

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, May 20, 2020

*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 community meeting. There is a time for public participation 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

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

Note: As we navigate the COVID-19 situation and Wisconsin's Safer at Home order, Board members and Administrative team members are attending meetings virtually in many cases. However, the presiding Board of Education officer plans to be in the usual meeting location to originate the meeting, and communicate with cable access television staff. One or more members of the administration also plan to be on campus. As a result, members of the public are welcome to access the building to attend the meeting as well as address the Board, provided proper social distancing efforts are followed. Thank you for your cooperation, concern, and support.

BOARD REORGANIZATION:

1. Review Board Policy 0152 – Officers and determine nomination and voting process
2. Election of President, Vice President, Treasurer, Clerk
 - a. Appointment of Board Secretary, CESA Representative, Legislative Representative, EEN Representative
 - b. Appointment of Delegate and Alternate to WASB Convention
 - c. Designate the official board meeting day
3. Approve Official Depositories
4. Authorization of Investment Powers
5. Designate Official Newspaper
6. Set Board Members' Salaries

CONSENT AGENDA:

1. Approve Minutes
 - a. Regular Meeting April 15, 2020
 - b. Learning session of May 6, 2020
2. Approve April bills
3. Accept grants and donations
4. Approve resignations and retirements

(Note: Holding for June 17, 2020 Second review of English Language Arts Curricular Materials)

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)

2. Public Hearing on Request for DPI Waiver pursuant to Wis. Stat. § 118.38 due to the COVID-19 Public Health Emergency for a Waiver of School District Requirements Regarding Required Instructional Hours for Students for the 2019-2020 School Year only
3. Approve Resolution for Requesting a Waiver of School District Requirements Regarding Required Instructional Hours for Students for the 2019-2020 School Year only due to the COVID-19 Public Health Emergency
4. First reading of Professional Handbook & Salary and Supplemental Pay guide
5. First reading of Support Staff Handbook
6. Approve 2020-2021 Health Insurance Plans
7. Approve 2020-2021 Dental Insurance Plan
8. Approve Elementary Special Education Teacher
9. Approve Elementary Physical Education
10. Approve TJ Walker Art Teacher
11. Approve Sturgeon Bay High School Special Education Teacher
12. Approve Request for Leave of Absence for a Professional Staff Member for the 2020-2021 school year
13. Approve Special Education/Pupil Services Director
14. Approve 2020-2021 Compensation for Returning Non-teacher Employees
15. Approve 2020-2021 CESA 7 Service Contract
16. Approve E-Rate Service Contract with CESA 11
17. Approve Kobussen Transportation Contract Adjustment
18. Approve Resolution Establishing Parameters for the Sale of Not to Exceed \$10,000,000 General Obligation School Building and Improvement Bonds, Series 2020
19. Approve AODA Advisor (Co-curricular position) at Sturgeon Bay High School
20. Approve Contract with the City of Sturgeon Bay for a School Resource Officer
21. Approve Sturgeon Bay High School WIAA Membership Renewal
22. Facility Project Update (informational item)
23. Receive Draft of 2020-2021 Board meeting calendar (informational item)
24. Reports:
 - a. Legislative
 - b. CESA
 - c. Committee/Seminars
 - d. Administrative
 - i. High School
 - ii. Middle School
 - iii. Sawyer and Sunrise Elementary Schools
 - iv. Sunset Elementary School and District Teaching & Learning
 - v. Business Manager
 - vi. Special Education/Pupil Services
 - vii. Food Services
 - viii. Community Engagement Coordinator
 - ix. Other
 - e. Superintendent
25. Adjourn

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

To: Board of Education
From: Dan Tjernagel
Date: May 13, 2020
RE: Background Information for the May 20, 2030 Meeting

BOARD REORGANIZATION:

Board Policy 0151.1 – Annual Board Reorganization Meeting calls for “an annual reorganization meeting on or within thirty (30) days after the fourth Monday in April.”

1. Review Board Policy 0152 – Officers and determine nomination and voting process:

The Board shall elect, from among its members, a President, Vice- President, Treasurer, and a Clerk. Such election shall occur on or within thirty (30) days after the fourth (4th) Monday in April.

Election of officers shall be by a majority of voting members. Secret ballots may be utilized only for election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The Board shall, in addition to other statutory requirements:

- A. designate depositories for school funds;
 - B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
 - C. designate a day, place, and time for regular meetings which shall be held at least once every month;
 - D. designate an administrator to assume specified responsibilities of the Treasurer and of the Clerk.
2. Election of officers, appointments, and designation:
Election of President, Vice President, Treasurer, Clerk
 - a. Appointment of Board Secretary, CESA Representative, Legislative Representative, EEN Representative
 - b. Appointment of Delegate and Alternate to WASB Convention
 - c. Designate the official board meeting day
 3. Nicolet Bank and Local Government Pooled Investment Fund became the official depositories in 2017-2018. We also added the Wisconsin Investment Series Cooperative (WISC) during the 2017-2018 year. We kept all three as official depositories for the the past two years, and would recommend doing so again for 2020-2021.
 4. Jake Holtz has Investment Powers for the school district.
 5. The *Door County Advocate* has been the official newspaper for the district. We also gathered information from the *Peninsula Pulse* as well as the newspaper landscape in our community continues to change and had shared that last year. As you may know, the *Peninsula Pulse* has expanded its readership in recent weeks. We’ll try to find out what their future plans may be, since that may impact the decision.

6. After utilizing a per-meeting payment approach that dated to 2004 and beyond, following discussion at the May 2018 learning session and also regular board meeting, we moved to an annual salary approach beginning in 2018-2019, which would cover all regular meetings, special meetings, learning sessions, the annual Board retreat, and work group sessions as follows:
 - President \$1,200
 - Vice-President \$1,050
 - All other Board members \$840.

Additionally, we offer a stipend of \$100 per day for attendance at the annual January Education Convention in Milwaukee, which occurs during the week.

The system is much simpler for key staff members, and I'd recommend that we continue with it.

CONSENT AGENDA:

Note: In light of the roll call votes required with virtual attendance, President Hooker and I thought it might be more effective and efficient to move the approval of minutes and bills to the consent agenda.

1. Approve Minutes

- a. Regular Meeting April 15, 2020
- b. Learning session of May 6, 2020

2. Approve April bills

3. **Grants and Donations** – Jenny Spude reports the following donations to the food service program: Lucile Kile donated \$200 and Deanah Downey donated \$250. Jenny also reports that the Midsummer Aloha Classic donated \$250 in support of the Waseda Farms Growing and Learning Lab.

Thank you to everyone involved in supporting our students and programs through grants and donations. A motion to accept these grants and donations is recommended.

4. **Resignations and Retirements:** Nicole Herbst resigned from the AODA advisor co-curricular position and also as a Dance Team coach. Dave Bubnik has resigned as our girls swim coach. Kayleen Smeaton has resigned from her 4th grade teaching position at Sunrise effective the end of the school year due to a family relocation. Carrie Lundy is resigning from her part-time Physical Education teaching position at the end of the school year.

A motion to accept the resignations, thanking everyone for their service to our young people is recommended.

DELAY UNTIL JUNE 17, 2020 MEETING - Second review of English Language Arts Curricular Materials

Note: The movement of the literacy presentation from the May 6 learning session to a June 3 learning session changes the timing of a pertinent discussion, so President Hooker and I thought

it might be wise to delay this item to the June 17, 2020 meeting. The Board received information and a presentation as part of the first review last month.

Please note that there is now a desire to wait with the grade 6-8 materials and delay this part of the purchase until additional information can be gathered. Here is some information from Principal Smullen: "In June, the reading coaches are preparing a literacy update to inform the school board. In reflecting upon our next steps, the middle school principal, reading coach and staff have elected to conduct a comprehensive data review and literary analysis on our current curriculum. At this time, we are not choosing not to adopt a new English Language Arts curriculum. We intend to present our findings and any curriculum recommendations to the school board in the spring of 2021."

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)

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

2. Public Hearing on Request for DPI Waiver pursuant to Wis. Stat. § 118.38 due to the COVID-19 Public Health Emergency for a Waiver of School District Requirements Regarding Required Instructional Hours for Students for the 2019-2020 School Year only

In alignment with the next agenda item, I'll copy and paste some guidance from a recent Boardman & Clark legal memo:

Before seeking waivers, school boards need to hold a public hearing on the waiver request pursuant to state law and document the date of the public hearing in the waiver request submitted to DPI. . . . The hearing can be noticed within the regular board agenda with the standard proper notice of at least 24 hours (including posting at the district's customary posting places or publishing, for districts that are still doing that). Class 1, Class 2, or Class 3 notices are not required.

Two agenda items must be specifically included on the notice. First, there must be an agenda item for holding the public hearing. The agenda item should clearly state that the hearing is with respect to a waiver of a particular statutory requirement (ex. Instructional Hours, Educator Effectiveness, or Civics Exam) that is being sought pursuant to Wis. Stat. § 118.38. Next, there must be an agenda item for adoption of the resolution or motion approving the request for the waiver and the submittal of the request to DPI. . . .

The Board should hold the public hearing and, at the conclusion of the hearing, the Board should vote to approve or deny the resolution. Sample resolutions are available on the Wisconsin Association of School Board's website. The waiver should be submitted to DPI following board action to approve the resolution.

3. Approve Resolution for Requesting a Waiver of School District Requirements Regarding Required Instructional Hours for Students for the 2019-2020 School Year only due to the COVID-19 Public Health Emergency

While the COVID-19 closure is well-known, as is the unprecedented school building closure, school districts still need to work through the process of requesting a waiver for

the required instructional hour's requirement. Here is some information from a recent Boardman & Clark legal memo:

Governor Evers signed an emergency order which suspends the requirements in DPI's administrative rule related to the hours of instruction. The DPI will now waive the hour requirement for any district that requests a waiver due to the COVID-19 public health emergency. The DPI has provided an expedited waiver process and a simple waiver request form is available on its website. Note that the DPI waiver does not require a district to provide dates or minutes of instruction.

Mike Thompson, DPI Deputy Superintendent, clarified that a district does not need to seek a waiver if the district will meet the minimum-mandated hours of instruction requirements through alternative learning opportunities. He added that each district is responsible for determining if the hours are met - DPI will not ask for documentation or audit the process used to document the minutes. Even if a district meets the instructional hours requirement, the district may still wish to consider seeking a waiver as a district's instructional hours may affect compensatory education calculations for students with disabilities at the end of the school closure. DPI will continue to offer the simplified waiver request for all districts until June 30, 2020. The waiver form for this purpose is located at:

https://docs.google.com/forms/d/e/1FAIpQLSdJ8MnVgqivD-JstqTE736kv5fimsWDU4A-XTP2IyVzKu_HFg/viewform

A motion to approve the resolution as presented is recommended.

4. First reading of Professional Handbook & Salary and Supplemental Pay guide

Five years ago, we had a number of changes to the professional staff handbook that dealt with the approval of the new Salary & Supplemental Pay Guide and related appendices. The next two years really did not see substantive changes, followed by two years with fairly substantive changes, although nowhere near what occurred five years ago. For this next year, there are fairly minimal changes at this point, although we anticipate updating the current Appendix G – Post-Employment Benefits at some point once that process is complete.

As usual, proposed revisions to the handbook and the pay guide are marked with the “track changes” approach like what we do with proposed revisions to Board policy. As a first reading, no formal action is required by the Board at this time for either the Professional Handbook or the Professional Staff Salary and Supplemental Pay Guide. The Board would conduct a second reading in the June 17, 2020 regular Board meeting.

5. First reading of Support Staff Handbook

The Board reviews the handbook annually. As usual, proposed revisions to the handbook and the pay guide are marked with the “track changes” approach like what we do with proposed revisions to Board policy. There are no substantive changes recommended at this time.

As a first reading, no formal action is required by the Board at this time for the Support Staff Handbook. The Board would conduct a second reading in the June 19 regular Board meeting.

6. Approve 2020-2021 Health Insurance Plans

There are no substantive changes for the district, board, or staff to navigate this year. The four options are in an attachment in the Board meeting packet and should be basically the same as the offerings for the current year. One thing worth noting is that the plan identified as Option #2 (on the first insurance-related four-page attachment in the packet) has a \$50/\$100 increase in HSA contribution to align with the mandated increase in deductible level from the federal government. Jake Holtz can summarize pertinent points for us in the meeting as usual.

A motion to approve the health insurance plan offerings for 2020-2021 is recommended.

7. Approve 2020-2021 Dental Insurance Plan

There are no changes to this plan offering at all. I have included in the meeting packet two summary pages about this offering, as well as the premium contributions summary page to follow. As a reminder, the individual calendar year maximum is \$1,300 so we are talking about a rather limited potential liability situation.

A motion to approve the dental insurance plan offering for 2020-2021 is recommended.

8. Approve Elementary Special Education Teacher

Dr. Smejkal, Director Sanderson, and the Sunset School team recommend the hiring of Leah Corso for our open kindergarten special education position. Ms. Corso graduated this month from the University of Wisconsin-Stout with a degree in early childhood and special education. Leah has long had a passion for younger children and early interest in special education. She completed three student teaching placements in kindergarten, second grade and special education classrooms. Her cooperating teachers describe her as “genuine, caring and having a special place in her heart for students who struggle”. They believe that she will make a great team member and a willing participant in the “extra” activities in school. Her school professors described her as a diligent student that was actively engaged in the classroom.

One of the outstanding things about this young educator is that she prepared and presented a program about inclusion in the classroom to an early childhood conference as a college student. Leah’s energetic level and focus on making learning engaging and fun was readily observable. She is also passionate about connecting with students and their families. The Sunset staff is excited to welcome her to our Sturgeon Bay team.

A motion to approve Leah Corso as an Elementary Special Education Teacher beginning with the 2020-2021 school year is recommended.

9. Approve Elementary Physical Education Teacher

Dr. Smejkal and the Physical Education team recommend Sam Mueller for a full time P.E. position beginning the 2020-2021 school year.

Sam received his degree in physical education and health from Ripon College. He is a Door County native who grew up on a farm in Southern Door. Sam played football in college and was involved in school activities while continuing to run his own farming operation at home. He will begin working toward his Adaptive Physical Education certification this summer.

It was clear in our interviews with Sam that he is an enthusiastic educator who enjoys working with young children but will also be able to assist at any level he is needed. He will work with Kyle Retzlaff to support our students in need of Adaptive P.E. as well as work at the high school level.

We are happy to welcome this young and enthusiastic teacher to our Sturgeon Bay team.

A motion to approve Sam Mueller as a Physical Education Teacher beginning with the 2020-2021 school year is recommended.

10. Approve TJ Walker Art Teacher

Mrs. Mariah Stahlke has taught 5th -8th grade Art at a neighboring school district for the past three years. Mariah completed her student teaching at TJ Walker Middle School five years ago and has served as a district substitute and teacher's aide. She is a University of Wisconsin-Green Bay graduate and a current Sturgeon Bay resident.

Mrs. Stahlke's teaching philosophy is to help students grow and develop independently by working collaboratively with their peers by using strategies such as personal goal setting, rubrics to guide student achievement, and teaching students self-reflection strategies that can develop their craft. During her interview, Mariah shared with the committees an impressive student portfolio representing her students' work. We observed her students using various mediums and a connection with area galleries, studios and public facilities.

We are excited to have Mariah as a member of our staff. She has shared that she looks forward to coming back home to TJ Walker and working with our students.

A motion to approve Mariah Stahlke as the Art teacher at TJ Walker Middle School beginning with the 2020-2021 school year is recommended.

11. Approve Sturgeon Bay High School Special Education Teacher

After working through the interview and selection process with a large committee, Director Sanderson and Principal Nickel selected Steven Umentum as the new high school special education teacher (to fill the vacancy caused by a retirement). Steven is a graduate of the University of Minnesota with a Bachelor's Degree in Sociology. Steven has worked for the district for about two years as a teacher substitute and teacher associate. His non-educational work is impressive and includes work as a naturalist at Potawatomi and Whitefish Dunes state parks, a wilderness therapist and outdoor educator

for organizations serving juvenile delinquents and a program specialist for the Boys and Girls Club.

Most currently Steven runs an after school club called the Sunrise Explorers and has recently been recognized along with a Sunrise teacher for a Golden Hearts award. His application and interviews evidenced excellent communication skills, a passion for educating young people and a commitment to Sturgeon Bay. While he does not have his teaching license, he has been reviewing the requirements he needs and has a specific plan to complete the process within 18 months. The interview committee not only strongly endorses our approval of him for this position but believes Steven will prove to be an outstanding teacher and leader for the district.

A motion to approve Steven Umentum as the special education teacher at the high school beginning with the 2020-21 school year is recommended.

