/07/2023	232400134	A	2,811.60	50 E 800 324 257220 000	HPS LLC	ANNUAL DUES / CUST #601395
09/07/2023	103626	R	161.85	50 L 000 000 815000 000	JOHNSON, CHRISTINA	LUNCH ACCOUNT REFUND
09/07/2023	232400135	A	85.00	10 E 800 310 162000 000	JOHNSEN-DUQUAINE, CO	Soccer official vs Algoma
09/07/2023	232400136	A	310.00	10 E 400 411 125500 000	J W PEPPER & SON INC	Pep Band Music
09/07/2023	232400137	A	345.95	27 E 800 310 223300 019	KYLES CONSULTING LLC	AUGUST 2023 SBS/MAC FEE
09/07/2023	103627	R	759.00	10 E 800 480 221500 000	MIDSCHOOLMATH LLC	One Year Student Subscription Core Curriculum
09/07/2023	232400138	A	100.00	10 E 800 310 162000 000	MILLS, JOSEPH	Center Soccer official vs Algoma
09/07/2023	232400139	A	100.00	10 E 800 310 162000 000	NEUVILLE, ROBERT	Football official vs Bonduel
09/07/2023	232400140	A	100.00	10 E 800 310 162000 000	NICHOLSON, ANDREW	Football official vs Bonduel
09/07/2023	232400141	A	100.00	27 E 800 949 159100 341	NIMMER, KIMBERLY	8/9/2023 Special Education Program Aide License
09/07/2023	103628	R	273.00	10 E 400 480 125500 000	OREFICE LTD	Uniform pants - replacement equipment
09/07/2023	103629	R	100.00	10 E 800 324 253000 000	OTIS ELEVATOR	FLEET MAINTENANCE AND LOGISTICS SURCHARGE
09/07/2023	232400142	A	937.12	50 E 800 415 257220 000	PRAIRIE FARMS	MONTHLY BILLING ACCT #47-471
09/07/2023	232400143	A	67.74	10 E 400 411 241000 000	QUILL LLC	HS Office Supplies
09/07/2023	232400143	A	17.92	10 E 800 411 239000 000	QUILL LLC	Business Office/District Office Supplies
09/07/2023	232400143	A	175.15	10 E 800 411 252100 000	QUILL LLC	Business Office/District Office Supplies
09/07/2023	232400143	A	96.29	10 E 120 411 241000 000	QUILL LLC	Toner for Fax Machine
09/07/2023	232400143	A	158.94	10 E 400 411 120000 000	QUILL LLC	HS office supplies
09/07/2023	103630	R	1,000.00	10 E 800 449 162000 000	ROGERS ATHLETIC COMP	Football - second level sled per sales order 304959
09/07/2023	103630	R	4,300.00	21 E 400 411 162210 000	ROGERS ATHLETIC COMP	Football - second level sled per sales order 304959
09/07/2023	103630	R	2,000.00	21 E 400 449 162210 687	ROGERS ATHLETIC COMP	Football - second level sled per sales order 304959
09/07/2023	103631	R	39.60	10 E 800 411 253000 000	SHORE TO SHORE RENTA	LP GAS
09/07/2023	103632	R	1,140.00	10 E 800 324 253000 000	T R COCHART TIRE CEN	TIRE REPAIR/MAINTENANCE
09/07/2023	103633	R	1,372.13	10 E 140 449 241000 000	ULINE	SR chairs - office, foyer, principal office
09/07/2023	232400144	A	2,089.62	10 E 800 354 258000 000	US BANK	MONTHLY COPIER LEASE PAYMENT
09/07/2023	103634	R	303.74	10 E 200 449 136000 000	VEX ROBOTICS INC	Middle School Robotics
09/07/2023	103635	R	6,558.60	10 E 120 449 241000 000	VIRCO INC REMIT	Student Desks for Sawyer
09/07/2023	103636	R	5,055.00	10 E 800 480 221500 000	VOYAGER SOPRIS LEARN	Language Live Access
09/07/2023	103637	R	124.77	10 E 200 411 126000 000	WARDS NATURAL SCIENC	Science Supplies
09/07/2023	103637	R	43.09	10 E 200 411 126000 000	WARDS NATURAL SCIENC	Science Supplies
09/07/2023	103638	R	130.50	50 E 800 415 257220 174	WASEDA FARMS COUNTRY	WHOLESALE EGG CASE FLATS
09/07/2023	232400145	A	85.00	10 E 800 310 162000 000	WENDORFF, JAMES	Soccer official vs Algoma
09/07/2023	232400146	A	100.00	10 E 800 310 162000 000	WERY, MICHAEL	Football official vs Bonduel
09/07/2023	232400147	A	195.00	10 E 800 310 239000 000	WIS DRUG TESTING & C	BACKGROUND CHECKS (13)
09/07/2023	103639	R	62.10	10 E 400 411 241000 000	WOLTER ENGRAVING SER	NAME TAGS
09/07/2023	103639	R	28.10	10 E 400 411 241000 000	WOLTER ENGRAVING SER	NAME TAGS
09/07/2023	103640	R	275.00	10 E 800 943 120000 000	WIS SCHOOL MUSIC ASS	WSMA MEMBER DUES -MIDDLE SCHOOL



CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/07/2023	103640	R	402.00	10 E 800 943 120000 000	WIS SCHOOL MUSIC ASS	WSMA MEMBER DUES -HIGH SCHOOL
09/12/2023	103642	R	243.20	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
09/12/2023	103643	R	345.00	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
09/12/2023	103644	R	266.68	98 L 000 000 811680 000	WISCTF	Case ID - 555787
09/14/2023	232400148	A	180.00	10 E 800 310 239100 000	ARMATI COLLECTIVE	AUGUST 2023 MEMBERSHIPS
09/14/2023	232400149	A	1,058.85	10 E 800 411 253000 000	BELSON CO	TISSUE/TOWELS
09/14/2023	232400150	A	73.50	10 E 140 411 115000 000	BERG, IVY	6/27/2023-7/5/2023 Mice for Steve - tax removed
09/14/2023	103645	R	6,166.81	21 E 400 310 163902 000	BOB ROGERS TRAVEL	NY Trip Student Fundraiser Funds for Payment #3
09/14/2023	103646	R	425.00	21 E 400 411 135300 000	BONNIE BROOKE GARDEN	POTTING MIX
09/14/2023	103648	R	135.00	10 E 800 411 162000 000	BSN SPORTS REMIT	SCRIMMAGE HELMET COVERS
09/14/2023	103648	R	139.00	10 E 800 411 162000 000	BSN SPORTS REMIT	VOLLEYBALL CART/VOLLEYBALLS
09/14/2023	103648	R	2,016.61	21 E 400 411 162121 000	BSN SPORTS REMIT	VOLLEYBALL CART/VOLLEYBALLS
09/14/2023	103648	R	430.92	10 E 800 411 162000 000	BSN SPORTS REMIT	TARGET CHALLENGER
09/14/2023	103648	R	572.63	21 E 400 411 162210 000	BSN SPORTS REMIT	FOOTBALLS/SUPPLIES
09/14/2023	103648	R	764.10	21 E 400 411 162121 000	BSN SPORTS REMIT	VOLLEYBALL APPAREL
09/14/2023	103648	R	1,618.50	21 E 400 411 162216 000	BSN SPORTS REMIT	BOYS SOCCER APPAREL/SUPPLIES
09/14/2023	103648	R	2,482.00	10 E 400 411 143000 000	BSN SPORTS REMIT	PHY ED SHIRTS
09/14/2023	103648	R	38.00	80 E 800 411 239160 000	BSN SPORTS REMIT	MS FOOTBALL MOUTHGUARDS
09/14/2023	103648	R	730.34	10 E 800 411 162000 000	BSN SPORTS REMIT	CHENILLE LETTERS
09/14/2023	103648	R	1,436.50	10 E 800 411 162000 000	BSN SPORTS REMIT	DIGITAL PLACQUES
09/14/2023	103649	R	1,271.00	10 E 800 310 231500 000	BUELOW VETTER BUIKEM	AUGUST LEGAL SERVICES ACCT#3101.86522
09/14/2023	232400151	A	49.95	10 E 120 411 111000 000	BURRIS, ALICIA	8/7/2023 supplies for classroom
09/14/2023	103650	R	120.00	10 E 800 310 162000 000	CAPTAIN COMMODES	SUMMER PORT-A-POTTI RENTAL
09/14/2023	103651	R	986.13	10 E 800 355 263300 000	CELLCOM WISCONSIN RS	Acct #003-00319495 Monthly Charges
09/14/2023	232400152	A	3,976.65	27 E 800 386 436000 341	CESA 7	ANNUAL CONTRACT FEES
09/14/2023	232400152	A	13,216.81	10 E 800 386 436000 000	CESA 7	ANNUAL CONTRACT FEES
09/14/2023	103652	R	10,072.00	27 E 800 386 436000 341	CESA 8	1ST QUARTER SERVICE BILLING
09/14/2023	103652	R	2,500.00	10 E 140 386 221300 000	CESA 8	LITERACY CENTER -L. HAGEN/E. HUBBARD/C. MAAS/S. MARTIN/L. OCOKOLJICH/C. VOGEL
09/14/2023	103652	R	5,000.00	10 E 120 386 221300 000	CESA 8	LITERACY CENTER -L. HAGEN/E. HUBBARD/C. MAAS/S. MARTIN/L. OCOKOLJICH/C. VOGEL
09/14/2023	103652	R	8,000.00	10 E 800 386 221300 000	CESA 8	LITERACY COACHING SUPPORT SERVICES
09/14/2023	103653	R	72,503.79	10 E 800 310 253700 000	CITY OF STURGEON BAY	SCHOOL RESOURCE OFFICER 2023-2024
09/14/2023	232400153	A	85.00	10 E 800 310 162000 000	COPELAND, JOSHUA	AR boys soccer official vs Kiel
09/14/2023	103654	R	453.60	50 E 800 415 257220 174	COUNTRY OVENS LTD	CHERRY JUICE
09/14/2023	103655	R	339.95	10 E 800 411 253000 000	CULLIGAN SERVICE	BOTTLED WATER/SALT
09/14/2023	232400154	A	133.50	10 E 120 411 112000 000	CURRICULUM ASSOCIATE	Quickword Books
09/14/2023	103656	R	412.00	21 E 140 411 164900 000	DC FIRE CO LLC	SR Orientation Night Pizza
09/14/2023	103657	R	492.89	10 E 800 348 254500 000	DOOR COUNTY TREASURE	JULY 2023 FUEL CHARGES
09/14/2023	103658	R	260.00	10 E 800 310 162000 000	DOOR COUNTY MEDICAL	CPR TRAINING
09/14/2023	103658	R	65.00	10 E 800 310 162000 000	DOOR COUNTY MEDICAL	CPR TRAINING
09/14/2023	103658	R	1,103.51	27 E 800 310 218200 011	DOOR COUNTY MEDICAL	PT-AUGUST 2023
09/14/2023	103658	R	1,111.44	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	NURSING SERVICES-AUGUST 2023
09/14/2023	232400155	A	70.00	50 E 800 415 257220 174	EMERALD ACRES FARM L	PRODUCE
09/14/2023	232400155	A	106.75	50 E 800 415 257220 174	EMERALD ACRES FARM L	PRODUCE

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/14/2023	232400156	A	86.31	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books-CKLA SW
09/14/2023	232400156	A	660.26	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books-CKLA SR
09/14/2023	232400156	A	551.64	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books-CKLA SR 2
09/14/2023	232400157	A	30.42	10 E 800 411 295000 000	HEARTLAND BUSINESS S	ANALOG ADAPTERS/CISCO LICENSES
09/14/2023	232400157	A	1,232.54	10 E 800 449 266300 000	HEARTLAND BUSINESS S	ANALOG ADAPTERS/CISCO LICENSES
09/14/2023	232400157	A	5,940.00	10 E 800 321 295000 000	HEARTLAND BUSINESS S	A-FLEX LICENSING
09/14/2023	232400158	A	1,940.00	10 E 800 310 125000 000	INSTRUMENTAL MUSIC C	Summer Repairs - HS
09/14/2023	232400158	A	103.45	10 E 400 450 125500 000	INSTRUMENTAL MUSIC C	Marching lyres
09/14/2023	232400158	A	184.89	10 E 400 450 125500 000	INSTRUMENTAL MUSIC C	Marching lyres
09/14/2023	103659	R	4,700.00	10 E 140 472 110000 000	IXL LEARNING	IXL site license
09/14/2023	232400159	A	2,645.80	10 E 800 310 256240 000	KOBUSSEN BUSES LTD	AUGUST HS ATHLETICS BUSSING SERVICES
09/14/2023	103660	R	158.00	10 E 400 411 125500 000	MAKEMUSIC-REMIT	finale subscriptions
09/14/2023	232400160	A	525.00	10 E 800 310 264400 000	MARCIA BRENNER & ASS	Wisconsin PowerSchool Users Group (PSUG) Conference Registration Fee A. Lautenbach
09/14/2023	103661	R	1,758.00	10 E 120 310 221300 000	MATH INSTITUTE OF WI	SUMMER INSTITUTE TRAINING K-5
09/14/2023	103661	R	1,758.00	10 E 140 310 221300 000	MATH INSTITUTE OF WI	SUMMER INSTITUTE TRAINING K-5
09/14/2023	232400161	A	100.00	10 E 800 310 162000 000	MICHAEL PETERMAN OFF	FB official vs Bonduel
09/14/2023	103662	R	151.79	10 E 400 411 136360 000	MSC INDUSTRIAL SUPPL	Cutting Fluid
09/14/2023	232400162	A	120.00	10 E 800 310 162000 000	NICKELS, DAVE	DCU Swimming official
09/14/2023	103663	R	56.00	50 E 800 415 257220 000	PAN O GOLD	SCHOOL LUNCH FOOD ACCT #40014
09/14/2023	232400163	A	617.94	10 E 800 411 253000 000	PROFESSIONAL SUPPLY	CUSTODIAL SUPPLIES
09/14/2023	103664	R	300.00	21 R 200 291 166328 000	PYTLESKI, JOE	WASHINGTON DC TRIP REFUND
09/14/2023	103665	R	138.40	10 E 120 411 111000 000	REALLY GOOD STUFF	supplies
09/14/2023	103665	R	103.91	10 E 120 411 110500 000	REALLY GOOD STUFF	Classroom Supplies
09/14/2023	103665	R	84.98	10 E 120 411 112000 000	REALLY GOOD STUFF	Pencils, supplies, etc
09/14/2023	103666	R	2,769.95	10 E 800 411 162000 000	RIDDELL/ALL AMERICAN	FOOTBALL HELMETS
09/14/2023	103667	R	246.76	50 E 800 415 257220 174	ROSEWOOD DAIRY INC	CHEESE CURDS/WHIPS
09/14/2023	232400164	A	100.00	27 E 800 949 159100 341	SALLINEN, AMANDA	9/6/2023 Special Ed Program Aide License
09/14/2023	232400165	A	44.36	10 E 120 411 110500 000	SCHOOL SPECIALTY, LL	Kindergarten Supplies
09/14/2023	103668	R	7,240.00	10 E 800 713 270000 000	SFM	WORKERS COMPENSATION 7/1/23-7/1/24
09/14/2023	232400166	A	54.34	10 E 800 331 253300 000	SYMMETRY ENERGY SOLU	Customer ID 34642 District Gas Billing
09/14/2023	103669	R	76.36	10 E 120 411 241000 000	USI INC- EDUCATIONAL	Laminating Film for Sawyer
09/14/2023	103670	R	120.00	50 E 800 415 257220 174	WASEDA FARMS COUNTRY	WHOLESALE EGG CASE FLATS
09/14/2023	232400167	A	142.55	10 E 400 411 241000 000	WINKEL, JOAN	8/31/2023 High School Breakfast and tailgate lunch
09/14/2023	103671	R	25.40	10 E 120 411 241000 000	WOLTER ENGRAVING SER	MAILBOX PLATES-SAWYER
09/21/2023	232400168	A	100.00	10 E 800 310 162000 000	ADAMSKI, JOE	Football official vs Peshtigo
09/21/2023	232400169	A	100.00	10 E 800 310 162000 000	ADAMSKI, SKYLAR	Football official vs Peshtigo
09/21/2023	232400170	A	1,592.00	10 E 400 450 136431 000	ALGOMA LUMBER COMPAN	Lumber for Resale
09/21/2023	232400171	A	100.00	27 E 800 949 159100 341	APPLEGATE, JENNIFER	8/24/2023 Special Education Teacher Associate license reimbursement
09/21/2023	103673	R	9.36	10 E 800 411 253000 000	BISSEN ASPHALT LLC	MASON SAND
09/21/2023	232400172	A	80.00	10 E 800 310 162000 000	BISSEN, WILLIAM	OFFICIATING SERVICES-SWIMMING
09/21/2023	232400173	A	195.00	10 E 800 943 120000 000	BLAHNIK, BROCK	9/20/2023 Mock Trial Registration
09/21/2023	103674	R	900.00	21 E 400 310 166324 000	BRASCHNEWITZ, LARS	DJ Service Homecoming 9/23/23
09/21/2023	103675	R	367.36	50 E 800 415 257220 174	COUNTRY OVENS LTD	CHERRY JUICE

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/21/2023	103676	R	100.00	10 E 800 411 162000 000	DC ENGRAVING	INSTALL SB STICKERS ON PLACQUES
09/21/2023	103677	R	554.90	10 E 800 348 254500 000	DOOR COUNTY TREASURE	AUGUST 2023 FUEL CHARGES
09/21/2023	103677	R	321.47	10 E 800 348 256510 000	DOOR COUNTY TREASURE	AUGUST 2023 FUEL CHARGES
09/21/2023	103678	R	250.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	MONTHLY MEMBERSHIPS
09/21/2023	103678	R	360.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	MONTHLY MEMBERSHIPS
09/21/2023	232400174	A	120.00	10 E 800 310 162000 000	DELONG, TINA	DCU GST official vs Clintonville
09/21/2023	232400175	A	125.00	10 E 800 310 162000 000	ENGLEBERT, DAWN	Varsity VB official vs Brillion
09/21/2023	103679	R	20.00	10 R 800 292 500000 000	ESTEVEZ, ANNETTE	REGISTRATION FEE REFUND
09/21/2023	232400176	A	399.99	10 E 800 480 221500 000	EVERYDAY SPEECH LLC	Everyday Speech Premium Subscription
09/21/2023	103680	R	91.52	10 E 400 411 126000 000	FLINN SCIENTIFIC INC	Science Supplies
09/21/2023	103680	R	44.55	10 E 400 449 126000 000	FLINN SCIENTIFIC INC	Science Supplies
09/21/2023	232400177	A	18.00	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books-CKLA SR
09/21/2023	103681	R	50.00	10 E 800 310 239000 000	FRUZEN, AMANDA	Memorial Gift
09/21/2023	232400178	A	45.00	10 E 120 411 112000 000	GROOTERS, TRAVIS	8/25/2023 Purchases made at Target for three 3-drawer units. Each unit was \$15, for a total of \$45. Expenses can be taken out of our 2nd Grade budget.
09/21/2023	103682	R	250.00	10 E 800 386 239000 000	GT CONSORTIUM OF CES	2023-2024 ANNUAL DUES/MIDDLE SCHOOL
09/21/2023	232400179	A	125.00	10 E 800 310 162000 000	HANSON, BETH	Varsity VB official vs Brillion
09/21/2023	232400180	A	166.25	10 E 800 411 221200 000	HOUGHTON MIFFLIN	HMH Math workbooks
09/21/2023	232400181	A	7,074.06	50 E 800 449 257000 000	HPS LLC	20QT MIXER-HOBART
09/21/2023	232400182	A	353.00	10 E 200 310 125500 000	INSTRUMENTAL MUSIC C	Instrument Repairs
09/21/2023	103683	R	1,538.36	10 E 800 432 222200 031	JUNIOR LIBRARY GUILD	Junior Library Guild Renewals
09/21/2023	103683	R	1,775.82	10 E 800 432 222200 031	JUNIOR LIBRARY GUILD	Junior Library Guild Renewals
09/21/2023	103683	R	1,793.02	10 E 800 432 222200 031	JUNIOR LIBRARY GUILD	Junior Library Guild Renewals
09/21/2023	103683	R	1,672.58	10 E 800 432 222200 031	JUNIOR LIBRARY GUILD	Junior Library Guild Renewals
09/21/2023	103684	R	297.00	10 E 800 480 221500 000	LEARNING WITHOUT TEA	Integrated Digital Teaching Tool for Grades TK - 4
09/21/2023	103685	R	148.49	10 E 800 411 162000 000	MAAS FLORAL & GREENH	FLOWERS/FOOTBALL
09/21/2023	232400183	A	340.00	10 E 800 310 264400 000	MARCIA BRENNER & ASS	Registration Fees for four webinars A. Lautenbach
09/21/2023	232400184	A	2,880.00	10 E 800 324 253000 000	NATURAL SOLUTIONS LL	WOODCHIPS-SUNRISE
09/21/2023	232400184	A	4,440.00	10 E 800 324 253000 000	NATURAL SOLUTIONS LL	WOODCHIPS-SAWYER
09/21/2023	103686	R	360.00	21 E 140 310 164900 000	OPEN DOOR BIRD SANCT	DATA DIGS-RAPTOR PROGRAMS-SUNRISE
09/21/2023	232400185	A	7.86	10 E 800 342 239000 000	PICHETTE, LINNEA	REIMB MILEAGE-JURY DUTY
09/21/2023	103687	R	2,160.00	27 E 800 411 158100 341	POSITIVE ACTION INC	High School Starter Bundle
09/21/2023	232400186	A	101.10	21 E 400 411 162121 000	PROPSOM, REBEKAH	Reimb Volleyball Banquet Supply Exp
09/21/2023	232400187	A	146.00	10 E 400 411 120000 000	QUILL LLC	HS office supplies
09/21/2023	232400187	A	6,398.40	10 E 800 417 258000 000	QUILL LLC	District Copy Paper
09/21/2023	103688	R	20.00	10 R 800 292 500000 000	ROMERO, LINDSAY	REGISTRATION FEE REFUND
09/21/2023	232400188	A	14,414.69	10 E 800 336 253300 000	STURGEON BAY UTILITI	AUGUST 2023 UTILITY BILL
09/21/2023	232400188	A	1,854.18	10 E 800 337 253300 000	STURGEON BAY UTILITI	AUGUST 2023 UTILITY BILL
09/21/2023	232400188	A	448.63	10 E 800 338 253300 000	STURGEON BAY UTILITI	AUGUST 2023 UTILITY BILL
09/21/2023	232400188	A	79.06	10 E 800 339 253300 000	STURGEON BAY UTILITI	AUGUST 2023 UTILITY BILL
09/21/2023	103689	R	435.60	10 E 120 411 110400 000	SCHOLASTIC MAGAZINES	MY BIG WORLD CLASSROOM MAGAZINE SUBSCRIPTIONS-SAWYER

