

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Regular Board of Education Meeting**  
**Wednesday, November 15, 2023**

*As noted in Board Policy 0166 - Agenda, each agenda shall contain the following statement: "This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There is a time for public comment during the meeting as indicated in the agenda."*

**7:00 P.M. Board of Education Meeting**

**Sturgeon Bay High School Library**

**CALL TO ORDER:**

1. Pledge of Allegiance
2. Roll Call
3. Motion to Adopt Agenda

**STUDENT COUNCIL REPORT (Keirsten Mellen)**

**PUBLIC COMMENT SECTION**—*As noted in Board Policy 0167.3 Public Comment at Board Meetings: Individuals who wish to address the Board should be residents of the School District of Sturgeon Bay or parents of students open-enrolled into the district. Speakers are asked to share their name, address, and be aware that comments may be limited to three minutes at the discretion of the Board President.*

**CONSENT AGENDA:**

1. Approve Meeting Minutes
  - a. October 25, 2023, Regular Board of Education Meeting
2. Approve October Bills
3. Accept Grants and Donations
4. Accept Resignations and Retirements
5. Second Reading NEOLA Board Policy Updates
  - 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)

## **OPERATIONS AGENDA:**

1. Consent Agenda items requiring attention (if any)
2. Notice Board of Education Election on April 2, 2024  
*Paperwork will be available in the District Office starting on Friday, December 1, 2023. Declarations of Candidacy and Campaign Registration Statements must be filed by 5:00 P.M. on Tuesday, January 2, 2024.*
3. Appoint Assistant Board Clerk
4. Approve Library Plan
5. Approve Athletic Coaches
6. Approve Teacher Associate(s)
7. Approve 2024-2025 School Year Calendar
8. 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. Other
  - e. Superintendent
9. 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  
Dan Tjernagel and Ann DeMeuse  
Date: November 6, 2023  
RE: Background Information for the November 15, 2023, Regular Meeting

**STUDENT COUNCIL REPRESENTATIVE REPORT:**

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

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

**CONSENT AGENDA:**

**1. Approve Meeting Minutes**

- a. October 25, 2023, Regular Board of Education Meeting

**2. Approve October Bills**

**3. Grants and Donations –**

- Loaves and Fishes donated \$4,000 to Sawyer and Sunrise for school snacks
- Clipper Nation
  - Anette Andropolis \$30 Clipper Nation
  - Stoneman-Schopf Agency \$25 Clipper Nation
  - Door County Medical Center \$500 Clipper Nation
- Playground Fund
  - Employees of Nicolet Bank - \$1,000
  - David Utzinger - \$250
- Blackbaud Giving Fund (The Auto Club Group) - \$9.59 general donation to High School
- Ryan Felhofer - \$50 band gift
- Dennis Connolly has donated \$500 to the New York choir trip

**4. Resignations and Retirements – Chad Shefchik is stepping down as Middle School Wrestling Coach.**

**5. Second Reading NEOLA Board Policy Updates**

- 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)

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

## **OPERATIONS AGENDA:**

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

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

### **2. Notice of Board of Education Election on April 2, 2024**

A school board election will be held on April 2, 2024. The three board members whose terms of office will expire in April of 2024 are Roger Wood, Damion Howard and Angie Kruse. Additionally, the one-year appointment of Wayne Spritka will be expiring in April, 2024. As a result, there will be a two-year term of office for the final years of Scott Alger’s seat (currently held by Wayne Spritka).

The three leading vote getters in the April election will receive three-year terms, with the fourth leading vote getter receiving a two-year term. This will put us “back on schedule” with the three-year terms being up for election in April of 2027.

Declarations of Candidacy and Campaign Registration Statements will be available in the School District Office at 1230 Michigan Street during regular school hours starting Friday, December 1, 2023. The Declarations of Candidacy and Campaign Registration Statements must be filed in the District Office no later than 5:00 P.M. on Tuesday, January 2, 2024.

### **3. Appoint Assistant Board Clerk**

A motion to appoint the District Administrator to the position of Assistant Board Clerk for the purposes of accepting Board of Education election documents is requested. This is the practice that has been used in the past as a convenience to the Board Clerk and potential board candidates.

A motion to appoint the District Administrator as Assistant Board Clerk to assist with the collection of Board of Education election documents is recommended.

### **4. Approve Library Plan**

In the past, the District Library Plan was one part of a District Technology Plan but district tech plans are no longer required by the DPI. As such, the District Library Plan has been moved to a stand-alone five-year plan. A well-developed long-range library plan implemented with fidelity allows for library programs to effectively increase student achievement, provide equitable resources to all, and be a key collaborative element of district learning initiatives. Sturgeon Bay School District Librarian, Holly Selle, developed the current library plan using tools based on the Future Ready Librarian Framework.

Just as we would not teach without curriculum or lead a district without vision, a school library should not be without a plan implemented as the foundation of a successful program.

A motion to approve the Library Plan as presented is recommended.

## 5. Approve Athletic Coaches

- a. **John Jandrin as Middle School Head Wrestling Coach:** Principal Smullen and Athletic Director Meikle recommend John Jandrin. John plays a huge role within our high school teaching staff and has prior experience coaching for our youth wrestling program. John also wrestled throughout his MS and HS years while attending Southern Door.

A motion to approve John Jandrin as the Middle School Head Wrestling Coach is recommended.

- b. **Kathryn Dragan as Assistant Boys Swim Coach:** Principal Nerby and Athletic Director Meikle recommend Kathryn Dragan. Kathryn is currently employed as a lifeguard trainer at the Door County YMCA and has experience as a swimming instructor and as a high school swimmer.

A motion to approve Kathryn Dragan as an Assistant Boys Swim Coach is recommended.

## 6. Approve Teacher Associate(s)

- a. **High School Special Education Teacher Associate Amy Logerquist:** Principal Nerby and Special Education Director Ferry recommend Amy Logerquist for the Teaching Associate Position. Amy has previously worked at Turning Point with students and adults with disabilities. She brings a strong background to the position, and we look forward to having her start soon.

A motion to approve Amy Logerquist as a Special Education Teaching Associate is recommended.

## 7. Approve 2024-2025 School Year Calendar

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 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.*

A motion to approve the calendar for the 2024-2025 school year as presented is recommended.

**8. Reports**

**9. Adjourn**

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

President Stephani called the budget review meeting to order at 6:29 PM in the high school library. Present: Spritka, Schulz, Kruse, Stephani, Jennerjohn, Chisholm, Howard & Wood. Excused: Haus. Also present were: Superintendent Tjernagel & J. Holtz

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

OPERATIONS

1. Budget review & discussion

Business Manager Holtz presented the proposed 2023-2024 budget and levy adoption. A motion to accept the budget will be entertained at the regular board meeting to follow.

2. **Motion: Wood/Kruse to adjourn at 6:53 PM. Motion carried unanimously.**

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President Stephani called the regular meeting to order at 7:02 PM in the high school library. Present: Spritka, Schulz, Kruse, Stephani, Jennerjohn, Chisholm, Howard, Wood and Haus. Excused: none. Also present were: Superintendent Tjernagel, K Nerby, L Ferry, M. Smullen, K. Smullen, K DeVillers, J Paye-Weber, J. Holtz, & A. DeMeuse. The Pledge of Allegiance was recited.

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

STUDENT COUNCIL REPORT (KEIRSTEN MELLEN) President Mellen reported that it has been a quieter month. The money raised from Powder Puff (\$328) was donated to Adopt a Soldier. The canned goods were donated to Feed My People. Preparations have begun for the Talent Show in December. The Student Council has also created an Instagram account.

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

PUBLIC HEARING ON 2023-2024 SCHOOL DISTRICT BUDGET: 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. No public comments.

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. Approve grants and donations:

- 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.

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

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any): None.
2. **Motion Wood/Jennerjohn to approve the budget as presented in the 2023-2024 Budget Adoption document. Motion carried unanimously.**
3. **Motion Wood/Haus 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. Motion carried unanimously with a roll call vote.**
4. Approve Teacher Associates



- a. **Motion Wood/Chisholm to approve Erika Lopez as a Special Education Teacher Associate. Motion carried unanimously.**
  - b. **Motion Haus/Jennerjohn to approve Monique Lopez as a Special Education Teacher Associate. Motion carried unanimously.**
  - c. **Motion Wood/Haus to approve Timothy Keister as a Special Education Teacher Associate. Motion carried unanimously.**
  - d. **Motion Chisholm/Kruse to approve Allie Sargent as a Special Education Teacher Associate. Motion carried unanimously.**
- 5. Approve High School Coaches**
- a. **Motion Wood/Jennerjohn to approve Dan Tjernagel as the Varsity Head Girls basketball coach. Motion carried unanimously.**
  - b. **Motion Jennerjohn/Haus to approve Mark Felhofer as an Assistant Girls Basketball Coach. Motion carried unanimously.**
  - c. **Motion Kruse/Spritka to approve Troy Hasenjager as the JV1 Boys Basketball Coach. Motion carried unanimously.**
  - d. **Motion Kruse/Howard to approve Trent Bohn as the JV2 Boys Basketball Coach. Motion carried unanimously.**
- 6. Motion Stephani/Wood to approve the purchase to two vans (Chrysler Pacificas) with a do not exceed limit of \$87,027. Motion carried unanimously.**
7. 2024-2025 School Year Calendar Update provided by Superintendent Tjernagel. Information only.
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
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- 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 – None.
- b. CESA – none
- c. Committee/Seminars – none.
- d. Administrative Reports presented.
- e. Superintendent’s Report presented.