12. Approve Professional Staff Member Leave of Absence Request

A first grade teacher has requested a leave of absence. In alignment with the professional handbook: "All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave."

As the Board knows, the duration of the requested leave for the birth of a child would be for the 2020-2021 school year and the teacher plans to return for the for the 2021-2022 school year. The principal and I do support her request.

A motion to approve the professional staff member leave of absence request for the 2020-2021 school year is recommended.

13. Approve Special Education/Pupil Services Director

I have worked with members of the administrative team, as well as staff representatives (teacher associate, secretary, school psychologist, speech and language pathologist, teachers, and school counselors) immediately prior to the school closure and again in recent days and have arrived at the point of having a candidate I can bring forward for Board approval. Additionally, I should add that we found a candidate who every person involved in the process is both impressed with and also looks forward to working with.

Mrs. Lindsay Ferry received her undergraduate degree in cross-categorical special education from Silver Lake College, her Master of Science in Educational Psychology from UW-Milwaukee, and is currently completing her certification program in Administration and Director of Pupil Services and Special Education through the University of St. Mary's, Minnesota, WiscAd program. The way the timing works, the program will apply to DPI for her license in August.

Lindsay currently serves as a special education teacher and at-risk coordinator for a virtual school here in Wisconsin, and lives with her family in Luxemburg (her husband is an SBHS alum). Prior to taking that position, she worked as a special education teacher at the middle school level in Green Bay, as well as a special education teacher and advisor with students in grades 8-12 at a charter school in Green Bay.

The interview team and I have been very impressed with her energy, passion, and range of experiences when it comes to providing special education instruction in areas from the traditional classroom to a charter school to virtual setting. Lindsay understands and has first-hand experience with a variety of approaches to engage and inspire not only students, but families, staff members, and community members. She has shown herself to be someone who listens, asks great questions, wants to empower and support staff, and truly wants all kids to be successful. Additionally, the perspective she has already brought to conversations around virtual and blended learning, as well as tools and approaches she has first-hand experience with hold incredible promise for our district. The Board knows that the trajectory of the people we hire is very important to us. I believe Lindsay has the skills, the drive, and the perspective to be a true difference maker in this district and in this community.

Here is a sampling of comments from the four references I spoke with from Green Bay and her current job:

- “I loved having Lindsay as one of my teachers . . . She comes up with amazing ideas . . . has a growth mindset . . . She is an amazing educator.”
- “She has a passion for kids who have struggled and have been labeled . . . is a champion for those kids . . . sees what they are capable of . . . she has infectious energy . . . and she can rally the troops.”
- “Our loss is your gain . . . is a hard worker . . . thrives with challenge . . . has vision . . . Be ready for her energy . . . Her heart is so big!”
- “She is awesome . . . Hard worker, smart . . . Phenomenal . . . Relationships are a real priority for her . . . Loves to learn new things . . . We want her back and have been trying to get her back . . . She’s a great add [*to your team*].”

A motion to approve Lindsay Ferry as our Special Education and Pupil Services Director beginning with the 2020-2021 fiscal year is recommended.

14. Approve 2020-2021 Compensation for Returning Non-teacher Employees

Last month, the Board approved returning teacher contracts. This month, the Board would approve the 2020-2021 compensation for our non-teacher employee groups. I will list them below so the Board is able to take action on all non-teaching employees at once, or take separate action on each of the three categories, if you will.

- A. Hourly employees
- B. Unclassified employees
- C. Administrative employees

As in the past, the administration has prepared three options for the Board.

- One option is based on the Consumer Price Index of 1.81%.
- Another option is based on the average teacher increase of 2.47% (this option does not include Master’s Degree supplemental pay since that is not part of the base wage).
- The other option is 2.2% which falls between the CPI figure and the average teacher increase.

As a quick reminder, we had built a 2.5% increase into the referendum projections; while we don’t approve the preliminary budget for next year until June, with the official

approval in October following the information from the state, all three scenarios would be below the 2.5% figure. *(Note: There is certainly a lot of information out there about the decrease in revenue due to the COVID-19 pandemic. Jake has run a few scenarios for next year, all of which avoid a deficit based on what is currently being discussed.)*

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

Percentage Increase:	<u>1.81%</u>	<u>2.2%</u>	<u>2.47%</u>
Total Increase	\$55,946.60	\$68,001.39	\$76,347.01
Salary Total	\$3,236,918.82	\$3,248,973.61	\$3,257,319.23
Difference	-\$12,054.79	---	+\$8,345.62

I believe we have many staff members worthy of recognition during the COVID-19 closure and in appropriate cases additional compensation would also be appropriate. Two key individuals who come to mind are the lone person in the IT department, as well as the person leading our outstanding food service department.

D. Hourly Employee – IT Department: Since the lone person in our IT department is currently paid on an hourly basis, the administration recommends awarding him the premium pay that had been previously awarded to maintenance and food service staff who need to carry out their duties while on campus. I would recommend that this is retroactive to February 10, 2020 when he first began to operate as a one-person department due to the retirement of our other IT department member.

Note: Due to the current vacancy in the IT Department, I anticipate potential job duties, title(s), and a staffing change that could also impact the 2020-2021 compensation for our current IT staff person and whoever ends up joining him.

E. Administrative Employee – Food Service Director: Increasing the number of days of service for our food service director is something we have considered before; the current number of contracted days is 195, which is slightly more than our classroom teachers. The administration would recommend going to a 220-day contract for the food service director. In essence, it would be adding 10-15 days at the end of the school/fiscal year for wrapping up the kitchen for the summer and reconciling financials, and adding 10-15 days prior to the start of the school year for ordering, preparation, and registration support. The total cost increase for the current fiscal year would be approximately \$6,253.72.

A motion to approve 2020-2021 compensation for returning Non-teacher Employees as presented above is recommended.

15. Approve 2020-2021 CESA 7 Service Contract

This contract comes to you annually for review and approval.

A motion to approve the 2020-2021 CESA 7 Service contract is recommended.

16. Approve E-Rate Service Contract with CESA 11

This contract comes to you annually for review and approval.

A motion to approve the 2020-2021 CESA 11 E-Rate Service contract is recommended.

17. Approve Kobussen Transportation Contract Adjustment

As discussed previously, we've been in contact with Kobussen leadership and both heard and read legal opinions encouraging districts not to be in hurry on this topic and end up getting things wrong, even though we obviously want to support our drivers and work with Kobussen as our provider.

I had sent correspondence with Kobussen (as included in last months' meeting packet) and our contract to our legal counsel in late April. As of the preparation of the meeting packet, I am awaiting guidance from our counsel. If we receive that in time for the meeting, I plan to share it with the Board in order to make a recommendation.

18. Approve Resolution Establishing Parameters for the Sale of Not to Exceed \$10,000,000 General Obligation School Building and Improvement Bonds, Series 2020

Quarles & Brady continues to assist us with navigating the various requirements for the overall process. The resolution will be added to the meeting packet when received and/or sent to the Board if it does not arrive prior to the time the meeting packet is sent out.

A motion to approve the Resolution Establishing Parameters for the Sale of Not to Exceed \$9,950,000 General Obligation School Building and Improvement Bonds, Series 2020 is recommended.

19. Approve AODA Advisor (Co-curricular position) at Sturgeon Bay High School

Principal Nickel recommends SBHS Counselor Jenni O'Handley and Morgan Kiedrowski to fill the co-curricular AODA position vacancy. As you know Jenni works at the high school as our counselor for grades 10-12. Morgan works as our counselor for grades 6-9. This club works with mental health, how stressors result in chemical and other abuse, and also works with the countywide Project 180 group.

A motion to approve Jenni O'Handley and Morgan Kiedrowski as the AODA advisors at Sturgeon Bay High School is recommended.

20. Approve Contract with the City of Sturgeon Bay for a School Resource Officer

The past practice in this community of the school district directly employing its own school resource officer is incredibly rare—in fact, I have yet to hear of another district with this practice in this day and age. Rather, a common practice is to have a school district contract with a city or county for school resource officer support. While the other mainland county districts have added a school resource officer program through the county, we would do so through the city.

Aside from a variety of conversations over the past 6 years, Bob Nickel and I attended a meeting at City Hall on May 1, and I attended a meeting of the

A motion to approve the Contract with the City of Sturgeon Bay for a School Resource Officer is recommended.

21. Approve Sturgeon Bay High School WIAA Membership Renewal

The WIAA requires that Boards of member high schools take action annually in either their May or June meeting to affiliate with the WIAA. We are usually reminded of this requirement by the WIAA in May and usually receive the renewal form in early June. As a reminder, membership fees have been eliminated so all we really need to do is approve our membership renewal, which signifies affiliation with the WIAA.

A motion to approve our membership renewal with the WIAA for the 2020-2021 school year is recommended.

22. Facility Project Update (informational item)

I plan to include this as a standing part of the agenda in the months ahead. Most months, I will probably provide some sort of verbal update at this point in the agenda and/or copy and paste an update from the month superintendent report.

23. Receive Draft of 2020-2021 Board meeting calendar (informational item)

Since we just officially set the Board meeting days this evening, I do not have a draft that would reflect any significant changes from past years. However, the meeting calendar draft in your packet does take both our previous approach and the 2020-2021 school year calendar into account.

For your review, I have made suggestions about what the 20-21 Board of Education calendar could look like. Here are just a few things to highlight:

- I placed a question mark behind the November 4 learning session. I don't know that I will be in town on November 4, although a learning session could certainly occur in my absence. Initially, I thought we might move the regular October meeting to October 28, but upon consulting with Jake, from the aid certification announcement by October 15 to the meeting on October 21 there would be more time to fine tune things than some years in the past.
- With the Annual Education Convention falling during the third week of January in 2021 (January 20-22), we would go to the 2nd Wednesday, January 13, as our meeting date as we have at times in the past. We typically do not have a learning session meeting in January due to the Annual Education Convention.
- Our annual retreat is scheduled in place of the February learning session again this next year.

The Board would officially approve a meeting calendar in next month's meeting.

24. Reports

25. Adjourn

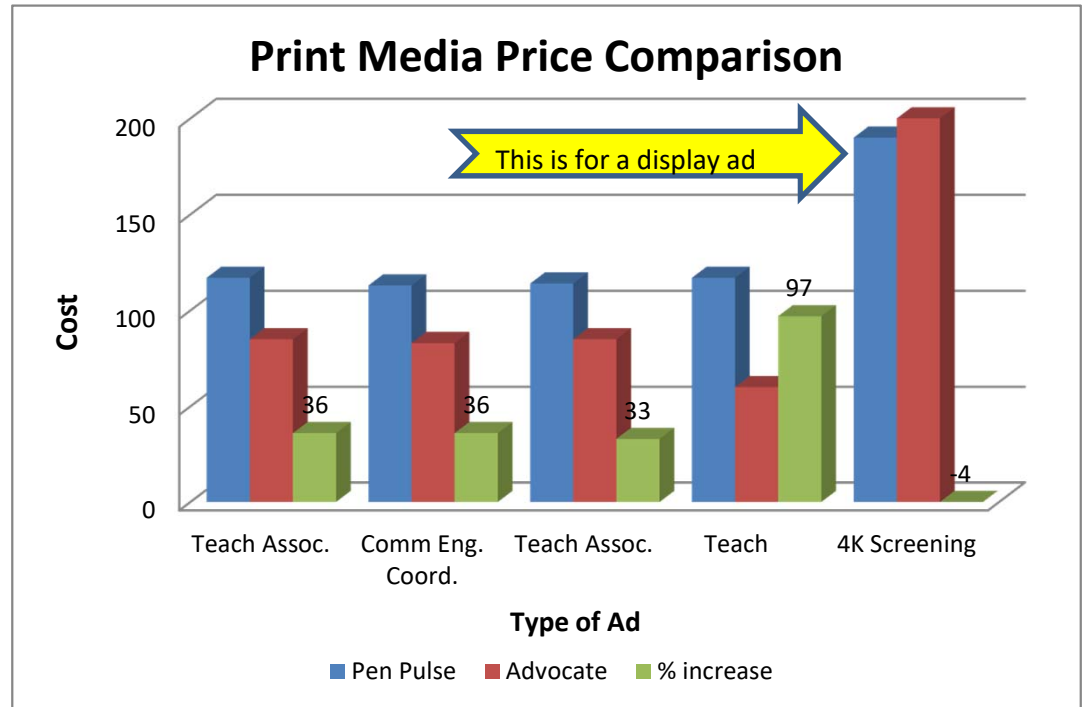
Print Media Communications Options

UPDATED 2020-05-13

Comparison of Pricing				
		Pen Pulse	Advocate	% increase
18-Feb	Teach Assoc.	117	85	36
18-Mar	Comm Eng. Coord.	113	83	36
18-Jul	Teach Assoc.	114	85	33
19-Feb	Teach	117	60	97
19-Feb	4K Screening	190	200	-4
	Legals		only use Advocate, no comparison (is reasonable)	

Circulation Information			
		Pen Pulse	Advocate
Peak	19,000	17,500	**
off peak	11,500	11,500	**
mailed peak	10,000	8,500*	5,561
mailed off peak	7,500	7,500*	5,561
**cannot separate from other online papers-all Gannett			
*off those mailed, 3,500 are Sturgeon Bay zip code			

Deadline	
Pulse	due Friday noon (1 week B4) for Friday paper
Advocate	due Friday by 5 PM for Wed. paper
Advocate	due Wednesday 5 PM for Saturday paper



Notes: To receive paper copy of Pen Pulse is free for Sturgeon Bay residents. Just call and get added to the list.

THE SCHOOL DISTRICT OF STURGEON BAY
Board of Education Learning Session
Wednesday, May 6, 2020

5:00 P.M. Board of Education Meeting

Board Room

CALL TO ORDER:

1. Roll Call at 5:01 PM: Virtual attendance by Hooker, Alger (joined at 5:11 PM), Stephani, Chisholm, Holland, Miller, Hougaard, Hougaard, Stephens & Jennerjohn. Also present was Superintendent Tjernagel (on-site) and virtual attendance by Holtz, Nickel, Smejkal, O’Handley & Smullen.
2. **Motion:** Chisholm/Stephens to adopt the agenda. Roll call vote. Motion carried unanimously.

AGENDA AND DISCUSSION

1. Bond Issuance Overview & Capital Project Update - Information presented (5:05 PM- 5:29 PM). Presentation by Michele Wiborg; Bank qualified under \$10 million in 2020 to realize lowest rates possible (\$9,950,000). Projected Mill Rate impact of \$1.41 vs. \$1.47. Balance in 2021; lock in late May or early June 2020.
2. Post-Employment Benefit Process Update – Information presented by Andy from Associated (5:30 PM - 6:44 PM).
3. Learning Session Schedule Recap – Information presented (6:45 - 6:49 PM).
4. Motion: Stephens/Jennerjohn to adjourn at 6:50 PM. Roll call vote. Motion carried unanimously.