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/21/2023	232400189	A	56.82	27 E 200 411 158101 341	SCHOOL SPECIALTY, LL	4k sensory regualtion
09/21/2023	103690	R	20.00	10 R 800 292 500000 000	SCHULTZ, KEVIN	REGISTRATION FEE REFUND
09/21/2023	232400190	A	80.00	10 E 800 310 162000 000	SCHWEITZER, BARBARA	DCU GST official vs Clintonville
09/21/2023	232400191	A	499.50	10 E 800 291 221300 000	SELLE, HOLLY	9/12/2023 Approved Continuing Education Credits: ED FOUND 381 Foundations of Gifted and Talented Education
09/21/2023	103691	R	320.00	10 E 800 324 253000 000	SEPTIC MAINTENANCE O	DRAIN CLEANING SERVICES-HS
09/21/2023	103692	R	20.00	10 R 800 292 500000 000	SOUCEK, HEATHER	REGISTRATION FEE REFUND
09/21/2023	232400192	A	591.25	10 E 800 355 263300 000	SPECTRUM BUSINESS	ACCT# 171231301 MONTHLY CHARGES
09/21/2023	232400193	A	192.54	10 E 140 411 126100 000	STAPLES ADVANTAGE	STEAM SUPPLIES
09/21/2023	232400193	A	9.84	10 E 120 411 124000 000	STAPLES ADVANTAGE	Supplies
09/21/2023	232400193	A	120.83	10 E 200 411 241000 000	STAPLES ADVANTAGE	MS Office Supplies
09/21/2023	232400194	A	9.18	10 E 400 411 123000 000	STENZEL, SHELLEY	9/13/2023 Putty for classroom. \$9.18
09/21/2023	103693	R	166.05	10 E 800 324 253000 000	STERICYCLE	DOCUMENT DESTRUCTION SERVICES CUSTOMER #1000893652
09/21/2023	103694	R	160.00	10 E 800 310 221300 000	STRAYER, HEATHER	RESTORATIVE PRACTICES TRAINING
09/21/2023	232400195	A	504.47	10 E 800 353 263300 000	SUNSHINE HOUSE INC	DISTRICT MAILING SO#54119
09/21/2023	232400196	A	100.00	10 E 800 310 162000 000	TOLZMAN, NICHOLAS	Football official vs Peshtigo
09/21/2023	232400197	A	100.00	27 E 800 949 159100 341	TOMBERLIN, ALYSSUM	9/18/2023 Special Education License Renewal
09/21/2023	232400198	A	100.00	10 E 800 310 162000 000	TSCHIMPERLE, PATRICK	Football official vs Peshtigo
09/21/2023	103695	R	145.24	10 E 800 353 263300 000	UNITED PARCEL SERVIC	Shipper #586902 Monthly Parcel Service
09/21/2023	232400199	A	250.00	10 E 200 310 221300 000	WISCONSIN MATH COUNC	WMC Annual Conference Registration
09/21/2023	232400199	A	700.00	10 E 140 310 221300 000	WISCONSIN MATH COUNC	WMC Annual Conference Registration
09/21/2023	103696	R	25.72	21 E 400 411 161924 000	WISCONSIN BUILDING S	TREATED LUMBER
09/21/2023	232400200	A	3,178.22	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Acct #GB3909 - Contract #3239-02
09/21/2023	103697	R	1,650.00	10 E 400 411 241000 000	WRITE ON DOOR COUNTY	Clipper Collection Books 2023
09/21/2023	232400201	A	100.00	10 E 800 310 162000 000	ZIMDARS, THOMAS	Football official vs Peshtigo
09/21/2023	232400202	A	139,162.50	39 E 800 685 281000 000	ZIONS BANCORPORATION	Acct #8202052/8202053 School Building & Improvement Bonds
09/26/2023	103699	R	9,017.00	50 E 800 449 257000 000	METROPOLITAN FOOD SE	Pass-Thru Mobile Heated Cabinet
09/27/2023	103700	R	16.00	98 L 000 000 811690 000	CROSSROADS AT BIG CR	Employee Donations
09/27/2023	103700	R	16.00	98 L 000 000 811690 000	CROSSROADS AT BIG CR	Employee Donations
09/27/2023	103701	R	242.66	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
09/27/2023	103702	R	4,373.81	98 L 000 000 811634 000	MADISON NATIONAL LIF	Group Life Policy 1151
09/27/2023	103703	R	2,866.66	98 L 000 000 811635 000	MADISON NATIONAL LIF	LTD Policy 14185 & STD Policy 14196 Coverage
09/27/2023	103703	R	1,449.23	98 L 000 000 811639 000	MADISON NATIONAL LIF	LTD Policy 14185 & STD Policy 14196 Coverage
09/27/2023	103704	R	468.70	98 L 000 000 811637 000	MADISON NATIONAL LIF	Vol. Life - 24 Pay
09/27/2023	103705	R	367.00	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
09/27/2023	103706	R	1,416.17	98 L 000 000 811647 000	SUPERIOR VISION INSU	Vision Insurance - October 2023
09/27/2023	103707	R	216.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/27/2023	103707	R	242.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
09/27/2023	103708	R	518.68	98 L 000 000 811680 000	WISCTF	Case ID - 538753 & Case ID - 555787
09/28/2023	232400203	A	85.00	10 E 800 310 162000 000	ABELLA, DARIO	Varsity soccer official vs Peshtigo
09/28/2023	232400204	A	969.81	27 E 800 411 215200 341	BROOKES PUBLISHING	SPED/Psych Supplies
09/28/2023	232400204	A	363.59	10 E 800 480 221500 000	BROOKES PUBLISHING	SPED/Psych Supplies
09/28/2023	232400205	A	80.00	10 E 800 310 162000 000	BROOMHALL, MATTHEW	JV soccer official vs Roncalli
09/28/2023	103709	R	561.75	21 E 400 411 162121 000	BSN SPORTS REMIT	VOLLEYBALL PINK JERSEYS
09/28/2023	103709	R	55.00	21 E 400 411 162121 000	BSN SPORTS REMIT	VOLLEYBALL WIND JACKET
09/28/2023	103709	R	42.00	10 E 800 411 162000 000	BSN SPORTS REMIT	VOLLEYBALL SCOREBOOKS
09/28/2023	103710	R	201.43	27 E 800 411 158100 341	CHILDREN'S HARNESES	Two Harnesses - Jillian Laurent
09/28/2023	103711	R	56.00	50 E 800 415 257220 174	CLARIO FARMSTEAD PAS	BULK PASTA
09/28/2023	103712	R	402.84	50 E 800 415 257220 174	COUNTRY OVENS LTD	CHERRY JUICE
09/28/2023	232400206	A	1,744.00	10 E 800 411 162000 000	CREATIVE SIGN COMPAN	SCOREBOARD SIGN/PLAQUE
09/28/2023	103713	R	967.00	10 E 800 310 264400 000	CREDIBLE COACH LLC	COACHING WORKSHOPS-3RD OF 3 WKSHP
09/28/2023	103714	R	210.78	50 E 800 324 257220 000	ECOLAB	PEST CONTROL SERVICES
09/28/2023	232400207	A	41.25	50 E 800 415 257220 174	EMERALD ACRES FARM L	FRESH PRODUCE
09/28/2023	232400207	A	57.00	50 E 800 415 257220 174	EMERALD ACRES FARM L	FRESH PRODUCE
09/28/2023	232400208	A	629.80	21 E 400 411 161923 000	FLS BANNERS	HOMEcoming T-SHIRTS
09/28/2023	232400208	A	818.80	21 E 400 411 161923 000	FLS BANNERS	POWDERPUFF SHIRTS
09/28/2023	232400208	A	40.00	80 E 800 411 232201 000	FLS BANNERS	ROCK THE DOCK-APPAREL
09/28/2023	232400209	A	85.00	10 E 800 310 162000 000	GERHARTZ, CLETUS	Varsity soccer official vs Peshtigo
09/28/2023	103715	R	150.00	10 E 800 310 162000 000	GIBRALTAR AREA SCHOO	CROSS COUNTRY CHIEF K INVITE 8.24.23
09/28/2023	103716	R	809.07	10 E 800 411 162000 000	HEALY AWARDS INC	FOOTBALL HELMET DECALS
09/28/2023	232400210	A	100.00	10 E 800 310 162000 000	HERRMANN, JOHN	Football Official vs Oconto
09/28/2023	103717	R	8,000.00	10 E 800 449 253000 000	INNOVATIVE LED SOLUT	MAXLITE BACKLIT LED PANELS
09/28/2023	103718	R	100.00	10 E 800 310 162000 000	JENDE, JOHN	Varsity Center soccer official vs Peshtigo
09/28/2023	232400211	A	125.00	10 E 800 310 162000 000	KEY, JOHN	Varsity VB official vs NEW
09/28/2023	103719	R	200.00	10 E 800 310 162000 000	KIEL HIGH SCHOOL	BOYS SOCCER INVITE 9.16.23
09/28/2023	103720	R	2,400.87	10 E 800 411 253000 000	MANNINGTON MILLS INC	FLOORING
09/28/2023	232400212	A	80.00	10 E 800 310 162000 000	MILLS, JOSEPH	JV soccer official vs Roncalli
09/28/2023	232400213	A	125.00	10 E 800 310 162000 000	MLEZIVA, ALLISYN	Varsity VB official vs NEW
09/28/2023	103721	R	117.00	10 E 200 411 121000 000	NASCO	Art Supplies - Middle School
09/28/2023	103722	R	600.00	10 E 800 310 125000 000	NEHLSEN, PETER J	Piano Tuning for District (8 pianos)
09/28/2023	103723	R	200.00	10 E 800 310 162000 000	PREBLE HIGH SCHOOL	CROSS COUNTRY MEET 8.31.23
09/28/2023	232400214	A	215.99	10 E 800 354 258000 000	QUILL LLC	Toner for printer in Business Education Classroom
09/28/2023	103724	R	1,471.00	80 E 800 411 239160 000	RBS ACTIVEWEAR	FOOTBALL APPAREL-MS
09/28/2023	103725	R	100.00	10 E 800 310 162000 000	REINKE, GARY	Football Official vs Oconto
09/28/2023	232400215	A	100.00	10 E 800 310 162000 000	RODELL, NICK	Football Official vs Oconto
09/28/2023	232400216	A	100.00	10 E 800 310 162000 000	RODELL, RICHARD	Football Official vs Oconto
09/28/2023	103726	R	246.76	50 E 800 415 257220 174	ROSEWOOD DAIRY INC	CHEESE CURDS/WHIPS
09/28/2023	232400217	A	275.10	10 E 120 411 110500 000	SCHOOL SPECIALTY, LL	Kindergarten Art Supplies
09/28/2023	232400217	A	277.04	10 E 200 411 122200 000	SCHOOL SPECIALTY, LL	Middle School Intervention Materials
09/28/2023	232400217	A	803.84	10 E 200 411 121000 000	SCHOOL SPECIALTY, LL	MS Art Supplies
09/28/2023	232400218	A	100.00	10 E 800 310 162000 000	SCHWARZ, RICHARD	Football Official vs Oconto

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/28/2023	103727	R	100.00	10 E 800 310 162000 000	SHAWANO HIGH SCHOOL	CROSS COUNTRY INVITE 9.9.23
09/28/2023	232400219	A	55.18	10 E 200 411 241000 000	STAPLES ADVANTAGE	MS Office Supplies
09/28/2023	232400219	A	40.34	27 E 800 411 223300 341	STAPLES ADVANTAGE	supplies
09/28/2023	103728	R	83.80	27 E 120 411 156602 341	SUPER DUPER PUBLICAT	Therapy materials
09/28/2023	103729	R	240.00	10 E 800 310 162000 000	THE PRAIRIE SCHOOL	BOYS SOCCER QUAD 9.1.23
09/28/2023	103730	R	375.00	10 E 800 941 239000 000	WISC ATHLETIC DIRECT	23-24 MEMBERSHIP FEES/2023 CONF REGIST FEE
09/28/2023	103731	R	303.30	50 E 800 415 257220 174	WASEDA FARMS COUNTRY	WHOLESALE EGG CASE FLATS
09/28/2023	103732	R	99.20	10 E 200 411 241000 000	WOLTER ENGRAVING SER	ENGRAVED NAME PLATES
09/28/2023	103732	R	6.15	10 E 800 411 239000 000	WOLTER ENGRAVING SER	MAILBOX NAME PLATE
09/06/2023	202300247	W	170.00	10 E 800 411 162000 000	ACTIVE NETWORK LLC	Credit Card Payment AP Invoice.
09/06/2023	202300242	W	370.87	10 E 800 324 253000 000	AIRGAS USA LLC	Credit Card Payment AP Invoice.
09/06/2023	202300251	W	31.20	10 E 800 411 221500 000	AMAZON.COM	Credit Card Payment AP Invoice.
09/06/2023	202300251	W	198.10	10 E 800 411 221200 000	AMAZON.COM	Credit Card Payment AP Invoice.
09/06/2023	202300221	W	2,287.00	10 E 800 310 239100 000	BIGSIGNS.COM INC	Credit Card Payment AP Invoice.
09/06/2023	202300240	W	1,247.50	10 E 800 480 221500 000	BLOOMZ INC	Credit Card Payment AP Invoice.
09/06/2023	202300235	W	340.00	21 E 200 411 161945 000	CANVA	Credit Card Payment AP Invoice.
09/06/2023	202300255	W	73.85	10 E 140 411 241000 000	CITY OF STURGEON BAY	Credit Card Payment AP Invoice.
09/06/2023	202300239	W	62.16	10 E 120 472 110000 000	COBORN'S INCORPORATE	Credit Card Payment AP Invoice.
09/06/2023	202300239	W	85.44	27 E 800 411 158100 341	COBORN'S INCORPORATE	Credit Card Payment AP Invoice.
09/06/2023	202300239	W	48.93	27 E 800 411 158100 341	COBORN'S INCORPORATE	Credit Card Payment AP Invoice.
09/06/2023	202300239	W	277.09	21 E 140 411 164900 000	COBORN'S INCORPORATE	Credit Card Payment AP Invoice.
09/06/2023	202300239	W	222.64	21 E 140 411 164900 000	COBORN'S INCORPORATE	Credit Card Payment AP Invoice.
09/06/2023	202300219	W	6.25	10 E 800 411 239000 000	THE DOLLAR TREE	Credit Card Payment AP Invoice.
09/06/2023	202300219	W	10.00	10 E 800 411 239000 000	THE DOLLAR TREE	Credit Card Payment AP Invoice.
09/06/2023	202300216	W	100.00	27 E 800 949 159100 341	DPI-TEACHER LICENSIN	Credit Card Payment AP Invoice.
09/06/2023	202300216	W	100.00	27 E 800 949 159100 341	DPI-TEACHER LICENSIN	Credit Card Payment AP Invoice.
09/06/2023	202300216	W	100.00	27 E 800 949 159100 341	DPI-TEACHER LICENSIN	Credit Card Payment AP Invoice.
09/06/2023	202300216	W	100.00	27 E 800 949 159100 341	DPI-TEACHER LICENSIN	Credit Card Payment AP Invoice.
09/06/2023	202300216	W	100.00	27 E 800 949 159100 341	DPI-TEACHER LICENSIN	Credit Card Payment AP Invoice.
09/06/2023	202300220	W	190.89	10 E 200 411 241000 000	DUNHAM'S SPORTS	Credit Card Payment AP Invoice.
09/06/2023	202300220	W	-239.89	80 E 800 411 239160 000	DUNHAM'S SPORTS	Credit Card Payment AP Invoice.
09/06/2023	202300220	W	557.75	80 E 800 411 239160 000	DUNHAM'S SPORTS	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/06/2023	202300220	W	25.97	21 E 400 411 162112 000	DUNHAM'S SPORTS	Credit Card Payment AP Invoice.
09/06/2023	202300222	W	491.58	10 E 200 450 241000 000	EDGEWOOD PRESS INC	Credit Card Payment AP Invoice.
09/06/2023	202300227	W	74.75	27 E 800 411 223300 341	FATZO SUBS	Credit Card Payment AP Invoice.
09/06/2023	202300252	W	-4.73	10 E 800 411 295000 000	GET REAL CAFE	Credit Card Payment AP Invoice.
09/06/2023	202300252	W	107.43	10 E 800 411 295000 000	GET REAL CAFE	Credit Card Payment AP Invoice.
09/06/2023	202300252	W	38.34	10 E 140 411 241000 000	GET REAL CAFE	Credit Card Payment AP Invoice.
09/06/2023	202300249	W	1,973.26	10 E 800 339 253300 000	GFL ENVIRONMENTAL	Credit Card Payment AP Invoice.
09/06/2023	202300253	W	2,575.00	27 E 800 942 158100 341	HANDLE W/ CARE BEHAV	Credit Card Payment AP Invoice.
09/06/2023	202300238	W	275.00	10 E 800 351 239000 000	INDEED, INC.	Credit Card Payment AP Invoice.
09/06/2023	202300238	W	350.00	10 E 800 351 239000 000	INDEED, INC.	Credit Card Payment AP Invoice.
09/06/2023	202300256	W	66.22	10 E 800 411 295000 000	JIMMY JOHN'S	Credit Card Payment AP Invoice.
09/06/2023	202300217	W	137.00	10 E 800 342 264400 000	KALAHARI RESORT	Credit Card Payment AP Invoice.
09/06/2023	202300217	W	109.00	10 E 200 342 221300 000	KALAHARI RESORT	Credit Card Payment AP Invoice.
09/06/2023	202300217	W	211.99	10 E 800 342 264400 000	KALAHARI RESORT	Credit Card Payment AP Invoice.
09/06/2023	202300250	W	89.00	10 E 800 411 239000 000	KITTY O'REILLY'S IRI	Credit Card Payment AP Invoice.
09/06/2023	202300218	W	9.95	10 E 800 355 263300 000	METROFAX	Credit Card Payment AP Invoice.
09/06/2023	202300224	W	238.29	27 E 800 411 215200 341	NCS PEARSON INC	Credit Card Payment AP Invoice.
09/06/2023	202300243	W	34.95	10 E 120 411 110500 000	ORIENTAL TRADING COM	Kindergarten supplies
09/06/2023	202300226	W	102.00	27 E 800 411 215200 341	PAR INC	Credit Card Payment AP Invoice.
09/06/2023	202300230	W	22.35	10 E 400 411 241000 000	PICK'N SAVE ROUNDYS	Credit Card Payment AP Invoice.
09/06/2023	202300230	W	89.82	10 E 120 472 110000 000	PICK'N SAVE ROUNDYS	Credit Card Payment AP Invoice.
09/06/2023	202300230	W	16.98	10 E 800 411 239000 000	PICK'N SAVE ROUNDYS	Credit Card Payment AP Invoice.
09/06/2023	202300246	W	240.00	50 E 800 415 257220 000	PINKY PROMISE COFFEE	Credit Card Payment AP Invoice.
09/06/2023	202300215	W	442.02	10 E 800 353 258000 000	PITNEY BOWES INC	Credit Card Payment AP Invoice.
09/06/2023	202300215	W	398.37	10 E 800 353 263300 000	PITNEY BOWES INC	Credit Card Payment AP Invoice.
09/06/2023	202300225	W	83.34	27 E 800 411 223300 341	SCATURO'S BAKING COM	Credit Card Payment AP Invoice.
09/06/2023	202300225	W	145.66	10 E 800 411 239000 000	SCATURO'S BAKING COM	Credit Card Payment AP Invoice.
09/06/2023	202300234	W	75.60	10 E 120 411 110500 000	SCHOOL HOUSE GREEN B	Credit Card Payment AP Invoice.
09/06/2023	202300223	W	1,584.00	21 E 200 411 166328 000	SEROOGYS	Credit Card Payment AP