**10. Motion: Haus/Kruse to adjourn at 8:57 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   |
|------------|--------------|---------|-----------|-------------------------|----------------------|---|
| 10/05/2023 | 103733       | R       | 69.00     | 10 E 800 411 122115 141 | 95 PERCENT GROUP LLC | Classroom Curriculum  |
| 10/05/2023 | 103734       | R       | 175.00    | 10 E 800 310 162000 000 | ASHWAUBENON HIGH SCH | DCU Girls Swim team invoice \$175   |
| 10/05/2023 | 103735       | R       | 182.75    | 10 E 800 355 263300 000 | AT&T                 | Acct #920 743-5493 930 7 Monthly Billing (08/20/23 - 09/19/23)  |
| 10/05/2023 | 103736       | R       | 300.00    | 10 E 800 324 253000 000 | B & P MECHANICAL INC | AIR CONDITIONER MAINTENANCE-SUNRISE   |
| 10/05/2023 | 103737       | R       | 289.11    | 50 E 800 415 257220 174 | BAILEYS HARBOR FISH  | SMOKED SALMON   |
| 10/05/2023 | 232400220    | A       | 1,215.75  | 10 E 800 411 253000 000 | BELSON CO            | TOWELS/TISSUE/LINERS  |
| 10/05/2023 | 232400221    | A       | 15,811.20 | 10 E 800 480 295000 000 | BLUUM OF MINNESOTA L | Google EDU for education 3 year licensing purchase for 1200 student users. Paid upfront for discount.     |
| 10/05/2023 | 103738       | R       | 1,787.99  | 21 E 400 310 163902 000 | BOB ROGERS TRAVEL    | NEW YORK TRIP PAYMENT   |
| 10/05/2023 | 232400222    | A       | 23,298.00 | 10 E 800 480 295000 000 | CAMERA CORNER-CONNEC | HP DL 380 G11 Servers for hosting virtual servers   |
| 10/05/2023 | 103739       | R       | 320.40    | 50 E 800 415 257220 174 | COUNTRY OVENS LTD    | CHERRY JUICE  |
| 10/05/2023 | 232400223    | A       | 125.00    | 10 E 800 310 162000 000 | COWANS, WILLIAM      | Varsity and JV1 VB official   |
| 10/05/2023 | 232400224    | A       | 3,552.06  | 10 E 800 360 222200 031 | DISCOVERY EDUCATION  | Discovery Education   |
| 10/05/2023 | 232400225    | A       | 15.55     | 27 E 120 411 156602 341 | DOUCETTE, JULIE      | 10/2/2023 Therapy Materials   |
| 10/05/2023 | 232400226    | A       | 301.00    | 10 E 800 324 253000 000 | EAGLE MECHANICAL     | ANNUAL TEST OF RP VALVE   |
| 10/05/2023 | 232400227    | A       | 48.00     | 50 E 800 415 257220 174 | EMERALD ACRES FARM L | FRESH PRODUCE   |
| 10/05/2023 | 232400227    | A       | 33.00     | 50 E 800 415 257220 000 | EMERALD ACRES FARM L | FRESH PRODUCE   |
| 10/05/2023 | 232400228    | A       | 831.60    | 10 E 800 310 239000 000 | ERC INC              | SEPTEMBER 2023 EAP SERVICES   |
| 10/05/2023 | 103740       | R       | 169.65    | 21 E 140 411 164900 000 | FATZO SUBS           | DATA DIGS LUNCHES; INV#176261/176481/176685   |
| 10/05/2023 | 232400229    | A       | 165.00    | 10 E 800 310 162000 000 | HELGESON, TROY       | JV Game vs Xavier 80 dollars Varsity vs NEW 85 dollars  |
| 10/05/2023 | 232400230    | A       | 22.18     | 10 E 200 414 120000 000 | HOCKERS, SCOTT       | 9/28/2023 Allied Arts Set Materials   |
| 10/05/2023 | 232400231    | A       | 11.99     | 10 E 200 450 125500 000 | INSTRUMENTAL MUSIC C | Accent on Achievement Trumpet Book  |
| 10/05/2023 | 232400231    | A       | 12.50     | 10 E 400 411 125500 000 | INSTRUMENTAL MUSIC C | reeds, lyres, valve guard   |
| 10/05/2023 | 232400231    | A       | 69.39     | 10 E 400 411 125500 000 | INSTRUMENTAL MUSIC C | reeds, lyres, valve guard   |
| 10/05/2023 | 103741       | R       | 612.00    | 50 E 800 415 257220 174 | JORNS SUGAR BUSH     | MAPLE SYRUP   |
| 10/05/2023 | 232400232    | A       | 180.00    | 10 E 800 310 162000 000 | LEDVINA, PETER       | JV Game vs Xavier 80 dollars Varsity vs NEW 100 dollars   |
| 10/05/2023 | 232400233    | A       | 85.00     | 10 E 800 310 162000 000 | LEITERMAN, ANDY      | Varsity vs NEW 85 dollars   |
| 10/05/2023 | 103742       | R       | 599.00    | 10 E 800 411 162000 000 | MATBOSS, LLC         | HS Wrestling VideoStats Subscription  |
| 10/05/2023 | 232400234    | A       | 125.00    | 10 E 800 310 162000 000 | NICHOLSON, ANDREW    | JV2 Official and varsity line judge   |
| 10/05/2023 | 103743       | R       | 680.72    | 10 E 800 351 239000 000 | PENINSULA PULSE      | AUGUST LEGAL NOTICES  |
| 10/05/2023 | 103744       | R       | 1,520.00  | 10 E 800 310 239000 000 | PREVEA HEALTH WORKME | NEW EMPLOYEE PHYSICALS  |
| 10/05/2023 | 232400235    | A       | 10.19     | 10 E 400 411 241000 000 | QUILL LLC            | HS Office Supplies  |
| 10/05/2023 | 232400235    | A       | 39.08     | 10 E 400 411 241000 000 | QUILL LLC            | HS Office Supplies  |
| 10/05/2023 | 232400235    | A       | 116.66    | 10 E 400 411 241000 000 | QUILL LLC            | HS Office Supplies  |
| 10/05/2023 | 103745       | R       | 8.98      | 10 E 120 411 112000 000 | REALLY GOOD STUFF    | Pencils, supplies, etc  |
| 10/05/2023 | 103746       | R       | 745.00    | 10 E 200 411 241000 000 | ROOLEY LLC           | 25 HALF LOCKERSKINS-STUDEN OF THE WEEK  |
| 10/05/2023 | 103747       | R       | 148.34    | 10 E 200 411 121000 000 | SCHOLASTIC INC       | Scholastic Book Order (15 copies of 6 scholastic art magazine issues + a digital version) Scholastic Book |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT    | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION   |
|------------|--------------|---------|-----------|-------------------------|----------------------|---|
| 10/05/2023 | 103748       | R       | 7,237.00  | 10 E 800 713 270000 000 | SFM                  | Order will need to be paid for after the school receives the invoice from Scholastic. WORKERS COMPENSATION 7/1/23-7/1/24                        |
| 10/05/2023 | 232400236    | A       | 125.00    | 10 E 800 310 162000 000 | STEINKE, DOUGLAS     | Varsity and JV1 VB official   |
| 10/05/2023 | 232400237    | A       | 80.00     | 10 E 800 310 162000 000 | TEWS, RANDY          | MS Football official vs Algoma  |
| 10/05/2023 | 232400238    | A       | 21.54     | 10 E 120 411 241000 000 | VANDEBOGART, CHERI   | 9/12/2023 Tennis Balls for Chairs   |
| 10/05/2023 | 103749       | R       | 120.50    | 50 E 800 415 257220 174 | WASEDA FARMS COUNTRY | WHOLESALE EGG CASE FLATS  |
| 10/10/2023 | 103750       | R       | 951.50    | 21 E 400 411 162121 000 | RENARD'S CHEESE STOR | HS Volleyball Fundraiser  |
| 10/11/2023 | 103751       | R       | 244.02    | 98 L 000 000 811680 000 | GURSTEL LAW FIRM PC  | Case No. 12-CV-224; File #802986  |
| 10/11/2023 | 103752       | R       | 402.00    | 98 L 000 000 811660 000 | SB LUNCH PROGRAM     | Lunch Payments - Payroll Deduction  |
| 10/11/2023 | 103753       | R       | 518.68    | 98 L 000 000 811680 000 | WISCTF               | Remittance ID - 538753 & 555787   |
| 10/12/2023 | 232400239    | A       | 100.00    | 10 E 800 310 162000 000 | ABELLA, DARIO        | Varsity boys soccer vs Sev/Gib  |
| 10/12/2023 | 103754       | R       | 95,666.98 | 10 E 800 470 122000 000 | AMPLIFY EDUCATION IN | CKLA Elementary Literacy Curriculum materials for grades k-5 Includes texts and digital supports needed for universal curriculum implementation |
| 10/12/2023 | 232400240    | A       | 375.00    | 10 E 800 324 253000 000 | ATIS ELEVATOR INSPEC | ANNUAL ELEVATOR INSPECTION-HS/MS/TJW  |
| 10/12/2023 | 232400241    | A       | 125.00    | 10 E 800 310 162000 000 | BENTER, DANIEL       | Girls VB Varsity and JV1 officials  |
| 10/12/2023 | 103755       | R       | 841.00    | 10 E 800 310 231500 000 | BUELOW VETTER BUIKEM | SEPTEMBER LEGAL SERVICES ACCT#3101.86522  |
| 10/12/2023 | 103756       | R       | 120.00    | 10 E 800 310 162000 000 | CAPTAIN COMMDES      | SUMMER PORT-A-POTTI RENTAL  |
| 10/12/2023 | 232400242    | A       | 923.36    | 10 E 800 480 295000 000 | CESA 7               | Two year SWANK movie licenses   |
| 10/12/2023 | 103757       | R       | 414.30    | 50 E 800 415 257220 174 | COUNTRY OVENS LTD    | CHERRY JUICE  |
| 10/12/2023 | 103758       | R       | 558.90    | 10 E 800 411 253000 000 | CULLIGAN SERVICE     | BOTTLED WATER/SALT  |
| 10/12/2023 | 103759       | R       | 175.06    | 10 E 800 411 253000 000 | DOOR COUNTY COOPERAT | #784909 SEPTEMBER 2023 MONTHLY BILLING  |
| 10/12/2023 | 103759       | R       | 3,392.81  | 10 E 800 348 256510 000 | DOOR COUNTY COOPERAT | #784909 SEPTEMBER 2023 MONTHLY BILLING  |
| 10/12/2023 | 103760       | R       | 22.99     | 10 E 400 411 136360 000 | DOOR COUNTY HARDWARE | Account# 96718- SEPTEMBER 2023 CHARGES  |
| 10/12/2023 | 103760       | R       | 69.99     | 10 E 400 411 136000 000 | DOOR COUNTY HARDWARE | Account# 96718- SEPTEMBER 2023 CHARGES  |
| 10/12/2023 | 103760       | R       | 262.86    | 10 E 200 414 120000 000 | DOOR COUNTY HARDWARE | Account# 96718- SEPTEMBER 2023 CHARGES  |
| 10/12/2023 | 103760       | R       | 347.15    | 10 E 800 411 253000 000 | DOOR COUNTY HARDWARE | Account# 96718- SEPTEMBER 2023 CHARGES  |
| 10/12/2023 | 232400243    | A       | 120.00    | 10 E 800 310 162000 000 | DELONG, TINA         | Swim Meet official girls DCU  |
| 10/12/2023 | 103761       | R       | 134.12    | 10 E 200 411 222200 000 | DEMCO                | Library Supplies  |
| 10/12/2023 | 232400244    | A       | 120.00    | 10 E 800 310 162000 000 | ENGLEBERT, DAWN      | JV2 and line judge for the varsity game   |
| 10/12/2023 | 232400245    | A       | 463.82    | 10 E 400 411 136000 000 | FORMLABS             | HTMJAA Supplies quote attached  |
| 10/12/2023 | 103762       | R       | 439.60    | 10 E 800 411 253000 000 | HALLMAN LINDSAY QUAL | GOAL LINE PAINT   |
| 10/12/2023 | 232400246    | A       | 120.00    | 10 E 800 310 162000 000 | HANSON, BETH         | JV2 and line judge for the  |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT   | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION  |
|------------|--------------|---------|----------|-------------------------|----------------------|--|
|            |              |         |          |                         |                      | varsity game   |
| 10/12/2023 | 232400247    | A       | 25.00    | 10 E 400 411 125500 000 | J W PEPPER & SON INC | Drumline cadence sets  |
| 10/12/2023 | 232400248    | A       | 100.00   | 27 E 800 949 159100 341 | KEISTER, TIMOTHY     | 10/3/2023 Special Ed License   |
| 10/12/2023 | 232400249    | A       | 345.95   | 27 E 800 310 223300 019 | KYLES CONSULTING LLC | SEPTEMBER 2023 SBS/MAC FEE   |
| 10/12/2023 | 232400250    | A       | 47.74    | 10 E 800 411 253000 000 | LAFORCE HARDWARE & M | MAINTENCE SUPPLIES   |
| 10/12/2023 | 103763       | R       | 500.00   | 10 E 800 324 253000 000 | LAKELAND LAWN CARE   | SOCCER/FOOTBALL FIELD MAINTENANCE CUST#13669                           |
| 10/12/2023 | 103764       | R       | 175.00   | 10 E 800 310 162000 000 | LUXEMBURG CASCO HIGH | XC Fee 175   |
| 10/12/2023 | 232400251    | A       | 80.00    | 10 E 800 310 162000 000 | MILLS, JOSEPH        | JV boys soccer vs Kewaunee   |
| 10/12/2023 | 232400251    | A       | 85.00    | 10 E 800 310 162000 000 | MILLS, JOSEPH        | Varsity boys soccer vs Sev/Gib   |
| 10/12/2023 | 103765       | R       | 40.00    | 10 E 800 310 162000 000 | MISHICOT SCHOOL DIST | MS CROSS COUNTRY MEET FEE 9/21/23                                      |
| 10/12/2023 | 103765       | R       | 180.00   | 10 E 800 310 162000 000 | MISHICOT SCHOOL DIST | HS CROSS COUNTRY MEET FEES 9/21/23                                     |
| 10/12/2023 | 232400252    | A       | 140.64   | 21 E 400 411 162121 000 | OSTRAND, MARNIE      | REIMBURSE VB COACHES SHIRTS EXP  |
| 10/12/2023 | 232400253    | A       | 4,389.57 | 50 E 800 415 257220 000 | PRAIRIE FARMS        | MONTHLY BILLING ACCT #47-471   |
| 10/12/2023 | 103766       | R       | 230.71   | 50 E 800 415 257220 174 | ROSEWOOD DAIRY INC   | CHEESE CURDS/WHIPS   |
| 10/12/2023 | 232400254    | A       | 85.00    | 10 E 800 310 162000 000 | SANCHEZ, ALEXANDER   | Varsity boys soccer vs Gib/Sev   |
| 10/12/2023 | 232400254    | A       | 80.00    | 10 E 800 310 162000 000 | SANCHEZ, ALEXANDER   | Boys varsity reserve soccer official                                   |
| 10/12/2023 | 232400255    | A       | 52.53    | 21 R 140 291 164910 000 | SCHOENEMAN, MANDY    | 10/6/2023 Sunrise Club supplies for October - November - December      |
| 10/12/2023 | 232400256    | A       | 301.53   | 10 E 800 355 263300 000 | SPECTRUM BUSINESS    | ACCT #171231301 MONTHLY CHARGES  |
| 10/12/2023 | 103767       | R       | 400.00   | 10 E 800 943 162000 000 | ST NORBERT COLLEGE   | SNC TRACK & FIELD ELITE HS MEET FEES 4/26/24                           |
| 10/12/2023 | 103768       | R       | 832.60   | 50 E 800 415 257220 000 | SYSCO EASTERN WISCON | SCHOOL LUNCH FOOD  |
| 10/12/2023 | 232400257    | A       | 80.00    | 10 E 800 310 162000 000 | TEWS, RANDY          | MS Football Official   |
| 10/12/2023 | 232400258    | A       | 2,089.62 | 10 E 800 354 258000 000 | US BANK              | MONTHLY COPIER LEASE PAYMENT   |
| 10/12/2023 | 103769       | R       | 43.74    | 10 E 800 411 253000 000 | VIKING ELECTRIC SUPP | TAPE   |
| 10/12/2023 | 103769       | R       | 84.07    | 10 E 800 411 253000 000 | VIKING ELECTRIC SUPP | MAINTENANCE SUPPLIES   |
| 10/12/2023 | 232400259    | A       | 405.00   | 10 E 800 310 239000 000 | WIS DRUG TESTING & C | BACKGROUND CHECKS (27)   |
| 10/12/2023 | 232400260    | A       | 2,970.00 | 10 E 800 355 263300 000 | WISCNET              | NETWORK ACCESS SERVICE 7/1/23-6/30/24                                  |
| 10/19/2023 | 232400261    | A       | 130.50   | 10 E 800 324 253000 000 | A-1 ELEVATOR SERVICE | QTRLY ELEVATOR MAINTENANCE-SUNRISE                                     |
| 10/19/2023 | 232400261    | A       | 198.75   | 10 E 800 324 253000 000 | A-1 ELEVATOR SERVICE | QTRLY ELEVATOR MAINTENANCE-MS  |
| 10/19/2023 | 232400262    | A       | 5,931.00 | 10 E 400 310 221300 000 | ACT INC              | MATH/READING/Writing/SCIENCE/ENGLISH VIRTUAL COURSES                   |
| 10/19/2023 | 103770       | R       | 70.00    | 21 E 400 310 161923 000 | AHNAPEE-HILL CLEANIN | WINDOW CLEANING-HOMECOMING 2023  |
| 10/19/2023 | 103772       | R       | 125.00   | 10 E 120 472 110000 000 | ANCORA PUBLISHING    | Professional Development Course - K. Martens                           |
| 10/19/2023 | 103772       | R       | 850.00   | 10 E 120 472 110000 000 | ANCORA PUBLISHING    | Professional Development Course - K. Martens                           |
| 10/19/2023 | 103772       | R       | 250.00   | 10 E 120 472 110000 000 | ANCORA PUBLISHING    | Classroom Interventions for Behavior: Virtual Power Hours (S. Doubeck) |
| 10/19/2023 | 103772       | R       | 250.00   | 10 E 120 472 110000 000 | ANCORA PUBLISHING    | Classroom Interventions for Behavior: Virtual Power Hours              |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT    | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION  |
|------------|--------------|---------|-----------|-------------------------|----------------------|--|
| 10/19/2023 | 232400263    | A       | 125.00    | 10 E 800 310 162000 000 | BARTA, MARK          | (A. Hansen)<br>VB official vs SD JV1 and Varsity   |
| 10/19/2023 | 232400264    | A       | 1,161.48  | 10 E 800 411 253000 000 | BELSON CO            | TOWELS/TISSUE/LINERS   |
| 10/19/2023 | 232400265    | A       | 80.00     | 10 E 800 310 162000 000 | BISSEN, WILLIAM      | OFFICIATING SERVICES-SWIM<br>10/10/23  |
| 10/19/2023 | 103773       | R       | 3,643.61  | 21 E 400 310 163902 000 | BOB ROGERS TRAVEL    | New York Trip Payment  |
| 10/19/2023 | 103774       | R       | 2,100.00  | 10 E 800 480 295000 000 | BRIGHTARROW TECHNOLO | Bright Arrow (replaces School Messenger) for 23.24 school year   |
| 10/19/2023 | 103775       | R       | 37.60     | 10 E 200 411 135200 000 | CARD SERVICES        | SEPTEMBER FOOD SUPPLIES  |
| 10/19/2023 | 103775       | R       | 206.77    | 10 E 400 411 135200 000 | CARD SERVICES        | SEPTEMBER FOOD SUPPLIES  |
| 10/19/2023 | 103776       | R       | 996.48    | 10 E 800 355 263300 000 | CELLCOM WISCONSIN RS | Acct #003-00319495 Monthly Charges   |
| 10/19/2023 | 232400266    | A       | 320.00    | 10 E 800 310 221300 000 | CESA 7               | PRINCIPALS NETWORK FY24-K DEVILLERS  |
| 10/19/2023 | 103777       | R       | 298.16    | 50 E 800 415 257220 000 | COBORN'S INCORPORATE | SEPTEMBER FOOD SUPPLIES<br>CUST#STURG06  |
| 10/19/2023 | 103777       | R       | 38.33     | 50 E 800 415 257250 000 | COBORN'S INCORPORATE | SEPTEMBER FOOD SUPPLIES<br>CUST#STURG06  |
| 10/19/2023 | 103777       | R       | 1,119.58  | 50 E 800 415 257220 549 | COBORN'S INCORPORATE | SEPTEMBER FOOD SUPPLIES<br>CUST#STURG06  |
| 10/19/2023 | 103777       | R       | 44.95     | 50 E 800 415 257220 174 | COBORN'S INCORPORATE | SEPTEMBER FOOD SUPPLIES<br>CUST#STURG06  |
| 10/19/2023 | 103778       | R       | 530.18    | 50 E 800 415 257220 174 | COUNTRY OVENS LTD    | CHERRY JUICE   |
| 10/19/2023 | 103779       | R       | 11,577.50 | 10 E 800 310 214000 000 | DOOR COUNTY MEDICAL  | NURSING SERVICES-SEPTEMBER 2023  |
| 10/19/2023 | 103780       | S       | 65.00     | 10 E 800 310 162000 000 | DOOR COUNTY MEDICAL  | CPR TRAINING   |
| 10/19/2023 | 103779       | R       | 2,534.52  | 27 E 800 310 218200 011 | DOOR COUNTY MEDICAL  | PT SERVICES-SEPTEMBER 2023   |
| 10/19/2023 | 232400267    | A       | 120.00    | 10 E 800 310 162000 000 | DELONG, TINA         | DCU GS official vs WB  |
| 10/19/2023 | 232400268    | A       | 22,840.65 | 10 E 800 310 254300 000 | ELEVATE97            | Acct #11669 Logo Design  |
| 10/19/2023 | 232400268    | A       | 6,083.44  | 10 E 400 310 241000 000 | ELEVATE97            | Acct #11669 Logo Design  |
| 10/19/2023 | 232400269    | A       | 129.01    | 10 E 800 310 162000 000 | ELSNER, ROBIN        | VB Regional game vs Wrightstown  |
| 10/19/2023 | 232400270    | A       | 35.00     | 50 E 800 415 257220 174 | EMERALD ACRES FARM L | FRESH PRODUCE  |
| 10/19/2023 | 232400271    | A       | 116.00    | 10 E 800 310 162000 000 | GERHARTZ, CLETUS     | Center official soccer vs LC   |
| 10/19/2023 | 232400272    | A       | 76.49     | 10 E 800 348 254500 000 | HUBBARD, ELIZABETH   | 10/10/2023 Fuel for the school van- county pump would not work when the team got there so B. Hubbard filled with gas on her personal card. NOTE: Reimbursement should be made to Beth Hubbard for 76.49. |
| 10/19/2023 | 232400273    | A       | 77.99     | 10 E 400 411 125500 000 | J W PEPPER & SON INC | jazz music   |
| 10/19/2023 | 103781       | R       | 5,310.74  | 10 E 800 411 221200 000 | LEARNING WITHOUT TEA | Learning without Tears pre-k-k physical materials and teacher & student digital access   |
| 10/19/2023 | 232400274    | A       | 100.00    | 10 E 800 310 162000 000 | LEDVINA, PETER       | Boys soccer varsity Center vs Neenah   |
| 10/19/2023 | 232400274    | A       | 90.00     | 10 E 800 310 162000 000 | LEDVINA, PETER       | AR official soccer vs LC   |
| 10/19/2023 | 103782       | R       | 100.00    | 10 E 400 411 136360 000 | MC MASTER-CARR SUPPL | Supplies   |
| 10/19/2023 | 103782       | R       | 99.90     | 10 E 400 450 136431 000 | MC MASTER-CARR SUPPL | Supplies   |
| 10/19/2023 | 103782       | R       | 85.39     | 21 E 010 411 160999 000 | MC MASTER-CARR SUPPL | Supplies   |
| 10/19/2023 | 232400275    | A       | 129.01    | 10 E 800 310 162000 000 | MLEZIVA, ALLISYN     | VB Regional game vs  |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT    | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION   |
|------------|--------------|---------|-----------|-------------------------|----------------------|---|
| 10/19/2023 | 232400276    | A       | 5,700.00  | 10 E 800 480 221500 000 | NO RED INK           | Wrightstown<br>English Grammar Program                                      |
| 10/19/2023 | 103783       | R       | 300.00    | 21 E 200 310 161931 000 | NORTHERN SKY THEATER | Allied Arts Field Trip  |
| 10/19/2023 | 103784       | R       | 55.08     | 10 E 800 411 253000 000 | O'REILLY AUTO PARTS  | WIPER BLADES  |
| 10/19/2023 | 103784       | R       | 46.95     | 10 E 800 411 253000 000 | O'REILLY AUTO PARTS  | MAINTENANCE SUPPLIES  |
| 10/19/2023 | 103785       | R       | 938.82    | 50 E 800 415 257220 000 | PAN O GOLD           | SCHOOL LUNCH FOOD ACCT #40014   |
| 10/19/2023 | 232400277    | A       | 196.50    | 10 E 800 342 221300 000 | PAYE-WEBER, JENNIFER | Travel to Milwaukee for literacy event mileage                              |
| 10/19/2023 | 232400277    | A       | 76.34     | 10 E 800 348 254500 000 | PAYE-WEBER, JENNIFER | 9/15/2023 Travel to CESA Network meeting (fuel)                             |
| 10/19/2023 | 232400277    | A       | 34.06     | 10 E 800 348 254500 000 | PAYE-WEBER, JENNIFER | 9/15/2023 travel to CESA 7 Network  |
| 10/19/2023 | 103786       | R       | 2,388.74  | 10 E 800 411 253000 000 | PIKE SYSTEMS INC     | CUSTODIAL SUPPLIES  |
| 10/19/2023 | 103787       | R       | 146.01    | 50 E 800 415 257220 174 | ROSEWOOD DAIRY INC   | CHEESE CURDS  |
| 10/19/2023 | 232400278    | A       | 85.00     | 10 E 800 310 162000 000 | SANCHEZ, ALEXANDER   | Boys soccer varsity AR vs Neenah  |
| 10/19/2023 | 232400278    | A       | 80.00     | 10 E 800 310 162000 000 | SANCHEZ, ALEXANDER   | Boys soccer JV AR vs Neenah   |
| 10/19/2023 | 232400279    | A       | 80.00     | 10 E 800 310 162000 000 | SCHWEITZER, BARBARA  | DCU GS official vs WB   |
| 10/19/2023 | 232400280    | A       | 72.71     | 10 E 800 331 253300 000 | SYMMETRY ENERGY SOLU | Customer ID 34642 District Gas Billing                                      |
| 10/19/2023 | 103788       | R       | 487.70    | 10 E 120 472 110000 000 | ULINE                | Storage Cabinet   |
| 10/19/2023 | 232400281    | A       | 1,348.05  | 10 E 800 360 222200 031 | WILS - WIS LIBRARY S | WSDLC   |
| 10/25/2023 | 103801       | R       | 225.55    | 10 E 400 450 126000 000 | AIRGAS USA LLC       | Physics for resale  |
| 10/25/2023 | 103802       | R       | 1,289.50  | 10 E 800 411 253000 000 | AQUA-PURE OF WISCONS | AQUACR GA/CWT-1103  |
| 10/25/2023 | 103803       | R       | 241.50    | 50 E 800 415 257220 174 | BAILEYS HARBOR FISH  | SMOKED SALMON   |
| 10/25/2023 | 103804       | R       | 300.00    | 10 E 800 943 162000 000 | BAY CONFERENCE       | GIRLS GOLF/SWIMMING TEAM DUES   |
| 10/25/2023 | 232400282    | A       | 54.27     | 10 E 800 411 253000 000 | BELSON CO            | TISSUE  |
| 10/25/2023 | 232400282    | A       | 1,215.75  | 10 E 800 411 253000 000 | BELSON CO            | TOWELS/TISSUE/LINERS  |
| 10/25/2023 | 103805       | R       | 1,498.00  | 10 E 800 480 221500 000 | BLOOMZ INC           | ESSENTIAL BLOOMZ COMMUNICATION SUITE  |
| 10/25/2023 | 103806       | R       | 1,344.13  | 21 E 400 310 163902 000 | BOB ROGERS TRAVEL    | NEW YORK TRIP PAYMENT   |
| 10/25/2023 | 232400283    | A       | 200.00    | 10 E 800 310 162000 000 | BOOMERANG MANAGEMENT | Boys Soccer Practice Field Rental   |
| 10/25/2023 | 103807       | R       | 20.00     | 10 E 800 310 162000 000 | BRILLION PUBLIC SCHO | 2022-2023 BRILLION GIRLS WRESTLING INVITE                                   |
| 10/25/2023 | 103808       | R       | 56.00     | 50 E 800 415 257220 174 | CLARIO FARMSTEAD PAS | PASTA   |
| 10/25/2023 | 103809       | R       | 362.88    | 50 E 800 415 257220 174 | COUNTRY OVENS LTD    | CHERRY JUICE  |
| 10/25/2023 | 103791       | R       | 16.00     | 98 L 000 000 811690 000 | CROSSROADS AT BIG CR | Employee Donations  |
| 10/25/2023 | 103791       | R       | 16.00     | 98 L 000 000 811690 000 | CROSSROADS AT BIG CR | Employee Donations  |
| 10/25/2023 | 103810       | R       | 720.00    | 10 E 800 411 239100 000 | DC FIRE CO LLC       | WELLNESS LUNCH & LEARN  |
| 10/25/2023 | 103811       | R       | 505.86    | 10 E 800 348 254500 000 | DOOR COUNTY TREASURE | SEPTEMBER 2023 FUEL CHARGES   |
| 10/25/2023 | 103811       | R       | 1,340.06  | 10 E 800 348 256510 000 | DOOR COUNTY TREASURE | SEPTEMBER 2023 FUEL CHARGES   |
| 10/25/2023 | 103812       | R       | 263.43    | 50 E 800 324 257220 000 | ECOLAB               | PEST CONTROL SERVICES   |
| 10/25/2023 | 103813       | R       | 16,847.45 | 10 E 800 324 254300 000 | ELAND ELECTRIC       | SCOREBOARD ELECTRICAL UPGRADE/LIGHT FOR FLAG                                |
| 10/25/2023 | 232400284    | A       | 7.00      | 50 E 800 415 257220 174 | EMERALD ACRES FARM L | FRESH PRODUCE   |
| 10/25/2023 | 232400285    | A       | 157.20    | 10 E 800 342 221300 000 | FERRY, LINDSAY       | 9/20/2023-9/22/2023 Travel to and from Luxemburg, WI to Wisconsin Dells, WI |
| 10/25/2023 | 232400285    | A       | 66.82     | 27 E 120 411 152001 347 | FERRY, LINDSAY       | 10/18/2023 Supplies for EC  |
| 10/25/2023 | 232400286    | A       | 434.77    | 10 E 800 432 222200 031 | FOLLETT CONTENT SOLU | Library Books-MS  |
| 10/25/2023 | 232400286    | A       | 350.67    | 10 E 800 432 222200 031 | FOLLETT CONTENT SOLU | Library Books-HS  |
| 10/25/2023 | 232400287    | A       | 219.43    | 10 E 800 342 264400 000 | GORDON, KIM          | 10/15/2023-10/17/2023 Mileage - Skyward Conference in WI Dells              |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT    | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION   |
|------------|--------------|---------|-----------|-------------------------|----------------------|---|
| 10/25/2023 | 103792       | R       | 250.82    | 98 L 000 000 811680 000 | GURSTEL LAW FIRM PC  | Case No. 12-CV-224; File #802986  |
| 10/25/2023 | 103814       | R       | 299.00    | 10 E 120 411 125000 000 | HAL LEONARD CORP     | Online digital music curriculum K-5   |
| 10/25/2023 | 232400288    | A       | 16.76     | 10 E 800 342 162000 000 | HOLTZ, JACOB         | 10/24/2023 End of season football conference meeting                        |
| 10/25/2023 | 232400288    | A       | 56.99     | 10 E 800 342 162000 000 | HOLTZ, JACOB         | 10/24/2023 End of season football conference meeting                        |
| 10/25/2023 | 232400289    | A       | 12.95     | 10 E 400 411 125500 000 | INSTRUMENTAL MUSIC C | Spoons  |
| 10/25/2023 | 232400290    | A       | 255.00    | 10 E 400 411 125500 000 | J W PEPPER & SON INC | jazz music  |
| 10/25/2023 | 232400290    | A       | 87.99     | 10 E 400 411 125500 000 | J W PEPPER & SON INC | Winter Concert  |
| 10/25/2023 | 103815       | R       | 599.00    | 10 E 800 310 162000 000 | KNAPP, MATTHEW       | 2023 BOYS SOCCER HOME GAMES MANAGER SERVICES                                |
| 10/25/2023 | 232400291    | A       | 231.87    | 10 E 800 342 264400 000 | LALUZERNE, ASHLEY    | 10/15/2023-10/17/2023 Mileage/Meals - Skyward Conference in Wisconsin Dells |
| 10/25/2023 | 232400291    | A       | 84.70     | 10 E 800 342 264400 000 | LALUZERNE, ASHLEY    | 10/15/2023-10/17/2023 Mileage/Meals - Skyward Conference in Wisconsin Dells |
| 10/25/2023 | 103816       | R       | 909.56    | 10 E 800 480 221200 000 | LEARNING WITHOUT TEA | Integrated Digital Teaching Tool - Grades K-1                               |
| 10/25/2023 | 232400292    | A       | 129.40    | 10 E 800 310 162000 000 | LEITERMAN, ANDY      | Center official vs Kewaunee regional game at SB                             |
| 10/25/2023 | 232400293    | A       | 100.00    | 27 E 800 949 159100 341 | LOPEZ, ERIKA         | 10/23/2023 Special Ed License   |
| 10/25/2023 | 232400294    | A       | 29.59     | 10 E 120 411 110000 000 | MAAS, CHRISTINE      | 10/11/2023 Popcorn bags for conferences                                     |
| 10/25/2023 | 103793       | R       | 4,226.31  | 98 L 000 000 811634 000 | MADISON NATIONAL LIF | Acct. - 101213300000000 - Group Life  |
| 10/25/2023 | 103794       | R       | 2,750.63  | 98 L 000 000 811635 000 | MADISON NATIONAL LIF | Acct. 101213300000000 - LTD & STD Insurance                                 |
| 10/25/2023 | 103794       | R       | 1,357.04  | 98 L 000 000 811639 000 | MADISON NATIONAL LIF | Acct. 101213300000000 - LTD & STD Insurance                                 |
| 10/25/2023 | 103795       | S       | 468.70    | 98 L 000 000 811637 000 | MADISON NATIONAL LIF | Acct. 101213300000000 - Voluntary Life - 24 Pay                             |
| 10/25/2023 | 103796       | R       | 949.68    | 98 L 000 000 811637 000 | MADISON NATIONAL LIF | Acct 101213300000000 - Voluntary Life - 18 Pay                              |
| 10/25/2023 | 103817       | R       | 253.91    | 10 E 400 411 136360 000 | MC MASTER-CARR SUPPL | Classroom Materials   |
| 10/25/2023 | 103817       | R       | 103.21    | 10 E 400 411 136360 000 | MC MASTER-CARR SUPPL | Classroom Supplies-Bandsaw Blades   |
| 10/25/2023 | 232400295    | A       | 24.52     | 10 E 800 411 162000 000 | MEDCO SUPPLY COMPANY | Athletic Trainer Supplies   |
| 10/25/2023 | 232400295    | A       | 1,065.19  | 10 E 800 411 162000 000 | MEDCO SUPPLY COMPANY | Athletic Trainer Supplies   |
| 10/25/2023 | 232400295    | A       | 41.80     | 10 E 800 411 162000 000 | MEDCO SUPPLY COMPANY | Athletic Trainer Supplies   |
| 10/25/2023 | 103818       | R       | 87,017.00 | 10 E 800 551 253000 000 | PATRIOT FORD OF STUR | Two Chrysler Pacificas  |
| 10/25/2023 | 103819       | R       | 134.09    | 10 E 800 351 239000 000 | PENINSULA PULSE      | SEPTEMBER LEGAL NOTICES   |
| 10/25/2023 | 103820       | R       | 240.00    | 50 E 800 415 257220 549 | PINKY PROMISE COFFEE | COFFEE  |
| 10/25/2023 | 232400296    | A       | 40.00     | 10 E 400 411 125400 000 | RANKIN, MICHELE      | HS CHOIR THANK YOU CARDS  |
| 10/25/2023 | 103821       | R       | 230.71    | 50 E 800 415 257220 174 | ROSEWOOD DAIRY INC   | CHEESE CURDS/WHIPS  |
| 10/25/2023 | 103797       | R       | 402.00    | 98 L 000 000 811660 000 | SB LUNCH PROGRAM     | Payroll accrual   |
| 10/25/2023 | 232400297    | A       | 18,206.18 | 10 E 800 336 253300 000 | STURGEON BAY UTILITI | SEPTEMBER 2023 UTILITY BILL   |
| 10/25/2023 | 232400297    | A       | 1,969.08  | 10 E 800 337 253300 000 | STURGEON BAY UTILITI | SEPTEMBER 2023 UTILITY BILL   |
| 10/25/2023 | 232400297    | A       | 855.90    | 10 E 800 338 253300 000 | STURGEON BAY UTILITI | SEPTEMBER 2023 UTILITY BILL   |
| 10/25/2023 | 232400297    | A       | 227.02    | 10 E 800 339 253300 000 | STURGEON BAY UTILITI | SEPTEMBER 2023 UTILITY BILL   |
| 10/25/2023 | 103822       | R       | 500.00    | 80 E 800 411 232201 000 | STURGEON BAY YACHT C | DEPOSIT ROCK THE DOCK 2023  |
| 10/25/2023 | 232400298    | A       | 357.00    | 10 E 800 943 162000 000 | SCHOOL DISTRICT OF S | CROSS COUNTRY CONF MEET FEES  |
| 10/25/2023 | 232400299    | A       | 33.25     | 27 E 800 411 223300 341 | STAPLES ADVANTAGE    | supplies  |



| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT   | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION                                   |
|------------|--------------|---------|----------|-------------------------|----------------------|---|
| 10/25/2023 | 232400299    | A       | 236.51   | 10 E 200 411 241000 000 | STAPLES ADVANTAGE    | MS office Supplies                                    |
| 10/25/2023 | 103823       | R       | 161.04   | 10 E 800 324 253000 000 | STERICYCLE           | DOCUMENT DESTRUCTION SERVICES<br>CUSTOMER #1000893652 |
| 10/25/2023 | 103798       | R       | 1,599.60 | 98 L 000 000 811647 000 | SUPERIOR VISION INSU | Policy # 03928901 - Vision -<br>November              |
| 10/25/2023 | 232400300    | A       | 60.00    | 10 E 800 310 162000 000 | THILLMAN, PETER      | AR official vs Kewaunee<br>regional game at SB        |
| 10/25/2023 | 103824       | R       | 114.40   | 10 E 800 353 263300 000 | UNITED PARCEL SERVIC | Shipper #586902 Monthly<br>Parcel Service             |
| 10/25/2023 | 103799       | R       | 253.00   | 98 L 000 000 811690 000 | UNITED WAY           | Employee Donations                                    |
| 10/25/2023 | 103799       | R       | 253.00   | 98 L 000 000 811690 000 | UNITED WAY           | Employee Donations                                    |
| 10/25/2023 | 103825       | R       | 14.95    | 10 E 200 411 126000 000 | WARDS NATURAL SCIENC | 7th grade science                                     |
| 10/25/2023 | 103826       | R       | 411.15   | 50 E 800 415 257220 174 | WASEDA FARMS COUNTRY | WHOLESALE EGG CASE FLATS                              |
| 10/25/2023 | 232400301    | A       | 60.00    | 10 E 800 310 162000 000 | WAZNY, CHRISTOPHER   | AR official vs Kewaunee<br>regional game at SB        |
| 10/25/2023 | 103827       | R       | 60.00    | 21 E 800 310 161926 000 | WEMTA                | Battle of the Books                                   |
| 10/25/2023 | 232400302    | A       | 48.18    | 10 E 800 310 162000 000 | WISC INTERSCHOLASTIC | 2023 BOYS REGIONAL SOCCER                             |
| 10/25/2023 | 232400302    | A       | 497.12   | 10 E 800 310 162000 000 | WISC INTERSCHOLASTIC | 2023 GIRLS REGIONAL<br>VOLLEYBALL                     |
| 10/25/2023 | 232400302    | A       | 515.96   | 10 E 800 310 162000 000 | WISC INTERSCHOLASTIC | 2023 BOYS REGIONAL SOCCER                             |
| 10/25/2023 | 103800       | R       | 553.29   | 98 L 000 000 811680 000 | WISCTF               | Remittance IDs - 538753 -<br>555787 - 429469          |
| 10/25/2023 | 232400303    | A       | 4,611.87 | 10 E 800 354 258000 000 | WISCONSIN DOCUMENT I | Acct #GB3909 - Contract<br>#3239-02                   |
| 10/02/2023 | 202300211    | W       | 935.88   | 50 E 800 415 257250 000 | PEPSI-COLA OF GREEN  | HS VENDING  |
| 10/06/2023 | 202300521    | W       | 370.87   | 10 E 800 324 253000 000 | AIRGAS USA LLC       | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300485    | W       | 15.81    | 10 E 800 310 171000 000 | AMAZON.COM           | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300485    | W       | 30.60    | 10 E 800 411 221300 000 | AMAZON.COM           | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300527    | W       | 138.97   | 10 E 800 411 221200 000 | BLUEFRONT CAFE       | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300531    | W       | 195.00   | 27 E 800 310 218100 341 | CESA 1               | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300498    | W       | 33.78    | 21 E 200 411 161939 000 | COBORN'S INCORPORATE | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300498    | W       | 20.66    | 21 E 200 411 161939 000 | COBORN'S INCORPORATE | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300481    | W       | 227.13   | 50 E 800 415 257250 000 | COSTCO WHOLESALE     | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300481    | W       | 217.28   | 50 E 800 415 257250 000 | COSTCO WHOLESALE     | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300511    | W       | 144.18   | 10 E 200 411 241000 000 | DOOR COUNTY COFFEE & | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300502    | W       | 12.50    | 21 E 400 411 161923 000 | THE DOLLAR TREE      | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300502    | W       | 16.25    | 10 E 400 411 135200 000 | THE DOLLAR TREE      | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300500    | W       | 100.00   | 27 E 800 949 159100 341 | DPI-TEACHER LICENSIN | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300519    | W       | 72.47    | 10 E 400 470 127000 000 | EBAY                 | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300519    | W       | 25.44    | 10 E 400 470 127000 000 | EBAY                 | Credit Card Payment AP<br>Invoice.                    |
| 10/06/2023 | 202300519    | W       | -250.00  | 10 E 800 411 162000 000 | EBAY                 | Credit Card Payment AP                                |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT   | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION  |
|------------|--------------|---------|----------|-------------------------|----------------------|--|
| 10/06/2023 | 202300523    | W       | 259.95   | 10 E 800 411 162000 000 | EBAY                 | Invoice.<br>Spare Daktronics LED Panel for athletic department |
| 10/06/2023 | 202300525    | W       | 69.00    | 10 E 200 449 136000 000 | EBAY                 | MS Tech Repair Part  |
| 10/06/2023 | 202300526    | W       | 64.00    | 10 E 800 411 221200 000 | GET REAL CAFE        | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300526    | W       | 77.00    | 10 E 800 411 221200 000 | GET REAL CAFE        | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300524    | W       | 2,446.06 | 10 E 800 339 253300 000 | GFL ENVIRONMENTAL    | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300529    | W       | 520.23   | 10 E 800 342 221300 000 | GLACIER CANYON LODGE | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300529    | W       | 212.16   | 10 E 800 342 221300 000 | GLACIER CANYON LODGE | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300496    | W       | 1,169.09 | 10 E 800 411 253000 000 | GOKEYLESS            | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300503    | W       | 35.00    | 10 E 400 411 125400 000 | GRACENOTES LLC       | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300517    | W       | 90.41    | 10 E 400 411 143000 000 | GYM CLOSET INC       | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300528    | W       | 560.00   | 10 E 800 351 239000 000 | INDEED, INC.         | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300488    | W       | 159.70   | 10 E 800 411 231000 000 | JIMMY JOHN'S         | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300488    | W       | 10.49    | 10 E 800 411 221200 000 | JIMMY JOHN'S         | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300488    | W       | 52.33    | 10 E 140 411 241000 000 | JIMMY JOHN'S         | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300507    | W       | 173.00   | 21 E 400 411 135300 000 | JOHNNY'S SELECTED SE | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300486    | W       | 44.99    | 10 E 800 432 222200 031 | JOSTENS REMIT        | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300486    | W       | 164.99   | 10 E 800 432 222200 031 | JOSTENS REMIT        | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300490    | W       | 139.00   | 10 E 800 342 264400 000 | KALAHARI RESORT      | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300490    | W       | -143.62  | 10 E 800 342 221300 000 | KALAHARI RESORT      | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300495    | W       | 12.00    | 10 E 800 411 253000 000 | KWIK TRIP            | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300495    | W       | 144.74   | 21 E 400 411 162121 000 | KWIK TRIP            | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300495    | W       | 76.34    | 10 E 800 348 254500 000 | KWIK TRIP            | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300513    | W       | 544.69   | 10 E 400 310 221300 000 | MARCIA BRENNER & ASS | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300513    | W       | 544.69   | 10 E 400 310 221300 000 | MARCIA BRENNER & ASS | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300516    | W       | 80.30    | 10 E 400 411 136000 000 | MENARDS              | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300516    | W       | 79.98    | 10 E 400 450 136431 000 | MENARDS              | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300516    | W       | 249.97   | 21 E 400 411 161924 000 | MENARDS              | Credit Card Payment AP Invoice.                                |
| 10/06/2023 | 202300516    | W       | 200.00   | 10 E 200 414 120000 000 | MENARDS              | Credit Card Payment AP Invoice.                                |