Date: _____

President’s Signature: _____

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/01/2020	201900216	W	552.38	98 L 000 000 811902 000	DELTA DENTAL	18 Pay Deductions - Invoice 1438125
05/01/2020	201900222	W	751.68	98 L 000 000 811647 000	UNITEDHEALTHCARE INS	Customer #620572; Invoice #426052131084
05/01/2020	201900223	W	219.45	98 L 000 000 811647 000	UNITEDHEALTHCARE INS	Customer #620572; Invoice #426052131084
04/29/2020	201900214	W	90.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
04/29/2020	201900214	W	695.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
04/29/2020	201900214	W	100.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
04/29/2020	201900215	W	335.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
04/29/2020	201900215	W	240.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
04/30/2020	201900230	W	0.79	10 E 800 355 263300 000	CENTURYLINK	MONTHLY BILL
04/30/2020	201900236	W	15,061.27	50 E 800 415 257220 000	GORDON FOOD SERVICE	APRIL FOOD
04/30/2020	201900236	W	8,095.66	50 E 800 415 257220 549	GORDON FOOD SERVICE	APRIL FOOD
04/30/2020	201900234	W	108,975.00	98 L 000 000 811611 000	INTERNAL REVENUE SER	FED TAXES
04/30/2020	201900234	W	56,032.01	98 L 000 000 811612 000	INTERNAL REVENUE SER	FED TAXES
04/30/2020	201900232	W	778.42	50 E 800 415 257220 000	PEPSI-COLA OF GREEN	DRINKS FOR LUNCH
04/30/2020	201900231	W	5,000.00	10 E 800 353 258000 000	PITNEY BOWES POSTAGE	POSTAGE REFILL
04/30/2020	201900233	W	48,090.38	98 L 000 000 811613 000	WISCONSIN DEPARTMENT	STATE TAXES
04/30/2020	201900235	W	104,352.56	98 L 000 000 811621 000	WISCONSIN RETIREMENT	APRIL RETIREMENT
04/30/2020	201900235	W	39,730.44	98 L 000 000 811622 000	WISCONSIN RETIREMENT	APRIL RETIREMENT
03/31/2020	99378	R	100.00	98 L 000 000 811677 000	AMERIPRISE FINANCIAL	PRD ID 102503; M ROSE XXX-XX-2793
03/31/2020	99379	R	173.58	98 L 000 000 811680 000	AMERICOLLECT INC	CASE #19SC177
03/31/2020	99380	R	5.00	98 L 000 000 811671 000	AXA EQUITABLE	J Schopf \$5
03/31/2020	99380	R	5.00	98 L 000 000 811671 000	AXA EQUITABLE	J Schopf \$5
03/31/2020	99381	R	254.67	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
03/31/2020	99382	R	75.00	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
04/03/2020	99414	R	38.17	10 E 800 411 253000 000	ADVANCE AUTO PARTS	2018 Ford Transit-150 parts Customer# 880328
04/03/2020	99415	R	412.50	10 E 800 310 231500 000	BUELOW VETTER BUIKEM	Account# 3101.86522
04/03/2020	99416	R	4,375.00	27 E 800 310 223300 019	CARAVEL AUTISM HEALT	Services 2/20/20-3/9/20
04/03/2020	99417	R	511.00	10 E 800 581 295000 000	CDI COMPUTER DEALERS	Chrome management
04/03/2020	99417	R	1,025.00	27 E 800 480 158100 341	CDI COMPUTER DEALERS	Chrome management
04/03/2020	99418	R	12,180.00	10 E 800 386 431000 000	CESA #9	Regular Course Enrollments
04/03/2020	99419	R	64.00	10 E 800 411 162000 000	DC ENGRAVING	BBB & GBB Award Plaque plates
04/03/2020	99420	R	654.93	10 E 800 348 254500 000	DOOR COUNTY TREASURE	Unleaded and Diesel Fuel February 2020
04/03/2020	99420	R	1,405.17	10 E 800 348 256510 000	DOOR COUNTY TREASURE	Unleaded and Diesel Fuel February 2020
04/03/2020	99421	R	4,818.00	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	School Nursing November 2020
04/03/2020	99421	R	3,993.00	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	School Nursing December 2019
04/03/2020	99421	R	5,544.00	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	School Nursing January 2020
04/03/2020	99421	R	5,049.00	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	School Nursing February 2020
04/03/2020	99422	R	300.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Corporate Membership- Group 1
04/03/2020	99422	R	360.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Corporate Membership- Group 2
04/03/2020	99423	R	10.36	10 E 800 411 253000 000	FASTENAL COMPANY	Hardware
04/03/2020	99424	R	3,326.00	10 E 400 412 136000 000	FIRST TECHNOLOGIES I	Laser Engraver
04/03/2020	99424	R	25,000.00	21 E 800 449 136000 637	FIRST TECHNOLOGIES I	Laser Engraver
04/03/2020	99424	R	5,876.00	21 E 400 551 136000 000	FIRST TECHNOLOGIES I	Laser Engraver
04/03/2020	99425	R	220.00	10 E 200 411 121000 000	GUGER, SALLY	Glazes (SPLIT between high school and middle school art)
04/03/2020	99425	R	220.00	10 E 400 449 121000 000	GUGER, SALLY	Glazes (SPLIT between high

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/03/2020	99426	R	108.18	10 E 800 324 253000 000	HRI SERVICES	school and middle school art) HVAC Repairs
04/03/2020	99427	R	998.75	10 E 140 411 113000 000	IMAGE INNOVATORS	T-shirts for Sunrise
04/03/2020	99428	R	1,580.15	10 E 400 449 125500 000	INSTRUMENTAL MUSIC C	classroom supplies and equipment
04/03/2020	99429	R	496.47	10 E 800 324 253000 000	LAKESHORE LANDSCAPE	Practice Field Landscaping
04/03/2020	99430	R	32.40	10 E 800 411 162000 000	MAAS FLORAL & GREENH	Order# 055947
04/03/2020	99430	R	40.50	10 E 800 411 162000 000	MAAS FLORAL & GREENH	Order# 056422
04/03/2020	99431	R	75.00	10 E 800 943 120000 000	MAY, ERIKA	Judging for Subdistrict Forensics Meet
04/03/2020	99432	R	385.00	10 E 800 943 162000 000	NASC/NASSP	National Honor Society Affiliation
04/03/2020	99433	R	1,488.45	10 E 800 411 253000 000	PIKE SYSTEMS INC	January 2020 Districtwide Sanitation Supplies
04/03/2020	99433	R	224.96	10 E 800 411 253000 000	PIKE SYSTEMS INC	January 2020 Districtwide Sanitation Supplies
04/03/2020	99434	R	2,006.25	10 E 800 324 253000 000	RASS EXCAVATING & MA	Snow Removal for February 2020
04/03/2020	99435	R	112.50	10 E 800 480 162000 000	RUSH MEDIA COMPANY,	Tournament Rights Fee BBB 3/3/20
04/03/2020	99436	R	50.00	10 E 800 943 120000 000	SCHOOL DISTRICT OF S	3/3/20 Subdistrict Forensics Meet
04/03/2020	99437	R	707.77	10 E 200 480 221500 000	SHI	150 chrome OS management
04/03/2020	99437	R	579.09	10 E 100 480 221500 000	SHI	150 chrome OS management
04/03/2020	99437	R	643.43	10 E 800 480 222200 031	SHI	150 chrome OS management
04/03/2020	99437	R	382.84	27 E 800 480 158100 341	SHI	150 chrome OS management
04/03/2020	99437	R	1,286.87	10 E 400 480 221500 000	SHI	150 chrome OS management
04/03/2020	99437	R	739.88	10 E 800 581 295000 000	SHI	63 Chrome OS management consoles
04/03/2020	99437	R	257.37	10 E 140 480 221500 000	SHI	63 Chrome OS management consoles
04/03/2020	99437	R	257.37	10 E 200 480 221500 000	SHI	63 Chrome OS management consoles
04/03/2020	99437	R	64.34	10 E 800 480 222200 031	SHI	63 Chrome OS management consoles
04/03/2020	99437	R	128.69	27 E 800 480 158100 341	SHI	63 Chrome OS management consoles
04/03/2020	99437	R	64.35	10 E 400 480 221500 000	SHI	63 Chrome OS management consoles
04/03/2020	99438	R	2,214.00	10 E 800 310 231500 000	STRANG PATTESON ATTO	Matter number 03010.00001
04/03/2020	99438	R	432.00	10 E 800 310 231500 000	STRANG PATTESON ATTO	Matter number 03010.00002
04/03/2020	99439	R	82.66	10 E 400 411 241000 000	TEAM APPAREL & SPECI	HS Custom Materials
04/03/2020	99440	R	49.42	10 E 800 353 258000 000	UNITED PARCEL SERVIC	Postage- Shipper# 586902
04/03/2020	99441	R	68.82	10 E 800 411 253000 000	VIKING ELECTRIC SUPP	Account Number V11169
04/03/2020	99442	R	714.98	10 E 800 943 162000 000	WISC INTERSCHOLASTIC	Boys Regional Basketball 3/3/2020
04/03/2020	99443	R	101.94	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Printer Supplies- HS
04/03/2020	99443	R	101.94	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Printer Supplies- MS
04/03/2020	99443	R	44.81	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Printer Supplies- Sunrise
04/03/2020	99443	R	2,920.11	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Contract- Account number GB3909
04/03/2020	99443	R	89.62	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Printer/Copier Supplies- HS
04/06/2020	192000279	A	2,027.50	10 E 800 331 253300 000	CENTERPOINT ENERGY	Customer# 34642
04/06/2020	192000280	A	3,029.75	10 E 800 480 295000 000	POWERSCHOOL GROUP LL	Customer# 1004785
04/06/2020	192000280	A	3,000.00	10 E 800 480 295000 000	POWERSCHOOL GROUP LL	Customer# 1004785
04/06/2020	192000280	A	8,276.96	10 E 800 480 295000 000	POWERSCHOOL GROUP LL	Customer# 1004785

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04/08/2020	192000281	A	250.00	10 E 800 310 239000 000	HAYES, AMY	3/29/2020-4/4/2020 daycare
04/08/2020	192000281	A	250.00	10 E 800 310 239000 000	HAYES, AMY	4/5/2020-4/11/2020 daycare reimbursement
04/08/2020	192000282	A	250.00	10 E 800 310 239000 000	KAIN, ROBIN	4/6/2020-4/10/2020 Child Care Expense
04/08/2020	192000283	A	111.49	10 E 800 342 253000 000	KRAMER, ROBERT JR	1/1/2020-3/31/2020 Mileage
04/08/2020	192000284	A	175.95	50 E 800 342 257900 000	PETERSON, DARLENE	1/1/2020-3/17/2020 Mileage for January-March 2020 delivering lunch to SB Head Start and St. John Bosco. 306 miles total @ .57 1/2 per mile.
04/08/2020	192000285	A	500.00	72 L 800 000 161942 000	PROPSOM, MATTHEW	4/1/2020 Clipper Clays Reinvestment of Endowment withdrawal back into our Endowment.
04/09/2020	99444	R	265.00	10 E 800 324 253000 000	AFFORDABLE PLUS TREE	Tree service 3/23/20
04/09/2020	99445	R	176.87	10 E 800 355 263300 000	AT&T LONG DISTANCE	Long distance services Account number: 920 743-5493 930 7
04/09/2020	99446	R	927.30	10 E 800 411 253000 000	BELSON CO	Sanitation Supplies- Paper towel
04/09/2020	99447	R	1,720.57	10 E 800 972 492000 000	CITY OF STURGEON BAY	DPP Chargeback- SBay School
04/09/2020	99448	R	6,519.00	21 E 800 551 162000 000	DAKTRONICS	SCORER'S TABLE
04/09/2020	99448	R	5,000.00	21 E 800 449 162000 634	DAKTRONICS	SCORER'S TABLE
04/09/2020	99449	R	1,492.92	10 E 800 348 256510 000	DOOR COUNTY COOPERAT	Account number 784909- March 2020
04/09/2020	99450	R	173.12	10 E 800 324 253000 000	EAGLE MECHANICAL	Work order# 10603, customer id# 2904
04/09/2020	99451	R	510.17	50 E 800 324 257220 000	ENGELS INC	Work done 2/28/20 KITCHEN
04/09/2020	99452	R	2.31	10 E 800 411 253000 000	FASTENAL COMPANY	Misc. Hardware Part# 1133733
04/09/2020	99453	R	543.86	10 E 800 432 222200 031	FOLLETT SCHOOL SOLUT	Library Books-SW
04/09/2020	99455	R	53.00	10 E 800 310 125000 000	HEID MUSIC CO	Account# 57711- Repairs
04/09/2020	99455	R	22.79	10 E 800 310 125000 000	HEID MUSIC CO	Account# 57711- Repairs
04/09/2020	99455	R	18.99	10 E 800 310 125000 000	HEID MUSIC CO	Account# 57711- Repairs
04/09/2020	99455	R	129.60	10 E 200 411 125500 000	HEID MUSIC CO	Account# 57711- Supplies
04/09/2020	99455	R	225.00	10 E 200 411 125500 000	HEID MUSIC CO	Account# 57711- Supplies
04/09/2020	99455	R	-36.09	10 E 400 411 125500 000	HEID MUSIC CO	Credit Memo 12/16/19
04/09/2020	99455	R	-60.77	10 E 800 310 125000 000	HEID MUSIC CO	Credit Memo 11/12/19
04/09/2020	99455	R	-153.14	10 E 400 411 125500 000	HEID MUSIC CO	Credit Memo 10/24/19
04/09/2020	99456	R	370.40	10 E 200 470 126000 000	HOUGHTON MIFFLIN	HMH Science Spanish Grades 6-8
04/09/2020	99457	R	188.25	10 E 800 416 214000 000	MACGILL	Nursing supplies
04/09/2020	99458	R	253.16	10 E 800 351 239000 000	PENINSULA PULSE	Newspaper Postings 2/7/20 & 2/14/20
04/09/2020	99459	R	297.57	10 E 800 411 253000 000	PIKE SYSTEMS INC	Sanitation Supplies
04/09/2020	99459	R	333.60	10 E 800 411 253000 000	PIKE SYSTEMS INC	Sanitation Supplies
04/09/2020	99459	R	703.24	10 E 800 411 253000 000	PIKE SYSTEMS INC	Sanitation Supplies
04/09/2020	99459	R	5,148.60	10 E 800 411 253000 000	PIKE SYSTEMS INC	Finish
04/09/2020	99459	R	552.63	10 E 800 411 253000 000	PIKE SYSTEMS INC	Sanitation Supplies
04/09/2020	99459	R	359.12	10 E 800 411 253000 000	PIKE SYSTEMS INC	Sanitation Supplies
04/09/2020	99460	R	56.56	10 E 800 411 253000 000	PROFESSIONAL SUPPLY	Sanitation Supplies
04/09/2020	99460	R	255.38	10 E 800 411 253000 000	PROFESSIONAL SUPPLY	Equipment Parts & Repair
04/09/2020	99461	R	90.06	10 E 800 411 252100 000	QUILL	Envelopes 10x13
04/09/2020	99461	R	146.13	10 E 800 411 252100 000	QUILL	Brother dcpl2550Dw Printer
04/09/2020	99462	R	24.00	10 E 800 411 239000 000	SB LUNCH PROGRAM	Cookies 3-4-20

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04/09/2020	99462	R	181.00	10 E 800 411 239000 000	SB LUNCH PROGRAM	Cookies 2-7-20
04/09/2020	99462	R	56.50	10 E 400 411 241000 000	SB LUNCH PROGRAM	Snacks- High school staff meeting
04/09/2020	99462	R	208.00	10 E 800 411 239000 000	SB LUNCH PROGRAM	Adult lunches for lunch and learn
04/09/2020	99463	R	139.48	50 E 800 415 257220 000	STURGEON BAY HIGH SC	Greenhouse produce for kitchen
04/09/2020	99464	R	1,823.80	10 E 800 354 258000 000	US BANK EQUIPMENT FI	Contract number 500-0535730-000
04/09/2020	99465	R	262.43	10 E 800 389 431000 000	UNIV OF WISC-GREEN B	STUDENT CHOICE
04/09/2020	99466	R	2,022.82	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	Group number 0401972111-00007
04/13/2020	99467	R	100.00	98 L 000 000 811677 000	AMERIPRISE FINANCIAL	PRD ID 102503; M ROSE XXX-XX-2793
04/13/2020	99468	R	5.00	98 L 000 000 811671 000	AXA EQUITABLE	J Schopf \$5
04/13/2020	99469	R	259.46	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
04/13/2020	99470	R	75.00	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
04/13/2020	99471	R	193.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
04/17/2020	99472	R	212.00	10 E 800 310 231500 000	BUELOW VETTER BUIKEM	Account# 3101.86522
04/17/2020	99473	R	2,420.88	10 E 800 355 263300 000	CELLCOM WISCONSIN RS	Account number 003-00319495
04/17/2020	99474	R	298.65	10 E 800 355 263300 000	CHARTER COMMUNICATIO	Account# 8245 11 120 0173238
04/17/2020	99475	R	398.52	10 E 800 411 253000 000	CULLIGAN SERVICE	Account# 8566801
04/17/2020	99476	R	404.59	10 E 800 411 253000 000	DOOR COUNTY HARDWARE	Account number 96718- March 2020 Billing
04/17/2020	99477	R	262.59	50 E 800 324 257220 000	ECOLAB	Corp. ref number 91797, account# STUR0010-0005
04/17/2020	99478	R	850.39	21 E 200 411 163901 000	FLS BANNERS LTD	MS Band Apparel
04/17/2020	99479	R	613.55	21 E 200 411 163901 000	HEID MUSIC CO	MS Band Supplies
04/17/2020	99480	R	1,461.55	10 E 800 324 253000 000	JIM OLSON CHRYSLER	Work done on Dodge Grand Caravan 2/18/20
04/17/2020	99481	R	1,750.00	10 E 800 310 256210 000	KOBUSSEN BUSES LTD	Billing for 1/2 Transfinder cost
04/17/2020	99482	R	345.95	27 E 800 310 223300 019	KYLES CONSULTING LLC	Monthly fee for March 2020
04/17/2020	99483	R	350.00	50 E 800 415 257220 000	PAN O GOLD	Account# 40014
04/17/2020	99484	R	295.00	10 E 800 310 231500 000	PINKERT LAW FIRM LLP	Client 347.000 M
04/17/2020	99485	R	144.90	10 E 140 411 241000 000	QUILL	office supplies - envelopes 10x13
04/17/2020	99485	R	63.13	10 E 140 411 241000 000	QUILL	office supplies - labels, paper
04/17/2020	99485	R	42.95	10 E 800 411 252100 000	QUILL	Brother tn 730 Toner
04/17/2020	99486	R	14,095.75	10 E 800 480 221500 000	RENAISSANCE LEARNING	Invoices INV5159977-154001, 154004, 154013, 154019, 708936, 713196
04/17/2020	99487	R	936.75	80 E 800 411 239160 000	RIDDELL/ALL AMERICAN	MS Apparel, Order# 441674502
04/17/2020	99488	R	11,566.76	10 E 800 336 253300 000	STURGEON BAY UTILITI	March Utilities
04/17/2020	99488	R	1,197.40	10 E 800 337 253300 000	STURGEON BAY UTILITI	March Utilities
04/17/2020	99488	R	707.61	10 E 800 338 253300 000	STURGEON BAY UTILITI	March Utilities
04/17/2020	99488	R	137.26	10 E 800 339 253300 000	STURGEON BAY UTILITI	March Utilities
04/17/2020	99489	R	130.35	10 E 200 450 121000 000	SCHOOL SPECIALTY INC	art supplies
04/17/2020	99489	R	4.40	10 E 110 411 241000 000	SCHOOL SPECIALTY INC	Clipboards for PBIS
04/17/2020	99489	R	137.37	27 E 801 411 158109 347	SCHOOL SPECIALTY INC	Classroom Supplies
04/17/2020	99490	R	1,210.00	10 E 800 480 221500 000	SEESAW	Seesaw for schools 05/01/2020/04/30/21
04/17/2020	99491	R	4,792.22	10 E 200 480 221500 000	SHI	150 Regular chromebooks with chrome OS management and White glove