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/06/2023	202300244	W	250.00	10 E 800 310 264400 000	SKYWARD	Invoice. Credit Card Payment AP
09/06/2023	202300232	W	212.55	10 E 400 411 241000 000	SMARTSIGN	Invoice. Credit Card Payment AP
09/06/2023	202300254	W	179.00	10 E 140 411 241000 000	SMORE	Invoice. Credit Card Payment AP
09/06/2023	202300229	W	298.41	21 E 400 411 162121 000	TARGET	Invoice. Credit Card Payment AP
09/06/2023	202300233	W	4.22	10 E 120 411 121000 000	TEACHERS PAY TEACHER	Invoice. Credit Card Payment AP
09/06/2023	202300233	W	5.28	10 E 120 411 121000 000	TEACHERS PAY TEACHER	Invoice. Credit Card Payment AP
09/06/2023	202300228	W	58.08	21 E 400 411 162121 000	TEMU	HS Volleyball
09/06/2023	202300245	W	79.63	10 E 120 472 110000 000	TEMU	4K Materials for the Multi-Purpose Room
09/06/2023	202300231	W	44.80	10 E 400 411 241000 000	UNCLE MIKE'S BAKE SH	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	56.00	10 E 800 310 239000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	250.00	10 E 800 310 264400 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	-16.56	10 E 800 411 253000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	317.55	10 E 800 411 253000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	145.00	10 E 400 310 221300 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	14.39	10 E 400 411 241000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	20.47	10 E 120 472 110000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	411.45	10 E 800 411 162000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	411.45	21 E 400 411 162112 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	10.11	10 E 800 411 239100 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	-26.17	10 E 800 411 162000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	501.83	10 E 800 411 162000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	48.00	27 E 800 310 158100 341	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300214	W	31.50	10 E 140 310 221300 000	US BANK	Invoice. Credit Card Payment AP
09/06/2023	202300241	W	1,806.47	10 E 800 355 263300 000	US CELLULAR	Invoice. Credit Card Payment AP
09/06/2023	202300236	W	1,199.00	10 E 800 480 162000 000	VEO TECHNOLOGIES INC	Invoice. Credit Card Payment AP
09/06/2023	202300213	W	33.44	10 E 400 411 222200 000	WALMART	Invoice. Credit Card Payment AP
09/06/2023	202300213	W	9.28	10 E 400 411 222200 000	WALMART	Invoice. Credit Card Payment AP
09/06/2023	202300213	W	127.85	10 E 800 411 231000 000	WALMART	Invoice. Credit Card Payment AP



CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
09/06/2023	202300213	W	26.22	10 E 800 411 162000 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	110.81	10 E 800 411 162000 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	105.38	10 E 120 411 110500 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	89.94	27 E 140 411 158117 341	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	136.10	10 E 200 411 121000 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	32.94	21 E 400 411 162112 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	157.00	10 E 800 416 214000 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	143.80	10 E 800 411 239100 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	32.05	10 E 120 415 110400 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	171.04	10 E 120 411 110400 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	14.56	10 E 120 411 241000 000	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300213	W	109.57	27 E 800 411 158100 341	WALMART	Credit Card Payment AP Invoice.
09/06/2023	202300248	W	21.96	10 E 120 472 110000 000	WALMART	New Reading Special Supplies
09/06/2023	202300212	W	1,176.60	50 E 800 449 257000 000	THE WEBSTAURANT STOR	Credit Card Payment AP Invoice.
09/06/2023	202300212	W	1,122.89	50 E 800 449 257000 000	THE WEBSTAURANT STOR	Credit Card Payment AP Invoice.
09/06/2023	202300212	W	723.66	50 E 800 449 257000 000	THE WEBSTAURANT STOR	Credit Card Payment AP Invoice.
09/06/2023	202300212	W	950.68	10 E 800 449 253000 000	THE WEBSTAURANT STOR	Credit Card Payment AP Invoice.
09/06/2023	202300237	W	-15.00	10 E 200 310 221300 000	WI HEALTH & PHYSICAL	Credit Card Payment AP Invoice.
09/06/2023	202300237	W	230.00	10 E 200 310 221300 000	WI HEALTH & PHYSICAL	Credit Card Payment AP Invoice.
09/13/2023	202300174	W	524.87	98 L 000 000 811675 000	WEA MEMBER BENEFITS	TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
09/13/2023	202300172	W	66.27	98 L 000 000 811640 000	WEA TRUST ADVANTAGE	WEA Auto Insurance
09/13/2023	202300172	W	56.87	98 L 000 000 811641 000	WEA TRUST ADVANTAGE	WEA Home Owner's Ins
09/13/2023	202300172	W	895.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
09/13/2023	202300172	W	15.96	98 L 000 000 811643 000	WEA TRUST ADVANTAGE	WEA Umbrella Ins
09/13/2023	202300172	W	2,649.50	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
09/13/2023	202300172	W	3,328.33	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
09/13/2023	202300173	W	270.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
09/13/2023	202300173	W	139.29	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
09/13/2023	202300173	W	300.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
09/18/2023	202300201	W	247.95	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	Acct #0401972111-00007 District Gas
09/25/2023	202300260	W	317.34	27 E 800 449 158100 341	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	79.74	27 E 800 449 158100 341	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	41.73	27 E 800 411 223300 341	AMAZON.COM	Amazon Payment AP Invoice.

CHECK		CHE	ACCOUNT					VENDOR	INVOICE		
DATE	NUMBER	TYP	AMOUNT	NUMBER					DESCRIPTION		
09/25/2023	202300260	W	210.73	27	E	800	449	158100	341	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	259.98	27	E	800	449	158100	341	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	29.98	27	E	800	411	223300	341	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	35.57	27	E	800	449	158100	341	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	156.81	27	E	800	449	158100	341	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	119.98	27	E	800	449	158100	341	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	37.99	27	E	800	449	158100	341	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	-3.64	10	E	140	411	126100	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	-14.10	10	E	140	411	126100	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	98.82	10	E	400	470	132000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	8.72	10	E	400	470	132000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	15.99	10	E	400	470	132000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	13.99	10	E	400	470	132000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	15.23	10	E	400	470	132000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	10.37	10	E	400	470	132000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	15.23	10	E	400	470	132000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	9.61	10	E	400	470	132000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	-18.37	10	E	140	411	113000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	165.68	10	E	800	411	253000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	75.96	10	E	800	411	253000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	12.99	10	E	800	411	253000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	38.34	50	E	800	411	257000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	46.94	10	E	140	411	241000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	-5.99	10	E	120	411	110400	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	78.00	10	E	800	411	253000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	83.28	10	E	800	411	253000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	89.92	10	E	800	411	253000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	50.97	10	E	800	411	253000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	102.84	10	E	800	411	253000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	98.98	10	E	800	411	253000	000	AMAZON.COM	Amazon Payment AP Invoice.
09/25/2023	202300260	W	35.00	50	E	800	411	257000	000	AMAZON.COM	Amazon Payment AP Invoice.

1,403,194.11 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	80.00	375,055.68	375,135.68
21	SPECIAL REVENUE - GIFTS	0.00	300.00	25,626.47	25,926.47
27	SPECIAL EDUCATION	0.00	0.00	31,108.45	31,108.45
39	DEBT SERVICE FUND	0.00	0.00	139,162.50	139,162.50
50	FOOD SERVICE FUND	161.85	0.00	55,820.79	55,982.64
80	COMMUNITY SERVICE FUND	0.00	0.00	1,866.86	1,866.86
98	PAYROLL CLEARING FUND	774,011.51	0.00	0.00	774,011.51
***	Fund Summary Totals ***	774,173.36	380.00	628,640.75	1,403,194.11

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

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

From: **Harlie Busch** <[hbusch@sbsdmail.net](mailto:hbusch@sbsdmail.net)>

Date: Wed, Sep 20, 2023 at 8:52 AM

Subject: Resignation

To: <[kgordon@sturbay.k12.wi.us](mailto:kgordon@sturbay.k12.wi.us)>, <[lferry@sbsdmail.net](mailto:lferry@sbsdmail.net)>

Dear Lindsay, Kim and whomever it may concern,

Thank you for the opportunity to be a part of your team. After being in the Teaching Aide position, I realize this opportunity is not what I expected. I feel that I don't have the education to work with the two students who are the only students I work with. My time with the students is one on one, outside or in halls alone, but I expected to have a lot more time aiding another teacher and slowly learning from them how I can reach the point I'm at now and started at right away. I feel overwhelmed to say the least. I love all of the kids I have gotten the chance to meet already, but I feel the person that takes my position should know they will strictly be working with the two highest needs in the class only and they may feel more comfortable if they have a little more background, which I do not. Please accept this as my resignation in the Autism/ID room. I'd love the chance to work with students more and in the future with more experience I'd love the position I'm in now. I will continue to look for more open positions that are more geared towards the experience I have which is with younger kids. If there are any positions that open with younger grades, I'd love to know! But until then, please except this email as my resignation effective 9/29/23.

Thank you,

Harlie Busch



Ann Demeuse <ademeuse@sbsdmail.net>

---

## Fwd: Girls Basketball Coaching Resignation

1 message

---

**Keith Nerby** <knerby@sbsdmail.net>  
To: Ann Demeuse <ademeuse@sbsdmail.net>

Tue, Oct 10, 2023 at 1:49 PM

For the Board report.

Keith

Begin forwarded message:

**From:** Casey Harrington <charrington@sbsdmail.net>  
**Date:** October 10, 2023 at 10:15:24 AM CDT  
**To:** Keith Nerby <knerby@sbsdmail.net>, Todd Meikle <tmeikle@sbsdmail.net>, Daniel Tjernagel <dtjernagel@sbsdmail.net>  
**Subject:** Girls Basketball Coaching Resignation

Good Morning,

Thank you for giving me the opportunity to be the varsity head coach for the Girls Basketball Team at Sturgeon Bay High School. I really did enjoy working with the student athletes and I am confident that they will continue to have success in athletics, academically, and as valuable members of our community going forward.

Unfortunately I have significant after school commitments, that will impact my ability to give the program the full attention that it deserves going forward and for that reason I am regretfully stepping down as the head coach. If there is anything I can do to help with the transition please do not hesitate to reach out.

Sincerely,

Casey Harrington  
Sturgeon Bay High School  
Special Education Teacher

9/25/2023

To Whom it May Concern,

I, Larry Woldt, am resigning from my position as the Middle School Girls 7th and 8th grade basketball coach. Thank you for the opportunity and experience to coach at Sturgeon Bay. We enjoyed it a lot and will miss the girls!

Thank you,  
Larry Woldt

9/25/2023

To Whom it May Concern,

I, Maddie Woldt, am resigning from my position as the Middle School Girls 7th and 8th grade basketball coach. Thank you for the opportunity and experience to coach at Sturgeon Bay. We enjoyed it a lot and will miss the girls!

Thank you,  
Maddie Woldt

10/10/23

Dan Tjernagel

Keith Nerby

Dear Dan and Keith,

I have decided to retire from my position as Athletic Director and PE teacher for the Sturgeon Bay School District at the end of the 2023-24 school year on June 6th, 2024. Or until all the 2024 spring sports teams are officially eliminated from the WIAA tournament series.

I want to thank all the wonderful people at the Sturgeon Bay School District that I had the honor of working with and for over the last ten years.

Thank you,

Todd Meikle





Daniel Tjernagel <dtjernagel@sbsdmail.net>

---

## Girls Basketball Coaching Resignation

1 message

---

**Casey Harrington** <charrington@sbsdmail.net>

Tue, Oct 10, 2023 at 10:15 AM

To: Keith Nerby <knerby@sbsdmail.net>, Todd Meikle <tmeikle@sbsdmail.net>, Daniel Tjernagel <dtjernagel@sbsdmail.net>

Good Morning,

Thank you for giving me the opportunity to be the varsity head coach for the Girls Basketball Team at Sturgeon Bay High School. I really did enjoy working with the student athletes and I am confident that they will continue to have success in athletics, academically, and as valuable members of our community going forward.

Unfortunately I have significant after school commitments, that will impact my ability to give the program the full attention that it deserves going forward and for that reason I am regretfully stepping down as the head coach. If there is anything I can do to help with the transition please do not hesitate to reach out.

Sincerely,

Casey Harrington  
Sturgeon Bay High School  
Special Education Teacher



Daniel Tjernagel &lt;dtjernagel@sbsdmail.net&gt;

---

**Jane Stephen resignation**

1 message

---

**Jane Stephen** <janems20@comcast.net>  
To: dtjernagel@sturbay.k12.wi.us

Thu, Oct 12, 2023 at 1:47 PM

Hi Dan,

As discussed on Tuesday, October 10th, 2023 I am resigning from my position as community engagement coordinator effective immediately.

I will continue to lead the Rock the Dock fundraising event for 2024. Per our conversation, I am keeping the school computer for this event. Whoever is hired for this position, it would be ideal to have them involved with me planning Rock the Dock so they can take over for 2025.

Thank you for this opportunity, I have loved all of it! I am resigning because I do not have the time to give the position it deserves. I will keep in touch and remain involved as much as time will allow when I return from all our travels.

Thank you for your understanding!

Jane Stephen



# The School District of Sturgeon Bay 2023-24 Budget and Levy Adoption



\*\*Updated as of 10/17/2023\*\*

<b>PROPOSED PROPERTY TAX LEVY</b>			
<b>FUND</b>	<b>Audited 2021-22</b>	<b>Unaudited 2022-23</b>	<b>Budget 2023-24</b>
General Fund (10)	8,441,651.00	9,126,354.00	9,321,598.00
Referendum Debt Service Fund (39)	1,856,845.00	1,565,025.00	929,623.00
Non-Referendum Debt Service Fund (38)	0.00	0.00	0.00
Capital Expansion Fund (41)	400,000.00	1,000.00	440,000.00
Community Service Fund (80)	0.00	0.00	0.00
<b>TOTAL SCHOOL LEVY</b>	<b>10,698,496.00</b>	<b>10,692,380.00</b>	<b>10,691,221.00</b>
<b>PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YEAR</b>		<b>-0.06%</b>	<b>-0.01%</b>

<b>BUDGET ADOPTION 2023-24*</b>			
	<b>Audited 2021-22</b>	<b>Unaudited 2022-23</b>	<b>Budget 2023-24</b>
<b>GENERAL FUND (FUND 10)</b>			
Beginning Fund Balance (Account 930 000)	5,157,583.33	4,782,541.09	4,592,537.87
Ending Fund Balance, Nonspendable (Acct. 935 000)	0.00	0.00	0.00
Ending Fund Balance, Restricted (Acct. 936 000)	46,278.32	0.00	0.00
Ending Fund Balance, Committed (Acct. 937 000)	275,000.00	0.00	0.00
Ending Fund Balance, Assigned (Acct. 938 000)	4,461,262.77	4,592,537.87	4,610,931.75
Ending Fund Balance, Unassigned (Acct. 939 000)	0.00	0.00	0.00
<b>TOTAL ENDING FUND BALANCE (ACCT. 930 000)</b>	<b>4,782,541.09</b>	<b>4,592,537.87</b>	<b>4,610,931.75</b>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>			
100 Transfers-in	0.00	0.00	0.00
<b>Local Sources</b>			
210 Taxes	8,509,143.66	9,190,857.41	9,376,598.00
240 Payments for Services	0.00	0.00	0.00
260 Non-Capital Sales	16,089.53	17,625.40	30,330.00
270 School Activity Income	31,784.20	40,475.06	32,000.00
280 Interest on Investments	5,069.36	141,394.85	90,000.00
290 Other Revenue, Local Sources	105,636.40	66,649.45	55,300.00
<b>Subtotal Local Sources</b>	<b>8,667,723.15</b>	<b>9,457,002.17</b>	<b>9,584,228.00</b>
<b>Other School Districts Within Wisconsin</b>			
310 Transit of Aids	0.00	0.00	0.00
340 Payments for Services	1,600,833.17	1,652,784.41	1,654,484.80
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
<b>Subtotal Other School Districts within Wisconsin</b>	<b>1,600,833.17</b>	<b>1,652,784.41</b>	<b>1,654,484.80</b>
<b>Other School Districts Outside Wisconsin</b>			
440 Payments for Services	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
<b>Subtotal Other School Districts Outside Wisconsin</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Intermediate Sources</b>			
510 Transit of Aids	0.00	10,192.86	0.00
530 Payments for Services from CCDEB	0.00	0.00	0.00
540 Payments for Services from CESA	500.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00
<b>Subtotal Intermediate Sources</b>	<b>500.00</b>	<b>10,192.86</b>	<b>0.00</b>
<b>State Sources</b>			
610 State Aid -- Categorical	81,805.00	94,266.81	82,000.00
620 State Aid -- General	5,213,139.00	4,451,511.00	5,077,117.00
630 DPI Special Project Grants	2,632.00	12,458.00	35,000.00
640 Payments for Services	0.00	0.00	0.00
650 Student Achievement Guarantee in Education (SAGE Grant)	364,349.95	379,845.20	385,000.00
660 Other State Revenue Through Local Units	2,101.81	1,854.47	2,100.00
690 Other Revenue	887,578.60	857,084.59	862,813.00
<b>Subtotal State Sources</b>	<b>6,551,606.36</b>	<b>5,797,020.07</b>	<b>6,444,030.00</b>

<b>BUDGET ADOPTION 2023-24*</b>			
	<b>Audited 2021-22</b>	<b>Unaudited 2022-23</b>	<b>Budget 2023-24</b>
<b>Federal Sources</b>			
710 Federal Aid - Categorical	8,067.20	7,770.25	0.00
720 Impact Aid	0.00	0.00	0.00
730 DPI Special Project Grants	328,738.59	898,095.14	912,640.00
750 IASA Grants	195,140.05	194,179.00	200,000.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	319,466.18	253,099.20	115,000.00
790 Other Federal Revenue - Direct	0.00	0.00	0.00
<b>Subtotal Federal Sources</b>	<b>851,412.02</b>	<b>1,353,143.59</b>	<b>1,227,640.00</b>
<b>Other Financing Sources</b>			
850 Reorganization Settlement	0.00	0.00	0.00
860 Compensation, Fixed Assets	0.00	0.00	0.00
870 Long-Term Obligations	0.00	0.00	0.00
<b>Subtotal Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Revenues</b>			
960 Adjustments	16,933.67	32,519.83	0.00
970 Refund of Disbursement	98,712.41	91,232.76	30,000.00
980 Medical Service Reimbursement	0.00	0.00	0.00
990 Miscellaneous	5,845.29	2,376.57	10,000.00
<b>Subtotal Other Revenues</b>	<b>121,491.37</b>	<b>126,129.16</b>	<b>40,000.00</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>17,793,566.07</b>	<b>18,396,272.26</b>	<b>18,950,382.80</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>			
<b>Instruction</b>			
110 000 Undifferentiated Curriculum	2,496,900.58	3,136,327.25	2,447,298.79
120 000 Regular Curriculum	2,847,688.01	3,437,825.01	3,898,536.66
130 000 Vocational Curriculum	608,936.91	519,284.25	522,302.54
140 000 Physical Curriculum	397,358.46	393,281.81	397,935.58
160 000 Co-Curricular Activities	373,360.47	421,191.24	365,232.83
170 000 Other Special Needs	47,014.77	48,866.36	7,000.00
<b>Subtotal Instruction</b>	<b>6,771,259.20</b>	<b>7,956,775.92</b>	<b>7,638,306.40</b>
<b>Support Sources</b>			
210 000 Pupil Services	371,157.99	455,077.09	379,126.16
220 000 Instructional Staff Services	1,147,775.58	778,344.53	771,390.06
230 000 General Administration	609,930.25	569,998.21	468,481.15
240 000 School Building Administration	1,174,663.53	850,314.13	929,098.97
250 000 Business Administration	2,416,137.92	2,348,447.71	2,533,671.02
260 000 Central Services	106,247.56	89,907.31	160,560.78
270 000 Insurance & Judgments	194,775.12	192,641.00	189,716.00
280 000 Debt Services	21,611.91	21,611.91	22,000.00
290 000 Other Support Services	1,425,156.15	984,779.70	1,080,302.34
<b>Subtotal Support Sources</b>	<b>7,467,456.01</b>	<b>6,291,121.59</b>	<b>6,534,346.48</b>
<b>Non-Program Transactions</b>			
410 000 Inter-fund Transfers	1,799,544.41	2,176,047.06	2,317,644.44
430 000 Instructional Service Payments	2,129,928.81	2,162,297.33	2,439,691.60
450 000 Post-Secondary Scholarship Expenditures	0.00	0.00	0.00
490 000 Other Non-Program Transactions	419.88	33.58	2,000.00
<b>Subtotal Non-Program Transactions</b>	<b>3,929,893.10</b>	<b>4,338,377.97</b>	<b>4,759,336.04</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>18,168,608.31</b>	<b>18,586,275.48</b>	<b>18,931,988.92</b>