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|------------|--------------|---------|----------|-------------------------|----------------------|---------------------------------|
| 10/06/2023 | 202300516    | W       | 550.00   | 10 E 400 411 136000 000 | MENARDS              | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300516    | W       | 2,543.38 | 21 E 400 411 161924 000 | MENARDS              | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300487    | W       | 9.95     | 10 E 800 355 263300 000 | METROFAX             | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300505    | W       | 90.00    | 10 E 140 310 221300 000 | NAEA MEMBER SERVICES | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300505    | W       | 210.00   | 10 E 400 310 221300 000 | NAEA MEMBER SERVICES | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300512    | W       | 385.00   | 10 E 800 943 120000 000 | NASC/NASSP           | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300508    | W       | 157.00   | 10 E 120 411 124000 000 | NATIONAL COUNCIL OF  | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300509    | W       | 24.99    | 10 E 800 411 122115 141 | NCS PEARSON INC      | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300509    | W       | 59.40    | 27 E 800 411 215200 341 | NCS PEARSON INC      | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300493    | W       | 309.97   | 10 E 800 411 253000 000 | NEW PIG              | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300510    | W       | 462.00   | 10 E 200 411 241000 000 | PACK & SHIP PLUS     | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300499    | W       | 743.37   | 27 E 800 411 158100 341 | PHONAK LLC           | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300520    | W       | 36.50    | 10 E 400 449 136431 000 | SAWSTOP, LLC         | Shop Supplies                   |
| 10/06/2023 | 202300501    | W       | -4.15    | 27 E 800 411 223300 341 | SCATURO'S BAKING COM | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300501    | W       | 87.93    | 27 E 800 411 223300 341 | SCATURO'S BAKING COM | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300532    | W       | 180.00   | 10 E 140 411 241000 000 | SCRIPPS NATIONAL SPE | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300489    | W       | 83.22    | 10 E 800 411 231000 000 | SONNY'S PIZZERIA LLC | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300489    | W       | 110.90   | 10 E 800 342 221300 000 | SONNY'S PIZZERIA LLC | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300489    | W       | 70.28    | 10 E 800 411 221200 000 | SONNY'S PIZZERIA LLC | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300497    | W       | 59.97    | 21 E 200 411 161939 000 | TARGET               | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300497    | W       | 49.97    | 10 E 120 472 110000 000 | TARGET               | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300504    | W       | -58.08   | 21 E 400 411 162121 000 | TEMU                 | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300504    | W       | 58.72    | 21 E 400 411 162121 000 | TEMU                 | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300494    | W       | 896.20   | 10 E 800 411 253000 000 | ULINE                | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300484    | W       | 13.70    | 10 E 800 310 171000 000 | US BANK              | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300484    | W       | 31.65    | 10 E 800 480 222200 031 | US BANK              | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300484    | W       | 97.52    | 10 E 800 342 264400 000 | US BANK              | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300484    | W       | 33.48    | 10 E 400 411 126000 000 | US BANK              | Credit Card Payment AP Invoice. |
| 10/06/2023 | 202300484    | W       | 82.71    | 21 E 400 411 162121 000 | US BANK              | Credit Card Payment AP          |

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|------------|--------------|---------|----------|-------------------------|-------------|------------------------------------|
| 10/06/2023 | 202300484    | W       | 56.05    | 10 E 120 411 124000 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 40.50    | 21 E 140 411 164900 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 2,023.37 | 10 E 400 449 121000 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 226.23   | 21 E 400 411 162121 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 179.55   | 21 E 400 342 162121 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 179.55   | 21 E 400 342 162121 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 179.55   | 21 E 400 342 162121 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 179.55   | 21 E 400 342 162121 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 179.55   | 21 E 400 342 162121 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 3,270.00 | 10 E 800 480 221500 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 157.63   | 10 E 800 310 264400 000 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 17.07    | 27 E 800 310 218100 341 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300484    | W       | 40.99    | 27 E 800 342 264400 341 | US BANK     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300514    | W       | 1,777.50 | 10 E 800 355 263300 000 | US CELLULAR | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300530    | W       | 297.00   | 27 E 800 310 158100 341 | VISME       | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 198.57   | 10 E 800 439 222200 031 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 4.12     | 27 E 800 411 223300 341 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 10.98    | 21 E 400 411 163902 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 9.22     | 10 E 400 411 241000 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 17.94    | 21 E 400 411 166324 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 23.94    | 10 E 800 342 221300 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 12.71    | 10 E 120 411 241000 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 105.45   | 10 E 140 411 121000 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 123.90   | 10 E 120 472 110000 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 10.44    | 10 E 140 411 121000 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 116.10   | 10 E 400 411 241000 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 12.97    | 10 E 400 450 136431 000 | WALMART     | Invoice.<br>Credit Card Payment AP |
| 10/06/2023 | 202300482    | W       | 110.37   | 21 E 400 411 161923 000 | WALMART     | Invoice.<br>Credit Card Payment AP |