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04/17/2020	99491	R	3,920.91	10 E 100 480 221500 000	SHI	150 Regular chromebooks with chrome OS management and White glove
04/17/2020	99491	R	4,356.57	10 E 800 480 222200 031	SHI	150 Regular chromebooks with chrome OS management and White glove
04/17/2020	99491	R	2,592.16	27 E 800 480 158100 341	SHI	150 Regular chromebooks with chrome OS management and White glove
04/17/2020	99491	R	8,713.14	10 E 400 480 221500 000	SHI	150 Regular chromebooks with chrome OS management and White glove
04/17/2020	99491	R	5,009.62	10 E 800 581 295000 000	SHI	63 Chromebooks from SHI to complete our order of necessary replacement devices.
04/17/2020	99491	R	1,742.63	10 E 140 480 221500 000	SHI	63 Chromebooks from SHI to complete our order of necessary replacement devices.
04/17/2020	99491	R	1,742.63	10 E 200 480 221500 000	SHI	63 Chromebooks from SHI to complete our order of necessary replacement devices.
04/17/2020	99491	R	435.66	10 E 800 480 222200 031	SHI	63 Chromebooks from SHI to complete our order of necessary replacement devices.
04/17/2020	99491	R	871.31	27 E 800 480 158100 341	SHI	63 Chromebooks from SHI to complete our order of necessary replacement devices.
04/17/2020	99491	R	435.65	10 E 400 480 221500 000	SHI	63 Chromebooks from SHI to complete our order of necessary replacement devices.
04/17/2020	99492	R	10,955.00	10 E 800 324 253000 000	SPECIALTY ENGINEERIN	14862 Sturgeon Bay HS Roof Replacement
04/17/2020	99493	R	22.01	27 E 800 411 223300 341	STAPLES ADVANTAGE	supplies
04/17/2020	99494	R	118.50	50 E 800 324 257220 000	TIP TOP CLEANERS	March 2020 Bill
04/17/2020	99495	R	610.21	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	March 2020- Account number 0401972111-00005
04/17/2020	99496	R	84.00	10 E 800 310 239000 000	WIS DRUG TESTING & C	BGC National Search (6)
04/21/2020	192000286	A	19.80	10 E 400 411 127000 000	BLAHNIK, BROCK	4/9/2020 Screen o Matic screen cast cost It's \$19.80
04/21/2020	192000287	A	75.00	10 E 200 310 221300 000	ELM, COURTNEY	4/14/2020 Conference Reimbursement
04/21/2020	192000288	A	250.00	10 E 800 310 239000 000	KAIN, ROBIN	4/13/2020-4/17/2020 Childcare
04/21/2020	192000288	A	250.00	10 E 800 310 239000 000	KAIN, ROBIN	4/20/2020-4/24/2020 Childcare
04/23/2020	99497	R	20.00	50 L 000 000 815000 000	BOSETSKI, TERA	Refund of lunch account balance
04/23/2020	99498	R	1,450.00	10 E 800 386 431000 000	CESA #9	Regular Course Enrollments
04/23/2020	99499	R	2,500.00	10 E 800 480 295000 000	COMPUTER DISCOUNT WA	Adobe User based License purchasing from CDW

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/23/2020	99499	R	-2,125.00	10 E 800 480 295000 000	COMPUTER DISCOUNT WA	Adobe User based License purchasing from CDW \$2175 in credit from returning the previous Adobe License.
04/23/2020	99500	R	332.07	10 E 800 348 254500 000	DOOR COUNTY TREASURE	Unleaded and Diesel Fuel March 2020
04/23/2020	99500	R	452.92	10 E 800 348 256510 000	DOOR COUNTY TREASURE	Unleaded and Diesel Fuel March 2020
04/23/2020	99501	R	17,226.00	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	Client account: STU- Nursing balance from bills# 25, 27, 28, & 29
04/23/2020	99501	R	9,636.57	27 E 800 310 218100 011	DOOR COUNTY MEDICAL	PT/OT services for March 2020
04/23/2020	99501	R	1,876.05	27 E 800 310 218200 011	DOOR COUNTY MEDICAL	PT/OT services for March 2020
04/23/2020	99502	R	180.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Corp Membership- Group 1
04/23/2020	99502	R	280.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Corp Membership- Group 2
04/23/2020	99503	R	2,371.07	21 E 400 411 166700 000	JOSTENS REMIT	Account# 1116209 Cap & Gown for 2020 (Credit balance applied)
04/23/2020	99506	R	129.00	10 E 400 411 125500 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	161.99	10 E 400 411 125500 000	J W PEPPER & SON INC	Pops and pep band music
04/23/2020	99506	R	278.99	10 E 400 449 125500 000	J W PEPPER & SON INC	Band folders
04/23/2020	99506	R	49.75	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	45.00	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	2.99	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	10.50	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	1.95	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	19.50	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	45.68	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	23.75	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	24.99	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	19.00	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99506	R	26.99	10 E 400 411 125400 000	J W PEPPER & SON INC	HS Music
04/23/2020	99507	R	255.00	80 E 800 411 239160 000	LAUTENBACH, LEIF	Reimbursement for MS wrestling team meals
04/23/2020	99508	R	90.00	21 E 400 411 161921 000	MAAS FLORAL & GREENH	Customer# 1354, Order# 056814 Valentine Carnations for Service Club
04/23/2020	99509	R	15,100.00	10 E 800 324 253000 000	NORTHERN ELECTRIC IN	Job# 304842
04/23/2020	99510	R	233.69	10 E 800 351 239000 000	PENINSULA PULSE	Postings 3/06/20-3/20/20
04/23/2020	99511	R	66.75	10 E 800 310 239000 000	PREVEA HEALTH WORKME	Vaccine 90746 3/3/2020
04/23/2020	99512	R	500.00	21 E 400 000 166320 644	PROBOOKINGS.COM	Balance due for Senior Night Hypnotist
04/23/2020	99513	R	2,150.00	21 E 400 411 161923 000	STURGEON BAY VISITOR	Gift Certificates
04/23/2020	99514	R	575.45	10 E 800 324 253000 000	SOUND FARMERS	Work on auditorium sound and video
04/23/2020	99515	R	20.70	10 E 800 353 263300 000	UNITED PARCEL SERVIC	Shipper number 586902
04/23/2020	99516	R	5,400.00	10 E 800 387 431000 000	UNIV OF WISC-GREEN B	STUDENT CHOICE
04/23/2020	99517	R	83.04	50 E 800 415 257220 000	WASEDA FARMS COUNTRY	Eggs
04/23/2020	99518	R	2,137.92	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Contract- Account number GB3909
04/23/2020	99519	R	174.98	10 E 800 351 239000 000	WISCONSIN MEDIA	Account# 17600
04/23/2020	99519	R	211.99	10 E 800 351 239000 000	WISCONSIN MEDIA	Account# 24576- 4K Screening
04/23/2020	99520	R	8.45	10 E 200 411 125400 000	WIS SCHOOL MUSIC ASS	Piano Fees- Spude
04/27/2020	99521	R	5.00	98 L 000 000 811671 000	AXA EQUITABLE	J Schopf \$5
04/27/2020	99522	R	53.00	98 L 000 000 811690 000	CROSSROADS AT BIG CR	Employee Donations
04/27/2020	99523	R	216.85	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
						#802986
04/27/2020	99524	R	3,640.05	98 L 000 000 811634 000	MADISON NATIONAL LIF	Group Life
04/27/2020	99525	R	515.75	98 L 000 000 811639 000	MADISON NATIONAL LIF	Short-Term Disability Ins.
04/27/2020	99525	R	3,052.62	98 L 000 000 811635 000	MADISON NATIONAL LIF	LTD Insurance
04/27/2020	99525	R	581.85	98 L 000 000 811639 000	MADISON NATIONAL LIF	Short-Term Disability Ins.
04/27/2020	99525	R	89.79	98 L 000 000 811639 000	MADISON NATIONAL LIF	Short-Term Disability Ins.
04/27/2020	99526	R	216.23	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 18 Pay
04/27/2020	99526	R	218.90	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 24 Pay
04/27/2020	99526	R	227.54	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 24 Pay
04/27/2020	99526	R	216.23	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 18 Pay
04/27/2020	99527	R	50.00	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
04/27/2020	99528	R	386.73	98 L 000 000 811646 000	UNITEDHEALTHCARE SPE	303472; Accident Insurance
04/27/2020	99528	R	438.12	98 L 000 000 811648 000	UNITEDHEALTHCARE SPE	303472; Critical Illness Ins.
04/27/2020	99528	R	347.69	98 L 000 000 811648 000	UNITEDHEALTHCARE SPE	303472; Critical Illness Ins.
04/27/2020	99528	R	457.99	98 L 000 000 811646 000	UNITEDHEALTHCARE SPE	303472; Accident Insurance
04/27/2020	99528	R	45.22	98 L 000 000 811648 000	UNITEDHEALTHCARE SPE	303472; Critical Illness Ins.
04/27/2020	99529	R	233.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
04/28/2020	99530	R	100.00	98 L 000 000 811677 000	AMERIPRISE FINANCIAL	PRD ID 102503; M ROSE XXX-XX-2793
04/28/2020	99531	R	53.00	98 L 000 000 811690 000	CROSSROADS AT BIG CR	Employee Donations
04/30/2020	99533	R	192.00	10 E 800 324 253000 000	A-1 ELEVATOR SERVICE	Lift Maintenance- TJ Walker MS
04/30/2020	99533	R	123.00	10 E 800 324 253000 000	A-1 ELEVATOR SERVICE	Lift Maintenance- Sunrise Elementary
04/30/2020	99534	R	177.16	10 E 800 355 263300 000	AT&T LONG DISTANCE	MONTHLY CHARGES- Account#920 743-5493 930 7
04/30/2020	99534	R	3,144.07	10 E 800 355 263300 000	AT&T LONG DISTANCE	Internet charges- Account# 831-000-7711 955
04/30/2020	99534	R	751.51	10 E 800 355 263300 000	AT&T LONG DISTANCE	Internet charges- Account# 831-000-7711-955
04/30/2020	99535	R	61.73	10 E 800 411 253000 000	AUTOMATED LOGIC - WI	Reference# 8310115921
04/30/2020	99536	R	75.77	10 E 800 411 253000 000	CARQUEST AUTO PARTS	Internal Customer# 1561081
04/30/2020	192000289	A	1,592.03	10 E 800 331 253300 000	CENTERPOINT ENERGY	Account# 0401972111-00005
04/30/2020	99537	R	967.50	10 E 800 386 239000 000	CESA 11	Customer# 2828
04/30/2020	99538	R	999.81	10 E 800 411 253000 000	DOOR COUNTY TREASURE	Salt Picked up
04/30/2020	99539	R	3,333.00	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	Nursing 03/01/20 - 03/31/20
04/30/2020	99540	R	262.59	50 E 800 324 257220 000	ECOLAB	Account# STUR0010-0005, Corp Ref. 91797
04/30/2020	99541	R	1,389.82	10 E 800 310 231000 000	EUA	Project #318509-01 District wide improvements- Professional services through 3/31/20
04/30/2020	99542	R	6,755.43	10 E 800 324 253000 000	INNOVATIVE LED SOLUT	HS Gym- Video Scoreboard Lights
04/30/2020	99543	R	42.00	10 E 110 411 241000 000	MASTER TEACHER	Annual Subscription
04/30/2020	192000290	A	10.00	10 E 800 411 162000 000	MEDCO SUPPLY COMPANY	Sales order# SO2988624
04/30/2020	99544	R	1,478.00	10 E 800 324 253000 000	OTIS ELEVATOR	Customer# 52647313
04/30/2020	99545	R	1,809.00	10 E 800 310 231500 000	STRANG PATTESON ATTO	Matter number 05010.00002
04/30/2020	99546	R	33.53	50 E 800 415 257220 000	WALMART COMMUNITY	Account# Ending in 6480
04/30/2020	99547	R	27.68	50 E 800 415 257220 000	WASEDA FARMS COUNTRY	EGGS
04/30/2020	99548	R	3,907.92	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	Account# 0401972111-00007
04/30/2020	99532	R	600.00	10 E 400 449 241000 000	WOODY'S SIGNS	50 Yard Signs 18' x 21' @ \$12 each- Class of 2020
04/30/2020	99549	R	21.00	10 E 800 943 162000 000	WIS SCHOOL MUSIC ASS	WSMA Account# 10806 HS Choir group registration
04/30/2020	99549	R	21.00	10 E 800 943 162000 000	WIS SCHOOL MUSIC ASS	WSMA Account# 10806 HS Band