<b>SPECIAL PROJECT FUNDS (FUNDS 21, 23, 29)</b>	<b>Audited 2021-22</b>	<b>Unaudited 2022-23</b>	<b>Budget 2023-24</b>
900 000 Beginning Fund Balance	357,795.80	381,933.56	547,068.76
<b>900 000 Ending Fund Balance</b>	<b>381,933.56</b>	<b>547,068.76</b>	<b>543,068.76</b>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>542,724.20</b>	<b>568,961.72</b>	<b>0.00</b>
100 000 Instruction	451,791.91	348,223.34	4,000.00
200 000 Support Services	42,472.53	30,253.18	0.00
400 000 Non-Program Transactions	24,322.00	25,350.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>518,586.44</b>	<b>403,826.52</b>	<b>4,000.00</b>

**BUDGET ADOPTION 2023-24\***

	Audited 2021-22	Unaudited 2022-23	Budget 2023-24
<b>SPECIAL EDUCATION FUND (FUND 27)</b>			
900 000 Beginning Fund Balance	0.00	0.00	0.00
<b>900 000 Ending Fund Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>			
100 Transfers-in	1,799,544.41	2,121,047.06	2,317,644.44
<b>Local Sources</b>			
240 Payments for Services	0.00	0.00	0.00
260 Non-Capital Sales	0.00	0.00	0.00
270 School Activity Income	0.00	0.00	0.00
290 Other Revenue, Local Sources	409.28	268.13	0.00
<b>Subtotal Local Sources</b>	<b>409.28</b>	<b>268.13</b>	<b>0.00</b>
<b>Other School Districts Within Wisconsin</b>			
310 Transit of Aids	0.00	0.00	0.00
340 Payments for Services	0.00	0.00	0.00
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
<b>Subtotal Other School Districts within Wisconsin</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other School Districts Outside Wisconsin</b>			
440 Payments for Services	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
<b>Subtotal Other School Districts Outside Wisconsin</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Intermediate Sources</b>			
510 Transit of Aids	2,837.92	115.22	0.00
530 Payments for Services from CCDEB	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00
<b>Subtotal Intermediate Sources</b>	<b>2,837.92</b>	<b>115.22</b>	<b>0.00</b>
<b>State Sources</b>			
610 State Aid -- Categorical	724,172.00	775,056.89	900,000.00
620 State Aid -- General	0.00	0.00	0.00
630 DPI Special Project Grants	0.00	0.00	0.00
640 Payments for Services	0.00	0.00	0.00
650 Achievement Gap Reduction (AGR grant)	0.00	0.00	0.00
690 Other Revenue	13,701.95	9,580.10	300.00
<b>Subtotal State Sources</b>	<b>737,873.95</b>	<b>784,636.99</b>	<b>900,300.00</b>
<b>Federal Sources</b>			
710 Federal Aid - Categorical	0.00	0.00	0.00
730 DPI Special Project Grants	364,799.45	362,395.94	330,200.00
750 IASA Grants	0.00	0.00	0.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	0.00	0.00	10,000.00
790 Other Federal Revenue - Direct	0.00	0.00	0.00
<b>Subtotal Federal Sources</b>	<b>364,799.45</b>	<b>362,395.94</b>	<b>340,200.00</b>
<b>Other Financing Sources</b>		0.00	0.00
860 Compensation, Fixed Assets	0.00	0.00	0.00
870 Long-Term Obligations	0.00	0.00	0.00
<b>Subtotal Other Financing Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Revenues</b>			
960 Adjustments	0.00	0.00	0.00
970 Refund of Disbursement	0.00	0.00	0.00
990 Miscellaneous	0.00	0.00	0.00
<b>Subtotal Other Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>2,905,465.01</b>	<b>3,268,463.34</b>	<b>3,558,144.44</b>

<b>BUDGET ADOPTION 2023-24*</b>			
	<b>Audited 2021-22</b>	<b>Unaudited 2022-23</b>	<b>Budget 2023-24</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>			
<i>Instruction</i>			
110 000 Undifferentiated Curriculum	0.00	0.00	0.00
120 000 Regular Curriculum	0.00	0.00	0.00
130 000 Vocational Curriculum	0.00	0.00	0.00
140 000 Physical Curriculum	0.00	0.00	0.00
150 000 Special Education Curriculum	2,485,949.06	2,526,617.75	2,835,942.10
160 000 Co-Curricular Activities	0.00	0.00	0.00
170 000 Other Special Needs	0.00	0.00	0.00
<b>Subtotal Instruction</b>	<b>2,485,949.06</b>	<b>2,526,617.75</b>	<b>2,835,942.10</b>
<i>Support Sources</i>			
210 000 Pupil Services	126,961.57	250,854.12	249,263.66
220 000 Instructional Staff Services	181,702.56	231,347.85	347,938.68
230 000 General Administration	0.00	0.00	0.00
240 000 School Building Administration	0.00	0.00	0.00
250 000 Business Administration	6,820.47	12,600.20	20,000.00
260 000 Central Services	5,618.07	5,319.00	5,000.00
270 000 Insurance & Judgments	0.00	0.00	0.00
280 000 Debt Services	0.00	0.00	0.00
290 000 Other Support Services	0.00	0.00	0.00
<b>Subtotal Support Sources</b>	<b>321,102.67</b>	<b>500,121.17</b>	<b>622,202.34</b>
<i>Non-Program Transactions</i>			
410 000 Inter-fund Transfers	0.00	0.00	0.00
430 000 Instructional Service Payments	98,413.28	241,724.42	100,000.00
490 000 Other Non-Program Transactions	0.00	0.00	0.00
<b>Subtotal Non-Program Transactions</b>	<b>98,413.28</b>	<b>241,724.42</b>	<b>100,000.00</b>
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>2,905,465.01</b>	<b>3,268,463.34</b>	<b>3,558,144.44</b>

<b>DEBT SERVICE FUND (FUNDS 38, 39)</b>			
900 000 Beginning Fund Balance	414,779.01	1,232,992.76	1,842,843.76
<b>900 000 ENDING FUND BALANCES</b>	<b>1,232,992.76</b>	<b>1,842,843.76</b>	<b>1,834,140.76</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>1,856,845.00</b>	<b>1,565,026.00</b>	<b>944,623.00</b>
281 000 Long-Term Capital Debt	1,038,631.25	955,175.00	953,326.00
282 000 Refinancing	0.00	0.00	0.00
283 000 Operational Debt	0.00	0.00	0.00
285 000 Post Employment Benefit Debt	0.00	0.00	0.00
289 000 Other Long-Term General Obligation Debt	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>1,038,631.25</b>	<b>955,175.00</b>	<b>953,326.00</b>
<b>842 000 INDEBTEDNESS, END OF YEAR</b>	<b>15,015,000.00</b>	<b>14,350,000.00</b>	<b>13,675,000.00</b>

<b>CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49)</b>			
900 000 Beginning Fund Balance	9,982,081.27	1,592,494.74	651,974.83
<b>900 000 Ending Fund Balance</b>	<b>1,592,494.74</b>	<b>651,974.83</b>	<b>823,811.58</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>423,156.78</b>	<b>100,935.19</b>	<b>467,000.00</b>
100 000 Instructional Services	0.00	0.00	0.00
200 000 Support Services	8,812,743.31	1,041,455.10	295,163.25
300 000 Community Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>8,812,743.31</b>	<b>1,041,455.10</b>	<b>295,163.25</b>


<b>FOOD SERVICE FUND (FUND 50)</b>			
900 000 Beginning Fund Balance	0.00	236,767.08	196,120.24
<b>900 000 ENDING FUND BALANCE</b>	<b>236,767.08</b>	<b>196,120.24</b>	<b>140,370.03</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>1,098,230.33</b>	<b>872,026.11</b>	<b>868,150.00</b>
200 000 Support Services	861,463.25	912,672.95	923,900.21
400 000 Non-Program Transactions	0.00	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>861,463.25</b>	<b>912,672.95</b>	<b>923,900.21</b>

<b>BUDGET ADOPTION 2023-24*</b>			
	<b>Audited 2021-22</b>	<b>Unaudited 2022-23</b>	<b>Budget 2023-24</b>
<b>COMMUNITY SERVICE FUND (FUND 80)</b>			
900 000 Beginning Fund Balance	53,041.72	34,771.09	33,591.61
<b>900 000 ENDING FUND BALANCE</b>	<b>34,771.09</b>	<b>33,591.61</b>	<b>37,291.61</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>5,317.00</b>	<b>29,306.00</b>	<b>24,500.00</b>
200 000 Support Services	23,587.63	25,425.63	15,650.00
300 000 Community Services	0.00	5,059.85	5,150.00
400 000 Non-Program Transactions	0.00	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>23,587.63</b>	<b>30,485.48</b>	<b>20,800.00</b>

<b>PACKAGE &amp; COOPERATIVE PROGRAM FUND (FUNDS 91, 93,</b>			
900 000 Beginning Fund Balance	0.00	0.00	0.00
<b>900 000 ENDING FUND BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
100 000 Instruction	0.00	0.00	0.00
200 000 Support Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\* The 60 & 70 series funds are "fiduciary" funds. Presentation of these funds taken out of the adoption format to agree with GASB 34 requirements. This change also brings the school district adoption format more into conformity with statute 65.90 requirements used for other Wisconsin governments which specify that information be presented for governmental and proprietary funds, but does not require it for fiduciary funds.

**Patriot Motors Quote #1**  
(formerly Jim Olson Motors)



**2023**  
**PACIFICA TOURING L**  
**S APPEARANCE**

For more information visit [www.chrysler.com](http://www.chrysler.com)  
or call 1-800-CHRYSLER

FCA US LLC

---

**MANUFACTURER'S SUGGESTED RETAIL PRICE OF THIS MODEL, INCLUDING LOCAL PREPARATION**

**Base Price: \$41,280**

**OPTIONAL EQUIPMENT** (See Nameplate/Owner's Manual for details)

- Power Windows
- Power Door Locks
- Power Mirrors with Supplemental Signals
- OPTIONAL EQUIPMENT (See Nameplate/Owner's Manual for details)
- Destination Charge \$1,395
- TOTAL PRICE: \* **\$46,315**

**WARRANTY COVERAGE**  
3-year or 50,000-mile Powertrain Limited Warranty  
5-year or 100,000-mile Basic Limited Warranty  
Add Dealer for a copy of the actual warranties or see your retailer's retailer for details.

**5YEAR/60000MILE POWERTRAIN WARRANTY**

**Fuel Economy and Environment**

**Fuel Economy** (EPA DOT) These estimates reflect new EPA methods beginning with 2017 models. Highway mileage from 22 to 28 mpg. The best mileage is 28 mpg.

**22** **19** **28** **MPG**  
combined city/hwy

4.5 gallons per 100 miles

**Annual fuel COST \$2,000**

**Fuel Economy & Greenhouse Gas Rating** (EPA) (See EPA.gov for more information)

**Government 5-STAR SAFETY RATINGS**

**Overall Vehicle Score** \*\*\*\*\*  
Based on the combined safety rating of driver and passenger seats (NHTSA) in comparison to other vehicles of similar overall weight.

**Frontal Crash** Driver: \*\*\*\*\* Passenger: \*\*\*\*\*  
Based on the test results of a frontal impact. (NHTSA) (See EPA.gov for more information)

**Side Crash** Front seat: \*\*\*\*\* Rear seat: \*\*\*\*\*  
Based on the test results of a side impact. (NHTSA)

**Rollover** \*\*\*\*\*  
Based on the risk of rollover in a single vehicle mode. (NHTSA)

See ratings range from 1 to 5 stars (\*\*\*\*\*), with 5 being the highest. Recall: National Highway Traffic Safety Administration (NHTSA) [www.safercar.gov](http://www.safercar.gov) or 1-888-327-4224

The safety ratings above are based on Federal Government tests of particular vehicles equipped with certain features and options. The performance of this vehicle may differ.


**You spend \$2,000 in fuel costs over 5 years** (based on the average new vehicle).

**PARTS CONTENT INFORMATION**

**FOR VEHICLES IN THIS COUNTRY:**  
U.S./CANADIAN PARTS CONTENT: 85%  
MAJOR SOURCES OF FOREIGN PARTS CONTENT:  
MEXICO: 30%  
NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION OR OTHER NON-PARTS COSTS.

**FOR THIS VEHICLE:**  
FINAL ASSEMBLY POINT: WINSTON, ONTARIO, CANADA  
COUNTRY OF ORIGIN: ENGINE: MEXICO  
TRANSMISSION: UNITED STATES

**VEHICLE PROTECTION**  
ACOMER



**PATRIOT**  
STURGEON BAY

Open with [dropdown] at 10/13/2023 04:24 PM

**Buyer:** Jake Holtz  
**Phone:** W: 9207462805  
**Address:** 1230 Michigan St  
Sturgeon Bay, WI 54235


**Salesperson:** Nobla McCall Quinn

**2023 Chrysler Pacifica, Body Type: Mini-van, Passenger** J1084  
Color: Brilliant Black Crystal Pearlcoat, 9 Miles VIN: 2C4RC1BG6PR603002

Cash	Balance Due
\$ Down	
\$0	\$43,177
\$1,000	\$42,177
\$2,000	\$41,177

<b>MSRP/Retail</b>	<b>\$46,315.00</b>
<b>Discount</b>	<b>\$2,316.00</b>
<b>Selling Price</b>	<b>\$43,999.00</b>
<b>Trade Difference</b>	<b>\$43,999.00</b>
<b>DMV Fee</b>	<b>\$279.00</b>
<b>Service Fee</b>	<b>\$399.00</b>
<b>Subtotal (Selling Price +</b>	<b>\$44,677.00</b>
<b>Rebates</b>	<b>\$1,500.00</b>
<b>Total Balance Due</b>	<b>\$43,177.00</b>

X  
Customer Signature \_\_\_\_\_  
Date \_\_\_\_\_

  
Manager Signature \_\_\_\_\_  
10/13/23  
Date \_\_\_\_\_

With approved credit.







## Chrysler World Pacifica Quote - Cost

Jacob Holtz <jholtz@sbsdmail.net>

---

### Sturgeon Bay Schools - Pacifica quote

---

**Mason Petzel** <mason.petzel@gyautogroup.com>  
To: Jacob Holtz <jholtz@sbsdmail.net>

Fri, Oct 13, 2023 at 4:04 PM

Jacob,

I have a quote for a 2024 Pacifica Touring (White colored)

The out the door cost of on van including registration and services fee would be: \$40,178

I have attached the list of all vehicle components. This would be the cheapest and most basic model we offer. If you have any questions about the vehicle, please don't hesitate to contact me via email or by the number below

(920)-373-2244

Thank you, Mason Petzel

[Quoted text hidden]

---

 **easyOrder Pacifica.pdf**  
12K

# Chrysler World Pacifica Quote - Details

Standard Features - RUCR53-PACIFICA TOURING	
Code	Description
RHV	10.1" Touchscreen Display
JCB	120 MPH Primary Speedometer
JJJ	12V Auxiliary Power Outlet
WFN	17X7.0 Aluminum Wheels
BAD	180 Amp Alternator
NF1	19 Gallon Fuel Tank
C1A	1st Row Soft Seatback
TMK	235/65R17 BSW All Season Tires
CB9	2nd Row In Floor Storage Bins
JPG	2nd Row Power Windows
CYC	2nd Row SNG Bucket Seats/3rd Row SNG
ERC	3.6L V6 24V VVT Engine Upg I w/ESS
CFX	3rd Row STOW 'N GO 60/40 Bench
NAS	50 State Emissions
RCG	6 Speakers
BCZ	650 Amp AGM Battery
JAJ	7" Full Color TFT Display
DFH	9-Spd 948TE Auto Trans
JEC	Accent Stitch
GAK	Acoustic Windshield
MDX	Active Grille Shutters
NHZ	Adaptive Cruise Control w/Stop & Go
BGG	Advanced Brake Assist
CG3	Advanced Multistage Front Air Bags
XS5	Anodized Ice Cave Accents
BRG	Anti-Lock 4-Wheel-Disc Brakes
RFP	Apple CarPlay
HAH	ATC w/3 Zone Temp Control
CJK	Auto Advance N Return - Driver
LMS	Auto High Beam Headlamp Control
LMG	Automatic Headlamps
BC1	Aux Battery
NHB	Auxiliary Transmission Oil Cooler
CTL	Base Door Trim Panel
NZE	Base Engine Controller
HGM	Base Insulation Group
MFF	Black Upper Grille
XAN	Blind Spot & RR Cross Path Detection
RTE	Bluetooth Handsfree Phone and Audio
MNK	Body Color Door Handles
MPK	Body Color Sill Applique
X8X	Brake & Knuckle Parts Module
BHF	Brake Throttle Override

Standard Features - RUCR53-PACIFICA TOURING	
Code	Description
MMP	Bright Day Light Opening Moldings
XJM	Capless Fuel Fill w/o Discriminator
LDB	Cargo Compartment Lamp
CKA	Carpets - Floor and Cargo Area
CGU	Child Seat Anchor System-LATCH Ready
LTB	Chrome Accent Fog Lamp Bezels
*H7	Cloth Bucket Seats
AD7	Cold Weather Group
JFA	Compass Gauge
LM1	Daytime Running Headlamps, Low Beam
TBF	Delete Spare Tire
CHE	Deluxe Headliner
RFV	Disassociated Touchscreen Display
X82	Door Parts Module
JVG	Driver Seat - Power Adjust 8-Way
CGY	Drvr Inflatable Knee-Bolster Air Bag
JJB	Dual Note Electric Horns
XC4	Electric Park Brake
SBL	Electric Power Steering
XXU	Electronic Shift
BNB	Electronic Stability Control
NHA	Engine Oil Cooler
LEB	Ext. Mirrors w/Supplemental Signals
NHJ	Exterior Mirrors w/Heating Element
CVU	Floor Tray
X9H	For More Info, Call 800-643-2112
LBR	Front & Rear LED Lamps
LCA	Front Courtesy Lamps
X83	Front End Parts Module
MEN	Front Fascia Air Deflectors
X8W	Front Fascias Parts Module
CLA	Front Floor Mats
LVN	Front LED Fog Lamps
MDA	Front License Plate Bracket
CAA	Front Passenger Seat
LAX	Front Passenger Seat Belt Alert
CSM	Front Seat Back Map Pockets
X89	Front Suspension Damper Parts Module
X84	Front Suspension Parts Module
CUP	Full Length Upgraded Floor Console
LSU	Full Speed Fwd Collision Warn Plus
LE7	Gloss Black Exterior Mirrors
LBC	Glove Box Lamp

Standard Features - RUCR53-PACIFICA TOURING	
Code	Description
RF5	Google Android Auto
JLP	GPS Antenna Input
MSN	Grille Chrysler Wing Badge
Z1A	GVW/Payload Rating
LHD	Headlamp Off Time Delay
X8Y	Headliner Parts Module
JPM	Heated Front Seats
NHS	Heated Steering Wheel
BNG	Hill Start Assist
X81	Instrument Panel Parts Module
JLW	Integrated Active Noise Cancellation
RTF	Integrated Center Stack Radio
LB3	Interior Door Handle LED Lamps
LEE	Interior Observation Mirror
LAS	Lane Departure Warning Plus
LM6	LED Low/High Beam Headlamps
LAY	LED Taillamps
GKD	Left Sliding Door w/Glass
LDF	Liftgate Flood Lamp
JKA	Locking Glove Box
LAL	Low Washer Fluid Warning Signal
RF9	Lower I/P Instr. Panel Drawer
RSF	Media Hub-2 USB, Full Funct, Aux
APA	Monotone Paint
XCA	Occupant Classification System
LAH	Outside Temp Display in Odometer
LCJ	Overhead Ambient Surround Lighting
MS9	Pacifica Badge
RHC	Painted Shark Fin Antenna
XH3	ParkSense Rr Park Assist w/Stop
XAC	ParkView Rear Back-up Camera
CHF	Pass Inflatable Knee-Bolster Air Bag
LST	Pedestrian Emergency Braking
JPU	Power 4-Way Driver Lumbar Adjust
JRC	Power Liftgate
JPB	Power Locks
GUR	Power Mirrors - Gloss Black
JRK	Power Sliding Doors
MLH	Prem Fscia-Upr/Lwr Grles/Brt Surrnds
MBE	Premium Rear Fascia Chrome
XPF	Protective Coating and Remover
XAH	Puncture Sealant & Portable Air Comp
GX4	Pushbutton Start

Standard Features - RUCR53-PACIFICA TOURING	
Code	Description
JP3	Pwr Front Windows, 1-Touch,Up & Down
XFC	R1234YF A/C Refrigerant
JHC	Rain Sensitive Windshield Wipers
BHC	Rainy Day Braking
BHD	Ready Alert Braking
HBB	Rear Air Conditioning w/Heater
X8U	Rear Fascias Parts Module
CLB	Rear Floor Mats
LBH	Rear Reading/Courtesy Lamps
JFB	Rear Seat Reminder Alert
X91	Rear Suspension Damper Parts Module
X85	Rear Suspension Parts Module
GNA	Rear View Day/Night Mirror
GFA	Rear Window Defroster
JHB	Rear Window Wiper/Washer
GXM	Remote Keyless Entry
GXD	Remote Proximity - All Doors
XBM	Remote Start System
GKB	Right Sliding Door w/Glass
AC5	SafetyTec
AWQ	SafetyTec Plus
X8Z	Seat Parts Module
LSA	Security Alarm
GXX	Sentry Key Theft Deterrent System
X9B	SiriusXM Radio Service
RSD	SiriusXM Satellite Radio
LAQ	Sliding Door Alert Warning
JAG	Soft Touch Instrument Panel
X8P	Steering Column Cover Parts Module
X8L	Steering Gear Module
RDZ	Steering Wheel Mounted Audio Ctrls
XHZ	Stop-Start Dual Battery System
GN9	Sun Visors w/Illum Vanity Mirror
GAE	Sunscreen Glass
CJ5	Supp. Side Curtain All Rows Air Bags
CJ1	Supplemental Frt Seat Side Air Bags
XKP	T3/L3 Zero Evap Vehicle Tracking
SCJ	TechnoLeather Steering Wheel
GMA	Tempered Sliding Door Glass
SUD	Tilt/Telescope Steering Column
XBN	Tip Start
X88	Tire & Wheel Parts Module
XGM	Tire Pressure Monitoring Display

Standard Features - RUCR53-PACIFICA TOURING	
Code	Description
CX8	Tire Pressure Monitoring Sensor
SDC	Touring Suspension
UBG	Uconnect 5 w 10.1" Display (USA)
NBU	Ultra Low Emission Vehicle (ULEV)
RF7	USB Host Flip
LAZ	Vehicle Information Center
TZY	Yokohama Brand Tires

# STURGEON BAY SCHOOL CALENDAR FOR 2024-2025

10/9/2023 DRAFT

AUGUST 2024				
M	T	W	TH	F
19	20	21	22	23
26	27	28	**29	30

**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 2024				
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				

FEBRUARY 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER 2024				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	*24	25
28	29	30	31	

MARCH 2025				
M	T	W	TH	F
3	4	5	6	*7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 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

APRIL 2025				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2024				
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			

MAY 2025				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY 2025				
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

JUNE 2025				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13

School begins Tuesday, September 3.  
 Pending weather days, school ends Friday, June 6.  
 In-service/No School: Oct. 25, Feb. 21, & May 23

Quarter: I 44 days Ends 11/4/24  
 II 44 days Ends 1/17/25  
 III 44 days Ends 3/21/25  
 IV 47 days Ends 6/10/25  
**TOTAL 179 days**

No School due to breaks: Nov. 28 - Dec. 1;  
 Dec. 21 - Jan. 1; March 22-30; April 18; May 26

Note: SBHS can adjust quarters, as needed.