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|------------|--------------|---------|----------|-------------------------|----------------------|--|
| 10/06/2023 | 202300482    | W       | 27.94    | 10 E 800 411 162000 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | -29.15   | 10 E 800 411 162000 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 81.82    | 10 E 400 411 135200 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 29.15    | 10 E 800 411 162000 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 31.96    | 21 E 140 411 164900 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 373.68   | 21 E 140 411 164900 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 49.74    | 21 E 140 411 164900 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 51.88    | 10 E 800 411 122115 141 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 19.15    | 10 E 200 411 126000 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 36.19    | 10 E 200 411 126000 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 48.54    | 10 E 120 472 110000 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 154.63   | 27 E 800 411 158100 341 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 154.60   | 10 E 120 411 122000 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300482    | W       | 73.06    | 10 E 800 411 221200 000 | WALMART              | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300518    | W       | 5.99     | 10 E 120 411 143000 000 | WALMART              | Soccer Goals for Physical Education              |
| 10/06/2023 | 202300518    | W       | 60.00    | 21 E 100 411 164900 000 | WALMART              | Soccer Goals for Physical Education              |
| 10/06/2023 | 202300491    | W       | 310.00   | 10 E 800 310 264400 000 | WASBO FOUNDATION     | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300492    | W       | 899.00   | 10 E 800 449 253000 000 | THE WEBSTAURANT STOR | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300492    | W       | 789.00   | 10 E 800 449 253000 000 | THE WEBSTAURANT STOR | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300522    | W       | 367.20   | 10 E 400 450 126000 000 | WESTCOTT             | Westcott Compass Protractors                     |
| 10/06/2023 | 202300506    | W       | 145.00   | 10 E 140 310 221300 000 | WISCONSIN ART EDUCAT | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300515    | W       | 90.00    | 10 E 400 310 221300 000 | WMEA                 | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300515    | W       | 90.00    | 10 E 200 310 221300 000 | WMEA                 | Invoice.<br>Credit Card Payment AP               |
| 10/06/2023 | 202300483    | W       | 60.00    | 10 E 800 943 162000 000 | WWW.MATHCOUNTS.ORG   | Invoice.<br>Credit Card Payment AP               |
| 10/11/2023 | 202300259    | W       | 524.87   | 98 L 000 000 811675 000 | WEA MEMBER BENEFITS  | TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11 |
| 10/11/2023 | 202300257    | W       | 66.27    | 98 L 000 000 811640 000 | WEA TRUST ADVANTAGE  | WEA Auto Insurance                               |
| 10/11/2023 | 202300257    | W       | 55.73    | 98 L 000 000 811641 000 | WEA TRUST ADVANTAGE  | WEA Home Owner's Ins                             |
| 10/11/2023 | 202300257    | W       | 935.00   | 98 L 000 000 811642 000 | WEA TRUST ADVANTAGE  | WEA Roth IRA                                     |
| 10/11/2023 | 202300257    | W       | 15.96    | 98 L 000 000 811643 000 | WEA TRUST ADVANTAGE  | WEA Umbrella Ins                                 |
| 10/11/2023 | 202300257    | W       | 3,089.50 | 98 L 000 000 811642 000 | WEA TRUST ADVANTAGE  | WEA Roth TSA                                     |
| 10/11/2023 | 202300257    | W       | 3,428.33 | 98 L 000 000 811676 000 | WEA TRUST ADVANTAGE  | WEA Tax Sheltered Annuity                        |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT   | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION                        |
|------------|--------------|---------|----------|-------------------------|----------------------|--|
| 10/11/2023 | 202300258    | W       | 270.00   | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Employee Contributions      |
| 10/11/2023 | 202300258    | W       | 139.29   | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Employee Contributions      |
| 10/11/2023 | 202300258    | W       | 300.00   | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Roth Employee Contributions |
| 10/16/2023 | 202300469    | W       | 315.42   | 50 E 800 415 257250 000 | PEPSI-COLA OF GREEN  | HS VENDING                                 |
| 10/17/2023 | 202300470    | W       | 313.41   | 10 E 800 331 253300 000 | WISCONSIN PUBLIC SER | Acct #0401972111-00007 District Gas        |
| 10/23/2023 | 202300537    | W       | 216.95   | 50 E 800 415 257220 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 14.99    | 10 E 800 411 253000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 89.94    | 10 E 800 411 253000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 168.09   | 10 E 800 411 253000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 140.44   | 10 E 800 411 253000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 1,158.40 | 10 E 800 449 253000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 6.98     | 10 E 400 470 127000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 5.28     | 10 E 400 470 127000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 5.97     | 10 E 400 470 127000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 6.99     | 10 E 400 470 127000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 5.28     | 10 E 400 470 127000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 6.98     | 10 E 400 470 127000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 11.94    | 10 E 400 470 127000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 5.27     | 10 E 400 470 127000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 6.98     | 10 E 400 470 127000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 166.94   | 10 E 800 411 253000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 145.28   | 10 E 800 480 295000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | -12.28   | 10 E 200 411 241000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 28.76    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 26.96    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 27.18    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 35.77    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 90.00    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 42.03    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 25.30    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 39.11    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | -4.12    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | -2.53    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | -5.04    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | -1.44    | 21 E 400 411 162121 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | -5.55    | 21 E 400 411 162121 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 25.78    | 50 E 800 415 257220 549 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 23.12    | 50 E 800 415 257220 549 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 36.80    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 128.69   | 27 E 800 411 158100 341 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 14.09    | 27 E 800 411 158100 341 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 56.88    | 27 E 800 411 158100 341 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 40.43    | 50 E 800 415 257220 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 15.15    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 11.29    | 50 E 800 415 257220 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 99.36    | 50 E 800 415 257250 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 16.99    | 50 E 800 415 257250 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 16.88    | 50 E 800 411 257000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 43.98    | 10 E 200 411 121000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 45.99    | 27 E 800 411 158100 341 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 189.95   | 27 E 800 411 158100 341 | AMAZON.COM           | Amazon Payment AP Invoice.                 |
| 10/23/2023 | 202300537    | W       | 20.98    | 10 E 400 411 241000 000 | AMAZON.COM           | Amazon Payment AP Invoice.                 |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER          | VENDOR     | INVOICE DESCRIPTION        |
|------------|--------------|---------|--------|-------------------------|------------|----------------------------|
| 10/23/2023 | 202300537    | W       | 24.99  | 50 E 800 415 257220 000 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 149.94 | 50 E 800 415 257220 000 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 177.70 | 21 E 400 411 135300 000 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 22.94  | 21 E 400 411 135300 000 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 103.98 | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 18.01  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 14.14  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 18.58  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 15.95  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 13.01  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 1.93   | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 12.33  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 26.19  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 9.24   | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 9.05   | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 24.10  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 9.39   | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 31.41  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 25.11  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 14.96  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 79.07  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 22.55  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 16.80  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 12.77  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 14.19  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 6.30   | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 35.04  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 21.29  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 27.13  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 10.02  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 5.50   | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 52.74  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 18.02  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 8.99   | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 26.84  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 10.97  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 16.11  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 13.52  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 9.01   | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 33.61  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 14.32  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 15.64  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 10.01  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 299.70 | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 18.01  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 16.02  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 33.01  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 12.00  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 9.00   | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 23.24  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 16.83  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 20.49  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 15.18  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 34.41  | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 23.98  | 10 E 800 449 253000 000 | AMAZON.COM | Amazon Payment AP Invoice. |
| 10/23/2023 | 202300537    | W       | 559.80 | 10 E 800 480 295000 000 | AMAZON.COM | Amazon Payment AP Invoice. |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER          | VENDOR     | INVOICE DESCRIPTION                                     |
|------------|--------------|---------|--------|-------------------------|------------|---|
| 10/23/2023 | 202300537    | W       | 341.55 | 10 E 800 480 295000 000 | AMAZON.COM | Amazon Payment AP Invoice.                              |
| 10/23/2023 | 202300537    | W       | 528.41 | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice.                              |
| 10/23/2023 | 202300537    | W       | -80.00 | 27 E 800 411 158100 341 | AMAZON.COM | Amazon Payment AP Invoice.                              |
| 10/23/2023 | 202300538    | W       | 44.85  | 10 E 140 411 113000 000 | AMAZON.COM | classroom supplies                                      |
| 10/23/2023 | 202300539    | W       | 28.88  | 10 E 140 411 113000 000 | AMAZON.COM | classroom supplies                                      |
| 10/23/2023 | 202300540    | W       | 11.03  | 10 E 140 411 113000 000 | AMAZON.COM | classroom supplies                                      |
| 10/23/2023 | 202300541    | W       | 31.21  | 10 E 120 411 124000 000 | AMAZON.COM | Supplies  |
| 10/23/2023 | 202300542    | W       | 47.32  | 10 E 120 411 124000 000 | AMAZON.COM | Supplies  |
| 10/23/2023 | 202300543    | W       | 20.53  | 10 E 120 411 124000 000 | AMAZON.COM | Supplies  |
| 10/23/2023 | 202300544    | W       | 27.79  | 10 E 120 411 124000 000 | AMAZON.COM | Supplies  |
| 10/23/2023 | 202300545    | W       | 8.17   | 10 E 120 411 124000 000 | AMAZON.COM | Supplies  |
| 10/23/2023 | 202300546    | W       | 56.11  | 10 E 120 411 124000 000 | AMAZON.COM | Supplies  |
| 10/23/2023 | 202300547    | W       | 17.56  | 10 E 120 411 124000 000 | AMAZON.COM | Supplies  |
| 10/23/2023 | 202300548    | W       | 10.90  | 10 E 120 411 112000 000 | AMAZON.COM | Hooks, rings, etc                                       |
| 10/23/2023 | 202300549    | W       | 14.07  | 10 E 120 411 112000 000 | AMAZON.COM | Hooks, rings, etc                                       |
| 10/23/2023 | 202300550    | W       | 103.66 | 10 E 200 411 124500 000 | AMAZON.COM | math supplies for my classroom                          |
| 10/23/2023 | 202300551    | W       | 42.98  | 10 E 400 411 222200 000 | AMAZON.COM | Library supplies  |
| 10/23/2023 | 202300552    | W       | 35.98  | 10 E 400 411 222200 000 | AMAZON.COM | Library supplies  |
| 10/23/2023 | 202300553    | W       | 19.98  | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300554    | W       | 16.45  | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300555    | W       | 16.99  | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300556    | W       | 73.91  | 10 E 120 411 122900 000 | AMAZON.COM | Coaching Supplies for data dig/ STAR student incentives |
| 10/23/2023 | 202300557    | W       | 24.45  | 10 E 120 411 122900 000 | AMAZON.COM | Coaching Supplies for data dig/ STAR student incentives |
| 10/23/2023 | 202300558    | W       | 22.21  | 10 E 120 411 122900 000 | AMAZON.COM | Coaching Supplies for data dig/ STAR student incentives |
| 10/23/2023 | 202300559    | W       | 6.04   | 10 E 120 411 122900 000 | AMAZON.COM | Coaching Supplies for data dig/ STAR student incentives |
| 10/23/2023 | 202300560    | W       | 51.14  | 10 E 120 411 124000 000 | AMAZON.COM | supplies  |
| 10/23/2023 | 202300561    | W       | 12.59  | 21 E 200 411 161931 000 | AMAZON.COM | Allied Arts Items                                       |
| 10/23/2023 | 202300562    | W       | 4.99   | 21 E 200 411 161931 000 | AMAZON.COM | Allied Arts Items                                       |
| 10/23/2023 | 202300563    | W       | 11.99  | 21 E 200 411 161931 000 | AMAZON.COM | Allied Arts Items                                       |
| 10/23/2023 | 202300564    | W       | 9.59   | 21 E 200 411 161931 000 | AMAZON.COM | Allied Arts Items                                       |
| 10/23/2023 | 202300565    | W       | 9.99   | 21 E 200 411 161931 000 | AMAZON.COM | Allied Arts Items                                       |
| 10/23/2023 | 202300566    | W       | 4.95   | 21 E 200 411 161931 000 | AMAZON.COM | Allied Arts Items                                       |
| 10/23/2023 | 202300567    | W       | 5.89   | 21 E 200 411 161931 000 | AMAZON.COM | Allied Arts Items                                       |
| 10/23/2023 | 202300568    | W       | 9.34   | 10 E 100 411 222200 000 | AMAZON.COM | Library Supplies  |
| 10/23/2023 | 202300569    | W       | 31.61  | 10 E 100 411 222200 000 | AMAZON.COM | Library Supplies  |
| 10/23/2023 | 202300570    | W       | 9.35   | 10 E 200 449 136000 000 | AMAZON.COM | MS Tech   |
| 10/23/2023 | 202300570    | W       | 8.64   | 10 E 200 450 136000 000 | AMAZON.COM | MS Tech   |
| 10/23/2023 | 202300571    | W       | 3.63   | 10 E 200 449 136000 000 | AMAZON.COM | MS Tech   |
| 10/23/2023 | 202300571    | W       | 3.36   | 10 E 200 450 136000 000 | AMAZON.COM | MS Tech   |
| 10/23/2023 | 202300572    | W       | 6.48   | 10 E 200 449 136000 000 | AMAZON.COM | MS Tech   |
| 10/23/2023 | 202300572    | W       | 6.00   | 10 E 200 450 136000 000 | AMAZON.COM | MS Tech   |
| 10/23/2023 | 202300573    | W       | 72.18  | 10 E 200 411 241000 000 | AMAZON.COM | Volleyball nets for playground                          |
| 10/23/2023 | 202300574    | W       | 14.39  | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300575    | W       | 16.99  | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300576    | W       | 16.19  | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300577    | W       | 19.88  | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300578    | W       | 5.96   | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300579    | W       | 5.50   | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300580    | W       | 28.22  | 10 E 800 432 222200 031 | AMAZON.COM | Library Books   |
| 10/23/2023 | 202300581    | W       | 18.73  | 10 E 400 411 222200 000 | AMAZON.COM | Library Supplies  |