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
						group registration
04/01/2020	201900202	W	172.22	98 L 000 000 811640 000	WEA TRUST ADVANTAGE	WEA Auto Insurance
04/01/2020	201900202	W	35.63	98 L 000 000 811641 000	WEA TRUST ADVANTAGE	WEA Home Owner's Ins
04/01/2020	201900202	W	1,110.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
04/01/2020	201900202	W	2,368.65	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
04/01/2020	201900202	W	257.18	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity (% calc)
04/01/2020	201900202	W	4,140.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
04/01/2020	201900203	W	335.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
04/01/2020	201900203	W	240.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
04/04/2020	201900213	W	51.65	50 E 800 415 257220 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	15.90	10 E 200 411 124500 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	182.20	10 E 800 411 239000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	55.54	27 E 800 411 223300 341	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	229.90	10 E 800 411 253000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	82.86	50 E 800 415 257250 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	105.28	10 E 800 411 253000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	354.99	10 E 800 411 253000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	71.99	10 E 800 480 295000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	57.78	10 E 140 411 114000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	111.83	10 E 400 411 136431 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	118.96	10 E 400 411 132000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	75.37	10 E 800 480 295000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	81.49	10 E 110 411 121000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	42.45	10 E 800 480 295000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	633.14	10 E 200 449 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	33.04	50 E 800 449 257000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	5.90	10 E 400 411 136431 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	37.98	10 E 400 411 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	16.38	10 E 110 411 121000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	64.99	10 E 200 449 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	31.70	10 E 400 411 136431 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/04/2020	201900213	W	62.97	10 E 200 449 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	9.99	10 E 110 411 121000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	59.69	10 E 200 449 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	568.39	10 E 400 411 136431 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	323.82	21 E 100 411 164900 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	23.99	10 E 200 449 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	16.19	10 E 110 411 121000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	25.59	10 E 800 411 239000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	317.95	10 E 400 411 136360 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	319.80	10 E 400 411 136360 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	84.07	10 E 400 411 136360 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	145.92	10 E 400 411 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	49.99	10 E 400 411 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	19.08	10 E 400 411 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	1,236.75	10 E 400 411 136360 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	34.02	10 E 400 411 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	154.85	10 E 400 411 136431 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	64.00	50 E 800 415 257250 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	80.02	50 E 800 415 257220 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	29.99	10 E 110 411 121000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	332.07	10 E 200 449 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	67.99	10 E 400 449 241000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	86.01	10 E 800 480 295000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	-80.64	50 E 800 415 257220 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	370.43	21 E 200 411 164905 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	60.47	27 E 801 411 152001 347	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	42.75	10 E 800 480 295000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	51.98	50 E 800 415 257220 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/04/2020	201900213	W	25.44	50 E 800 415 257250 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	50.40	10 E 800 480 295000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	26.70	10 E 200 411 124500 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	371.70	10 E 800 411 253000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	155.64	50 E 800 415 257220 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	12.99	10 E 200 449 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	95.50	10 E 200 411 241000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	28.10	10 E 200 411 124500 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	194.34	10 E 400 449 241000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	114.06	10 E 200 449 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	435.44	10 E 800 411 253000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	89.99	10 E 400 449 241000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	149.02	50 E 800 415 257250 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/04/2020	201900213	W	155.32	10 E 200 449 136000 000	SYNCHRONY BANK/AMAZO	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-315.00	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	50.00	10 E 800 310 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	70.98	50 E 800 415 257220 549	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-144.00	10 E 800 342 221300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-225.00	10 E 800 310 221300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	270.00	10 E 800 370 431000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	398.00	10 E 800 370 431000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	160.00	10 E 800 370 431000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	507.00	10 E 800 411 239000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-94.00	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	14.81	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	11.60	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	176.00	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	178.53	10 E 800 353 258000 000	US BANK	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/06/2020	201900227	W	21.01	10 E 800 411 239000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	121.81	10 E 800 411 239000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-112.00	10 E 800 342 252100 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	98.00	27 E 800 435 156600 341	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	372.00	10 E 800 411 239000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-57.68	10 E 400 411 122000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	452.40	10 E 800 310 254300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	706.40	10 E 800 310 254300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	291.00	10 E 800 310 254300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	240.00	10 E 800 310 254300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-119.00	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	91.34	10 E 400 411 136360 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	24.99	10 E 400 411 136000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	21.50	10 E 400 411 136000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	47.50	10 E 400 411 136000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	43.80	10 E 400 411 136360 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	3.20	10 E 400 411 136360 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	900.00	10 E 400 470 241000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	9.95	10 E 800 355 263300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	18.00	21 E 200 310 161927 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	16.24	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	70.70	10 E 110 411 110400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	96.04	10 E 110 411 241000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	96.39	10 E 110 411 241000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	182.52	21 E 100 411 164900 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	11.68	27 E 801 411 158109 347	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	169.00	10 E 800 342 221300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	169.00	10 E 800 342 221300 000	US BANK	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/06/2020	201900227	W	169.00	10 E 800 342 221300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	169.00	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	840.76	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	101.60	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	229.10	10 E 800 449 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	58.65	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	116.04	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	35.54	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	50.21	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	81.88	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	1,172.88	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	214.72	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	757.56	10 E 800 324 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	48.17	27 E 800 411 158100 341	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	32.74	10 E 800 324 253000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	15.53	10 E 800 411 252100 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	112.75	10 E 400 310 126000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	245.00	10 E 800 310 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-109.00	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	9.08	10 E 800 411 252100 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	81.80	10 E 110 411 241000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	16.67	10 E 800 411 252100 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	187.50	10 E 800 411 239000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	596.70	10 E 800 411 162000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	107.00	10 E 800 411 239000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	80.00	10 E 800 411 239000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	162.97	21 E 400 411 162216 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-288.00	21 E 100 310 164900 000	US BANK	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/06/2020	201900227	W	-1,618.11	27 E 800 490 215200 341	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	5.45	10 E 800 353 258000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	27.90	10 E 800 411 239000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	36.00	10 E 400 470 241000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	50.00	10 E 800 411 162000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	35.00	10 E 800 411 162000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	10.99	10 E 800 411 162000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	107.00	10 E 400 411 143000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	242.46	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	62.28	21 E 400 411 161950 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	194.49	21 E 400 411 161950 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	130.00	21 E 200 411 161941 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	140.00	21 E 200 411 161941 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	29.73	10 E 200 450 135200 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	20.00	10 E 200 414 120000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	25.00	10 E 200 414 120000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	54.81	10 E 140 411 113000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	87.73	10 E 110 415 110400 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	122.47	10 E 110 411 241000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	52.00	10 E 800 310 221300 400	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	46.00	10 E 800 310 221300 400	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	65.00	10 E 800 310 221300 400	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	58.00	10 E 800 310 221300 400	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-144.00	10 E 800 310 221300 400	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-293.50	10 E 800 342 221300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	-293.50	10 E 800 342 221300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	293.50	10 E 800 342 221300 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	293.50	10 E 800 342 221300 000	US BANK	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
04/06/2020	201900227	W	131.25	10 E 800 480 295000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	10.24	10 E 800 480 295000 000	US BANK	Credit Card Payment AP Invoice.
04/06/2020	201900227	W	62.52	10 E 800 480 295000 000	US BANK	Credit Card Payment AP Invoice.
04/15/2020	201900211	W	172.13	98 L 000 000 811640 000	WEA TRUST ADVANTAGE	WEA Auto Insurance
04/15/2020	201900211	W	35.63	98 L 000 000 811641 000	WEA TRUST ADVANTAGE	WEA Home Owner's Ins
04/15/2020	201900211	W	1,020.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
04/15/2020	201900211	W	1,673.65	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
04/15/2020	201900211	W	257.18	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity (% calc)
04/15/2020	201900211	W	4,040.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
04/15/2020	201900212	W	335.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
04/15/2020	201900212	W	240.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
05/01/2020	201900224	W	20,132.56	98 L 000 000 811901 000	DEAN HEALTH INC	Health Insurance - May 2020
05/01/2020	201900224	W	115,210.49	98 L 000 000 811630 000	DEAN HEALTH INC	Health Insurance - May 2020
05/01/2020	201900224	W	18,489.33	10 E 800 290 292000 000	DEAN HEALTH INC	Health Insurance - May 2020
05/01/2020	201900217	W	13,410.59	98 L 000 000 811632 000	DELTA DENTAL	Benefit - Dental
05/01/2020	201900218	W	748.39	98 L 000 000 811902 000	DELTA DENTAL	24 Pay Deductions - Invoice 1438125
05/01/2020	201900219	W	748.39	98 L 000 000 811902 000	DELTA DENTAL	24 Pay Deductions - Invoice 1438125
05/01/2020	201900220	W	33.32	98 L 000 000 811902 000	DELTA DENTAL	18 Pay Deductions - Invoice 1438125
05/01/2020	201900221	W	444.31	98 L 000 000 811902 000	DELTA DENTAL	18 Pay Deductions - Invoice 1438125

927,096.34 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	288,771.01	288,771.01
21	SPECIAL REVENUE - GIFTS	0.00	0.00	50,266.52	50,266.52
27	SPECIAL EDUCATION	0.00	0.00	20,048.70	20,048.70
50	FOOD SERVICE FUND	20.00	0.00	26,582.87	26,602.87
72	TRUST FUNDS	500.00	0.00	0.00	500.00
80	COMMUNITY SERVICE FUND	0.00	0.00	1,191.75	1,191.75
98	PAYROLL CLEARING FUND	539,715.49	0.00	0.00	539,715.49
***	Fund Summary Totals ***	540,235.49	0.00	386,860.85	927,096.34

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

5-4-20

~~12-10-19~~

Resignation Letter

To Mr. Nickel,

I resign from my Girls Head Coach Swimming position for the 2020-21 season for the Sturgeon Bay Clippers.



David Bubnik

Kayleen Smeaton

kmsmeaton97@gmail.com | (312)659-3713

May 5, 2020

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

To Whom it May Concern,

Please accept this letter as a notice of resignation from my position as a fourth grade teacher at Sunrise Elementary School. My last day of employment will be June 5, 2020.

My husband is in the Coast Guard and is being relocated this summer, therefore I will no longer be in the area to be available to teach during the 2020-2021 school year.

It has been such a pleasure working with the Sunrise fourth grade team throughout the 2019-2020 school year. I could not have picked a better school at which to spend my first year of teaching. It will definitely be hard to find another school as amazing as Sunrise. I've learned so much over this last year and appreciate the opportunity to do what I love at such an amazing school.

I have made all of my files pertinent to the curriculum available to Heidi Richard if she needs them for future reference. I will also ensure that prior to my last day of employment all of my duties as a classroom teacher have been completed to the best of my ability.

Again, I thank the Sturgeon Bay School District for the opportunity to work with an amazing group of coworkers as well as, make my mark on such an amazing group of children this last year.

Sincerely,

Kayleen Smeaton

May 5, 2020

Dr. Ann Smejkal
Sunset School Early Learning Center
827 N. 8th Ave
Sturgeon Bay, WI
54235

Dear Dr. Smejkal,

Please accept this letter as my resignation from my position as 80% PE and Adapted PE teacher at Sunset Elementary School. My last day will be June 30, 2020, which is the last day of the 2019-2020 contract.

The students and staff at Sunset have been a pleasure and joy to work with. I wish everyone at Sunset the very best going forward!

Sincerely,

A handwritten signature in cursive script that reads "Carrie Lundy". The signature is written in black ink and is positioned above the printed name.

Carrie Lundy



School District of Sturgeon Bay

1230 Michigan Street

Sturgeon Bay, Wisconsin 54235-1498

Phone: 920.746.2800 • Fax: 920.746.3888 • www.sturbay.k12.wi.us

STURGEON BAY SCHOOL DISTRICT

SCHOOL BOARD RESOLUTION FOR THE WAIVER OF CERTAIN SCHOOL BOARD OR SCHOOL DISTRICT REQUIREMENTS PURSUANT TO WIS. STAT. §§ 118.38(1) AND (1m)

WHEREAS, Wis. Stat. §118.38(1) and Wis. Admin. § PI 8.01(4) authorize school boards to request the Department of Public Instruction to waive any school board or school district requirement in Wis. Stat. chs. 115 to 121 or in the administrative rules promulgated by the Department under the authority of those chapters; and

WHEREAS, Wis. Stat. §118.38(1)(b) requires that, before requesting a waiver, a school board shall hold a public hearing in the school district on the request for a waiver of any requirement in Wis. Stat. chs. 115 to 121; and

WHEREAS, Wis. Stat. § 118.38(1m) requires that “the school board shall specify in its request for a waiver its reason for requesting the waiver,” which includes the March 24, 2020, Emergency Order #12 from Governor Evers requiring all individuals present within the State of Wisconsin to stay at home or at their place of residence, with limited exceptions, beginning March 25, 2020 and continuing through 8:00 am on April 24, 2020. With the exception for activities facilitating distance learning or virtual learning, the Order continued the closure of all public and private K-12 schools for pupil instruction and extracurricular activities as set forth in previous Emergency Orders.

NOW, THEREFORE BE IT RESOLVED, that:

1. On May 20, 2020, the Board of Education held a public hearing, in satisfaction of Wis. Stat. §118.38(1)(b), concerning requests for waivers of the requirements identified herein; and
2. In compliance with Wis. Stat. §§ 118.38(1) and (1m), and for the reasons set forth herein, the Board of Education hereby directs the District Administrator or his/her designee to apply, on behalf of the Board, to the Office of the Superintendent for Public Instruction (OSPI) for the waiver of the following:
 - a. Waiver of the requirements of Wis. Stat. § 121.02(1)(f) and the administrative rules promulgated by the department regarding required instructional hours for students for the 2019-2020 school year only due to the COVID-19 public health emergency.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board of Education’s approval of this action and of the authority granted herein at a duly-noticed meeting of the Board held on May 20, 2020.

Dated this 20 day of May, 2020.

STURGEON BAY SCHOOL DISTRICT
BOARD OF EDUCATION

Teri Hooker, Board President

Tina Jennerjohn, Board Clerk

Sturgeon Bay School District

EMPLOYMENT HANDBOOK

FOR

PROFESSIONAL STAFF MEMBERS

DATE JULY 1, 202019

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C – Co-Curricular Pay Schedule

D – Additional Employment Payment Schedule

E – School Year Calendar

F – Cafeteria Plan/Alternative Benefit Plan (ABP)

G – Post-Employment Benefits

I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for professional staff members including Certified Teachers and Licensed Administrators. The provisions described herein are the terms and conditions governing employment in the School District of Sturgeon Bay ("District") and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and administrative guidelines, as well as rules and regulations of District. It has been prepared to acquaint all professional staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each professional staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and/or the administrative guidelines promulgated by the District Administrator that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or District Administrator's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District's employees are employed, "at-will", and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee, subject to contractual or statutory provisions, if any. The District's professional staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with [Policy 3139](#) – Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

Whenever any words are used in this Handbook in the masculine gender, they shall also be construed to include the feminine or neutral gender in all situations where they would so apply, and whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply, and wherever any words are used in the plural, they shall also be construed to include the singular.

This Handbook does not encompass all teacher employment policies or staff guides. The Board may initiate, delete, or modify such policies and guides as it deems necessary.

STATEMENT OF PHILOSOPHY

The School District of Sturgeon Bay believes that a school system in America has an obligation to continually strive to instill in each individual, according to his/her abilities, the knowledge, skills, attitudes, and values necessary for effective living in a free and changing society based on the rights and responsibilities embodied in our American heritage.

It is the aim of this District to provide a diversified program of educational experiences to youth and to cooperate with the home, church and community to promote the development of individually different but effectively-educated citizens.

Within the classroom, emphasis should be on the development of fundamental skills and knowledge, as well as on breadth and depth of materials according to the student's ability. This can best be accomplished through a varied and flexible curriculum presented in surroundings that promote good work and study. The needs of the students, their parents, and the community demand an honest appraisal of student ability, flexible learning programs, and a healthy respect for learning itself. Likewise, recognition of the obligation to stimulate the ability to think objectively, to draw conclusions, and to make decisions is accompanied by an awareness of significant and desirable social and personal values.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

[Policy 3112](#) – Board-Staff Communications

The chain of command depicted on the *organizational chart* identifies the relationships in the District.

PURPOSE

- A. The primary goal is the development and operation of an educational program of the highest quality for the benefit of students and the community.
- B. Teaching is a profession and the quality of the educational program is dependent upon the quality of the teaching service. The ultimate aim of education is the continuing development, continuity and implementation of quality in our educational program and constant welfare of the students.
- C. Wisconsin law expressly prohibits strikes at any time by the teaching personnel covered by this Handbook.
- D. In the event of any violation of the preceding clause, the Board may take whatever disciplinary action it deems appropriate including immediate discharge and such action shall not be subject to arbitration except on the basis that the employee involved did not participate in the prohibited activity.

- E. The Board shall continue to operate and manage the school system and its programs, facilities, properties and school related activities of its employees, and it is expressly recognized that this operational and managerial responsibility includes, but is not limited to, the determination and direction of the teaching force; the right to subcontract for goods, services or work that is deemed desirable by the Board or the District Administrator; the right to plan, direct and control school activities; the right to establish and revise the school calendar; establish hours of employment; to schedule classes and assign work loads; to determine teaching methods, subjects to be taught; to select textbooks, teaching aids and materials, to maintain the effectiveness of the school system, to make necessary assignments for all programs of an extracurricular nature; to determine teacher complement; to create, revise and eliminate positions; to establish and require observance of reasonable rules and regulations; to select, hire and terminate teachers; to determine teacher qualification and conditions of employment; to promote or demote and to discipline and discharge teachers.
- F. The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth.

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate in the employment of professional staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

[Policy 3122](#) - Nondiscrimination and Equal Employment Opportunity

ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The District Administrator has prepared written administrative guidelines for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines.

For more information employees shall refer to:

[Policy 3362](#) - Employee Anti-Harassment

[Policy 3362.01](#) - Threatening Behavior Toward Staff Members

AG 3362 - Employee Anti-Harassment

AG 3362A - Reporting Threatening Behaviors

JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for professional staff member accountability that each professional staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, professional staff members shall refer to [Policy 3120.01](#) – Job Descriptions. Further, if a copy of a job description is required or desired, the professional staff member shall ask their immediate supervisor or go to the central office and request a duplicate copy.

IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

[Policy 3111](#) - Creating a Position

CONFLICT OF INTEREST

Professional staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

[Policy 1130](#) - Conflict of Interest – Private Practice

[Policy 3210](#) - Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following:

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

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Professional staff members should refer to the detailed procedure regarding communication set forth in

[Policy 3112](#) - Board-Staff Communication

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all District buildings and at all District-sponsored activities.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

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

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

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

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

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as members of the professional staff if they fall into a category established in [Policy 3120](#) – Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in [Policy 4120](#) – Employment of Support Staff. For further details regarding the employment categories, an employee should refer to the applicable collective bargaining unit.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with [Policy 8320](#) – Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in [Policy 8320](#) – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

Applicable State statutes
[Policy 3220](#) - Staff Evaluation
AG 3220A - Evaluation of Staff

CONFIDENTIALITY

As a result of an Employee's responsibilities with the District, an Employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an Employee, Employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained as the result of employment with the District is confidential information and protected by law unless such information has been designated as pupil directory data in School Board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any District personnel who are not authorized to receive such information or to persons outside of the District without the express authorization of Administration. Likewise, no information concerning the internal operations of the District, including but not limited to the release of records of the District, may occur except through, and with the permission of Administration.

Unless directed by Administration, Employees shall not act as the District's custodian of records or disseminate confidential information. State and federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil or personnel records should be directed to the District Administrator or building supervisor.

PROFESSIONAL GROWTH REQUIREMENTS

Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

[Policy 3242](#) – Professional Growth Requirements

STUDENT SUPERVISION AND WELFARE

The Board requires each professional staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations in this regard, administrators should refer to [Policy 1213](#) – Student Supervision and Welfare, and other professional staff members should refer to [Policy 3213](#) - Student Supervision and Welfare.

ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all professional staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with AG 3130 – Assignment and Transfer of Professional Staff.

Further, professional staff members may be transferred between schools when the District Administrator determines that the needs of the students, the school or District so require.

AG 3130 - Assignment and Transfer of Professional Staff

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of an administrator or a professional staff member shall be consistent with the terms established in [Policy 3139](#) – Staff Discipline

REDUCTION IN STAFF

The Board may abolish professional staff positions and/or reduce the administrative and/or professional staff as necessary. Such staff reductions will be made in compliance with [Policy 3131](#) – Reduction in Staff.

TERMINATION AND RESIGNATION

Individual employment contracts may be terminated or non-renewed upon a majority vote of the full membership of the Board.

Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. Any decision to terminate a staff member's employment contract shall be subject to review consistent with [Policy 3340](#) - Grievance Procedure. Finally, a staff member may resign in accordance with the terms of his/her individual employment contract.

[Policy 3140](#) – Termination, Non-Renewal and Resignation

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

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

COMPENSATION

The District will negotiate total base wages with certified bargaining units in accordance with the provisions of § 111.70 of the Wisconsin Statutes. The District will otherwise set compensation for Employees on an annual basis and will provide Employees notice of their salary or wages upon completion of negotiations and in accordance with contract dates. The District exclusively reserves the right to provide other compensation, such as merit pay, performance pay, supplemental compensation, or other forms of compensation. Said compensation will be based upon objective evaluations and teacher effectiveness.

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

Appendix A of the Salary and Supplemental Pay Guide will contain the Salary Ladder that accompanies the new system. Appendix B will contain the Supplemental Pay for Yearly Leadership Opportunities. Appendix C will contain the co-curricular pay schedule established by the Board of Education. Appendix D will contain the Additional Employment Payment Schedule.

The supervising administrator and Superintendent must approve all master degree credit requests as described in the Continuing Education Support section of the Salary and Supplemental Pay Guide.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

[Policy 3425](#) - Benefits

LEAVES OF ABSENCE (extended leave)

Any professional staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with [Policy 3430](#) - Leaves of Absence

EMPLOYEE LEAVES

Administrators and professional staff members may request leave for several qualifying circumstances. Those circumstances may include the following:

- A. Personal leave
 - 1. When a request has been submitted, and when satisfactory arrangements can be made, the District Administrator may grant leave for professional, semi-professional, community service, personal and family business; for three such leave days per year the deduction shall be for the cost of a substitute or equivalent (regardless of whether or not a substitute is required for the absence); for each day over three days per year, the deduction shall be in full. For teachers with ten years or more of local service, the first

personal day shall be at no deduction. For teachers with twenty-five (25) or more years of local service the teacher will be eligible for four (4) days of personal leave, the first two (2) days shall be at no deduction.

B. Funeral leave in the event of the death of a relative

1. Funeral leave (with deduction from sick leave) will be granted due to death in the immediate family and shall be limited to five (5) days per occurrence but may be extended at the discretion of the Board of Education. Immediate family shall include employee's spouse, parents, step-parents, siblings, step-siblings, children, step-children, father/mother-in-law, brother/sister-in-law, grandparents, step-grandparents, and grandchild.
2. Funeral leave (with deduction from sick leave) for non-family members [*family* is defined in B(1)(a)], usually for one-half day but not to exceed one day, may be granted by the Superintendent of the District. If such leave exceeds one day, deduction for the additional day(s) shall be for the cost of the substitute or equivalent.

C. Military leave

It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, the employee should contact the Director of Human Resources as soon as possible to arrange for the leave. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit no such benefit will be provided. Any Employee who enters service in any of the armed forces of the United States shall, upon termination of such service by honorable discharge or other evidence of good standing, be entitled to reemployment in accordance with provisions of USERRA and other applicable federal and state laws.

D. Leave for jury duty when called to perform their civic responsibility as a potential juror or to serve on a jury.

1. Any employee, who shall be called for jury duty or be required to appear as a witness in court, shall receive regular salary or wages for such day or days while serving or appearing. Upon completion of jury duty, the employee shall remit to the District any compensation received from the court for such jury duty. In case of

court appearance, required because of a violation by the employee, the section will not apply.

- E. National Board Certification Absences
 - 1. The District will provide 1 day of paid leave for a teacher taking the National Board Certification test.
- F. Forced Absences
 - 1. Absences caused by snow or other natural hazards when school is in session will be treated as emergencies and deductions will be made accordingly.

If an administrator or professional staff member has approved leave under these specific circumstances they may be provided compensation or job protection during such absence from their assigned job duties for the District. These leaves will be granted pursuant to [Policy 3431](#) – Employee Leaves.

EMPLOYEE SICK LEAVE

Administrators who are not employed under an individual employment contract and professional staff members may use paid sick leave and must follow the protocol established in [Policy 3432](#) – Employee Sick Leave.

- A. All regular part time and full time employees shall be granted "sick leave" credit with full pay not to exceed ten (10) days per year; Unused days shall be cumulative to a maximum of one hundred twenty (120) days.
- B. No sick leave will be paid beyond the first day for which a teacher would become eligible for long-term disability whether the teacher applies or not for that benefit.
- C. Sick leave shall cover absences due to employee's illness, including child bearing.
- D. Sick leave for critical illness and/or emergency medical treatment for the employee's immediate family shall be in accordance with the provisions of state and federal Family and Medical Leave Acts (FMLA) for leave requests beyond three (3) days.
- E. Employee's immediate family is defined to include: Employee's spouse, parents, step-parents, siblings, step-siblings, children, stepchildren, father/mother-in-law, brother/sister-in law, grandparents, step-grandparents, grandchild, step-grandchild, or significant other.

- F. Sick leave for non-emergency medical treatment and nonemergency medical examination of family or others would be granted only in exceptional cases with prior approval of the Superintendent of the District, and the deduction would be in full.
- G. A doctor's certificate is required for any sick leave absences in excess of three (3) days. This requirement may be waived by the Superintendent under certain circumstances.

FAMILY AND MEDICAL LEAVE

Medical leave is defined under the Family and Medical Leave Acts found in the state and federal laws as leave or other medical leave that renders an employee unable to be at work, and requires written documentation from a licensed healthcare provider indicating that the employee is unable to be at work. In accordance with Federal and State law, the Board of Education will provide family and medical leave for administrators who are not employed under individual employment contract professional staff members. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to [Policy 3430.01](#) – Family and Medical Leave of Absence (FMLA).

HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time professional staff members in accordance with the District's Health Insurance Plan and [Policy 3420](#) – Health Insurance Benefit. Health benefits will be prorated for employees less than full-time. An employee must be at least 50% to qualify for health benefits. The district does offer an alternative benefit that is defined in Appendix F of the Salary and Supplemental Pay Guide.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible Professional Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

[Policy 3419.02](#) - Privacy Protections of Fully Insured Group Health Plans.

RETIREMENT

- A. All persons officially and legally employed by the District who are eligible for the Wisconsin Retirement System shall be covered by that system.
- B. The teacher's contribution to the fund and the benefit levels including benefits upon retirement, variable annuity payments, death benefits and separation benefits are governed by Wisconsin Statutes, Chapter 42.
- C. Employees shall be required to make full payment towards the employee required contribution to the WRS.
- D. Appendix G of the Salary and Supplemental Pay Guide contains post-employment benefits.

V. WORKING CONDITIONS AND HOURS OF WORK

TEACHING HOURS

Teaching Hours

High school and middle school	7:45 a.m. to 3:45 p.m.
Elementary school	7:35 a.m. to 3:35 p.m.

The District may have a teacher's work day differ in order to accommodate for before and after school programming.

The listed times include a guaranteed 30 minute duty-free lunch period.

High School and Middle School Teaching Loads

Within an eight-period day:

- A. 5 classes 1 duty 2 preparation periods
- B. 6 classes 0 duties 2 preparation periods
- C. 6 classes 1 duty 1 preparation period

Within a seven-period day:

- A. 5 classes 1 duty 1 preparation period
- B. 6 classes 0 duties 1 preparation period

Within a four-period day:

- A. 3 classes 1 rotating duty 1 preparation
(Duty = 30 minutes) (Preparation = minimum 60 minutes)

The normal full time teaching assignment is illustrated in each schedule above.

The regular work day for teachers in the four-year old preschool program may vary significantly from the hours worked by a regular elementary classroom teacher but in no instances shall the total hours worked per day exceed that of a regular elementary school classroom teacher.

The preparation period provided for all teachers K-12 shall average to be approximately 50 minutes per day. The preparation time need not occur as a single total consecutive block of time and need not occur daily, but the average shall apply on a weekly scheduled basis as far as practical and possible.

It is recognized that a teacher's work load extends beyond the scheduled hours of required in-school attendance. When middle school and high school teachers are required to attend more than one (1) meeting per week that extends beyond 3:45 p.m. these teachers may take an equal amount of release time under a

“flexible schedule” arranged with their immediate supervisor (principal), computed from 3:30 p.m. When elementary teachers have more than one (1) meeting per week that extends beyond 3:35 p.m. these teachers may request a flexible schedule to be arranged for an equal amount of time computed from 3:10 p.m. Flexible schedules must be arranged for a mutually agreeable work day and taken before May 1 of the school year. Elementary teachers required to attend non-contract evening meetings may submit a voucher at the hourly rate.

Title I teachers shall schedule parent teacher conferences during the first month of the school year (September) to aid in forming partnerships with the parents of their Title I students. Title I teachers will be excused from participation in the regular parent-teacher conferences normally scheduled during the month of November except as follows: The Title I teachers will participate in regular classroom parent-teacher conferences with the Title I students regular teacher when a timely request is made by the regular classroom teacher of the student(s) receiving Title I services.

On Fridays and on any day immediately preceding a student holiday, elementary teachers and secondary teachers may leave at the close of day as soon as they have satisfactorily supervised the departure of their pupils. Teachers with last period free are to remain on duty unless otherwise excused. Elementary teachers with students identified as having learning disabilities may receive, at the discretion of the Superintendent of the District, release time to permit work with special education teachers. Special education teachers at the secondary level may be granted similar privileges in order to work with classroom teachers during their prep time.

SCHOOL CALENDAR

The length and structure of the teacher calendar shall be determined by the Superintendent. The Board will set the school calendar for student and work days. Appendix E of the Salary and Supplemental Pay Guide is the school calendar for the current school year.

In the event a situation beyond the control of the Board requires the closing of one or more or all schools the first two days will not be rescheduled. All other days will be rescheduled by the Superintendent.

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, professional staff members are expected to dress in a manner that is consistent with the expectations described in [Policy 3216-Staff Dress and Grooming](#).

ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty daily; however, when a staff member must be absent, the following procedure shall be followed:

Following all absences, regardless of whether they are absences which may be classified under the leave provision or other types of absences, all employees are required to fill out and file with the Superintendent a "Report of Absence" form. This form is to be signed by the principal, and the employee is to see that it is filed with the District Administrator within three days.

- A. All requests for leave except illness and death must have prior approval of the principal and the District Administrator. The principal must contact the District Administrator in all questionable cases.
- B. A doctor's certificate may be required for any absence where it appears that sick leave may be abused.
- C. The Board reserves the right to require a physician's report of examination whenever deemed necessary; cost of examination will be paid by the Board
- D. Teachers on leave due to illness, child rearing or child adoption leave who have exhausted sick leave and have exceeded twelve (12) weeks of leave allowable under state and federal FMLA regulations may, at the employee's expense, continue insurance coverage within the district health insurance. Payment for continued insurance coverage must be received by the District by the 15th day of the month prior to the month of coverage (i.e. February 15th for March insurance coverage, March 15th for April insurance coverage, etc.)

USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the District Administrator's guidelines.

[Policy 7530](#) – Lending of District-Owned Equipment

AG 7530 – Personal use of District Equipment/Facilities

USE OF PERSONAL PROPERTY AT THE DISTRICT

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

The District does not assume any responsibility for loss, theft or damages to personal property. The District is not liable for vandalism, theft or any damage to cars parked on District property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

AG 3281 – Personal Property of Staff Members

EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with [Policy 8420](#) – Emergency Evacuation of Schools.

TRAVEL EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

[Policy 3440](#) – Job-Related Expenses

AG 3440A – Job-Related Expenses

AG 3440 B – Use of Private Car for School Business

VI. SAFETY AND HEALTH

PHYSICAL EXAMINATION AND TB TESTING

- A. All new personnel shall have a physical examination and a tuberculin test (04 70 mm chest X-Ray), with follow-up 14 x 17 X-Ray if necessary, as a condition of entering employment except that a certificate of health examination as prescribed by Statute will be accepted if taken within the two years prior to local employment. (The latter would apply to teachers transferring from another school system.)
 - 1. The procedures employed will be those established by the Statutes.
 - 2. The prescribed examination form will be furnished by the District.
 - 3. The Record of Examination Form will be retained in the physician's file.
 - 4. The Confidential Physician's Recommendation Form will be forwarded by the physician to the office of the Superintendent of the District.
- B. Since there is no physician in the employ of or under contract with the Sturgeon Bay Board of Education, the employee may be examined by any licensed physician.
- C. The physician will forward the statement of charges for the examination at the time he forwards the Recommendation Form to the office of the Superintendent of the District.
- D. Costs of the examination and X-Rays (when they are required) will be paid by the Sturgeon Bay Board of Education.
- E. Orders authorizing examinations shall be signed by the Superintendent of the District.

SMOKING

The Board of Education is committed to providing students, professional staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits professional staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

[Policy 3215](#) – Use of Tobacco by Professional Staff

TRAINING

Professional staff members, for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. The use of automated external defibrillators ([Policy 8452](#) – Automated External Defibrillators),
- B. The control of blood borne pathogens ([Policy 8453.01](#) - Control of Blood-Borne Pathogens)
- C. The control of casual-contact communicable diseases ([Policy 8450](#) – Control of Casual Contact Communicable Diseases), and
- D. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases ([Policy 8453](#) – Direct Contact Communicable Diseases).

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with [Policy 8442](#) – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

Staff use of the District's Education Technology will be governed by [Policy 7540.04](#) – Staff Education Technology Acceptable Use and Safety and the related administrative guidelines.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with [Policy 8310](#) – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in [Policy 7540.06](#) – Electronic Mail and the District Administrator's established guidelines regarding e-mail.

SOCIAL MEDIA

In accordance with [Policy 1213](#) – Student Supervision and Welfare and [Policy 3213](#) - Student Supervision and Welfare, professional staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc. any reason outside of educational use.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with [Policy 3139](#) – Staff Discipline

GRIEVANCE PROCEDURE

Each professional staff member of the District shall be provided an opportunity to understand and resolve matters affecting employment that the employee believes to be unjust as provided in [Policy 3340](#) – Grievance Procedure.

The grievance procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have known of the cause of such grievance. The procedures detailed in [Policy 3340](#) – Grievance Procedure shall be followed when a grievance has been filed.

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administrative and/or professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates [Policy 3122.01](#) – Drug-Free Workplace shall be subject to disciplinary action in accordance with [Policy 3139](#) – Staff Discipline and the District Administrator's guidelines.

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact District Administrator for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on District premises or at any school sponsored activity.

[Policy 3170.01](#) – Employee Assistance Program (EAP)

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read Sturgeon Bay School District's Employee Handbook for Professional Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Professional Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Professional Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied.