\*Elementary Half days+P/T conf. Oct. 24 & March 7  
 \*Oct. 24 & March 7 are full school days for grades 6-12  
 \*\*Staff: Aug. 29 In-service in place 180 school days



## MEMO

**To:** Board of Education  
**From:** Keith Nerby  
**Date:** October 09, 2023  
**Re:** October 2023 Principal's Report

---

### Teaching and Learning

***In-service training.*** On Thursday, October 26, we will have an all staff in-service day. I am excited to bring in Eric Larson from CESA 6 to work with the high school staff around our data. Specifically, our struggling students. We know that our data around our at-risk student growth, is not where we want it to be. As part of our work and focus, we are diving deep into identifying, by name, by face, our struggling students and putting in intervention and support time for these students. Teachers will spend the first part of the day working through our assessment data and analyzing where are students are struggling and identifying which staff already work with these students. We will then spend the second half of the day identifying intervention and support and reviewing how these students will get access to what they need. We will be identifying our most struggling students in both literacy and mathematics. The bulk of the day will be spent working on strategies and steps to support these students to continue to grow academically.

***SBHS Strategic Plan:*** Over the summer, we had a group of teacher leaders from the high school help to develop the high school strategic plan. This plan is our guiding goals and action steps for what we feel is most important for our students to demonstrate successes and learning. Our goals are specific and measurable and something that we review at every Building Level Team meeting each month. We are focusing on our student engagement, attendance, and academic opportunities along with teacher engagement and retention and our community and parent support. These goals will continue to drive the work we do and align us with the overall district goals as well.

***Sports Updates:*** The Fall sports will be coming to an end in the coming weeks; however, we have had and continue to have a very successful sports season.

#### **Football:**

Our football team has enjoyed two years of success with the talented senior class contributing thirteen players on this year's roster. Our football team has also put up historical numbers on offense led by QB Danny Lodl and his amazing cast of receivers. With two games remaining in their season, the team is looking to finish the year by qualifying for the playoffs starting on October 20.

**Boys Soccer:**

For the first time ever, the boy's soccer team finished in 1st place in the Cedarburg Invitational beating Racine Horlick 2-0 and the team would go on to defeat Cedarburg HS after a 1-1 tie in regulation, the team won 4-1 with PK's. Boy's soccer is another team loaded with senior leadership and underclassmen who are coming into their own. The team has captured another Packerland Conference title and is looking to the tournament start date on October 17.

**Boys and Girls Cross Country:**

The XC team is led by six seniors on the girl's team and two seniors on the boy's team. The senior leadership encourages and mentors the younger runners to set PR goals as well as run hard for the team. This year's team has been exceptional with earning new PR's (personal records). Led by senior Julia Kurek, the team will hopefully advance to state as a team or individually after sectionals on October 20.

**DCU Girls Swim Team:**

Our Door County United girls swim team is in first place currently in the Bay Conference standings, but the key to their success is from the culture they have as a team. The team is looking forward to the small state tourney at Shorewood High School on October 14. With over sixteen teams competing in the tournament, the results should be a great indication just how far this team can go when the sectionals start on November 3.

**Girls Volleyball:**

This has been one of the best volleyball seasons conference record wise. Covid Spring season of 2020 they were co-champs and before that 1992 is the last time our volleyball team was Packerland Conference champions. Again, another team that is dominated by senior leadership. This team is still in the running for another co-conference title and looking to leave their mark on the tournament starting on October 17.

**Boys Volleyball Co-op Team with Notre Dame Academy:**

This year Sturgeon Bay High School was invited to join the boy's volleyball Co-op team with Notre Dame Academy. Two players from Sturgeon Bay High School, Tatum Routhieaux and Ryan Felhofer, play on the NDA Co-op team. Ryan has split time on the Varsity and JV teams this year, but Tatum has been the difference maker for the Varsity team that only won one game last year.

**Girls Golf:**

This year's golf team has gone through the rebuilding process with the numbers of girls that participated in the program from the last two years to this year. The team was made up of seven girls that persevered through the tough Bay Conference season schedule. Next year the girls will be looking forward to teeing it high and letting it fly in 2024.

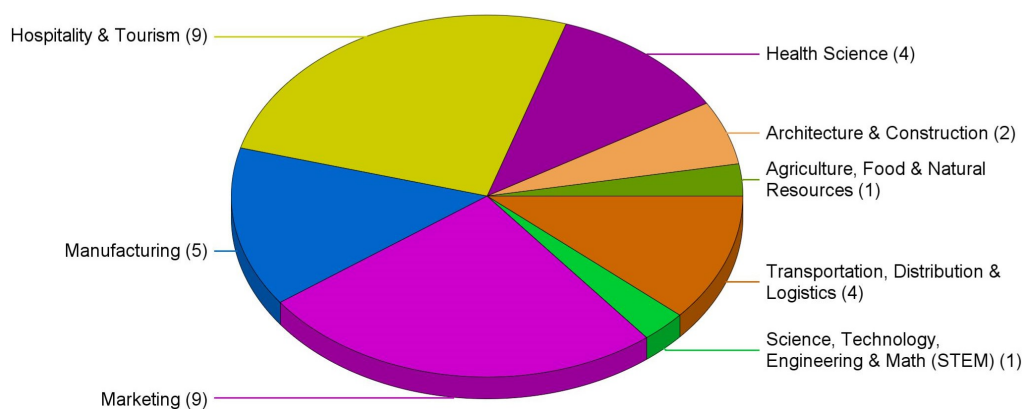
**Community Engagement**

**Youth Apprenticeship.** I am proud to announce that we have grown our YA program tremendously over the past three years. Three years ago at my start, we had 4 students involved in Youth Apprenticeship. This year, we currently have 26 students place with another 10 students who would like to be a part of

the program but are awaiting placement! We have seen our student participation grow exponentially and open up more opportunities and partnerships with our Door County Industries. Below is a graphic of our current YA students and what industries they are placed in.

<b>Youth Apprenticeship Enrollees:</b>	35	<b>Active Employers:</b>	26
Active Local Consortia:	1	Number of Schools for Enrollees:	1
Expected Completers *	35	Number of Districts for Enrollees:	1
Completers To Date **		Estimated Wages Earned:	\$229,337.5
* Enrollees who will graduate at end of year; other enrollees are in a two-year program.		Average Wage:	\$14.56
** Students may complete as late as August 31 of the program year.			

### Enrolled Youth Apprentices by Career Cluster Area



**Homecoming Activities:** We had a very successful Homecoming week at SBHS! All week long, our students participated in school engagement activities through games where each grade earned points to win the sought after Spirit Stick! The week culminated in our pep assembly on Friday to cheer on all of our Fall sports teams. We then held the community parade downtown, followed by the bonfire and football game. Finally, the Homecoming dance was a huge success on Saturday night. Our students had a wonderful time, and it was great to incorporate so many celebrations with our entire community.

**Auditorium Update:** The steering committee continues to meet regularly to plan the updates for the Robert H. Nickel Auditorium. Most recently, our consultant created plans with the updates the committee is recommending. Those plans were sent over to our consultants at Miron to review and offer cost estimates. While we are awaiting those figures, the committee is working on the capital campaign to raise the needed funds. We hope to publicly announce that campaign before the holidays.

## Upcoming Events

Here is a list of upcoming events:

SBHS Picture Re-take Day	Thursday, October 19
Fall Choir Concert	Thursday, October 19
Teacher In-service (No School for students)	Thursday, October 26
No School	Friday, October 27
Quarter 1 Exams	Monday, November 6, and Tuesday, 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>	
District-wide Early Release Day	Friday, November 10

[https://www.jostens.com/apps/store/productDetail/1116209/STURGEON-BAY-HIGH-SCHOOL/Cap-and-Gown/2095111671/CATALOG\\_REPOSITORY/Cap-and-Gown-Unit/2119956794](https://www.jostens.com/apps/store/productDetail/1116209/STURGEON-BAY-HIGH-SCHOOL/Cap-and-Gown/2095111671/CATALOG_REPOSITORY/Cap-and-Gown-Unit/2119956794)

## MEMO

To: Board of Education

From: Lindsay Ferry

Date: October, 2023

Re: October Director of Special Education and Pupil Services Report

---

### ***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: 10 Students

**Hiring Update:** The special education team is fully staffed at the teacher level. The Special Education Team continues to seek one teacher associate to support the Middle School/High School ID/Autism Program. All other Teacher Associate positions have been filled.

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

The Pupil Services Team has attended "Data Digs" in each of their buildings in the last few weeks. Each School Counselor will also begin to administer the Mental Health Screening, SAEBRs in the next few weeks. Students in grades 2, 5, 7, and 9 will also participate in the mySAEBRs. All of this information will be gathered and organized by the Pupil Service Team to identify students in need of additional support. The team will continue this process throughout the school year (3 times) to ensure that student need is met and supports can be customized according to where students are at. This is important work for our team as we are utilizing data to determine how to best support students.

### **Alternative Education:**

#### **Door County Alternative Program:**

The team has enrolled 2 students in the Grades 3-5 Session.

The team has enrolled 1 student in the Grades 6-8 Session.

The Door County Alternative Program and Sturgeon Bay School District was awarded grant funding from several community organizations to assist in Virtual Mental Health Therapy and programming for Alternative options.

**Sawyer Self-Regulation Program:**

The team has enrolled 1 student in this program for the first three week session. This program will allow students to participate in swim lessons and gymnastics play as well as Nature-Based Learning at Crossroads.

Our team is excited to work with community partners to help provide additional learning opportunities to our students.

**Meetings/Workshops:**

October 4: Learning Session

October 5: Counselor PLC

October 9: Sped District Leadership Team Meeting

October 11: CESA 7 Monthly Special Education Directors Meeting

October 12: Sunrise Special Education Team Meeting

October 16: CESA 7 School Psychologist Monthly Meeting

October 16: District Leadership Team Meeting

October 17: High School Special Education Team Meeting

October 19: Middle School Special Education Team Meeting

October 23: Sawyer Special Education Team Meeting

October 26: Mental Health Team Meeting



**TJ Walker Board Report**  
**October 18, 2023**

**School and District Report Cards**

**Oct. 26 In-Service Updates:**

- The Literacy Team (Mr. Demeny, Mrs. Erickson, Mrs. Grochowski, Mrs. Hrubecky, Mrs. Jandrin, and Mrs. Judas) are providing staff writing training.
- Between Oct. 11th to Oct. 25th, teachers are creating two formative assignments that require students to summarize in writing. We'll review these in our PLC's and be sure they are added to our Unit 2 Lesson Planning Template.
- Principal Smullen is working with CESA 6 Sierra Erdmann on Forward Data and determine actions we can make to help more students grow
- If there is time, Principal Smullen will review classroom instructional expectations per Harry Wong's 1st 100 Days of school (Days 30-60), share STOIC Class management, and review school goals.

**Teaching and Learning**

- We received the 2022-2023 Forward Exam results. Our focus is on improving student Growth and supporting our Target Groups. The MS Leadership team is meeting to determine how to best support as many Targeted students in Reading and Math. We are performing better in Reading than at Math at this time. We have to find creative ways to support more students so they can improve their Math scores. Stay tuned for more.
- The TJW Math Team is doing a book study on *Building A Thinking Classroom in Mathematics*. We have read Chapters 1-3 and discussed the significance of giving thinking tasks, providing students visibly random groups to work, and providing students vertical non-permanent surfaces. Our next book study meeting is Monday, November 6 as we review Ch. 4-6. Also, CESA 6's Chad Collier visits Monday, October 23.
- Mrs. Lautenbach and Mr. Smullen reviewed and updated our district's EL roster. We have 54 ELL students K-12.
  - HS has four Level 1 students, one Level 2 students, and one student who takes the alternate test (three are newcomers to our district since April 23').
  - MS has one Level 1 student and no Level 2 students.
  - Sunrise has eight Level 1 students and two Level 2 students.
  - Sawyer has four Level 1 students and six Level 2 students.
- Beth VanDeHey met with various staff at all four buildings and shared strategies to assist ELL learners.



- TJW Grade Level teams identified 14 middle school students to add to the Student Success Team. SST creates plans to identify supports to assist students and reduce the need for special education referrals.
- 53 EL student Individualized Language Plans are being updated at all schools.

### **Parent Communication**

Here's the number of Clipper C.R.E.W. cards that staff wrote to students from 9/5/23 - 10/6/23:

- 6th Grade earned 78 cards
- 7th Grade received 66 cards
- 8th Grade earned 70 cards

Total Clipper C.R.E.W. cards earned is 214 (Note: last year we wrote 68).

Five middle school students have been placed on Behavior Contracts due to their disrespect at school and social media bullying that has affected our school's culture. Three of the five have been sent home for multiple days out of school.

### **Additional Updates:**

- Upcoming October Field Trips
  - Oct. 16 Outdoor Adventure is visiting the Strawberry Creek Salmon Hatchery.
  - Oct. 17 Allied Arts to Northern Sky Theater to see a performance "When Pig's Fly" and learn how to put on their own performance (set building, costume, acting, and sound/lighting).
  - Oct. 24 & 25 7th Grade travels to Maritime Museum to test remote operated vehicles, complete a water study, and two STEM activities.

**To:** Board of Education  
**From:** Katie Smullen, Principal, Sunrise Elementary School  
**Date:** October 16, 2023  
**Re:** October Report to the Board



## **Teaching and Learning**

### **Data Meetings and Intervention Groups established**

Over the span of three days (9.26 - 9.28), classroom teachers met with our academic coaches and interventionists to create our intervention and extension groups in both reading and math. On their respective meeting days, third, fourth and fifth grade students spent the afternoon learning at Crossroads or at Sunrise with the Open Bird Sanctuary presenters. We began offering both Tier 2 and Tier 3 interventions and extensions on Monday, October 2nd.

## **Community Engagement**

### **Sunrise Orientation**

On September 14, we welcomed families to their child's classroom for a 20 minute session, where the classroom teacher explained her expectations and what a typical day in their classroom looks like. Teachers offered two of these sessions for families, one at 5:30 and one at 6:00 p.m. At 6:30 p.m. we invited everyone to join us for pizza in the cafeteria (thank you to our PTO for donating this). It was a great turn out and we received some very positive feedback.

### **Seal a Smile**

We welcomed the Seal a Smile program to Sunrise last week Tuesday, October 10 and they were able to complete 30 sealants. Tanya Fisher, from the Door County Dental Clinic and her team will be back this Tuesday, October 17 to continue their work.

### **Therapy Dogs**

We are very grateful for the work the therapy dogs and their handlers have done already this year. Big thanks to Christel Ruddy who has been organizing books, and vocabulary activities for the volunteers to complete with small groups of students as our furry friends get their bellies rubbed.

## **Finance, Facilities and Operations**

### **New Tables for 4th Grade**

The 4th grade team is very excited for their new tables which will be delivered to their classrooms at the end of the month. We are slowly going through the much needed process of updating tables and desks by grade level.

## **Upcoming Events**

- 10.24 and 10.25 - Family Conferences and Scholastic Book Fair

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



***Teaching and Learning***

- Our Coaches and Interventionists led our first of three Data Digs this year effectively and successfully! All three Kindergarten-2nd grade teams analyzed their students' assessment data and placed every student in an intervention/enrichment group focused on either Literacy, Math, or Social-Emotional Learning. Student progress will be monitored every four weeks.
- During our upcoming Inservice Day on October 26th, our instructional staff will be participating in activities related to our newly-developed Sawyer School Mission and Vision; Classroom Management, and Individual and Grade Level Team Time with our Coaches and Interventionists. We collected feedback from all staff regarding our Data Dig and a team will use that feedback to inform our planning for the January Data Dig.

**Community Engagement**

- While the teachers were analyzing data, the students had the opportunity to meet some of our local firefighters. The firefighters did an outstanding job of sharing important safety information with our students and even challenged them to complete some homework. Mrs. Price's class won a gift card from the Fire Department in their homework drawing! Thanks to all the Firefighters sharing their time and expertise with our students!



## **Board of Education Report**

**October 16, 2023**

Jennifer Weber

*Director of Teaching, Learning and Technology*

### **Teaching and Learning**

- The long-awaited October inservice is set to take place on the 26th. Once again, we have a full day packed with professional development for all. Elementary staff will be working on strengthening their practices in CKLA, our new literacy materials in the morning while secondary teachers are meeting with CESA representative Eric Larson to discuss our school report cards. There are two voluntary lunch and learn sessions being offered (cyber-security and a web event: The Art of Happiness) before the afternoon session topics begin; those include work surrounding classroom management, mission and vision, staff meetings and curriculum work. Another huge thank you goes out to our academic coaches, interventionists, and teacher leaders who have done an excellent job in their continued learning, planning, and presenting content in each of the buildings!
- Beginning of the year screening began in late September and wrapped up just prior to the second week of October. This is the time during which our literacy and math teachers, coaches, and interventionists gather important diagnostic data and use it to plan teaching and learning. This year we have added the important third pillar of Social-Emotional Learning to our system. The universal screener SABERS assessment is currently being conducted in grades 2, 5, 7, and at the high school. The screener is a brief, norm-referenced tool for all students to identify those who are at risk for social-emotional behavior problems. We are working today aligning our schedules throughout the district to support the use of this data when planning interventions and extensions for students at all levels. The middle of year screening window is set to begin during the first part of January. We look forward to sharing with you how our professional development and systematic implementation of best practices shows up positively in our middle of year data.

## Technology Department

- The launch of the Sturgeon Bay School District's new website took place on October 10! There were several reasons we wanted to move forward with the update, most notably though, we wanted to ensure users had a positive experience while interacting with our site from a mobile device. While we are still working through some minor update details, the site looks amazing and is operating as it should. The tireless and ongoing work of our website team is to thank for the success of the project. Jen Hanson, Holly Selle, and Aaron Pairolero have been working collaboratively on this since last spring and have created for families user guides for navigating the district pages and those for each building site.
- This summer the Tech Department worked to problem-solve regarding the number of damaged student devices coming from the middle school. A collective effort between the department and the middle school ensured that Grade 6 students were provided with Chromebook cases; this has turned out to be a great success! The number of damaged Grade 6 devices has drastically decreased already. We will be working to expand the use of device cases in the middle school to the other grade levels as the year progresses.
- The PreACT and ACT exams will be completely online this year. A hardware upgrade is necessary for the support of this testing technology and Nelson DeMeuse is working to ensure all devices and our network are ready to support this upgrade to our teaching and learning system. Additionally, online administration requires that we deploy a new testing app for the administration of PSAT (Bluebook) which department members are actively working on. November 10 has been designated as the date of the PreACT test.
- To continue learning and conversations about including computer science at all grade levels, our technology integration specialist, Jen Hanson, has been attending Computer Science Network meetings sponsored by CESA 7 and sharing resources with key stakeholders. This network, attended by a district team in the 2022-23 school year, resulted in an AP Computer Science offering at the high school level as well as valuable discussions about other computer science opportunities for students.