| CHECK<br>DATE | CHECK CHE |     | ACCOUNT |                         |  |  | VENDOR     | INVOICE  |
|---------------|-----------|-----|---------|-------------------------|--|--|------------|--|
|               | NUMBER    | TYP | AMOUNT  | NUMBER                  |  |  |            | DESCRIPTION  |
| 10/23/2023    | 202300582 | W   | 69.99   | 10 E 400 411 222200 000 |  |  | AMAZON.COM | Library Supplies   |
| 10/23/2023    | 202300583 | W   | 8.99    | 10 E 400 411 136431 000 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300583 | W   | 6.00    | 10 E 400 450 136431 000 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300584 | W   | 11.39   | 10 E 400 411 136431 000 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300584 | W   | 7.60    | 10 E 400 450 136431 000 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300585 | W   | 22.79   | 10 E 400 411 136431 000 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300585 | W   | 15.19   | 10 E 400 450 136431 000 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300586 | W   | 20.39   | 10 E 400 411 136431 000 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300586 | W   | 13.59   | 10 E 400 450 136431 000 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300587 | W   | 69.99   | 10 E 200 449 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300588 | W   | 56.04   | 21 E 140 411 164910 000 |  |  | AMAZON.COM | popcorn SR Clubs   |
| 10/23/2023    | 202300589 | W   | 34.14   | 21 E 140 411 164910 000 |  |  | AMAZON.COM | popcorn SR Clubs   |
| 10/23/2023    | 202300590 | W   | 15.82   | 27 E 800 411 218100 341 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300591 | W   | 13.99   | 27 E 800 411 218100 341 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300592 | W   | 2.44    | 27 E 800 411 218100 341 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300593 | W   | 11.33   | 27 E 800 411 218100 341 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300594 | W   | 11.50   | 27 E 800 411 218100 341 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300595 | W   | 598.00  | 10 E 200 449 241000 000 |  |  | AMAZON.COM | 2 Mic and 2 REceivers  |
| 10/23/2023    | 202300596 | W   | 7.60    | 10 E 140 411 213000 000 |  |  | AMAZON.COM | Office Supplies  |
| 10/23/2023    | 202300597 | W   | 14.25   | 10 E 140 411 213000 000 |  |  | AMAZON.COM | Office Supplies  |
| 10/23/2023    | 202300598 | W   | 15.99   | 10 E 140 411 213000 000 |  |  | AMAZON.COM | Office Supplies  |
| 10/23/2023    | 202300599 | W   | 55.54   | 21 E 400 411 162121 000 |  |  | AMAZON.COM | iPad stand and Cover   |
| 10/23/2023    | 202300600 | W   | 27.99   | 21 E 400 411 162121 000 |  |  | AMAZON.COM | iPad stand and Cover   |
| 10/23/2023    | 202300601 | W   | 49.90   | 10 E 400 411 136000 000 |  |  | AMAZON.COM | Classroom Supplies   |
| 10/23/2023    | 202300602 | W   | 36.95   | 10 E 140 411 110000 000 |  |  | AMAZON.COM | 2023-24 PBIS Materials<br>(family/community engagement)            |
| 10/23/2023    | 202300603 | W   | 18.59   | 10 E 200 449 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300603 | W   | 11.40   | 10 E 200 450 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300604 | W   | 26.28   | 10 E 200 449 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300604 | W   | 16.10   | 10 E 200 450 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300605 | W   | 13.67   | 10 E 200 449 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300605 | W   | 8.37    | 10 E 200 450 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300606 | W   | 32.17   | 10 E 200 449 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300606 | W   | 19.72   | 10 E 200 450 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300607 | W   | 12.30   | 10 E 200 449 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300607 | W   | 7.54    | 10 E 200 450 136000 000 |  |  | AMAZON.COM | MS Tech Ed   |
| 10/23/2023    | 202300608 | W   | 13.99   | 27 E 120 411 156602 341 |  |  | AMAZON.COM | Therapy supplies and materials                                     |
| 10/23/2023    | 202300609 | W   | 19.99   | 27 E 120 411 156602 341 |  |  | AMAZON.COM | Therapy supplies and materials                                     |
| 10/23/2023    | 202300610 | W   | 9.99    | 27 E 120 411 156602 341 |  |  | AMAZON.COM | Therapy supplies and materials                                     |
| 10/23/2023    | 202300611 | W   | 12.99   | 27 E 120 411 156602 341 |  |  | AMAZON.COM | Therapy supplies and materials                                     |
| 10/23/2023    | 202300612 | W   | 9.99    | 27 E 120 411 156602 341 |  |  | AMAZON.COM | Therapy supplies and materials                                     |
| 10/23/2023    | 202300613 | W   | 167.67  | 21 E 140 411 164900 000 |  |  | AMAZON.COM | Picture Books for Classroom Libraries to Celebrate Heritage Months |
| 10/23/2023    | 202300614 | W   | 125.01  | 21 E 140 411 164900 000 |  |  | AMAZON.COM | Picture Books for Classroom Libraries to Celebrate Heritage Months |
| 10/23/2023    | 202300615 | W   | 122.31  | 21 E 140 411 164900 000 |  |  | AMAZON.COM | Picture Books for Classroom Libraries to Celebrate Heritage Months |
| 10/23/2023    | 202300616 | W   | 11.34   | 10 E 120 411 213000 000 |  |  | AMAZON.COM | Supplies   |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT | ACCOUNT NUMBER          | VENDOR     | INVOICE DESCRIPTION  |
|------------|--------------|---------|--------|-------------------------|------------|--|
| 10/23/2023 | 202300617    | W       | 10.64  | 10 E 120 411 213000 000 | AMAZON.COM | Supplies   |
| 10/23/2023 | 202300618    | W       | 19.09  | 10 E 120 411 213000 000 | AMAZON.COM | Supplies   |
| 10/23/2023 | 202300619    | W       | 5.14   | 10 E 120 411 213000 000 | AMAZON.COM | Supplies   |
| 10/23/2023 | 202300620    | W       | 17.91  | 10 E 120 411 213000 000 | AMAZON.COM | Supplies   |
| 10/23/2023 | 202300621    | W       | 205.99 | 10 E 140 411 126100 000 | AMAZON.COM | STEAM Storage  |
| 10/23/2023 | 202300622    | W       | 11.49  | 27 E 400 411 158110 341 | AMAZON.COM | Classroom supplies   |
| 10/23/2023 | 202300623    | W       | 17.88  | 27 E 400 411 158110 341 | AMAZON.COM | Classroom supplies   |
| 10/23/2023 | 202300624    | W       | 33.49  | 27 E 400 411 158110 341 | AMAZON.COM | Classroom supplies   |
| 10/23/2023 | 202300625    | W       | 285.60 | 10 E 200 411 122200 000 | AMAZON.COM | Books for PD with Reading Interventionists                     |
| 10/23/2023 | 202300626    | W       | 45.46  | 27 E 200 411 158113 341 | AMAZON.COM | Nice Cubes - anxiety relief fidget Fluorescent light coverings |
| 10/23/2023 | 202300627    | W       | 23.40  | 27 E 200 411 158113 341 | AMAZON.COM | Nice Cubes - anxiety relief fidget Fluorescent light coverings |
| 10/23/2023 | 202300628    | W       | 51.96  | 10 E 140 411 114000 000 | AMAZON.COM | Clickers for 4th grade teachers for teaching 95% group         |
| 10/23/2023 | 202300629    | W       | 13.68  | 10 E 140 411 115000 000 | AMAZON.COM | School PBIS Supplies   |
| 10/23/2023 | 202300630    | W       | 16.29  | 10 E 140 411 115000 000 | AMAZON.COM | School PBIS Supplies   |
| 10/23/2023 | 202300631    | W       | 40.94  | 10 E 400 411 121000 000 | AMAZON.COM | art supplies!  |
| 10/23/2023 | 202300632    | W       | 47.85  | 10 E 400 411 121000 000 | AMAZON.COM | art supplies!  |
| 10/23/2023 | 202300633    | W       | 42.34  | 10 E 400 411 121000 000 | AMAZON.COM | art supplies!  |
| 10/23/2023 | 202300634    | W       | 108.83 | 10 E 400 411 121000 000 | AMAZON.COM | art supplies!  |
| 10/23/2023 | 202300635    | W       | 36.00  | 21 E 400 411 166324 000 | AMAZON.COM | Homecoming Dance Supplies                                      |
| 10/23/2023 | 202300636    | W       | 29.97  | 21 E 400 411 166324 000 | AMAZON.COM | Homecoming Dance Supplies                                      |
| 10/23/2023 | 202300637    | W       | 9.98   | 21 E 400 411 166324 000 | AMAZON.COM | Homecoming Dance Supplies                                      |
| 10/23/2023 | 202300638    | W       | 31.98  | 21 E 400 411 166324 000 | AMAZON.COM | Homecoming Dance Supplies                                      |
| 10/23/2023 | 202300639    | W       | 61.98  | 21 E 400 411 166324 000 | AMAZON.COM | Homecoming Dance Supplies                                      |
| 10/23/2023 | 202300640    | W       | 7.99   | 21 E 400 411 166324 000 | AMAZON.COM | Homecoming Dance Supplies                                      |
| 10/23/2023 | 202300641    | W       | 16.99  | 21 E 400 411 166324 000 | AMAZON.COM | Homecoming Dance Supplies                                      |
| 10/23/2023 | 202300642    | W       | 11.86  | 10 E 120 411 124000 000 | AMAZON.COM | PD and Supplies  |
| 10/23/2023 | 202300643    | W       | 43.87  | 10 E 120 411 124000 000 | AMAZON.COM | PD and Supplies  |
| 10/23/2023 | 202300644    | W       | 14.99  | 10 E 140 411 213000 000 | AMAZON.COM | Office supplies  |
| 10/23/2023 | 202300645    | W       | 8.99   | 10 E 140 411 213000 000 | AMAZON.COM | Office supplies  |
| 10/23/2023 | 202300646    | W       | 10.99  | 10 E 140 411 213000 000 | AMAZON.COM | Office supplies  |
| 10/23/2023 | 202300647    | W       | 13.99  | 10 E 140 411 213000 000 | AMAZON.COM | Office supplies  |
| 10/23/2023 | 202300648    | W       | 13.97  | 10 E 140 411 213000 000 | AMAZON.COM | Office supplies  |
| 10/23/2023 | 202300649    | W       | 1.34   | 10 E 400 411 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300649    | W       | 6.65   | 10 E 400 449 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300650    | W       | 1.62   | 10 E 400 411 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300650    | W       | 8.06   | 10 E 400 449 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300651    | W       | 3.01   | 10 E 400 411 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300651    | W       | 14.95  | 10 E 400 449 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300652    | W       | 30.13  | 10 E 400 411 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300652    | W       | 149.86 | 10 E 400 449 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300653    | W       | 2.04   | 10 E 400 411 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300653    | W       | 10.14  | 10 E 400 449 241000 000 | AMAZON.COM | HS Office Supplies   |
| 10/23/2023 | 202300654    | W       | 56.90  | 10 E 200 411 241000 000 | AMAZON.COM | MS Office Supplies   |
| 10/23/2023 | 202300655    | W       | 155.44 | 10 E 200 411 241000 000 | AMAZON.COM | MS Office Supplies   |
| 10/23/2023 | 202300656    | W       | 21.98  | 10 E 200 411 241000 000 | AMAZON.COM | MS Office Supplies   |
| 10/23/2023 | 202300657    | W       | 19.99  | 10 E 140 411 126100 000 | AMAZON.COM | STEAM SUPPLIES   |
| 10/23/2023 | 202300658    | W       | 10.99  | 10 E 140 411 126100 000 | AMAZON.COM | STEAM SUPPLIES   |
| 10/23/2023 | 202300659    | W       | 15.95  | 10 E 140 411 126100 000 | AMAZON.COM | STEAM SUPPLIES   |
| 10/23/2023 | 202300660    | W       | 12.99  | 10 E 120 411 213000 000 | AMAZON.COM | Counselor Supplies   |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT     | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION                                    |
|------------|--------------|---------|------------|-------------------------|----------------------|--|
| 10/23/2023 | 202300661    | W       | 17.75      | 10 E 120 411 213000 000 | AMAZON.COM           | Counselor Supplies                                     |
| 10/23/2023 | 202300662    | W       | 13.90      | 10 E 120 411 213000 000 | AMAZON.COM           | Counselor Supplies                                     |
| 10/23/2023 | 202300663    | W       | 16.65      | 10 E 120 411 213000 000 | AMAZON.COM           | Counselor Supplies                                     |
| 10/23/2023 | 202300664    | W       | 12.99      | 10 E 120 411 213000 000 | AMAZON.COM           | Counselor Supplies                                     |
| 10/23/2023 | 202300665    | W       | 75.40      | 10 E 120 411 213000 000 | AMAZON.COM           | Counselor Supplies                                     |
| 10/23/2023 | 202300666    | W       | 15.99      | 10 E 120 411 213000 000 | AMAZON.COM           | Counselor Supplies                                     |
| 10/23/2023 | 202300667    | W       | 33.45      | 10 E 120 411 213000 000 | AMAZON.COM           | Counselor Supplies                                     |
| 10/23/2023 | 202300668    | W       | 8.48       | 10 E 120 411 213000 000 | AMAZON.COM           | Counselor Supplies                                     |
| 10/23/2023 | 202300669    | W       | 205.99     | 10 E 140 411 126100 000 | AMAZON.COM           | STEAM Storage  |
| 10/23/2023 | 202300670    | W       | 67.99      | 21 E 400 411 161923 000 | AMAZON.COM           | Powder Puff Flag Football Sets for Student Council     |
| 10/23/2023 | 202300671    | W       | 15.02      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300672    | W       | 40.99      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300673    | W       | 17.08      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300674    | W       | 14.90      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300675    | W       | 15.90      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300676    | W       | 21.99      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300677    | W       | 16.00      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300678    | W       | 21.05      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300679    | W       | 7.69       | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300680    | W       | 8.78       | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300681    | W       | 9.90       | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300682    | W       | 65.99      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300683    | W       | 15.38      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300684    | W       | 10.00      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300685    | W       | 13.39      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300686    | W       | 24.24      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300687    | W       | 14.88      | 10 E 140 411 115000 000 | AMAZON.COM           | 5th Grade Classroom Supplies                           |
| 10/23/2023 | 202300688    | W       | 93.83      | 10 E 140 411 113000 000 | AMAZON.COM           | 2023-24 3rd grade supplies                             |
| 10/23/2023 | 202300689    | W       | 126.92     | 10 E 120 411 110500 000 | AMAZON.COM           | Classroom Rug  |
| 10/23/2023 | 202300690    | W       | 349.97     | 27 E 800 449 158100 341 | AMAZON.COM           | Cabinet  |
| 10/23/2023 | 202300691    | W       | 20.30      | 10 E 400 449 121000 000 | AMAZON.COM           | art supplies needed                                    |
| 10/19/2023 | 103599       | V       | -1,289.50  | 10 E 800 411 253000 000 | AQUA-PURE OF WISCONS | AQUACAR GA/CWT-1103                                    |
| 10/31/2023 | 202300473    | W       | 1.57       | 10 E 800 355 263300 000 | CENTURYLINK          | MONTHLY CHARGES  |
| 10/24/2023 | 202300480    | W       | 16,288.70  | 98 L 000 000 811901 000 | DEAN HEALTH INC      | Recipient ID: 17AYPZV - November Coverage              |
| 10/24/2023 | 202300480    | W       | 122,823.82 | 98 L 000 000 811630 000 | DEAN HEALTH INC      | Recipient ID: 17AYPZV - November Coverage              |
| 10/24/2023 | 202300480    | W       | 22,016.88  | 10 E 800 290 292000 000 | DEAN HEALTH INC      | Recipient ID: 17AYPZV - November Coverage              |
| 10/24/2023 | 202300479    | W       | 14,647.65  | 98 L 000 000 811632 000 | DELTA DENTAL         | Group # 075100000000008 - November Coverage            |
| 10/24/2023 | 202300479    | W       | 2,496.94   | 98 L 000 000 811901 000 | DELTA DENTAL         | Group # 075100000000008 - November Coverage            |
| 10/24/2023 | 202300479    | W       | 983.53     | 10 E 800 290 292000 000 | DELTA DENTAL         | Group # 075100000000008 - November Coverage            |
| 10/23/2023 | 202300471    | W       | 1,165.38   | 50 E 800 415 257250 000 | PEPSI-COLA OF GREEN  | HS VENDING   |
| 10/30/2023 | 202300472    | W       | 843.88     | 50 E 800 415 257250 000 | PEPSI-COLA OF GREEN  | HS VENDING   |
| 10/24/2023 | 202300478    | W       | 1,514.71   | 98 L 000 000 811646 000 | STANDARD INSURANCE C | Policy # 00 758708 0001 - Accident, Critical, Hospital |
| 10/24/2023 | 202300478    | W       | 1,663.30   | 98 L 000 000 811648 000 | STANDARD INSURANCE C | Policy # 00 758708 0001 - Accident, Critical, Hospital |
| 10/24/2023 | 202300478    | W       | 668.38     | 98 L 000 000 811649 000 | STANDARD INSURANCE C | Policy # 00 758708 0001 - Accident, Critical, Hospital |
| 10/25/2023 | 202300477    | W       | 524.87     | 98 L 000 000 811675 000 | WEA MEMBER BENEFITS  | TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11       |

| CHECK DATE | CHECK NUMBER | CHE TYP | AMOUNT     | ACCOUNT NUMBER          | VENDOR               | INVOICE DESCRIPTION                                    |
|------------|--------------|---------|------------|-------------------------|----------------------|--|
| 10/25/2023 | 202300475    | W       | 66.27      | 98 L 000 000 811640 000 | WEA TRUST ADVANTAGE  | WEA Auto Insurance                                     |
| 10/25/2023 | 202300475    | W       | 55.73      | 98 L 000 000 811641 000 | WEA TRUST ADVANTAGE  | WEA Home Owner's Ins                                   |
| 10/25/2023 | 202300475    | W       | 935.00     | 98 L 000 000 811642 000 | WEA TRUST ADVANTAGE  | WEA Roth IRA   |
| 10/25/2023 | 202300475    | W       | 15.96      | 98 L 000 000 811643 000 | WEA TRUST ADVANTAGE  | WEA Umbrella Ins                                       |
| 10/25/2023 | 202300475    | W       | 3,089.50   | 98 L 000 000 811642 000 | WEA TRUST ADVANTAGE  | WEA Roth TSA   |
| 10/25/2023 | 202300475    | W       | 3,428.33   | 98 L 000 000 811676 000 | WEA TRUST ADVANTAGE  | WEA Tax Sheltered Annuity                              |
| 10/25/2023 | 202300476    | W       | 270.00     | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Employee Contributions                  |
| 10/25/2023 | 202300476    | W       | 139.29     | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Employee Contributions                  |
| 10/25/2023 | 202300476    | W       | 300.00     | 98 L 000 000 811672 000 | WISCONSIN DEFERRED C | Plan #98971-01 Roth Employee Contributions             |
| 10/25/2023 | 202300474    | W       | 207.46     | 10 E 800 331 253300 000 | WISCONSIN PUBLIC SER | Acct #0401972111-00005<br>September Gas for Bus Garage |
| 10/31/2023 | 202300693    | W       | 186.99     | 10 E 800 310 239000 000 | EMPLOYEE BENEFITS CO | EBC Flex Fees/HRA Fees/UM Accts                        |
| 10/31/2023 | 202300693    | W       | 773.58     | 98 L 000 000 811900 000 | EMPLOYEE BENEFITS CO | EBC Flex Fees/HRA Fees/UM Accts                        |
| 10/31/2023 | 202300693    | W       | 1,052.43   | 10 E 800 248 239000 000 | EMPLOYEE BENEFITS CO | EBC Flex Fees/HRA Fees/UM Accts                        |
| 10/31/2023 | 202300692    | W       | 23,258.18  | 50 E 800 415 257220 000 | GORDON FOOD SERVICE  | October 2023 Food Bills                                |
| 10/31/2023 | 202300692    | W       | 6,204.48   | 50 E 800 415 257250 000 | GORDON FOOD SERVICE  | October 2023 Food Bills                                |
| 10/31/2023 | 202300692    | W       | 7,449.45   | 50 E 800 415 257220 549 | GORDON FOOD SERVICE  | October 2023 Food Bills                                |
| 10/31/2023 | 202300692    | W       | 438.77     | 50 E 800 411 257000 000 | GORDON FOOD SERVICE  | October 2023 Food Bills                                |
| 10/31/2023 | 202300692    | W       | 391.56     | 50 E 800 415 257220 174 | GORDON FOOD SERVICE  | October 2023 Food Bills                                |
| 10/31/2023 | 202300696    | W       | 108,854.50 | 98 L 000 000 811611 000 | INTERNAL REVENUE SER | FEDERAL TAXES  |
| 10/31/2023 | 202300696    | W       | 89,957.44  | 98 L 000 000 811612 000 | INTERNAL REVENUE SER | FEDERAL TAXES  |
| 10/31/2023 | 202300695    | W       | 47,481.69  | 98 L 000 000 811613 000 | WISCONSIN DEPARTMENT | STATE TAXES  |
| 10/31/2023 | 202300694    | W       | 85,526.90  | 98 L 000 000 811621 000 | WISCONSIN RETIREMENT | STATE RETIREMENT                                       |
| 10/31/2023 | 202300694    | W       | 25,849.36  | 98 L 000 000 811622 000 | WISCONSIN RETIREMENT | STATE RETIREMENT                                       |

1,067,162.04 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                 | 0.00           | 438,965.95     | 438,965.95   |
| 21          | SPECIAL REVENUE - GIFTS | 0.00                 | 52.53          | 14,798.63      | 14,851.16    |
| 27          | SPECIAL EDUCATION       | 0.00                 | 0.00           | 7,704.89       | 7,704.89     |
| 50          | FOOD SERVICE FUND       | 0.00                 | 0.00           | 54,682.40      | 54,682.40    |
| 80          | COMMUNITY SERVICE FUND  | 0.00                 | 0.00           | 500.00         | 500.00       |
| 98          | PAYROLL CLEARING FUND   | 550,457.64           | 0.00           | 0.00           | 550,457.64   |
| ***         | Fund Summary Totals *** | 550,457.64           | 52.53          | 516,651.87     | 1,067,162.04 |

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



Ann Demeuse <ademeuse@sbsdmail.net>

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## Fwd: Middle School Wrestling

1 message

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Todd Meikle <tmeikle@sbsdmail.net>

Fri, Oct 20, 2023 at 9:22 AM

To: Ann Demeuse <ademeuse@sbsdmail.net>, Mark Smullen <msmullen@sturbay.k12.wi.us>

Hi Ann and Mark,

Chad Shefchik is stepping down as MS wrestling coach.

Please post the position internally after board approval.

Thank you,  
Todd

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

From: **Shefchik, Chad** <[cshefchik@sturgeonbaywi.gov](mailto:cshefchik@sturgeonbaywi.gov)>

Date: Fri, Oct 20, 2023 at 8:17 AM

Subject: Middle School Wrestling

To: [tmeikle@sbsdmail.net](mailto:tmeikle@sbsdmail.net) <[tmeikle@sbsdmail.net](mailto:tmeikle@sbsdmail.net)>

Todd: As we discussed this morning if John Jandrin is willing to be the middle school wrestling coach for the 2023 / 2024 season then I will resign my position as wrestling middle school coach.