(Employee Signature)

(Witness Signature)

(Date)

Updated 5/12/2020

School District of Sturgeon Bay



20~~19~~20-20~~20~~21

Professional Staff Salary and Supplemental Pay Guide

School District of Sturgeon Bay
1230 Michigan Street
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History

The Compensation Study Committee met during the 2013-2014 and 2014-2015 school years. During the first year and a half of the process, compensation background and a series of twenty-one (21) school district compensation plans were studied. In the second semester of the 2014-2015 school year, the focus became the design of our new model.

Key consideration was given to the following concepts throughout the process:

- Retain quality staff
- Attract quality staff
- Establish clear goals and aligning a pathway that links goals to salary
- Have a simple system that is not overly complex
- Have a system that helps staff continue to develop and provides incentives

In addition to the concepts mentioned above, the following concepts were deemed as critically important and things the compensation model needed to support:

- Growth
- Improvement
- Leadership

Educator Effectiveness & Teacher Evaluation

Compensation models we studied took a variety of approaches to incorporating the teacher evaluation process. In the end, we decided upon an approach that recognizes the important and unique working relationship between the teacher and principal, recognizes the instructional coaching inherent in the Danielson Framework, and embraces the roles these components have in helping staff members, and the school as a whole, grow and improve.

In order for a teacher to progress to the next rung in the salary ladder, the teacher must have a satisfactory evaluation (may not be on any plan of improvement) whether in the summative evaluation year or any year of the three-year cycle. Additionally, in order to be eligible for any supplemental pay, the teacher must have a satisfactory evaluation and may not be on any plan of improvement. We will have more data once we have implemented Educator Effectiveness and can examine the role it plays in the future.

Salary Ladder Conversion

Ten lanes (five BA and BA+ credits; five MA and MA+ credits) were in existence prior to the development of the new salary ladder. Teachers were placed onto the new salary ladder by taking into account their 2014-2015 Sturgeon Bay salary, moving to the most comparable salary amount rung on the new ladder, and then going up one rung. Teachers with a Master's Degree had \$2,000 subtracted from their current salary amount prior to moving to the new ladder; \$2,000 was then added to their new base pay rung placement as ongoing supplemental pay (see next section). No professional staff member could have their salary reduced from the 2014-2015 school year to the 2015-2016 school year during the transition from one system to the new system.

Salary Ladder Conversion (continued)

Additionally, to be more competitive with beginning salary payment, three steps at the bottom of the previous scale were eliminated. The salary ladder will have the capability of being adjusted through flat dollar increases, percentage increases, the elimination of one or more rungs in the future, or any other allowable modification as approved by the Board of Education. For the 2018-2019 school year, the salary ladder was updated once again. The bottom two rungs were removed and a new top rung was added. Beginning with the 2019-2020 school year, the salary ladder was updated yet again by removing the bottom two rungs, effectively moving the starting salary from \$30,231 to \$39,440 in five years. The salary ladder placement of approximately 25 individuals (who were in close proximity to the adjusted base two or three times) was also approved for the 2019-2020 school year.

Supplemental Pay

Ongoing supplemental pay will be awarded to individuals with a Master’s Degree. Individuals with a Master’s Degree will receive \$2,000 annually in supplemental pay on top of their base pay designated by the current salary ladder (see Continuing Educational Support below for support details related to earning a Master’s Degree).

Yearly supplemental pay will be awarded to individuals based upon activities in that school year. Leadership activities and priority areas identified on “Appendix B” are eligible.

Note: Teachers who earn a Doctoral Degree will receive a one-time \$1,000 stipend in recognition of the accomplishment, and are also encouraged to work with their building principal regarding leadership opportunities described in Appendix B: Supplemental Pay for Yearly Leadership Opportunities.

Continuing Educational Support

In an effort to support professional staff members in professional growth, improvement, and to facilitate leadership opportunities within the district, pre-approved continuing education courses will be reimbursed at a rate of half the cost per credit (up to \$200 reimbursement per credit), up to a maximum of 12 credits per school district fiscal year. All credits must be directly connected to the subject area, student learning, or duties associated with a position that the district has asked the professional staff member to prepare for.

The Supervising Principal and Superintendent must approve in writing all Master’s Degree coursework or above and any credits being taken prior to the course(s) beginning, if reimbursement will be requested or if Master’s Degree supplemental pay will be requested once the degree is complete. Credits earned shall be graduate credits (a) directly related to the teacher’s current teaching assignment (e.g. English, Math, or elementary education) or (b) part of a Master’s Degree program in education into which the teacher has been formally accepted or (c) if (a) and (b) do not apply, in education or any subject matter area in which the teacher is certified, with the prior written approval of the supervising Principal AND Superintendent. In all instances, such credits shall qualify only if taken in an accredited program offered by an accredited graduate school, if they meet Wisconsin Department of Public Instruction Certification requirements, and if the institution is approved by the district. The graduate credits must be in the best interest of the District as determined by the Superintendent.

Note: A teacher may not receive payment for attending a workshop or course AND also receive credit reimbursement for the same workshop or course.

A professional staff member who leaves the district within five years of receiving reimbursement owes the district a pro-rated amount (20% less per year) prior to receiving their release and resignation approval. If leaving within one year, the person would owe the district 100% of the reimbursement paid; 2 years = 80%; 3 years = 60%; 4 years = 40%; 5 years = 20%.

National Board Certification Support

A professional staff member who obtains a National Board certification may receive a one-time reimbursement up to \$2,500 for expenses associated with obtaining the National Board Certification. (Note: this refers to expenses not eligible for reimbursement by the State or any other organization.) This may be awarded upon the initial completion and earning of the certification. This applies only to initial certification at this time and not to any expenses associated with renewing the National Board Certification credential. Additional support from the school district:

- The District will provide up to four (4) days of paid leave per year to work collaboratively on the National Board Certification process.
- The District will provide one (1) day of paid leave for a teacher taking the National Board Certification test.
- The District will provide support in the form of a National Board Certified coach/mentor for staff members going through the National Board certification process.

A professional staff member who leaves the district within five years of receiving reimbursement owes the district a pro-rated amount (20% less per year) prior to receiving their release and resignation approval. If leaving within one year, the person would owe the district 100% of the reimbursement paid; 2 years = 80%; 3 years = 60%; 4 years = 40%; 5 years = 20%.

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

Salary & Supplemental Pay Model Review Procedures

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

- Does the model support key concepts, such as the following:
 - Retain quality staff
 - Attract quality staff
 - Establish clear goals and aligning a pathway that links goals to salary

- A simple system that is not overly complex
- A system that helps staff continue to develop and provides incentives
- Growth
- Improvement
- Leadership
- Does the model take into account priority areas for the district?
- Is the model sustainable over the next three years?

Effective with the 2019-2020 school year, we plan to move the annual review meeting from April to February. The Board would receive an informational update in a Board meeting, likely the February regular meeting. Professional staff members should watch for information in the annual review meeting minutes and the informational Board meeting update.

Annual review meetings were conducted on the following dates:

April 26, 2016

April 11, 2017

April 12, 2018

April 8, 2019

The annual review was conducted via Google Doc from March 31 - April 6, 2020 due to the COVID-19 school closure and Safer-at-Home order situation.

The Original Sturgeon Bay Compensation Study Committee Members
from the 2013-2014 and/or 2014-2015 school years:

Melissa Benzinger, Sunset teacher

Amy Richard, Sawyer teacher & elementary Math coach

Travis Grooters, Sawyer teacher

Aaron Pairolero, Sunrise teacher

Kasee Jandrin, TJ Walker teacher

Matt Propsom, TJ Walker teacher

Mike LeRoy, Sturgeon Bay High School teacher

Gordy Saron, Sturgeon Bay High School teacher (13-14) & retiree (14-15)

John Hauser, Board of Education

Joel Kitchens, Board of Education (13-14)

Keith Miller, Board of Education

Amy Stephens, Board of Education (14-15)

Roger Wood, Board of Education

Joe Stutting, Superintendent (13-14)

Tom Olsen, Business Manager (14-15)

Dan Tjernagel, Superintendent (14-15)

Original version approved by the Sturgeon Bay Board of Education on May 20, 2015.

Appendix A - Salary Ladder 2020~~19~~-2021~~20~~

R	\$67,069	0.0200
Q	\$65,754	0.0200
P	\$64,465	0.0200
O	\$63,201	0.0200
N	\$61,962	0.0200
M	\$60,747	0.0200
L	\$59,556	0.0350
K	\$57,542	0.0350
J	\$55,596	0.0350
I	\$53,716	0.0350
H	\$51,899	0.0350
G	\$50,144	0.0400
F	\$48,216	0.0400
E	\$46,361	0.0400
D	\$44,578	0.0400
C	\$42,864	0.0400
B	\$41,215	0.0450
A	\$39,440	

Reminder: Ongoing Supplemental Pay such as the \$2,000 for a Master's Degree would be in addition to the base pay ladder above.

Appendix B – Supplemental Pay for Yearly Leadership Opportunities

A. Mentor program – by building

Educator Effectiveness Mentor	\$400
New Teacher Mentor	\$700
Technology Mentor	\$700

B. Instructional Coaching program

Leader/Coach/Mentor	\$175-\$700 range
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C. Recognition program

Statewide recognition/award	\$50-\$250 range
Election to officer position of state or national organization	\$50-\$250 range

D. Certified Trainer program

\$ To be determined by administration

Certification to provide professional development to our district staff within the district rather than needing to send district staff to out-of-district trainings for more time away and greater cost.

E. Grant writer & program coordinator

5% of grant award up to a total of \$250

A one-time award provided by the district may be paid provided ongoing coordination within the district will be needed and will occur. Certain local grants may not be eligible.

F. Identified Priority Area(s) – This category may be adjusted as needs change.

Reading certification (#316) will earn \$500 a year for up to three years. The teacher's job duties will be evaluated annually to ensure that the Reading certification is still being utilized and appropriate for that person's position. If so, another three-year cycle and accompanying supplemental pay of \$500 a year for three years would be paid.

Other priority areas may be added (or eliminated) in the future as deemed appropriate by the administration with approval from the Board of Education.

G. National Board Certification

One-time Reimbursement

A one-time reimbursement up to \$2,500 for expenses associated with obtaining the National Board Certification will be awarded upon initial completion and earning the certification.

(Note: this refers to expenses not eligible for reimbursement by the State or any other organization.)

H. Special consideration category

\$ To be determined by administration

This category is intended to allow for special consideration for supplemental pay if it is determined by the administration that leadership supplemental pay is appropriate, but the activity that will benefit the district does not already fit into an existing category.

Appendix C – Co-curricular Pay Schedule

Athletic Coaching Pay Schedule Computed Upon a \$39,440 Base

(Effective beginning with the 2019-2020 School Year)

	% of Base	Amount	After 5 Years	After 10 Years
Athletic Director	22.0%	\$8,677.02	\$9,071.42	\$9,465.82
Strength & Conditioning Coach	<u>7.0%</u>	<u>\$2,760.87</u>	<u>\$3,155.27</u>	<u>\$3,549.67</u>
Baseball				
Head	7.0%	\$2,760.87	\$3,155.27	\$3,549.67
Assistant	4.5%	\$1,774.85	\$2,169.25	\$2,563.65
Basketball				
Head	11.0%	\$4,338.51	\$4,732.91	\$5,127.31
Assistant	8.0%	\$3,155.28	\$3,549.68	\$3,944.08
Freshman Assistant	6.0%	\$2,366.46	\$2,760.86	\$3,155.26
8th Grade	5.0%	\$1,972.05	\$2,169.25	\$2,366.45
7th Grade	5.0%	\$1,972.05	\$2,169.25	\$2,366.45
Cheerleading	2.5%	\$986.03	\$1,183.23	\$1,380.43
Cross Country (Co-Ed)				
Head	6.0%	\$2,366.46	\$2,760.86	\$3,155.26
Assistant	4.5%	\$1,774.85	\$1,972.05	\$2,169.25
Football				
Head	11.0%	\$4,338.51	\$4,732.91	\$5,127.31
Assistant (2)	8.0%	\$3,155.28	\$3,549.68	\$3,944.08
Freshman (2)	6.0%	\$2,366.46	\$2,760.86	\$3,155.26
MS - 8th & 7th grade	5.0%	\$1,972.05	\$2,169.25	\$2,366.45
Golf	5.0%	\$1,972.05	\$2,169.25	\$2,366.45
Intramurals (1)	4.0%	\$1,577.64	\$1,774.84	\$1,972.04
Soccer				
Head	7.0%	\$2,760.87	\$3,155.27	\$3,549.67
Assistant (2) If numbers - approved 8-20-14	4.5%	\$1,774.85	\$1,972.05	\$2,169.25
Softball				
Head	7.0%	\$2,760.87	\$3,155.27	\$3,549.67
Assistant	4.5%	\$1,774.85	\$1,972.05	\$2,169.25
MS -	<u> </u> %	<u> </u> \$	<u> </u> \$	<u> </u> \$
Swimming (Boys & Girls)				
Head	8.5%	\$3,352.49	\$3,746.89	\$4,141.29
Assistant	4.0%	\$1,577.64	\$1,774.84	\$1,972.04
Track (Co-ed)				
Head	9.0%	\$3,549.69	\$3,944.09	\$4,338.49
Assistant (3)	5.0%	\$1,972.05	\$2,366.45	\$2,760.85
MS - Head (1)	3.0%	\$1,183.23	\$1,380.43	\$1,577.63
- Assistant (3)	1.5%	\$591.62	\$788.82	\$986.02
Volleyball				
Head	7.0%	\$2,760.87	\$3,155.27	\$3,549.67
Assistant	6.0%	\$2,366.46	\$2,760.86	\$3,155.26
Freshman	6.0%	\$2,366.46	\$2,760.86	\$3,155.26
MS - 8th & 7th Grades	5.0%	\$1,972.05	\$2,169.25	\$2,366.45
Wrestling				
Head	9.0%	\$3,549.69	\$3,944.09	\$4,338.49
Assistant	6.0%	\$2,366.46	\$2,760.86	\$3,155.26
MS - Head & Assistant	5.0%	\$1,972.05	\$2,169.25	\$2,366.45

Extra Duties Pay Schedule Computed Upon a \$39,440 Base

	<u>% of Base</u>	<u>Amount</u>	<u>After 5 Years</u>	<u>After 10 Years</u>
<u>HS Yearbook</u>	<u>%</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Academic Decathlon	2.5%	\$986.03	\$1,183.23	\$1,380.43
All Clubs	2.5%	\$986.03	\$1,183.23	\$1,380.43
Audio/Visual Club Advisor	11.0%	\$4,338.51	\$4,732.91	\$5,127.31
Dance Manager - High School	7.5%	\$2,958.08	\$3,352.48	\$3,746.88
Forensics-Head	4.0%	\$1,577.64	\$1,774.84	\$1,972.04
MS Forensics	1.0%	\$394.41	\$591.61	\$788.81
Gifted & Talented Coordinator	5.5%	\$2,169.26	\$2,366.46	\$2,563.66
Gifted & Talented Assistants	1.5%	\$591.62	\$788.82	\$986.02
Math Team Advisor	2.5%	\$986.03	\$1,183.23	\$1,380.43
MS Math Team Advisor	1.0%	\$394.41	\$591.61	\$788.81
Middle School Publications	2.0%	\$788.82	\$986.02	\$1,183.22
Mock Trial Team	4.0%	\$1,577.64	\$1,774.84	\$1,972.04
Noon Hour-Supervisor/Helper (High School)	7.0%	\$2,760.87	\$3,155.27	\$3,549.67
Noon Hour-Middle School Supervisor (2)	6.3%	\$2,484.78	\$2,879.18	\$3,273.58
Plays & Musical Productions	5.0%	\$1,972.05	\$2,169.25	\$2,366.45
Plays & Set Construction: By Arrangement	By Arrangement			
Public School Music-Instrumental	6.59.0%	\$2,563.67	\$2,958.07	\$3,352.47
Public School Music-Vocal (Includes Swing Group)	6.59.0%	\$2,563.67	\$2,958.07	\$3,352.47
Public School Music-Swing Choir Assistant	4.5%	\$1,774.85	\$1,972.05	\$2,169.25
MS Jazz Band	1.0%	\$394.41	\$591.61	\$788.81
MS Jazz Choir	1.0%	\$394.41	\$591.61	\$788.81
Senior Activities Counselor	2.0%	\$788.82	\$986.02	\$1,183.22
Student Council-High School	3.0%	\$1,183.23	\$1,380.43	\$1,577.63
Student Council-Middle School	2.5%	\$986.03	\$1,183.23	\$1,380.43

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Appendix D – Additional Employment Pay Schedule

Formerly titled "Non-teaching Employment Pay"

Hourly Rates from Teachers			
Item		2015-16 Hourly Rate	
Curriculum Writing, Summer Guidance, In-District Training, Open House, HS & MS Student Orientation, Book Leveling, Saturday School, Study Table, Detention, Summer School enrichment, Summer Band	BA	\$ 17.25	
	MA	\$ 19.45	
Summer School Teaching:			
	BA	\$ 20.55	
	MA	\$ 23.20	
Sporting events, Ticket Selling, Dance Chaperones, Non-teaching teacher employment (painting, moving classrooms, etc.)		\$ 15.00	
Overload pay may be awarded at the discretion of the superintendent, with a recommendation from the principal, provided there is a benefit to students, the school, and the district.			