# School District of Sturgeon Bay

October 26, 2023

## In-Service Schedule

Updated 10/15



7:45 A.M.

### **4K-5 Literacy Professional Development**

Sawyer: 1 hr. grade level rotations lead by building coaches

Sunrise: CKLA PD -1 hr. grade level rotations lead by CKLA strengthening coach  
& IXL rotations

### **Secondary-level**

MS- Data meeting with CESA 6 representatives

HS-Pre ACT and ACT data with Eric Larson in HS Library

Noon – 1:00 P.M. **Lunch**

Voluntary Lunch & Learn options: Cyber Security (HS Commons) or  
The Art of Happiness (MS Commons or on your own)

*Please see email & lunch sign up link from Craig Sigl on Oct. 9*

1:15 - 3:30 P.M. **4K-5 Professional Development**

Sawyer: Mission and Vision Work; Classroom Management;  
Differentiated Implementation Support

Sunrise: Application of skills from morning PD sessions

2:00 - 3:30 P.M. Eric Larson in Super Dome

### **Secondary-level Curriculum Development**

MS- Staff meeting and Writing PD

HS-Teaching Squares Reflection/Curriculum Work

## **Teaching and Learning – High-level district priorities for 2023-2024:**

- **4K-12 Literacy Growth**
  - 4K-5 Foundations of Literacy with a reading focus
  - 6-8 Literacy instruction supporting content writing
  - 9-12 Literacy Instruction with an emphasis and focus on specific disciplinary literacy strategies
- **Utilize DuFour's guiding questions to challenge and support "every student every day"—focusing on the PLC questions to continue to guide our work.**
  - What do we want our students to learn? How will we know? How will we respond if they did not learn it OR have already demonstrated proficiency?
  - Implement Co-Teaching Model in select 4K-12 classrooms.
  - Continue use of unit planning templates; begin to utilize lesson planning templates in support of Co-Teaching Model.
- **Quality instructional practices**
  - Engage students in a robust classroom environment that meets students where they are and offers opportunities for students to actively participate in the learning process.
  - Responsive data-driven practices provide equitable services that include intervention and enrichment.

**Future In-service days in 2022-2023: February 17 & May 5.**

# SCHOOL DISTRICT OF STURGEON BAY

## ANCHORED IN EXCELLENCE

1230 Michigan Street | Sturgeon Bay, WI 54235

Phone: 920-746-2800 | Fax: 920-746-3888

### **October 25, 2023, Board of Education Meeting Superintendent Report**

Prepared by Dan Tjernagel, Superintendent of Schools

*Updated for the meeting packet on October 16, 2023; Additional updates added later are in section four*

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

- a. **October 26 In-service & October 27 Fall Break Day** – Students will have a four-day weekend at the end of the month, and professional staff will have a three-day weekend as discussed previously. October 26 is one of three in-service days following the start of the school year.

I'll plan to add a copy of the master schedule for that day for board members who are interested in taking a look. Thanks as always to our admin team members, staff members, and academic coaches who work to put together a day that is productive not only for staff members, but ultimately has a positive impact on our students through the work taking place.

- b. **2022-2023 State Report Cards** – We have seen the preliminary school and district report cards results within the DPI “SAFE” (Secure Access File Exchange) system. These are both preliminary and also “embargoed” meaning they cannot be shared with the masses yet. The DPI has communicated to districts that they plan to release finalized report cards to the public on Tuesday, November 14.

Without putting anything into writing that I shouldn't, I'll share some additional information. The report cards deal with the following four priority areas regardless of grade level or school: Achievement, Growth, Target Group Outcomes, and On-track to Graduation. Additionally, the weight each category has varies by school and even the breakdown for the same school can vary by year, which is both interesting and admittedly hard to track and explain at times.

As one might expect, there is a mixture of information that ranges from a definite cause for concern to reinforcement of staff efforts yielding positive results that have been underway for some time. Principals are working on things based on results and other identified areas, since we realize the report cards don't cover everything—even though they are a key snapshot for the public. Principals are and will be working with their building leadership teams and staff members, as appropriate. Jen Weber, Admin team members, and I are obviously happy to assist each other, and our staff as needed, plus we'll continue to utilize data experts familiar with trends and practices that are helping various schools and districts. Stay tuned for more information as we can share it.

- c. **WASDA Fall Regional meeting** – WASDA holds a series of regional meetings around the state each fall. I am planning to attend the meeting in Green Bay on October 24.

## 2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Monday, October 16. I was also asked to attend the DCEDC Finance Committee meeting on October 17 as the organization looks to make some fiscal items more effective and efficient, as well as align the usage of some dollars with educationally-based programs for students.
- b. **YMCA Board meeting** – The regular monthly YMCA Board meeting is Thursday, October 19.
- c. **Cable TV Advisory Committee Meeting** – The next Cable TV Advisory Committee meeting has been tentatively rescheduled from October 4 to November 1 at 4:30 P.M. The purpose of the meeting is to consider approval of the contract with the current provider, Jason Mann.
- d. **Quarterly Superintendent Meeting at DCMC** – On October 10 I attended the fall quarterly superintendent meeting hosted by DCMC. Representatives from Gibraltar, Sevastopol, Algoma, and I were present, along with several staff members from DCMC and someone from United Way.
- e. **Website has been Launched** – The last couple of months I shared the fact that staff members have been working behind the scenes on the new website. As most of you have seen by now, the new site was launched on October 10. Thank you again to everyone who has been involved in this process. Early reports are that it is indeed much easier to navigate on mobile devices, just as the team had hoped.
- f. **Community Engagement Updates & Upcoming Conversation** – As noted earlier in the meeting and the email I sent to you on October 11, Jane Stephen has resigned from her limited part-time position as our community engagement coordinator. While she still feels strongly about helping the district and helping make connections behind the scenes, she and her husband are simply going to be spending too much time outside the area to be able to commit to helping us in all the ways that were initially intended. She will stay on to head up the committee and work on Rock the Dock 2024 and wants that to be a success. Additionally, she wants it to be an event that can become an annual celebration as well as fundraising event.

The Board has talked numerous times about topics from the community newsletter to the community engagement coordinator concept in the past decade. When we met for the September 6 learning session and looked at likely topics for each learning session this year, we saw that there is time set aside for discussions



related to community engagement updates, newsletter approach, communication, marketing, and potential next steps in the December 6 learning session.

I think it would be wise to hold off on any related actions until sometime after the December learning session, and even then, my guess is that we'll want to have some additional conversation before making any major moves or changes. As I update this report, we are behind where we usually are for planning the Fall community Clipper Connection newsletter. More to come, and your input is welcome.

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

- a. **Health Insurance Consortium meeting** – Representatives of our consortium are planning to meet on Friday, November 3, down at the M3 office in DePere, following the monthly superintendent meeting at CESA that morning. As you have heard multiple times, the five-year deal with Prevea that our group has had is soon coming to an end, so we're going to bid for the next agreement. What typically has occurred is various topics from timeline to strategy are covered in a meeting like this. Jake and I plan to keep the Board and staff members updated, as appropriate.
- b. **Budget & Tax Levy Update** – Jake Holtz sent you an email update on the afternoon of Monday, October 16, with follow up both to our October learning session conversation, and also the October 15 State Aide Certification from the State. While Jake is working on updating the official budget adoption workbook that we utilize and is recommended by the State and that should be part of the meeting packet, I'll copy and paste a nice summary visual from his email here in my report for you and our staff who will read the report after the meeting.

<b>PROPOSED PROPERTY TAX LEVY</b>			
FUND	2021-2022	2022-2023	2023-2024 <i>Proposed</i>
General Fund (Fund 10)	\$8,441,651	\$9,126,354	\$9,361,598
Referendum Debt Service Fund (Fund 39)	\$1,856,845	\$1,565,026	\$929,623
Non-Referendum Debt Service Fund (Fund 38)	\$0.00	\$0.00	\$0.00
Capital Expansion Fund (Fund 41)	\$400,000	\$1,000	\$440,000
Community Service Fund (Fund 80)	0.00	0.00	\$0.00
<b>TOTAL SCHOOL LEVY</b>	<b>\$10,698,496</b>	<b>\$10,692,380</b>	<b>\$10,691,221</b>
<b>PERCENTAGE INCREASE – TOTAL LEVY FROM PRIOR YEAR</b>	<b>-0.96%</b>	<b>-0.06%</b>	<b>-0.01%</b>
Mil Rate	\$10.69	\$9.21	\$7.55

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

Book	Policy Manual
Section	32.1 for review
Title	Copy of BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT
Code	po0144.5 tc
Status	First Reading
Adopted	August 17, 2022
Last Revised	March 15, 2023

#### **0144.5 - BOARD MEMBER BEHAVIOR AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the legal position of the District should be avoided.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

#### **General Expectations of All Board Members**

- A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, and conflicts of interest (see Bylaw 0144.3).
- D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.
- E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.
- F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.
- G. Treat others with respect and dignity at all times, and maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive, controversial, or matters involving disagreement.
- H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.
- I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- J. Render all decisions based on the available facts and independent judgment.
- K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.
- M. Communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs.

- N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.
- O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- P. Refrain from using their Board positions for personal partisan gain.
- Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.

### **Board Member Communication**

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

- A. On behalf of the Board: normally, this is the function of the Board President or in the President's absence, the Vice President. The Board may by majority vote delegate this responsibility to another Board member in a specific circumstance. In every case, the Board Member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.
- B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

### **Board Member Use of Electronic Communication Devices Prohibited**

An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during open session and during closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or laptop computer, is prohibited during Board meetings.

Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.

### **Board Member Interaction with Staff**

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, non-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2.

## **Board Member Records and Confidentiality**

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed-session meetings of the Board.

## **Enforcement**

Complaints alleging violations of the Board Member Code of Conduct may be brought by any person and can be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President.

The President or Vice President shall review the complaint and determine whether the officer can investigate the matter or if the President or Vice President needs to contact the School District's legal counsel for support. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be disciplined, prevented from participating in Board meetings, or removed from office by the Board. The Board may consider the following:

- A. Formal censure by resolution passed by a majority of the Board in an open session meeting of the Board.
- B. Removal from Board committee assignments for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted exception to Bylaw 0155.
- C. Restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda.
- D. Referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office.
- E. Referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct.
- F. Other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

Revised 1/11/23

17.13, Wis. Stats.

946.12, Wis. Stats.

[The Consortium of State School Board Associations](#)

[The National Association of School Boards](#)

[The Wisconsin Association of School Boards](#)

© Neola 2021

Legal 17.13, Wis. Stats.

946.12, Wis. Stats.

The National Association of School Boards

**Last Modified by Ann DeMeuse on September 27, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of COMMITTEES
Code	po0155 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	June 15, 2022
Last Reviewed	October 25, 2023

#### 0155 - **COMMITTEES**

The Board shall have no standing committees. The Board President may designate, as needed, any special committee for a special assignment; and, thereby gain economy of time, maintain flexibility of organization, and preserve a unity of thinking and action as an entire board. The Board President shall be an ex-officio member of all committees.

#### **Committee of the Whole**

The Board may meet at any time as a committee of the whole providing that proper notice has been given. No action may be taken at any committee meetings unless so authorized by the Board. The agenda shall be limited to discussion on the topic(s) in the announcement.

The Board as a whole shall act as a committee on school finance. The committee shall function in the following capacity:

- A. The committee shall audit all bills or claims, and certify the same.
- B. The committee shall also examine the Secretary's books and District financial accounts, as the Board may from time to time require. A certified public audit made at the direction of the Board will be considered as meeting the requirements.
- C. During the months of April and May, the committee shall receive prepared estimates of the budget for the ensuing fiscal year, showing anticipated expenditures and needed revenues for the year. This budget shall be presented to the Board for preliminary approval in June and final approval in October.

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. In addition, committee meetings may provide for a period of public participationcomment, and recording appropriate minutes of the meeting. A committee may conduct a closed meeting provided it is for one of the purposes described in Bylaw 0167.2 and the committee abides by all requirements for the conduct of a closed meeting.

© Neola 2020

**Last Modified by Ann DeMeuse on September 27, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

### 0167.3 - PUBLIC COMMENT AT BOARD MEETINGS

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

#### Agenda Item

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than seven (7) **business** days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and the Board President.

#### Public-Comment Section of the Meeting

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular meeting of the Board and publish rules to govern such comment in Board meetings.

The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

An "Audience to Visitors and Delegations" item will be placed on the agenda of each regular Board of Education meeting and shall be implemented as follows:

- A. Any resident may make a presentation not to exceed five (5) minutes on any item appearing on the agenda
- B. Any resident may make a presentation not exceeding five (5) minutes on any item not on the agenda, however that item will not be acted upon at the same Board meeting;
- C. Any resident delegation (defined as more than two persons speaking on the same topic) may make a presentation not to exceed ten minutes on any item appearing on the agenda; and
- D. Any resident delegation may make a presentation not to exceed ten minutes on any item not on the agenda, however that item will not be acted upon by the Board at the same meeting.
- E. The Board may authorize administration to arrange for the recording, filming, photographing, **b**roadcasting, or live streaming of open sessions of Board meetings.
- F. Signage, banners, or other material which impedes any person's view of the proceedings, including a Board member's view, shall be relocated so as not to obstruct views.

The Board shall not discuss or act upon any item of business not included in the public notice of the meeting. If a subject that was not specifically noticed comes up at a board meeting, the Board shall refrain from engaging in any form of information gathering or discussion or from taking any action that would deprive the public of information about the conduct of governmental business. When hearing citizen concerns regarding matters not specifically included on the noticed meeting agenda, the Board shall limit itself to: 1) answering basic questions from the public that do not require discussion or deliberation, 2) placing the matter on a future agenda, or 3) referring the matter to a district official.

The Board President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for such presentation. The Board shall have the final decision in determining the appropriateness of all such presentations.

Except during the time of "Audience to Visitors and Delegations", no member of the audience shall participate in a discussion by the Board unless invited to do so by a majority of the members of the Board.

The presiding officer may:

- A. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
- B. request any individual to leave the meeting when that person does not observe reasonable decorum;
- C. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- D. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
- E. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

Recording, filming, or photographing the Board's open meetings by Third Parties is permitted pursuant to 19.90, Wis. Stat. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

Revised 8/17/22

© Neola 2021

Legal                      19.90, Wis. Stats.

**Last Modified by Ann DeMeuse on September 27, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of CONTROVERSIAL ISSUES IN THE CLASSROOM
Code	po2240 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

## 2240 - **CONTROVERSIAL ISSUES IN THE CLASSROOM**

The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the District.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion or is likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry;
- D. does not cause a substantial disruption in the school environment.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction, relate to the topic of instruction, and do not cause substantial disruption to the school environment.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any controversial issue in the classroom or in the course of professional duties, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her their religious beliefs or value system, the school will honor a written request for his/her their child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

~~( ) The District Administrator shall develop administrative guidelines for dealing with controversial issues.~~

(See also Policy 3310 – Freedom of Speech in Non-Instructional Settings)

© Neola 2021

**Last Modified by Ann DeMeuse on September 28, 2023**



Book	Policy Manual
Section	32.1 for review
Title	Copy of REDUCTION IN STAFF
Code	po3131 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

### 3131 - REDUCTION IN STAFF

It is the responsibility of the Board of Education to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

The District Administrator shall develop administrative guidelines for the reduction of staff based on the best interests of the District and consistent with the terms of any applicable interdistrict agreements, and applicable law.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

~~Selection of staff for reduction once positions have been identified will be based on~~ The District Administrator shall determine the appropriate employees for reduction considering all factors deemed important and in the best interests of the District (x ), including the following considerations:

- A. qualifications of the employees being considered for reduction;
- B. performance of employees, based on performance evaluations;
- C. input from direct supervisors;
- D. and, if deemed appropriate by the District Administrator, the length of service to the District.

~~The District Administrator shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.~~

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Any employee whose position was eliminated under this policy may file a grievance under Policy 3340. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

### Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming **[Select one of the following options]** (  ) the Board may authorize the District Administrator to temporarily furlough employees by reducing employee hours, provided that a plan is presented to the Board for consideration (  ) the District Administrator may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances. **[End of Options]**

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

© Neola 2020

Last Modified by Ann DeMeuse on October 18, 2023

Book	Policy Manual
Section	32.1 for review
Title	Copy of STAFF ETHICS
Code	po3210 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

### 3210 - **STAFF ETHICS**

An effective educational program requires the services of ~~men and women~~ **employees** of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.
- I. direct any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the District Administrator if necessary.

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of BENEFITS
Code	po3425 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

### 3425 - **BENEFITS**

It is the Board's ~~of Education's~~ policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high quality employees.

The specific design and development of employee benefit plans, including health insurance, dental and vision insurance, short-term and long-term disability insurance, and life insurance benefits shall be determined by the District Administrator with approval by the Board. ~~( ) The District Administrator may establish an employee benefits committee.~~ **[END OF OPTION] [DRAFTING NOTE: If you choose this option the committee meetings may be subject to open meetings law.]** These programs shall be reviewed no less than annually and where necessary or appropriate, the District Administrator shall solicit bids from potential vendors to provide employee benefits or analyze alternative options, such as self-funding insurance plans. The District Administrator shall present to the Board for the Board's approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits shall be available in the District office and in the main offices of each school building.

**Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).**

The Board retains finally authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

© **Neola 2011**

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of REDUCTION IN STAFF
Code	po4131tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

#### 4131 - REDUCTION IN STAFF

It is the responsibility of the Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

~~Any staff member selected for reduction shall be informed with at least \_\_\_\_\_ ( ) days advance notice. Where appropriate, attrition may be used to achieve the necessary number of position reductions.~~

~~Selection of staff for reduction once positions have been identified, will be based on~~ The District Administrator shall determine the appropriate employees for reduction considering all factors deemed important and in the best interests of the District (x), including the following considerations:

- A. qualifications of the employees being considered for reduction
- B. performance of employees, based on performance evaluations
- C. input from direct supervisors
- D. length of service to the District

~~The District Administrator shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.~~

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid-off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Any employee whose position was eliminated under this policy may file a grievance under Policy 4340. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

#### Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming the District Administrator may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances.

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

© Neola 2020

**Last Modified by Ann DeMeuse on October 18, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of BENEFITS
Code	po4425 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

#### 4425 - **BENEFITS**

It is the Board's of Education's policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high quality employees.

The specific design and development of employee benefit plans, including health insurance, dental and vision insurance, short-term and long-term disability insurance, and life insurance benefits, shall be determined by the District Administrator with approval by the Board. ~~( ) The District Administrator may establish an employee benefits committee.~~ **[END OF OPTION] [DRAFTING NOTE: If you choose this option the committee meetings may be subject to open meetings law.]** These programs shall be reviewed no less than annually and where necessary or appropriate, the District Administrator shall solicit bids from potential vendors to provide employee benefits or analyze alternative options, such as self-funding insurance plans. The District Administrator shall present to the Board for its approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits shall be available in the District office and in the main offices of each school building.

**Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).**

The Board retains finally authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

© **Neola 2012**

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of CLASS RANK
Code	po5430 tc
Status	
Adopted	April 17, 2013
Last Revised	July 18, 2018

#### 5430 - CLASS RANK

~~The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success.~~ The Board acknowledges that students may need their computed class rank for reasons related to post-secondary opportunities, including the Academic and Technical Excellence Scholarships.

The Board authorizes a system of class ranking, by grade point average, for students in grade(s) 9 - 12.

The District Administrator shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

- A. a system for fairly averaging makeup courses;
- B. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;
- C. recognition of the heavier burden of certain work, classes, courses, etc.;
- D. the subjects to be included in the GPA;
- E. how pass/fail grades are calculated in the GPA;
- F. how grades from study abroad, alternative and home schools are calculated in the GPA;
- G. how grades from another country earned by students are calculated in the GPA. Revised 11/19/14

#### Grade Point Average and Class Rank

GPA is calculated based on a weighted 4.0 scale. The following scale will be used to determine GPAs at Sturgeon Bay High School:

A = 4.000  
A- = 3.667  
B+ = 3.333  
B = 3.000  
B- = 2.667  
C+ = 2.333  
C = 2.000  
C- = 1.667  
D+ = 1.333  
D = 1.000  
D- = 0.667  
F = 0.000

A student who earns a grade of B- or above in any advanced placement course, technical college course (with some exceptions), or university course will have additional quality points of 0.0125 added to his/her grade point average for each 0.5 credit earned.

The Board shall recognize two (2) honor graduates categories at the commencement ceremony. High honor graduates will be those students who have earned a cumulative GPA of 4.0 or higher at the end of fourteen (14) quarters. These students will be identified with a gold cord worn at graduation. Honor graduates will be those students who have earned a cumulative grade point average of 3.667 to 3.999 at the end of fourteen (14) quarters. These students will be identified with a silver cord worn at graduation. The students shall be ranked in descending order from the highest to lowest GPA.



The Board shall also designate the student with the highest GPA as valedictorian and the student with the second-highest GPA as salutatorian at the end of fourteen (14) quarters. To qualify for either of these designations, a student must have completed the last six (6) of the fourteen (14) quarters at Sturgeon Bay High School. To maintain either of these designations, a student must remain in full-time status at Sturgeon Bay High School for the two (2) quarters following either designation.