NOTE: please see below and update my email address - it will be changing in the near future.

Thanks,

Chad Shefchik

City Engineer

[City of Sturgeon Bay](#)

[421 Michigan Street](#)

[Sturgeon Bay, WI 54235](#)

Office: [920-746-2913](tel:920-746-2913)

Mobile: [920-493-1039](tel:920-493-1039)

Email: [cshefchik@sturgeonbaywi.gov](mailto:cshefchik@sturgeonbaywi.gov)

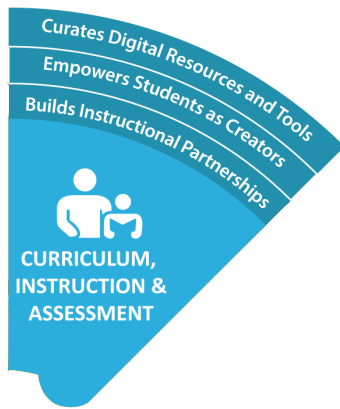


# Sturgeon Bay School District: Library Plan 2023-2028

**District Mission Statement:** The School District of Sturgeon Bay, in partnership with the students, family, and community, will provide diverse educational opportunities for the development of informed, knowledgeable citizens and successful lifelong learners.

**Library Mission Statement:** The library media program will provide diverse library resources, educational programming, and physical space to empower students and staff to be critical thinkers, effective and ethical users and producers of ideas and information, and successful lifelong readers and learners.





## Curriculum, Instruction & Assessment

**District Priority: Teaching & Learning** (Focus Areas: 4K-12 Literacy Growth; DuFour's Guiding Questions; Quality Instructional Practices & Technology Integration)

### **Ongoing Goals:**

**Instruct students in information and technology literacy skills.**

- Provide library programming and teacher support to help meet the Information and Technology Literacy Standards for all students in grades 4K-12.
- Teach research skills in collaboration with classroom teachers, including using Badgerlink and other databases provided by the library program.

**Provide a robust collection of print and online library resources to support student learning.**

- Promote the use of ebooks, audiobooks, and magazines available for student and staff check out via SORA and Destiny Discover.
- Provide online access and single sign-on, when available, to the library catalog, databases, streaming services, and digital production tools through the school website and ClassLink.
- Provide online materials to students and teachers to support and promote usage of library resources.
- Follow guidelines set forth in WI legislature in [PI 8.01\(2\)\(h\)3](#) and SBSD policy [2252: Library Media Centers](#).

### **5-Year Goals:**

- Add new databases, streaming services, and digital production tools as determined by student and staff needs and database usage data.
- Develop additional digital access points to library resources as needed.
- Create training videos and PDF handouts to support library resource usage.



## Personalized Professional Learning

### **Ongoing Goals:**

**Provide library and technology training for district staff.**

- Work with the Tech Mentor team to evaluate, plan, and provide staff technology training.
- Create tech help worksheets to share with staff to meet immediate needs.
- Meet with staff individually for one-on-one help per request.
- Utilize Clipper Academy for onboarding new teaching staff in the library resources available for use.
- Provide professional learning materials for staff professional development through books, articles and video recordings.

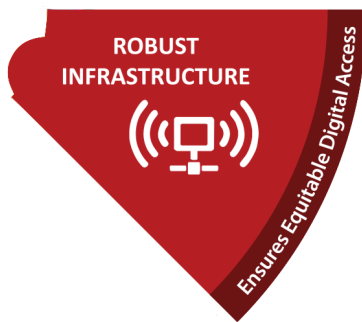
**Continue Professional Growth**

- Library Director attends WEMTA Conference, SLATE Conference and other virtual and in-person conferences and webinars to enhance library program and staff training.
- Library Director is active at the state level with the WSDLC and attends state level meetings with school library staff throughout Wisconsin.

### **5-Year Goals:**

- Explore ways to support and develop professional learning for all staff through Clipper Academy, especially focusing on emerging technologies in education.





|   |
|---|
| <b>Robust Infrastructure</b>  |
| <p><b>Ongoing Goals:</b><br/> <b>Plan for district-wide library technology purchases including computers, chrome devices, and interactive flatpanels.</b></p> <ul style="list-style-type: none"> <li>• Allocate 25% of Common School Funds for technology purchases in the libraries as needed.</li> <li>• Review inventory and device performance to determine refresh needs for library devices including priorities for future purchases.</li> </ul> |
| <p><b>5-Year Goals:</b></p> <ul style="list-style-type: none"> <li>• Work with the Technology Department to pilot emerging technologies as they become available.</li> </ul>  |



|  |
|--|
| <b>Budget &amp; Resources</b>  |
| <b>District Priority: Finance, Facilities, and Operations</b>  |
| <p><b>Ongoing Goals:</b><br/> <b>Allocate Common School Funds for technology, digital resources, and print material in the library.</b></p> <ul style="list-style-type: none"> <li>• Determine the budgetary needs for dividing the budget between technology needs, digital resources, and print materials.</li> <li>• Focus on a higher percentage of print material at the elementary levels and a higher percentage of digital materials at the secondary levels to match student and teacher needs.</li> <li>• Follow selection guidelines in District Policy <a href="#">2252: Library Media Centers</a>.</li> </ul> <p><b>Support a minimum of one full-time Library Media Specialist in the district.</b></p> <ul style="list-style-type: none"> <li>• Follow guidelines set forth by WI legislature in <a href="#">PI 8.01(2)(h)2</a> and SBSB policy <a href="#">2252: Library Media Centers</a>.</li> </ul> |
| <p><b>5-Year Goals:</b></p> <ul style="list-style-type: none"> <li>• Look into grant opportunities to improve library programming.</li> <li>• Explore options for creating hands-on library collections, such as STEM collections and game collections, for resources that can be checked-out from the library in a central, equitable capacity.</li> <li>• As the landscape of the library program evolves, support the hire of additional library media specialists as needed to meet the needs of our community.</li> </ul>   |



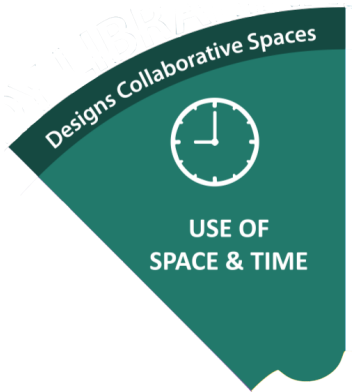
|   |
|---|
| <b>Community Partnerships</b>   |
| <b>District Priority: Community Engagement</b>  |
| <p><b>Ongoing Goals:</b><br/> <b>Collaborate with the public library to improve access to library materials throughout the year.</b></p> <ul style="list-style-type: none"> <li>• Advertise and support the summer reading program at the public library.</li> <li>• Partner with the public library staff throughout the year.</li> </ul> <p><b>Collaborate with the Door County school librarians to achieve mutual goals.</b></p> <ul style="list-style-type: none"> <li>• Partner with the DC school librarians throughout the year.</li> <li>• Coordinate to bring in authors for school visits in Door County.</li> </ul> |
| <p><b>5-Year Goals:</b></p> <ul style="list-style-type: none"> <li>• Explore other community partnerships beyond the library realm.</li> </ul>  |



| <b>Data &amp; Privacy</b>  |
|--|
| <p><b>Ongoing Goals:</b><br/> <b>Provide instruction on internet safety and digital citizenship.</b></p> <ul style="list-style-type: none"> <li>• Teach lessons on internet safety and privacy during K-2nd grade computer lab classes and 3rd-5th library classes.</li> </ul> <p><b>Maintain confidentiality of student library records.</b></p> <ul style="list-style-type: none"> <li>• Print off overdue notices without titles listed by student names.</li> <li>• Do not read overdue lists aloud in front of the class.</li> <li>• Train all library staff to respect student library confidentiality.</li> <li>• Only provide library book titles to parents of students under 16 as requested.</li> </ul> |
| <p><b>5-Year Goals:</b><br/> <b>Ensure privacy policies are in place with library, database, and web vendors.</b></p> <ul style="list-style-type: none"> <li>• Create a spreadsheet of library vendors.</li> <li>• Work with the Department of Technology to collect student data privacy agreements with each vendor that uses student logins.</li> </ul>   |



| <b>Collaborative Leadership</b>   |
|---|
| <p><b>Ongoing Goals:</b><br/> <b>Network with other technology leaders in the district and across the globe.</b></p> <ul style="list-style-type: none"> <li>• Attend technology conferences such as SITA, SLATE, ISTE as able and bring new ideas back to the district.</li> <li>• Attend meetings of library and technology leaders in northeast Wisconsin such as the NEW Library Network, CESA 7's Digital Learning Network, and EWITC.</li> <li>• Maintain membership in WEMTA.</li> </ul> <p><b>Seek out leadership positions and opportunities.</b></p> <ul style="list-style-type: none"> <li>• Library Media Director is currently on the Board of Directors for the Wisconsin School Digital Library Consortium (2022-2025).</li> </ul> <p><b>Collaborate with other Door County librarians.</b></p> <ul style="list-style-type: none"> <li>• Meet with other Door County school and public librarians quarterly.</li> <li>• Collaborate on annual school author visits including planning and fundraising.</li> </ul> |
| <p><b>5-Year Goals:</b></p> <ul style="list-style-type: none"> <li>• Continue to seek out leadership positions both inside and outside the district.</li> </ul>   |



| <b>Use of Space &amp; Time</b>  |
|---|
| <b>District Priority: Finance, Facilities, and Operations</b>   |
| <p><b>Ongoing Goals:</b><br/> <b>Develop &amp; maintain library spaces that are able to be flexibly used for classroom, school, and district meeting and collaboration needs throughout the day.</b></p> <ul style="list-style-type: none"> <li>• Continually evaluate use of library space and find ways to adapt to the needs of the school community, including small and large group work space.</li> </ul> |
| <p><b>5-Year Goals:</b></p> <ul style="list-style-type: none"> <li>• Work with the district administration to determine refresh needs to library facilities throughout the district.</li> <li>• Work with the district administration to expand library hours at the MS to ensure full day access to the facility and resources.</li> </ul>   |

# 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:** November 6, 2023  
**Re:** November 2023 Principal's Report

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### Teaching and Learning

**Pre-ACT Information.** Our teachers have been working in PLC's on reviewing their assessments and reviewing our student data. As part of our work on improving student growth outcomes, we are reviewing how to scaffold our teaching within content areas and utilizing ACT questioning techniques to improve student preparedness. Our students took the Pre-ACT on Friday, November 10 and we will be reviewing the data and results with students the first week of December. Teachers will be meeting 1:1 with each student to go over the results. As a school, we will be using the results to help us form intervention support opportunities during our Clipper Time offerings.

**Quarter 1 complete.** Quarter 1 for high school students ended on November 7, 2023. Report cards will be available on November 13, 2023.

**Course Description Booklet.** The booklet is being reviewed and updated at this time and will be submitted for board approval in December.

### Community Engagement

**Afternoon with the Principal:** I will be creating an opportunity to invite parents in to meet with me in December to go over a few different topics and have an open forum. I want to create more listening and conversation space for me to hear directly from our parents and families.

### Upcoming Meetings/Workshops

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

- **Packerland Principals** – December – Ongoing discussion regarding athletics and academics.

### Upcoming Events

Here is a list of upcoming events:

|                      |   |
|----------------------|---|
| Thanksgiving Break   | Thursday and Friday, November 23 and 24       |
| Winter Band Concert  | Monday, December 11 – 7:00 p.m.               |
| Winter Choir Concert | Tuesday, December 19 – 7:00pm                 |
| Blood Drive          | Wednesday, December 20 – 8:00 a.m. -2:00 p.m. |
| Winter Break         | Monday, December 25 through Monday, January 1 |
| Classes Resume       | Tuesday, January 2                            |

## MEMO

To: Board of Education

From: Lindsay Ferry

Date: November, 2023

Re: November Director of Special Education and Pupil Services Report

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

The Special Education Team is working through their Procedural Compliance Pre-Audit. This audit is completed every five years for every school district in the state of Wisconsin. The special education team is responsible for completing all 14 indicators and adhering to the state and federal guidance. This task takes a great deal of time for the special education office team as well as all special education teachers.

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

The Pupil Services Team just completed the first SAEBRs screener to students in grades 2, 5, 7, and 10. The SAEBRs was designed to be a brief and contextually relevant screener of student risk for emotional and behavioral problems. The screener comprises 19 items, each of which relates to a broad factor (General Behavior) and three narrow factors: Social Behavior (6 items), Academic Behavior (6 items), and Emotional Behavior (7 items). In accordance with the principles of prevention science, each factor corresponds to various risk and protective factors suggested by developmental psychological research to predict the development of emotional/behavioral disorders. A teacher completes the SAEBRs for an individual student with whom the teacher has a history of interactions. Ratings correspond to the frequency with which the teacher has observed various maladaptive and adaptive behaviors in the previous month (Never, Sometimes, Often, Almost Always). It is estimated that it takes approximately 3-5 minutes to complete the measure for each student.

Students also participate in reflection using the mySAEBRs screener. Students are tasked with 18 questions where they respond with Never, Sometimes, Often, Almost Always.

After each screening session, the school counselors identify any student who may potentially be at risk in one of the behaviors based on student responses as well as teacher responses. The school counselors meet individually with each student and send a report home to parents/guardians so that they are aware of how their child is perceiving themselves in school-as well as how the teacher is perceiving each student in school.

If students are in need of additional support, the school counselors develop an intervention plan for each student and share this information with each parent/guardian.

**Meetings/Workshops:**

November 6: Restorative Practices Professional Development

November 7: Well Being for All Workshop

November 8: CESA 7 Regional Directors Meeting

November 9: Sunrise Special Education meeting

November 13: Special Education District Meeting

November 15: Sunshine House Collaboration

November 16: School Psychologist CESA 7 Regional Meeting

November 20: District Leadership Team

November 21: Alternative Education Team Meeting

November 21: High School Special Education Meeting

November 27: Sawyer Special Education Meeting

November 30: Mental Health Team Meeting

|   | Sept (9/11/23) | Oct (10/3/23) | Nov (11/6/23) | Dec | Jan | Feb | Mar | Apr | May | June |
|---|----------------|---------------|---------------|-----|-----|-----|-----|-----|-----|------|
| <b>Total Students</b>   | 190            | 187           | 187           |     |     |     |     |     |     |      |
| <b>Student Primary Disability Areas</b>                                     |                |               |               |     |     |     |     |     |     |      |
| LD  | 43             | 43            | 42            |     |     |     |     |     |     |      |
| ID  | 5              | 5             | 5             |     |     |     |     |     |     |      |
| SDD   | 30             | 28            | 29            |     |     |     |     |     |     |      |
| AUT   | 26             | 25            | 25            |     |     |     |     |     |     |      |
| EBD   | 19             | 19            | 19            |     |     |     |     |     |     |      |
| S/L   | 35             | 35            | 35            |     |     |     |     |     |     |      |
| HI  | 1              | 1             | 1             |     |     |     |     |     |     |      |
| VI  | 0              | 0             | 0             |     |     |     |     |     |     |      |
| D/B   | 0              | 0             | 0             |     |     |     |     |     |     |      |
| TBI   | 1              | 1             | 1             |     |     |     |     |     |     |      |
| OHI   | 30             | 30            | 30            |     |     |     |     |     |     |      |
| <b>Related Services</b>   |                |               |               |     |     |     |     |     |     |      |
| S/L   | 40             | 41            | 42            |     |     |     |     |     |     |      |
| OT  | 49             | 48            | 48            |     |     |     |     |     |     |      |
| PT  | 7              | 7             | 7             |     |     |     |     |     |     |      |
| <b>Private School Students</b>  | 9              | 9             | 9             |     |     |     |     |     |     |      |
| <b>Evaluations initiated</b>  |                |               |               |     |     |     |     |     |     |      |
| <b>Initial Evaluations (incl pvt school)</b>                                | 2              | 2             | 6             |     |     |     |     |     |     |      |
| <b>of above #, how many are B-3</b>   | 0              | 1             | 0             |     |     |     |     |     |     |      |
| <b>Re-Evaluations (incl re-eval to dismiss)</b>                             | 1              | 7             | 4             |     |     |     |     |     |     |      |
| <b>No-Re-evaluation needed (No 3 Yr)</b>                                    | 2              | 2             | 8             |     |     |     |     |     |     |      |
| <b>Initial Mtgs held</b>  | 1              | 0             | 0             |     |     |     |     |     |     |      |
| <b>Re-Eval Mtgs held</b>  | 0              | 0             | 0             |     |     |     |     |     |     |      |
| <b>New Placements offered</b>   | 1              | 0             | 0             |     |     |     |     |     |     |      |
| <b>Transfer in students</b> (includes students coming back from homeschool) | 11             | 1             | 2             |     |     |     |     |     |     |      |
| <b>Exits</b> (includes grads, dismissals & students going to homeschool)    | 6              | 3             | 2             |     |     |     |     |     |     |      |
| <b>Revocation of Services</b>   | 3              | 0             | 0             |     |     |     |     |     |     |      |
| <b>Moved during Eval</b>  | 0              | 0             | 0             |     |     |     |     |     |     |      |
| <b>504/Health Plans</b>   |                |               |               |     |     |     |     |     |     |      |
| <b>Current 504 Plans</b>  | 27             | 27            | 26            |     |     |     |     |     |     |      |