GPA and class rank will be updated at the end of each transcribed grading period rounded up to three decimal places. In case of a tie, each student with the same class rank when rounded up to three decimal places will remain tied in the final class rank and for any accompanying honors.

Revised 11/19/14

© Neola 2008

Last Modified by Jean Born on March 29, 2023

Book	Policy Manual
Section	32.1 for review
Title	Copy of SUSPENSION AND EXPULSION
Code	po5610 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

## 5610 - **SUSPENSION AND EXPULSION**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

### **SUSPENSION**

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing ~~from the student's records~~ reference to the suspension ~~from the student's records~~. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

### **EXPULSION**

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional

enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her/their parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

Revised 11/15/17

© Neola 2019

Legal                      119.25, 120.13, Wis. Stats.  
                                  18 U.S.C. 921(a)(3)  
                                  20 U.S.C. 7151  
                                  42 U.S.C. 11431 et seq.

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of SYSTEM OF ACCOUNTING
Code	po6800 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

#### 6800 - **SYSTEM OF ACCOUNTING**

It is the policy of the Board of Education that a chart of accounts be established in accordance with the requirements of the State Department of Public Instruction for the accounting of all District funds. The Board has by resolution designated institutions to serve as depositories of all District funds and may, by resolution, designate additional or different institutions. The District's financial records shall show sources of revenue, amounts received, amounts expended, and the disposition of public property. The Business Manager shall complete an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the Business Manager shall establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

#### **GASB 84**

The District's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the District will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and school-related activity funds held in a bank account maintained by the District. These funds shall be subject to the accounting and requirements specified in the Wisconsin Uniform Financial Accounting Requirements. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.

#### **GASB 54**

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

- A. **Nonspendable fund balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).
- B. **Restricted fund balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- C. **Committed fund balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- D. **Assigned fund balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- E. **Unassigned fund balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes its auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

#### **General Provisions**

The Business Manager shall maintain a proper accounting of all District funds. **She/He/They** shall ensure that expenditures are budgeted under and charged against those accounts that most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts that most accurately describe the purposes for which such monies are to be or have been spent.

The Business Manager shall receive all vouchers for payments and disbursements made to and by the Board, and preserve them for the statutorily required period.

The Business Manager shall implement procedures and practices that will determine: (1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); (2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; and (3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

The Business Manager shall report to the Board on a monthly basis (or more often if required) the revenues and expenditures in the fund reporting categories established above. The Business Manager's statement shall show revenues and receipts from whatever source derived, the various appropriations made by the Board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the District's assets and liabilities. At the end of the fiscal year, such statement shall be a complete exhibit of the District's financial affairs and may be published and distributed with approval of the Board.

The Business Manager is responsible for filing in a timely manner, on behalf of the Board, an annual report with the Department of Public Instruction, on prescribed forms, that states the following:

- A. amount of collections and receipts, and accounts due from each source;
- B. amount of expenditures for each purpose;
- C. amount of the District's debt, the purpose for which each item of such debt was created, and the provision made for the payment thereof; and
- D. other information as required by the Department, along with the audit report as approved by the Board.

The Board's annual financial statements shall also include information such as: 1) beginning and ending balances of capital assets; 2) beginning and ending balances of accumulated depreciation; and 3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g., straight-line or other method).

Before implementing procedures or changing procedures, the Business Manager will review the proposed procedure with the auditor appointed by the Board to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

Revised 11/15/17

© Neola 2020

Legal                    115.28(13), Wis. Stats.  
                              115.30(1), Wis. Stats.  
                              GASB #34  
                              GASB #54  
                              GASB #84

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of WEAPONS
Code	po7217 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

## 7217 - WEAPONS

The Board prohibits professional ~~staff members, students, and~~ visitors **and volunteers** from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law.

### Concealed Carry Permit Holders

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a District-owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of ~~Wis. Stat.~~ 948.605(2)(b)1r, **Wis. Stats.**, from possessing a concealed weapon anywhere in or on school grounds including parking areas.

### Definition of "Weapon"

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons (as defined in 941.295 (1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel; while on duty, or off duty if there is an appropriate agreement between the District and the employer of the law enforcement personnel;
- B. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services).

The District Administrator may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

**Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.**

**This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.**

Revised 6/18/14  
 Revised 12/19/18  
 T.C. 12/21/22

© Neola 2021

Legal 120.13(1), Wis. Stats.

175.60, Wis. Stats.  
939.22(10), Wis. Stats.  
941.295, Wis. Stats.  
943.13, Wis. Stats.  
948.605, Wis. Stats.  
948.61, Wis. Stats.  
18 U.S.C. 921(a)(3)  
18 U.S.C. 922  
20 U.S.C. 7151

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of PREPAREDNESS FOR TOXIC HAZARDS
Code	po8431tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

### 8431 - PREPAREDNESS FOR TOXIC HAZARDS

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

#### TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board will appoint an employee to District Administrator, or another designated and qualified person, will serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with suppliers who shall supply the THP Officer with Safety Data Sheets (SDS's);
- B. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of SDS for all hazardous materials present on District property;
- D. design and implement a written communication program which:
  1. lists hazardous materials present on District property;
  2. details the methods used to inform staff and students of the hazards;
  3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- E. conduct a training program for all District employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

In accordance with Federal law, the District will designate a Chemical Hygiene Officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the Chemical Hygiene Plan.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The District will comply with any lead-screening requirements promulgated by the Department of Health Services.

© Neola 2015

Legal 101.58 et seq, 254.162, 254.20, Wis. Stats.



15 U.S.C. 2601  
20 U.S.C. 4022  
20 U.S.C. 4014  
20 U.S.C. 4011  
20 U.S.C. 4011 et seq.  
29 C.F.R. 1910.1450(b)

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of DIRECT CONTACT COMMUNICABLE DISEASES
Code	po8453 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

#### 8453 - DIRECT CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the District Administrator to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the District Administrator to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality, their right to privacy and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and any applicable collective bargaining agreement, such individuals will also be provided reasonable accommodation as required by the Wisconsin Fair Employment Act and the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

The District Administrator shall also ensure the guidelines are developed for reporting report communicable diseases and sending home any removal from the school setting of students or staff suspected of having a communicable disease to appropriate authorities as provided under State law.

© Neola 2003

Legal Sec. 252.21, Wis. Stats.

Last Modified by Ann DeMeuse on September 28, 2023

Book	Policy Manual
Section	32.1 for review
Title	Copy of CONTROL OF BLOOD-BORNE PATHOGENS
Code	po8453.01 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

#### 8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS

The Board of Education seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Board also seeks to protect students who may, during the course of the school day or during a school-sponsored activity, become exposed to blood-borne pathogens and other potentially infectious materials.

To protect staff members and students, the District Administrator shall implement guidelines that are consistent with the Department of Public Instruction (DPI) Model Blood-Borne Pathogens Manual and such guidelines will include but not be limited to:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally- mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

Further, employees who have been identified, as employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials should complete the blood-borne Pathogens School Training made available through the DPI.

101.055, Wis. Stats.  
29 C.F.R. 1910.1030

© Neola 2023

Legal 29 C.F.R. 1910.1030

Last Modified by Ann DeMeuse on September 28, 2023

Book	Policy Manual
Section	32.1 for review
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531 tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

### 8531 - FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's administration of the School Nutrition Programs.

Reduced meal eligible students receive a reduced rate for lunch and a free breakfast; free meal eligible students receive a free lunch and a free breakfast.

~~The Board designates the Free & Reduced Meal Coordinator to determine, in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.~~

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

### Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

A. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

B. Fax: (202) 690-7442; or

C. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

© Neola 2016

Legal 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.  
P.I. 42, Wis. Adm. Code  
42 U.S.C. 1771 et seq.

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01tc
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 25, 2023

#### 9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board of Education may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

##### **A. Product Sales:**

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. fundraising activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

##### **B. Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or scoreboards);
3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ads in school publications (newspapers and yearbooks and event programs);
5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. free samples (e.g., of food or personal hygiene products).

##### **C. Indirect Advertising:**

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature;

The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the Board. It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

### **General Advertising Guidelines**

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. Advertising will not be permitted on the outside or the inside of school buses.
- N. The District Administrator is responsible for screening all advertising.
- O. The District Administrator may require that samples of advertising be made available for inspection.
- P. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

### **Written Contract for Placement**

All advertising agreements between the District and an outside entity shall be in writing, shall specify all relevant terms, and must be approved by the District Administrator prior to placement of advertisements.

The contracts shall contain at a minimum the following clauses:

- A. District authority over content and placement of advertisement
- B. authority of District administration to view and approve all materials prior to actual placement
- C. specific provisions regarding financial terms, timing of payment, hold harmless clause in the event of lawsuit against advertiser that requires removal of advertisement prior to expiration of contract; and
- D. warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties.

The District Administrator shall negotiate all such agreements with the advertiser.

### **Accounting**

Advertising revenues must be properly reported and accounted for per Board policy as per any administrative guidelines, policies, Generally Accepted Accounting Principles, and DPI Audit Guide requirements.

Revised 8/17/22  
T.C. 2/15/23

© Neola 2021

**Last Modified by Ann DeMeuse on September 28, 2023**



Book	Policy Manual
Section	32.1 for review
Title	Copy of DEFINITIONS
Code	po0100
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

## 0100 - DEFINITIONS

The bylaws of the Board of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines they shall have the meaning set forth below:

### **Administrative Guideline**

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

### **Apps and Web Services**

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

### **Board**

The Board of Education also commonly referred to as the School Board. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

### **Bylaw**

Rule of the Board for its own governance.

### **Clerk**

The chief clerk of the Board. (See Bylaw 0170)

### **District**

The School District. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

### **District Administrator**

The administrative head of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities to appropriate staff members.

### **Due Process**

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

### **Full Board**

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

### **Information Resources**

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

### **Law Enforcement Officer(s) or Agencies**

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

### **Legal Custodian of Records**

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

### **Legal Notice**

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

### **May**

This word is used when an action by the Board or its designee is permitted but not required.

### **Medical Advisor**

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)

### **Meeting**

Any gathering which is attended by, or open to, all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

### **Official Newspaper**

A newspaper may be designated by the Board under 985.05. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

### **Parent**

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

### **Personal Communication Devices**

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

### **Policy**

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must, or may, be taken to establish and/or maintain those expectations.

### **President**

The chief executive officer of the Board. (See Bylaw 0170)

### **Principal**

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

### **Professional Staff Member**

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

### **Relative**

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent, or member of the immediate household.

### **School Nurse**

A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

### **School Official**

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her/their tasks (including volunteers).

### **Shall**

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

### **Social Media**

### **Support Staff**

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a special education program aide licence issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

### **Technology Resources**

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

### **Treasurer**

The chief financial officer of the Board. (See Bylaw 0170)

### **Vice-President**

The Vice-President of the Board. (See Bylaw 0170)

### **Voting**

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes his/her/their presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 8/19/15  
Revised 11/15/17  
Revised 2/1/21  
Revised 8/17/22

© Neola 2020

**Last Modified by Ann DeMeuse on September 27, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of ASSOCIATION MEMBERSHIPS
Code	po0175
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

#### 0175 - **ASSOCIATION MEMBERSHIPS**

The Board of Education may maintain membership in the National School Boards Association and the Wisconsin Association of School Boards ( ) Consortium of State School Board Associations [END OF OPTION] ( ) [END OF OPTION] and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the District Administrator and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

© Neola 2015

**Last Modified by Ann DeMeuse on September 27, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

## 2210 - CURRICULUM DEVELOPMENT

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, the District curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and in accordance with a plan for curriculum growth established by the District Administrator shall provide for the review of the evaluation process at least every five (5) years. The District curriculum plan shall include sequential curriculum plans, which provides an organized set of learning experiences that build upon previously acquired knowledge and skills.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as to include:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. the plan for learning necessary to accomplish the educational goals of the District;
- E. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum shall be developed and evaluated by the District Administrator, and that curriculum plans and courses of study incorporated into the curriculum of this District:

- A. provides provide instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensures ensure, consistent with 115, Wis. Stats., and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with and designed to achieve the District's philosophy and goals and ensure the possibility of their achievement;
- D. be consistent with 119.30, Wis. Stats., by incorporating incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allows allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provides provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilizes utilize a variety of learning resources to accomplish the educational goals;
- H. encourages encourage students to utilize school counseling services in their academic and career planning;

- I. in the elementary grades, ~~provides~~provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- J. in grades 5 to 8, ~~provides~~provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, ~~provides~~provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. ~~provides~~provide regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- N. incorporates instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides ~~effective with the 2022-23 school year~~;
- P. ~~provides~~provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. ~~provides~~provide for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

~~As educational leader of this District, the District Administrator shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.~~

The District Administrator shall make progress reports to the Board periodically.

The District Administrator may ~~conduct such innovative programs~~propose programming using innovative instructional design as ~~are~~ deemed to be beneficial or necessary to the continuing growth of the instructional program and to better ensure accomplishment of promote the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with Chapter 118 and appropriate State regulations and receive the approval of the BoardState law and implemented consistent with the District's curriculum as approved by the Board.

~~The District Administrator shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.~~

~~(-) before it is initiated.~~

~~Unless the Board disapproves, the District Administrator may proceed to conduct the program.~~

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

~~[ ] The Board directs the District Administrator to pursue actively State and Federal aid in support of the District's innovative activities.~~

118.01, 118.24, 118.30, 121.01(1)(k), 121.02(1)(L), Wis. Stats.

PI 8.001(6g)

PI 8.01(2)(L), PI 8.01(2)(K)

© Neola 2020

Legal 118.01, 118.24, 121.02(1)(L), Wis. Stats.  
PI 8.01(2)(L)

Last Modified by Ann DeMeuse on September 28, 2023

Book	Policy Manual
Section	32.1 for review
Title	Copy of ADOPTION OF COURSES OF STUDY
Code	po2220
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

## 2220 - ADOPTION OF COURSES OF STUDY

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study through inclusion in the sequential curriculum plan described in Policy 2210 - Curriculum Development. A course of study is part of the sequential curriculum plan that describes course objectives, sequence, content, and a method of evaluating student attainment of objectives. Each course of study shall specify the hours of instruction committed to it each week, semester, and school year.

The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board. No course of study shall be taught in the schools of this District unless it has been adopted by the Board.

The District Administrator shall recommend to the Board such courses of study as are deemed to be in the best interests of the students and are needed to comply with State law.

118.01, 118.24(2)(c), 121.02(1)(k), Wis. Stats.  
PI 8.01(2)(k)2  
PI 8.01(2)(k)3

© Neola 2009

Legal 118.01, Wis. Stats.

**Last Modified by Ann DeMeuse on September 28, 2023**



Book	Policy Manual
Section	32.1 for review
Title	Copy of SPECIAL OBSERVANCE DAYS
Code	po2221
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

## 2221 - SPECIAL OBSERVANCE DAYS

In compliance with the Wisconsin School Laws, the Board of Education directs the District Administrator to ensure that the following days, and any additional days proclaimed by the Governor, are appropriately observed in all schools:

January 15th	Martin Luther King Jr. Day
February 12th	Abraham Lincoln's Birthday
February 15th	Susan B. Anthony's Birthday
February 22nd	George Washington's Birthday
March 4th	Casimir Pulaski Day
March 17th	The Great Hunger
April 9th	Prisoners of War Remembrance Day
April 13th	American Creed Day
April 19th	Patriot's Day
April 22nd	Environmental Awareness Day
June 14th	Robert La Follette Sr. Day

September 11th	A day to remember the attacks that occurred on September 11, 2001, and to honor law enforcement officers and firefighters
----------------	---

September 16th	Mildred Fish Harnack Day
September 17th	U.S. Constitution Day
September 28th	Frances Willard Day
October 9th	Leif Erikson Day
October 12th	Christopher Columbus's Birthday
November 11th	Armistice Day

Wednesday of the third week in September as part of Wonderful Wisconsin Week

Last Friday in April	Arbor Day *except that if the Governor by proclamation sets apart one (1) day to be designated as Arbor and Bird Day under State law, that day shall be appropriately observed.
----------------------	---

Friday of POW-MIA Recognition Day  
the 3rd  
week in  
September

Wednesday Bullying Awareness Day  
of the 4<sup>th</sup>  
week in  
September

14.16, 118.02, 118.025, ~~118.02(9t)~~ Wis. Stats.

© Neola 2014

Legal 118.02, 118.025, 118.02(9t) Wis. Stats.

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

#### 2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- A. the subject matter is actually taught or will be taught in a regularly offered course;
- B. the subject matter concerns the District's composite courses of study;
- C. participation is required for a particular course;
- D. participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the District Administrator.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 -- Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

Noncurricular, student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however will not:

- A. assume any responsibility for the planning, conducting, or evaluating of such activities;
- B. provide any funds or other resources;
- C. allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours s/he is functioning as a member of the staff.

All activities which meet the criteria of this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District, provided such use is consistent with other applicable District policies.

No non-district-sponsored organization may use the name of the School District or any other name which would associate an activity with the District.

Students shall be fully informed of the curricular-related activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

The District Administrator shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

Whenever a student becomes a member of a District-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

Revised 11/15/17  
Reviewed 7/18/18  
Revised 8/15/18

© Neola 2017

Legal                      120.12(23), Wis. Stats.  
                                    P.L. 98-377

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF
Code	po3215
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

### 3215 - USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any professional staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

#### Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

#### Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for ~~transported~~ transporting students, staff, and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 8/17/22

© Neola 2021

Legal                      111.321, Wis. Stats.  
                                  120.12(20), Wis. Stats.  
                                  20 U.S.C. 6081 et seq.  
                                  20 U.S.C. 7182

**Last Modified by Ann DeMeuse on September 28, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF
Code	po4215
Status	Second Reading
Adopted	April 17, 2013
Last Revised	September 28, 2023

#### 4215 - USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

#### Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

#### Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for ~~transported~~ transporting students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 8/17/22

© Neola 2021

Legal                    111.321, Wis. Stats.  
                              120.12(20), Wis. Stats.  
                              20 U.S.C. 6081 et seq.  
                              20 U.S.C. 7182

**Last Modified by Ann DeMeuse on September 28, 2023**



Book	Policy Manual
Section	32.1 for review
Title	Copy of ATTENDANCE
Code	po5200
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

#### 5200 - **ATTENDANCE**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

#### **Written Excuse Required**

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

#### **School Attendance Officer**

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

## **Excused Absences**

As required under State law, a student shall be excused from school for the following reasons:

### **A. Physical or Mental Condition**

The student is temporarily not in proper physical or mental condition to attend a school program.

### **B. Obtaining Religious Instruction**

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

### **C. Permission of Parent or Guardian**

The student has been excused ~~in writing~~ by their parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

### **D. Religious Holiday**

For observance of a religious holiday consistent with the student's creed or belief.

### **E. Suspension or Expulsion**

The student has been suspended or expelled.

### **F. Program or Curriculum Modification**

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

### **G. High School Equivalency – Secured Facilities**

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

### **H. Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

### **I. Election Day Official**

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: 1) the student has the permission of his/her parent to serve as an election official on election day; 2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and 3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

### **J. Virtual Access**

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

**A. Quarantine**

Quarantine of the student's home by a public health officer.

**B. Illness of an Immediate Family Member**

The illness of an immediate family member.

**C. Emergency**

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

**Unexcused Absences**

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

**Definitions**

**A. Truancy**

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

**B. Habitual Truant**

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

**C. Part of a School Day**

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

**Tardiness/Late Arrival and Early Dismissal**

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written and/or personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

**Truancy Plan**

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

**The Truancy Plan will include, at a minimum, the following:**

- A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

~~A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.~~

~~A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.~~

### **Notice of Truancy**

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

### **Notice of Habitual Truancy**

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy
 

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.
- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law.
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113, which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

### **Referral to the District Attorney**

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:



Book	Policy Manual
Section	32.1 for review
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

### 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from ~~his/her~~ **their** educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber or physician's assistant who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours while at school or on school-sponsored trips only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. ~~(x) Only those nonprescription~~ **Nonprescription** drugs that are provided by the parent **may be administered if they are supplied** in the original manufacturer's package which lists the ingredients and **recommended therapeutic** dosage in a legible format ~~may be administered.~~ **[END OF OPTION]** Any dosage of nonprescription medication other than that listed on the medication packaging must be authorized in writing by a medical practitioner.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5330 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the Board, the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon an opioid antagonist, and epinephrine, rescue inhalers, and diastat unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

~~[ ] All prescription medication shall be kept in a locked storage case in the school office unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.~~

**All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.**

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for ~~his/her~~ **their** acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

Revised 11/15/17

© Neola 2017

Legal                      118.29, 118.291, 121.02 Wis. Stats.  
                                  PI 8.01(2)(g)  
                                  Wis. Admin. Code N 6.03  
                                  2009 Wisconsin Act 160

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of STUDENT ACCIDENTS
Code	po5340
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

## 5340 - **STUDENT ACCIDENTS**

The Board believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

### **Accidents**

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the District Administrator on all accidents.

### **Illness**

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG 5330.

### **Concussion**

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

~~A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a health care professional is provided.~~ A teacher or coach shall remove a student from the class, practice, activity, or game if the teacher or coach determines the student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. The student will not be permitted to return to full participation until the student is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from the healthcare professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

**[ ]** Teachers or coaches who suspect a student has been concussed shall record on the applicable form, as soon as possible, all pertinent facts concerning the incident and submit it to the \_\_\_\_\_ office.

**[ x ]** Parents shall be notified about the possible concussion and given information on concussions and the need for medical attention.



**[x ]** Coaches and physical education staff will be trained in concussion recognition and response. Specifically, training will include information on how to recognize the signs and symptoms of a concussion, how to obtain proper medical treatment in cases of suspected concussions, and return-to-play standards.

### **Sudden Cardiac Arrest**

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age twelve (12) and older and to coaches prior to participation on youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction:

- A. information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;
- B. information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and
- C. information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.

The District shall provide the information regarding sudden cardiac arrest developed by the Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.

Revised 6/18/14

© Neola 2019

Legal 118.29, 118.293, Wis. Stats.

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

#### 5410 - **PROMOTION, PLACEMENT, AND RETENTION**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

#### **Definitions**

**Promotion:** Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy ~~( )~~ and AG 5410 ~~[END OF OPTION]~~ and shall be moved forward to the next grade.

**Placement:** Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade.  A placement determination is made by the  building administrator  Student Intervention Team  School Counselor \_\_\_\_\_ ~~[END OF OPTIONS]~~ with the concurrence of the building administrator. ~~[END OF OPTION]~~

**Retention:** Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade.  A retention decision is made by the  building administrator  Student Intervention Team  School Counselor \_\_\_\_\_ ~~[END OF OPTION]~~ with the concurrence of the building administrator. ~~[END OF OPTION]~~

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

The District Administrator shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require the recommendation of the relevant staff members for promotion, placement, or retention;
- C. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- D. assure that efforts are made to remediate the student's difficulties before s/he is retained;
- E. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

## **Promotion from Grade 4 and Grade 8**

### **For Unified, Common and K-8 Districts**

The Board directs the District Administrator to prepare a list of specific criteria for promoting students from the 4<sup>th</sup> and 8<sup>th</sup> grades. The criteria shall include the student's score on the 4<sup>th</sup> and 8<sup>th</sup> grade examination, unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.

© Neola 2012

Legal                      118.33(6), Wis. Stats.

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

## 5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

### Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

### Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

Revised 6/19/19

Revised 8/17/22

© Neola 2021

Legal                      111.321, Wis. Stats.  
                                  120.12(20), Wis. Stats.  
                                  20 U.S.C. 6081 et seq.  
                                  20 U.S.C. 7182

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of STUDENT ANTI-HARASSMENT
Code	po5517
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

## 5517 - STUDENT ANTI-HARASSMENT

### Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes through its policies on bullying (See Policy 5517.01 – Bullying).

~~Harassment may occur student to student, student to staff, staff to student, male to female, female to male, male to male, or female to female.~~ The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

### Other Violations of the Anti-Harassment Policy

The Board will also take **immediate prompt** steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment ~~charges~~ **complaints** ~~charges~~ comprises part of one's supervisory duties

**Sexual Harassment covered by Policy 2266 (→)AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266 (→)AG 2266 [END OF OPTION] - Nondiscrimination on the Basis of Sex in Education Programs**

or Activities.

## Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

## Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Day(s)** : ~~Unless expressly stated otherwise, the term "day" or "days" as used in this policy~~ means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) **unless expressly stated otherwise herein.**

**Respondent** is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means individuals, students, ~~and Board employees (i.e., administrators, and professional and classified staff)~~ administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

## Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, ~~or~~ physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266 ~~(-)/AG 2266 [END OF OPTION]~~ Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed ~~solely~~ by Policy 2266 ~~(-)/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

## Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to ~~his/her~~ **their** person or damage to ~~his/her~~ **their** property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

## Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 only and not sexual harassment under Title IX, addressed in Policy 2266/(~~AG 2266~~) ~~END OF OPTION~~— Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  - 2. rating a person's sexuality or attractiveness;
  - 3. staring or leering at various parts of another person's body;
  - 4. spreading rumors about a person's sexuality;
  - 5. letters, notes, telephones calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

- 1. hugging, kissing, or other physical contacts with a student;
- 2. telling sexual jokes to students;
- 3. engaging in talk containing sexual innuendo or banter with students;
- 4. talking about sexual topics that are not related to the curriculum;
- 5. showing pornography to a student;
- 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- 7. initiating or extending contact with students beyond the school day for personal purposes;



8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and

I. **(x ) a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;**

J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

~~It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.~~

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, ~~and~~ persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

**It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.**

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

**[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The Compliance Officers may also serve as the District's Section 504 Compliance Officer(s)/ADA Coordinator(s) and/or Title IX Coordinators. Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer, as appropriate.]**

Lindsay Ferry  
(Name)

Director of Special Education and Pupil Services  
(School District Title)

920-746-2804  
(Telephone Number)

1230 Michigan Street, Sturgeon Bay, WI 54235  
(Office Address)

lferry@sbsdmail.net  
(E-mail Address)

Dan Tjernagel  
(Name)

Administrator  
(School District Title)

920-746-2801  
(Telephone Number)

1230 Michigan Street, Sturgeon Bay, WI 54235  
(Office Address)

dtjernagel@sbsdmail.net  
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

on the School District's website.

- (x) in the parent and staff handbooks.
- ( ) in the School District Annual Report to the public.
- ( ) on each individual school's website.
- ( ) in the School District's calendar.
- ( ) \_\_\_\_\_.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

## Reports and Complaints of Harassing Conduct

### Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extracurricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 — Bullying, the determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes ~~s/he has~~ they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school ~~officials~~ employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall ~~immediately~~ report the alleged harassment to one (1) of the Compliance ~~Officer~~ Officer(s) (x) and the building principal or District Administrator **[END OF OPTION]** within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, ~~each school's building principal shall be advised to~~ the Board has ~~designated~~ designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

### District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Lindsay Ferry  
 Pupil Services Director  
 920-746-2804  
 1230 Michigan Street  
 Sturgeon Bay, WI 54235  
 ssanderson@sturbay.k12.wi.us

Dan Tjernagel  
Superintendent  
920-746-2801  
1230 Michigan Street  
Sturgeon Bay, WI 54235  
dtjernagel@sturbay.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and/or on the School District's web site.

A CO will be available during regular school/work hours to discuss concerns related to harassment, and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer **Compliance Officer** to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. **In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for [x ] \_\_\_ Board President and [ ] the Board Attorney [END OF OPTION] who has been designated to serve as the decision-maker for such complaints or will oversee the preparation of such recommendations by a designee.** All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator, or Board President if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.

### **Investigation and Complaint Procedure Filing a Complaint and Initial Processing of a Complaint**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that ~~they have~~ the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

~~Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).~~

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or ~~the Wisconsin Equal Rights Division~~ other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266- Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal

informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

### Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken, **except for complaints against the District Administrator, in which case the Board President should be consulted.** The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

~~Within~~ **Generally, within** two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the ~~complainant~~ **Complainant** and informing the ~~complainant~~ **Complainant** of the investigation process.

~~Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) days of receiving the formal complaint.~~

The investigation **generally** will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The COs' recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

~~In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation the CO may ( ) in consultation with the District Administrator or Board President, if the matter involves the District Administrator, [END OF OPTION] engage outside legal counsel to conduct the investigation consistent with this policy.~~

~~Absent extenuating circumstances~~ Generally, within ~~ten (10)~~ five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a ~~final~~ written decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's ~~written~~ final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ~~ten (10)~~ five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint, ~~she~~ they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

#### **Additional School District Action**

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the COs' obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

#### **Privacy/Confidentiality**

The District will ~~make~~ employ all reasonable efforts to protect the rights of the Complainant, ~~and~~ the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. ~~The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law.~~ Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity. ~~Additionally, the Respondent must be provided the Complainant's identity.~~

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct ~~all members of the School District community and third parties~~ each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose ~~to Third Parties~~ any information that is learned or provided during the course of the investigation.

#### **Directives During Investigation**

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

### **Remedial Action and Monitoring**

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

### **Sanctions and Disciplinary Action**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator will develop a method of discussing this policy with the School District community shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for

~~investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.~~

~~A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.~~

### **Retention of Public Records, Student Records, and Investigatory Records and Materials**

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation ~~including~~ **including which may include** but **are** not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315 - **Information Management**) created or received as part of an investigation shall be retained in accordance with Policy 8310 - **Public Records**, Policy 8315 - **Information Management**, Policy 8320 - **Personnel Records**, and Policy 8330 - **Student Records** for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 10/16/13  
Revised 6/18/14  
Revised 3/18/15  
Revised 11/15/17  
Revised 6/19/19

© Neola 2020

Legal                      48.981, Wis. Stats.  
                                  118.13, Wis. Stats.  
                                  P.I. 9, 41 Wis. Admin. Code  
                                  Fourteenth Amendment, U.S. Constitution  
                                  20 U.S.C. 1415  
                                  20 U.S.C. 1681 et seq., Title IX of Education Amendments Act  
                                  20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974



29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 1983

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

34 C.F.R. Sec. 300.600-300.662

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of SEARCH AND SEIZURE
Code	po5771
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

## 5771 - SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

### School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals/Principal to provide students with written notice of this policy at least annually and that routine inspections be done  at least annually  at the discretion of the Principal [END OF OPTIONS] of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, or School Resource Officer.

### Student Person and Possessions

The Board recognizes that the privacy of students or his/her/their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies an admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school resource officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

### Parking Permit Required



**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES
Code	po7434
Status	Second Reading
Adopted	December 18, 2019
Last Revised	November 15, 2023

#### 7434 - USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

#### Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

#### Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD production, Delta 8 THC, Delta 9 THC, or any other variation thereof "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

Revised 8/17/22

© Neola 2021

Legal                    111.321, Wis. Stats.  
                              120.12(20), Wis. Stats.  
                              20 U.S.C. 6081 et seq.  
                              20 U.S.C. 7182

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of FACILITY SECURITY
Code	po7440
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

#### 7440 - **FACILITY SECURITY**

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to install security devices that would assist in the detection of guns and dangerous weapons in school buildings or on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

#### **Public Access to School Facilities**

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, select one of the following guidelines:

All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the main office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.

All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.

All visitors are expected to sign out prior to departing the building.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer if applicable or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.

Pursuant to State law, failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school main office. In the event the school office does not have a record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if an administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

### **Parents as Visitors**

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day.

Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.

Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check-in at the school office in the same fashion as a visitor.

Parents who do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator. Any decision to permanently expel a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

### **Court Imposed Restrictions**

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact the school office.

### **Sex Offenders on School Property**

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of the person's visit to any school facility and must notify the District Administrator of his/her/their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of his/her/their status as a registered sex offender and that s/he has/they have a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

Revised 6/18/14  
Revised 4/15/15  
Revised 12/19/18

© Neola 2019

Legal 120.13(35), 175.32(2), (3), 301.475, Wis. Stat.

**Last Modified by Ann DeMeuse on September 29, 2023**



Book	Policy Manual
Section	32.1 for review
Title	Copy of ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
Code	po8405
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

#### 8405 - ENVIRONMENTAL HEALTH AND SAFETY PROGRAM

The Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the District Administrator to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

#### INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the District Administrator ~~shall develop guidelines to provide for IEQ monitoring and maintenance. The following must be included in the plan the District establishes,~~ will implement an IEQ Management Plan (IEQ Plan) and take appropriate measures to adhere to the requirements in the IEQ Plan.

The Board ( ) designates the District Administrator (x ) shall designate an employee [END OF OPTIONS] to serve as the District IEQ Coordinator for the District. The ( ) District Administrator (x ) designated employee [END OF OPTION] will carry out the responsibilities of the IEQ Plan. [END OF OPTIONAL PARAGRAPH]

- A. ~~an employee designated to serve as the IEQ Coordinator for the District;~~
  - ~~( ) Additionally, the District will designate an employee in each of the schools to serve as the IEQ Coordinator for that school.~~
- B. ~~( ) designate an IEQ committee consisting of at least one member of the administration, teaching staff, educational support staff and custodial or maintenance staff;~~
- C. ~~the following strategies shall be delineated by the IEQ Coordinator ( ) and the IEQ committee [END OF OPTION] in the plan:~~
  - 1. ~~methods for communicating with parents, students and other employees regarding any IEQ concerns and remediation plans related to such concerns;~~
  - 2. ~~a complaint procedure for IEQ concerns of parents, students, or employees;~~
  - 3. ~~developing a schedule of inspections and routine evaluation of each school building's environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;~~
  - 4. ~~at least annually review the management plan and provide an update to the Board; and~~
  - 5. ~~identify additional Board policies governing IEQ issues for consideration.~~
- D. ~~provides for training on environmental quality standards for maintenance employees and for the IEQ District coordinator ( ) IEQ school coordinators ( ) and committee members;~~
- E. ~~develops a schedule of and standards for routine maintenance of District properties.~~

The District shall provide a copy of the ~~plan implemented~~ District's IEQ Plan to any person upon request.

#### STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and programs that are required by Federal and State law, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.
- F. Procedures for foreseeable emergencies and fire prevention.
- G. Procedures relating to recordkeeping required by State or Federal law.

#### **PHASE-OUT/BANNED PRODUCTS**

The District Administrator shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

#### **INDOOR AIR QUALITY – MICROBIAL ABATEMENT**

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold, fungi and other microbials on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks
- B. structural defects in the building
- C. improperly controlled humidity levels
- D. faulty HVAC systems

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards
- C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment
- D. implement a system for ensuring materials used and purchased for use in the construction, furnishing, and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted

#### **DIESEL EXHAUST AND SCHOOL BUS IDLING**

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

### **POLLUTION CONTROL AND PREVENTION**

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

### **USE OF FREE-FLOWING MERCURY-CONTAINING PRODUCTS**

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law, unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

### **SEE ALSO THE FOLLOWING RELATED POLICIES:**

- Policy 7420 - Hygienic Management
- Policy 7430 - Safety Standards
- Policy 8410 - Crisis Intervention
- Policy 8420 - School Safety and Emergency Preparedness
- Policy 8431 - Preparedness for Toxic Hazards
- Policy 8431.01 - Asbestos Management
- Policy 8442 - Reporting Accidents
- Policy 8450 - Control of Casual-Contact Communicable Diseases
- Policy 8453 - Direct Contact Communicable Diseases
- Policy 8453.01 - Control of Blood-Borne Pathogens

See also DPI IEQ Plan <https://dpi.wi.gov/sfs/support/school-operations/facilities/indoor-environmental-quality-plan>.

101.055, 101.11, 118.075, 120.12(5), 121.02(1)(i), Wis. Stats.

~~118.075, Wis. Stats.~~

Wis. Admin. Code SPS 332

~~Chapter 32, Wis. Admin. Code~~

29 C.F.R. Part 1910

Revised 6/18/14

Revised 12/19/18

© Neola 2020

Legal 101.11, Wis. Stats.

118.075, Wis. Stats.

Chapter 32, Wis. Admin. Code

29 C.F.R. Part 1910

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of EPIDEMICS AND PANDEMICS
Code	po8420.01
Status	Second Reading
Adopted	January 11, 2023
Last Revised	November 15, 2023

#### 8420.01 - EPIDEMICS AND PANDEMICS

Epidemics and pandemics, although related, are different. The Centers for Disease Control and Prevention (CDC) defines an epidemic as "an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area," and a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people." To address epidemics and pandemics, the District Administrator shall ~~establish an Epidemic/Pandemic Response Team ("EPRT") to develop an Epidemic/Pandemic Plan in coordination with local government and law enforcement officials. (x) The EPRT may work as part of or in coordination with the Environmental Safety Committee and the plan~~ Epidemic/Pandemic Plan may be developed in accordance with ~~the plan developed pursuant to~~ Policy 8405 - Environmental Health and Safety Program. **[END OF OPTION]**

The Epidemic/Pandemic Plan should include:

- A. a communication method for school schedule changes, busing changes, and school closures;
- B. a designee responsible for communicating with the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services and other governmental entities;
- C. an educational pandemic prevention program for staff and students;
- D. provision for the business office to maintain continuity of operations during an epidemic or pandemic;
- E. provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;
- F. procedures for preventing the spread of infectious diseases during an epidemic or pandemic, including routine cleaning of school sites;
- G. procedures for staff and student absences and extended leaves of absence due to an epidemic or pandemic;
- H. procedures for isolation and possible transportation of students and staff who become ill at school due to an epidemic or pandemic;
- I. a plan of communication regarding epidemic and pandemic status to students, parents, and staff, including any restrictions imposed on staff or students upon travel to affected areas, which may include quarantine periods if recommended by authoritative health agencies;
- J. a plan for operating the District with less staff due to an epidemic or pandemic;
- K. a designee responsible for establishing timelines within the Epidemic/Pandemic Plan and ensuring that such timelines are met and implementation of the plan occurs;
- L. other emergency procedures necessary for the District to deal with an epidemic or pandemic;
- M. a plan for determining whether to cancel any planned staff or student travel, including field trips, competitions or performances, study abroad programs, or other travel that may involve travel to affected areas.

The Epidemic/Pandemic Plan should be reviewed annually ~~by the EPRT and updated~~ updated as appropriate.

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES
Code	po8450
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

#### 8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

#### Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, a teacher, school nurse,  health room staff,  office staff,  \_\_\_\_\_, [END OF OPTIONS] or the building principal/Principal will isolate the student in the building and contact the parents and may choose to send the student home. [DRAFTING NOTE: State statute specifies that teachers, school nurses, and principals have the authority to send home students exhibiting symptoms suspected of a communicable disease. The District may authorize other staff.] The staff member shall notify the parent(s) of the student, the Principal, and also contact the \_\_\_\_\_ Door \_\_\_\_\_ County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Wisconsin Department of Health Services.

The District Administrator is authorized to develop administrative guidelines for the control of communicable disease that include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the DHS.

[END OF OPTION]

#### Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic. See Policy 8420.01 – Epidemics and Pandemics.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics

Association;

• local health department officials and local medical professionals;

• parent and/or student groups; and

• other resources developed for and specific to the circumstances facing the District.

© Neola 2020

Legal 252.19, 252.21, Wis. Stats.

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of TRANSPORTATION
Code	po8600
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 15, 2023

#### 8600 - **TRANSPORTATION**

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680- **Bus Services Contracts** for the transportation of resident students between their home areas and the schools of the District to which they are assigned. However, no vehicle with a capacity of more than fifteen (15) shall be purchased or used to transport students for which there is no applicable, passenger-protection, Federal motor-vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680- **Bus Services Contracts** shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

**[DRAFTING NOTE: Whether posted notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin. However, there is express regulatory authority for the use of audio surveillance on school buses.]**

] The Board authorizes the District Administrator to install and operate video ( ) and audio **[END OF OPTION]** ~~camerasurveillance~~ on District buses to enhance student safety and well-being.

] Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video ( ) and audio **[END OF OPTION]** surveillance on all school buses **[END OF OPTION]** ~~He shall establish appropriate administrative guidelines for the proper use of the cameras.~~

It is strongly recommended that the District provide notification to parents regarding video ( ) and audio **[END OF OPTION]** on District buses.

**[ ]** The District's process for signing up for transportation services shall include notice of the policies regarding student behavior and conduct expectations and regarding surveillance technology on the buses, if applicable. **[END OF OPTION]**

120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.  
Wis. Admin. Code Trans 300.81



© Neola 2004

Legal 120.13(27m), 121.52, 121.53, 121.54 et seq., Wis. Stats.

**Last Modified by Ann DeMeuse on October 18, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800
Status	
Adopted	April 17, 2013
Last Revised	November 15, 2023

8800 -  
**RELIGIOUS AND PATRIOTIC CEREMONIES ACTIVITIES AND OBSERVANCES**

~~Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the worship center, if any, of the individual's choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, private organizations, or the family.~~ The Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Special Interest Groups and AG 9700A - Distribution of Materials to Students.

~~The Board acknowledges that it is prohibited from adopting any~~ Students are not prohibited by this policy or ~~rule respecting or promoting an establishment of religion or prohibiting any student from~~ any guideline promulgated pursuant to this policy, from ~~engaging in~~ the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate, ~~or on an individual basis in a manner that does not disrupt the educational process.~~

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgment of, explanation of, and teaching about religious holidays of various religions is encouraged.~~ Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

~~In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.~~

~~Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.~~

~~Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.~~

Revised 11/15/17

© Neola 2020

Legal                      118.06(2), Wis. Stats.  
                                    20 U.S.C. 4071 et seq.

**Last Modified by Ann DeMeuse on September 29, 2023**

Book	Policy Manual
Section	32.1 for review
Title	Copy of New Policy - Vol. 32, No. 1, Jan. 2023 - PATRIOTIC ACTIVITIES AND OBSERVANCES
Code	po8802
Status	Second Reading
Adopted	November 15, 2023

**New Policy - Vol. 32, No. 1**

**8802 - PATRIOTIC ACTIVITIES AND OBSERVANCES**

In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

**[x ]** The District may offer students and staff a Moment of Silence to commemorate a significant event that has significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the District Administrator's decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity. **[END OF OPTION]**

© Neola 2023

Legal 118.06, Wis. Stats.

**Last Modified by Ann DeMeuse on September 29, 2023**