## TJ Walker Board Report November 15, 2023

### Teaching and Learning

- In-Service was extremely helpful as we reviewed our Forward test data.
- As a staff we developed three actions to increase reading scores. They are:
  - Increasing Summarization writing activities. Presentation provided by MS Literacy Team
  - Increase Depth of Knowledge questions to Level 2 and Level 3 according to our Heat Map. Data and Heat Map shared by CESA 6.
  - Continue paragraph writing using text dependent analysis in English, Social Studies, and Math classes. Data and Heat Map shared by CESA 6. *Note: Students write two one paragraph responses on this year's FORWARD Exam instead of a 5 paragraph essay.*
- Math staff made adjustments and these include:
  - Students placed in random groups of three and assigned problems to solve while standing at a whiteboard. Students are expected to speak and write using math language. Students are to share their thoughts, reasoning, and make suggestions when solving problems.
  - Assign students vertical groups (high, mid and low) and integrate more rigorous problems when in the three person vertical groups. The focus is on Curricular problems (problem solving activities related to what we are talking about today) and teachers are to choose from the last few problems in each section (the hard questions).
  - In Math Intervention, create groups in our STAR Screener that teacher's assign each individual their identified skills that we want to improve. These are the focus areas we want to measure and learn if they are improvising these. We'll assess these skills frequently using an individualized STAR screener built to each student's weaknesses.
  - Completed Ch. 1-6 in Building a Thinking Math Classroom.

### ELL Updates:



- Principal Nerby and I met to discuss implementing the Sturgeon Bay EL Newcomer plan for Level 1 (Beginner) ELL High School students.
- Beth VanDeHey from CESA 7 visited our school September 27-28 and November 8-9. She has provided our teachers observational feedback and instructional strategies to assist their instructional strategies and to improve our EL students' overall learning.
- EL Team (Jenna Auguston, Shelley Stenzel, Moises Zahler, and I) attended EL meeting at CESA 7 on Oct. 30. Jenna Auguston and Shelley Zenzel are attending an online seminar titled, "Boost Literacy Success for Emerging Bilinguals".

**Additional Updates:**

**2022-2-23 MS School Goals**

**Goal #1 94.5% Student Attendance**

| 2023-2024 TJW Attendance SEM 1 |                   |                 |             |                 |                      |                |                    |
|--------------------------------|-------------------|-----------------|-------------|-----------------|----------------------|----------------|--------------------|
| Grade                          | Sept.5-<br>Oct. 6 | Oct 9. - Nov. 7 | 1st Quarter | Nov. 8 - Dec 15 | Dec. 18 -<br>Jan. 19 | 2nd<br>Quarter | Sem1<br>Attendance |
| 6th                            | 94.43%            | 92.60           |             |                 |                      |                |                    |
| 7th                            | 95.27             | 95.73           |             |                 |                      |                |                    |
| 8th                            | 94.88             | 93.80           |             |                 |                      |                |                    |
| Avg.                           | 94.89             | 94.15           |             |                 |                      |                |                    |

Note: One 8th grade student and one 7th grade student exceeded 10 absences and truanicies have been sent to SRO Jennerjohn.

**Goal #2 Zero F's is our goal. Here is how many students are failing as of 11/6/23.**

| 2023-2024 TJW Students Who Failed A Class Each Quarter |              |             |             |             |
|--|--------------|-------------|-------------|-------------|
| Grade  | 1st Quarter` | 2nd Quarter | 3rd Quarter | 4th Quarter |
| 6th  | 5            |             |             |             |
| 7th  | 7            |             |             |             |
| 8th  | 12           |             |             |             |
| Total  | 24           |             |             |             |

Note: last year we had the following failures for each grade: 6th - 2 students, 7th grade - 4 students, and 8th grade - 3 students

**Goal #3 Zero Suspensions.**

| 2023-2024 TJW Referral and Suspension Information |                 |                    |                    |                     |                     |
|---|-----------------|--------------------|--------------------|---------------------|---------------------|
| Grade   | Total Referrals | ISS - All Students | OSS - All Students | ISS - SPED Students | OSS - SPED Students |
| 6th   | 4               | 2                  | 1                  | 1                   | 1                   |
| 7th   | 4               | 1                  | 5                  | 1                   | 1                   |
| 8th   | 5               | 0                  | 6                  | 0                   | 1                   |
| Total   | 19              | 3                  | 11                 | 2                   | 3                   |

**Goal #4 80% of our students score Proficient or Advanced on the STAR Test in Math and Reading.**

| 2023-2024 STAR Reading Percentages of Proficient and Advanced Students |                       |       |             |                     |             |             |
|--|-----------------------|-------|-------------|---------------------|-------------|-------------|
| Grade  | Advanced & Proficient | Basic | Below Basic | Fall 2023           | Winter 2024 | Spring 2024 |
| 6th  | 36                    | 19    | 11          | 54.54% Adv. or Prof |             |             |
| 7th  | 35                    | 23    | 18          | 46% Adv. or Prof    |             |             |
| 8th  | 36                    | 12    | 8           | 64.2% Adv. or Prof  |             |             |

| 2023-2024 STAR Math Percentages of Proficient and Advanced Students |                       |       |             |                      |             |             |
|---|-----------------------|-------|-------------|----------------------|-------------|-------------|
| Grade   | Advanced & Proficient | Basic | Below Basic | Fall 2023            | Winter 2024 | Spring 2024 |
| 6th   | 32                    | 13    | 21          | 48.48 % Adv. or Prof |             |             |
| 7th   | 32                    | 15    | 29          | 42.1 % Adv. or Prof  |             |             |
| 8th   | 20                    | 16    | 21          | 35.1 % Adv. or Prof  |             |             |

**To:** Board of Education  
**From:** Katie Smullen, Principal, Sunrise Elementary School  
**Date:** November 6, 2023  
**Re:** November Report to the Board



## **Teaching and Learning**

### **Family Conferences**

We had a great turn-out for conferences and the teachers did an excellent job of creating a space for families to feel welcome, ask questions, and learn about their child's progress. Families were able to take a survey while they were here (results coming) in addition to visiting the Book Fair, which our PTO did an awesome job of organizing. We had many community agencies represented as well to help distribute materials to families (including: Literacy Door County, the YMCA, the Boys and Girls Club and more).

### **Sunrise Clubs**

Last year we began a program (with the Community Foundation's support) called Sunrise Clubs. The purpose of Sunrise Clubs is to connect students to one another and a faculty member in a small group setting doing something they love (art, knitting, legos, basketball, Pokemon, Popcorn Business Club and more!). Clubs meet the first Friday of each month for 40 minutes at the end of the day. They are something students look forward to with great anticipation. It is open to all students and we purposely get all faculty members involved (teacher associates and teachers alike) to offer many different possibilities and keep the club size small. We feel clubs were part of what had an impact of 27% more students reporting, "I like school" from Fall of 2022 to Spring of 2023.

## **Community Engagement**

### **Reading Buddies**

We have 15 reading buddies at Sunrise this year! The goal of the Reading Buddy program is to promote the joy of reading by having an adult celebrate and reinforce the joy and importance of reading as a lifelong activity by sharing favorite books with the student, listening to the student read and discussing what is read, and simply focusing on the student as a reader. These amazing community volunteers donate 20-30 minutes of their time with their Sunrise students each week. Students really look forward to it and we are so thankful for all of those who volunteer their time.

## **Finance, Facilities and Operations**

### **4th Grade Tables**

We are slowly receiving the tables we ordered for the 4th grade team. Unfortunately many arrived damaged and so it is taking longer than expected.

## **Upcoming Events**

- We are excited for our Winter Concert Friday, December 15!

# SCHOOL DISTRICT OF STURGEON BAY

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## ANCHORED IN EXCELLENCE

1230 Michigan Street | Sturgeon Bay, WI 54235

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

### **Board of Education Report** **November 2023** **Katy DeVillers** ***Sawyer Principal***

#### ***Teaching and Learning***

- Our school Counselor, Karlie Martens and I are participating in a virtual Professional Learning session on a Multilevel System of Support (MLSS) Approach to Attendance. It is one of my goals this year to add more proactive resources and strategies for supporting families who struggle with truancy and tardiness. So far, we have learned that we need to focus more on our universal system for engaging parents in understanding the importance of attendance. We will be bringing our new learning to the staff at an upcoming Staff meeting.
- As part of my Educator Effectiveness responsibilities, I have met with and gotten into many teachers' classrooms to either do a walkthrough or formal mini-observation. The teachers have set important and relevant goals this year to support their students' learning and I look forward to seeing their work throughout the school year.

#### **Community Engagement**

- Our Elementary PTO sponsored a Gnome Game night on November 9th from 4-6pm in the High School Commons. There was also a bake sale to raise funds for the PTO.

#### **Finance/ Facilities and Operations**

- Thanks to our hard-working Facilities Department, new cabinetry was installed in our LEAP Classroom. We truly appreciate the effort it took to complete this project and provide the much needed structure and space it has added to this classroom.



## **Board of Education Report**

**November 7, 2023**

Jennifer Weber

*Director of Teaching, Learning and Technology*

### **Teaching and Learning**

- Teachers and staff at both Sawyer and Sunrise elementary schools have been working to systematize our data-driven decision making protocols for both literacy and math as tiered interventions continue in both buildings. We continue to work toward the middle of the year screening window when we can officially gather the latest data and use it to assess the effectiveness of our instruction but are excited to report that we are already seeing student progress and gains.
- Sturgeon Bay High School teachers of English, math, social studies, and science have begun participating in ACT Instructional Mastery Training (AIM). These courses are designed to provide educators the information most critical for successful student preparation for the ACT test. Participants do a deep dive into the ways their subjects are tested and learn strategies for test-taking and student preparation that can be embedded into their classrooms. One big take-away so far has been that critical reading and writing skills need to be taught for mastery at each grade level.
- The second monthly District Leadership Team meeting (DLT) was held late last month. The team is composed of teacher leaders from each of the buildings in the district as well as Special Education and Pupil Services staff. The goal of the DLT is to link each of the Building Leadership Teams and to establish a multi-level system of support throughout the district. The focus of our collective work at this time is on developing our district-wide universal and tiered supports for the three focus areas (academic, behavioral and social-emotional learning). We hope to answer questions like: What academic and social-emotional supports do we guarantee at each of our grade levels and how do those supports progress across the district?
- Once again, the Sturgeon Bay Community Programming event is set to kick off late this winter! We are excited to have a wide variety of offerings hosted by staff members. We look forward to officially announcing this year's line-up in the next few weeks!

## Technology Department

- Members of the technology team, Tech. Mentors, and select staff are gearing up for this year's SLATE Conference in Wisconsin Dells. This conference has become an annual favorite for its vast array of learning opportunities that include everything from classroom strategies for rethinking technology for learning to cybersecurity and artificial intelligence in the educational setting as well as networking opportunities.
- Members of the Technology Department attended the BEAD Broadband Summit at Stone Harbor on November 7. The event was held to "ensure that there is an understanding on the overall broadband work throughout the County as well as hopefully getting support and any helpful data from the District.". While the City of Sturgeon Bay is currently considered a served area due to access of Charter/Spectrum services, we know that there are affordability issues that prevent families from having access to available services. Attendance at this event was in an effort to gather information and to gain an understanding of the broadband work being done as well as to find ways that the District can support these efforts.
- In social media news, some interesting facts include:
  - From September 1, 2022 through November 6, 2023, posts on social media from the School District of Sturgeon Bay have reached 35,000 people.
  - The span from September 1, 2023 through November 6, 2023 showed an audience of 80,000 people. Compared to the same time frame in 2022, this is a 129% increase. #ClipperPride!

# SCHOOL DISTRICT OF STURGEON BAY

## ANCHORED IN EXCELLENCE

1230 Michigan Street | Sturgeon Bay, WI 54235

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

### **November 15, 2023, Board of Education Meeting Superintendent Report**

Prepared by Dan Tjernagel, Superintendent of Schools

*Updated for the meeting packet on November 6, 2023; Additional updates added later are in section four*

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

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

While the calendar up for approval this month based upon the feedback gathered from teacher reps and the board wouldn't have the same type of arrangement in 2024-2025 due to the way the calendar days and end of the year work out, I have done three drafts for the 2025-2026 school year to ensure that the fall break concept gets consideration again.

- 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, although the DPI website state that the public release will be not later than November 30. Since this report and the board packet are prepared and sent out about a week before the earlier release date, we should not get into specifics until allowed to do so.

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.

## 2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Tuesday, 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, November 16.
- c. **Cable TV Advisory Committee Meeting** – I attended the Cable TV Advisory Committee meeting on November 1 at 4:30 P.M. The purpose of the meeting was to consider approval of the contract with the current provider, Jason Mann. The agreement was approved and sent on through the City’s process, with some changes since cable access is not as popular as it used to be, but there is now more of an appetite for other online programming.
- d. **Manufacturer’s Roundtable and Business/Education Partnership** – Principal Nerby and DCEDC Executive Director Michelle Lawrie hosted quite a group from various manufacturers, NWTC, NEWYA (our youth apprenticeship organization) and more in Alumni Hall on the morning of Monday, October 30. It was great to see people come together around common challenges facing our employers and the community. It was also good to hear about the plans to “relaunch” the new version of the Business/Education partnership in Door County. Stay tuned for updates from these efforts.
- e. **Community Engagement Updates & Upcoming Conversation** – As noted last month, Jane Stephen has resigned from her limited part-time position as our community engagement coordinator; she will stay on to head up the committee and work on Rock the Dock 2024 and wants that to be a success.

(I’ll keep the following information from last month’s report as a placeholder, so it stays on our radar until next month’s learning session.) 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 met on Friday, November 3, down at the M3 office in DePere, following the monthly superintendent meeting at CESA that morning. We received various updates and pieces of data regarding topics from care needed to prescription trends to where we fit in with other trends to where we may be doing a bit better than other groups.

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. Everyone is prepared for increases in cost to districts and employees. We are trying to look at information companies may consider in the context of the unheard of 15% decrease we saw five years ago, along with increases of 0% up to 3.9%. We know that type of scenario cannot repeat itself, but we don't want to lose sight of the trend and where we otherwise would have been assuming market-rate increases during those five years.

Additionally, the districts have been encouraged by M3 to look at moving from 13 current plan designs across the four districts to fewer designs which could position us better for going out to bid. Some good news for us and our employees is that we have already made some plan design changes and given a range of options including the type of plans other districts will likely be considering more now.

Jake and I plan to keep the Board and staff members updated, as appropriate. We have also discussed getting the compensation committee together in December to share any updates and give people a chance to consider what types of things may come up later in the winter. Then we can consider this conversation as part of the annual compensation review meeting. In addition to the importance of quality communication between teacher reps and board reps on timely issues, we know that some of the things that have been implemented in recent years have come out of ideas and even proposals that compensation committee members have worked on.

Wrapping this up for now, the current timeline calls for going out to bid in mid-January around the time of the Education Convention in Milwaukee.

### 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 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

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**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.

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**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)

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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

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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.

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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

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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

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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

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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

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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

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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.

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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

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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)

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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  
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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

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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

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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

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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

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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.

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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] S/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

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Legal 120.13(27m), 121.52, 121.53, 121.54 et seq., Wis. Stats.

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

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| 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

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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]**

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Legal 118.06, Wis. Stats.

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