Appendix E – School Calendar

STURGEON BAY SCHOOL CALENDAR FOR 2020-2021

Approved 11-20-19

AUGUST 2020				
M	T	W	TH	F
17	18	19	20	21
25	25	26	27	28

- No school—Full day of in-service
- No School—Half day in-service & half day teacher records.
- No school—New Teacher in-Service
- No School—Breaks
- Classes in session
- Half day for students—P.M. Teacher Records

SEPTEMBER 2020				
M	T	W	TH	F
7	1	2	3	4
14	8	9	10	11
21	15	16	17	18
28	22	23	24	25
	29	30		

FEBRUARY 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

OCTOBER 2020				
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

MARCH 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2020				
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				

APRIL 2021				
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

DECEMBER 2020				
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	

MAY 2021				
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				

JANUARY 2021				
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

JUNE 2021				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18

Quarter:	I	45 days	Ends 11/4/20
	II	43 days	Ends 1/15/21
	III	44 days	Ends 3/19/21
	IV	48 days	Ends 6/4/21
	TOTAL	180 days	

School begins Tuesday, September 1

In-service/No School: Oct. 9, Feb. 19, & May 28

No School due to breaks:
Nov. 26-29; Dec. 24 - Jan. 3; March 27 - April 4;
& May 31

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

A. Professional staff may elect through the cafeteria plan either to be provided with the District's health insurance coverage as described above or to receive additional payment of cash compensation/alternative benefit plan (ABP) as set forth below.

B. Where the District employs both spouses prior to March 2011 one spouse will be eligible for participation in the alternative benefit plan (ABP) if the other spouse enrolls in group insurance coverage. Any new employed spouses after March 2011 will not be eligible for the alternate benefit.

C. Employees eligible for insurance may choose, at the beginning year of each cafeteria plan year, between:

1. participation in the District's health plan
2. a cash payment equal to the amount listed below

D. Cash Compensation: The cash contribution dollar amount shall be \$5,000 and less the District's share of social security and Medicaid.

The amount of each additional cash contribution dollar amount shall be calculated by dividing the dollar amount stated above by twenty-four (24) times per year.

Health insurance eligible part-time employees who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.

E. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the teacher's payroll check.

F. Beginning Eligibility Date for Cafeteria Plan:

1. New Employees: Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees must enroll in the cafeteria plan prior to the employee's first day of active service. Absent a "qualifying event", i.e. loss of spouse health coverage, etc., the employee must continue to take the chosen option until the end of the cafeteria plan year

If the new employee's first date of active service is after the 15th of the month, no cash contribution is required in that month. If the employee's first date of active service is on the 1st through the 15th of the month, the District will contribute the payment.

2. Current Employees: Current employees, when permitted by applicable Internal Revenue Code section 125 “cafeteria plan” rules, must make written cafeteria plan election initially prior to the beginning of the subsequent cafeteria plan year. Absent a “qualifying event”, i.e. loss of spouse health coverage, etc., the employee must continue with the chosen option until the end of the cafeteria plan year. Once the employee is eligible to begin cash in lieu of health status contributions will begin with the first paycheck beginning after the cafeteria plan year starts.

G. Any professional staff who waives participation in the District group health insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the group health insurance plan at a later date in the case of a “qualifying event”, pursuant to the late enrollment terms, timelines, and conditions set forth in the group health insurance contract and the plan’s cafeteria rules. The cash compensation payments shall cease effective with the month in which the staff member commences participation in the group health insurance plan.

H. As part of the cafeteria plan, the District will automatically deduct all employees’ health and dental premiums on a pre-tax basis.

I. The district will offer eligible employees the option to elect a Section 125 Flexible Spending Plan for uninsured medical and/or daycare expenses. The District will choose the Section 125 Flexible Spending Plan provider.

Appendix G – Post-Employment Benefits

Note: The district has been working through a process to examine post-employment benefits. Professional staff would be notified when the process is complete and Appendix G is updated. At this time, it would not appear that there would be changes for teachers who had 15 years of full-time equivalent experience in the District at the end of the 2012-2013 school year.

The following is an early retirement plan for which Sturgeon Bay Public School teachers are eligible if at the time of retirement they are a member of the health insurance plan and they qualify as per policy of the insurance provider. Retirees accepting the post-employment benefits are subject to all future changes in the health insurance plan structure, plan carrier and plan benefits that are applied to active employees.

Teachers retiring in January, typically the end of the first semester of a school year, shall be entitled to continuing health insurance benefits, as provided to active employees, with the District paying the required premium equivalent to the flat dollar amount of the premium in effect at the time of their retirement. Teachers retiring at the end of the second semester of the school year, typically in June, shall be entitled to continued health insurance benefits at the flat dollar rate established for the subsequent school year or the current school year – whichever is higher. (If the current school year is a higher rate, those teachers will begin paying the difference of the insurance premium as soon as the health insurance premium is higher than when they retired.)

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

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

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

Category C - Teachers with at least twenty-five (25) years of full-time equivalent experience in the District.

Full-time equivalent experience in the District shall be defined as follows:

- (1) Worked at least 15, 20 or 25 years as a full time teacher in the Sturgeon Bay District or;
- (2) Obtained at least 15, 20 or 25 years of Wisconsin Retirement System (WRS) full-time equivalency credits as a teacher in the District. The WRS reports full-time equivalency employment credits on its annual statements to participants in the WRS system. It shall be the responsibility of the employee to notify the District of their employment credits.

Teachers in categories A, B or C above shall be eligible to retire between the ages of fifty-five (55) and sixty-five (65). Such teachers shall be eligible for four (4) years (Category A), six (6) years (Category B) or eight (8) years (Category C) of health insurance coverage or shall be eligible for health insurance coverage until the retiree becomes eligible for Medicare/Medicaid.

A teacher will be eligible for retirement benefits with at least 15 years of full-time equivalent experience in the District.

Full time equivalent experience in the District shall be defined as follows:

- (1) Worked at least 15 years as a full time teacher in the District
- or;
- (2) Obtained at least 15 of Wisconsin Retirement System (WRS) full-time equivalency credits as a teacher in the District. The WRS reports full-time equivalency employment credits on its annual statements to participants in the WRS system. It shall be the responsibility of the employee to notify the District of their employment credits.

Teachers, who have 14 years or less experience in the district at the end of the 2012-2013 school year shall be eligible to retire between the ages of fifty-five (55) and sixty-five (65), but are not in Categories A, B, or C. Such teachers shall be eligible for three (3) years of health insurance coverage or shall be eligible for health insurance coverage until the retiree becomes eligible for Medicare/Medicaid.

In addition to the health insurance benefit described in Categories A, B, or C, teachers who have already had 15, 20, or 25 years of service in the District at the end of the 2012-2013 school year, upon early retirement, retirees with accumulated, unused sick leave may exchange at the minimum rate of ten (10) days of unused sick leave for one (1) additional month of health insurance coverage, at the flat dollar amount of the premium in effect at the time of their retirement, up to a maximum of twelve (12) months. Such additional health insurance coverage terminates when the retiree becomes eligible for Medicare/Medicaid. Additional provisions pertaining to Categories A, B, or C are as follows:

When the cost of the monthly health insurance premium exceeds the per diem value of ten (10) days of unused sick leave, based on salary only, additional sick leave days must be used.

The per diem value of the sick leave used must equal or exceed the cost of the monthly insurance benefit using the least number of extra days. In applying the value of sick leave to the monthly cost of the health insurance benefit, the per diem value of the sick leave at the time of retirement shall be used.

The dollar difference between the flat dollar amount of health insurance premium and the actual premium must be paid by the retired teacher on a timely basis (15th day of the preceding month) as requested by the District.

Teachers who plan to take early retirement shall notify the District in writing on or before October 15 for a second semester retirement or on or before March 15 for a first semester retirement.

In the event an early retiree, who is receiving a health insurance benefit should die, the surviving spouse may continue to receive a single health insurance plan benefit for a period of time not to exceed four months from the date the retiree died. The District's obligation to the surviving spouse shall not exceed

the maximum benefit the retiree would have received had the retiree survived. All other District payments and liabilities will cease.

A retiree receiving benefits, who establishes eligibility for unemployment compensation benefits, shall have the amount of the insurance payments reduced by the same amount of unemployment compensation benefits paid by the District as a secondary employer unless the retiree makes full payment to the District.

In the event governmental requirements result in duplication of insurance benefits provided in this article, the costs of providing insurance benefits under this article will be offset against the costs of governmentally required programs. Unless required by law, all insurance payments payable under this article shall cease when the retired teacher becomes eligible for Medicare/Medicaid.

If any teacher, who participates in this post-employment benefits program and who receives unemployment compensation benefits that the District is responsible for paying, during the period that they are receiving post-employment benefits, the amount the District is obligated to pay to such retired teacher under this post-employment benefits program shall be reduced by an amount equal to the unemployment compensation benefits received by such retired teacher.

A teacher retiring underneath this provision forfeits all re-employment rights with the District, except that the retired teacher will be eligible for substitute teaching positions, co-curricular advisor, mentor or curriculum work.

Validity: If any aspect of this agreement is found to be discriminatory or violative of the Federal Age Discrimination in Employment Act, the Wisconsin Fair Employment Act, or any other state or federal law by any court of competent jurisdiction or administrative agency, then the entire article shall be considered null and void.

It is agreed that any teacher who elects to participate in this post-employment benefits incentive must, as a condition on eligibility for the post-employment benefits herein, shall provide the District with a written waiver and release of claims signed by such teacher which unequivocally and explicitly:

- A. Waives any rights or claims which the employee may have under the Federal Age Discrimination in Employment Act of 1967 (29 U.S.C 621 et seq.) as amended by the Older Workers Benefit Protection Act (S. 1511 1990) and the Wisconsin Fair Employment Act (§§ 111.31, 111.33, Wis. Stats).
- B. Acknowledges that the employee has been placed on notice by this statement that he/she had the right to consult with his/her attorney before signing this post-employment benefits agreement. The employee, by voluntarily accepting this incentive, unequivocally and explicitly acknowledges that he/she has received the requisite notice.
- C. Acknowledges that the employee has received at least forty-five (45) days to consider whether or not to accept the post-employment benefits incentive contained in this Agreement.

The employee has the right to revoke the waiver contained herein, if he/she notifies the District within seven (7) calendar days after signing the waiver.

**THE SCHOOL DISTRICT OF
STURGEON BAY**

**EMPLOYEE HANDBOOK
FOR
Support Staff**

JULY 1, 201920

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INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for support staff employees including Maintenance, Custodian, General Custodian, Secretary I& II, General Secretary, Kitchen Manager, Head Cook, Food Service Helpers and Servers, Teacher Associate. The provisions described herein are the terms and conditions governing employment in the Sturgeon Bay School District (“District”) and compliance with them is required.

This Employee Handbook is a collection of selected employment policies and procedures, as well as rules and regulations of the District. It has been prepared to acquaint all support staff members with these policies and procedures, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each support staff member’s responsibility to read and become familiar with this information and to comply the policies adopted by the Board and/or the administrative guidelines promulgated by the Superintendent that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or Superintendent’s administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the District’s employees are employed “at-will”, and employment is not for any definite period, unless otherwise provided by individual contract. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the District or the employee. The District’s staff employed under individual contracts with the Board may be terminated or nonrenewed consistent with the terms of the individual contract.

Furthermore, any staff members who violate any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy 4139-Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies and procedures, rules, or regulations given to employees, whether verbal or written.

STATEMENT OF PHILOSOPHY

The School District of Sturgeon Bay believes that a school system in America has an obligation to continually strive to instill in each individual, according to his/her abilities, the knowledge, skills, attitudes, and values necessary for effective living in a free and changing society based on the rights and responsibilities embodied in our American heritage.

It is the aim of this school district to provide a diversified program of educational experiences to youth and to cooperate with the home, church and community to promote the development of individually different but effectively-educated citizens.

Within the classroom, emphasis should be on the development of fundamental skills and knowledge, as well as on breadth and depth of materials according to the student's ability. This can best be accomplished through a varied and flexible curriculum presented in surroundings that promote good work and study. The needs of the students, their parents, and the community demand an honest appraisal of student ability, flexible learning programs, and a healthy respect for learning itself. Likewise, recognition of the obligation to stimulate the ability to think objectively, to draw conclusions, and to make decisions is accompanied by an awareness of significant and desirable social and personal values.

CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District.

(See also Policy 3112– Board-Staff Communications)

The chain of command depicted on the *organizational chart* (this will be a hyperlink to the District's Organizational Chart) identifies the relationships in the District.

PURPOSE

The Board will operate and manage the school system and its programs, facilities, properties and school-related activities of its employees, and it is expressly recognized that this operational and managerial responsibility includes, but is not limited to, the determination and direction of the working force; the right to subcontract for goods, services or work that is deemed desirable by the Board or the Superintendent; the right to plan, direct and control school activities; the right to establish and revise the school calendar; establish hours of employment; to schedule classes and assign workloads; to maintain the effectiveness of the school system, to make necessary assignments for all programs of an extracurricular nature; to create, revise and eliminate positions; to establish and require observance of reasonable rules and regulations; to select, hire and terminate employees; to determine qualifications and conditions of employment; to promote or demote and to discipline and discharge employees. The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth.

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education (the “Board”) does not discriminate in the employment of staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in § 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the employee has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

Policy

AG 4122	Nondiscrimination and Equal Employment Opportunity
AG 4122A	Federal Regulations for Section 504 34 CFR Ch. 1 (7-1-88 Edition) Subpart B – Employment Practices
AG 4122B	Complaint Procedures for Nondiscrimination and Equal Opportunity/Access
AG 4122C	Comparative Analysis of Employment Related Provisions of ADA and Section 504

ANTI-HARASSMENT POLICY

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, “District community” means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. “Third party” means individuals outside the District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person’s protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur

employee-to-employee, student-to-employee, male-to-female, female-to-male, male-to-male, or female-to-female.

The Superintendent has prepared written administrative guidelines for employees to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these guidelines.

For more information employees shall refer to:

Policy 4362	Employee Anti-Harassment,
Policy 4362.01	Threatening Behavior Toward Staff Members,
AG 4362	Employee Anti-Harassment,
AG 4362A	Reporting Threatening Behaviors.

JOB DESCRIPTIONS

The Board recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, support staff employees shall refer to Policy 4120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the employee shall ask their immediate supervisor or go to the district office and request a duplicate copy.

IMMIGRATION REFORM ACT NOTICE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

For more information regarding this compliance, please refer to the following:

Policy 4111 - Creating a Position

CONFLICT OF INTEREST

Employees are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Employees are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy 4210 Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

It is imperative that employees avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If an employee is involved in an activity that threatens a staff member's effectiveness within the school system, the Superintendent shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, support staff employees should review the following:

Policy 4231 - Outside Activities of Support Staff

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Support staff members should refer to the detailed procedure regarding communication set forth in

Policy 4112 Board-Staff Communication

POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board to regulate such activities on all Board owned or used property, within all District buildings and at all District-sponsored activities.

AG 4231A – Participation in Political Activities

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

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

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

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

Further information, guidelines and requirements relating to the District's child abuse and neglect reporting policy are set forth in Board policy 8462 which is available on the District's website. If you have questions regarding the policy, please contact the District's administration office.

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

A regular employee is hereby defined as a person hired to fill either a regular full-time or regular part-time position and is intended to be retained for a period longer than 90 calendar days. An employee hired for a period that is expected not to exceed 90 calendar days is considered a temporary employee and as such is not entitled to any benefits outlined in this handbook.

A full-time position works a minimum of 35 hours per week or more. Less than 35 hours per week is considered part-time.

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

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records and grant access to inspect or review the record in accordance with Policy 8320 – Personnel Records and State law.

PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy 8320 – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

PERFORMANCE EVALUATION

The Superintendent has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the support staff member's performance needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following:

- A. State statutes
- B. Policy 4220 – Staff Evaluation
- C. AG 4220 – Evaluations of Staff

CONFIDENTIALITY

As a result of an Employee's responsibilities with the District, an Employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an Employee, Employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained as the result of employment with the District is confidential information and protected by law unless such information has been designated as pupil directory data in School Board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

Confidential information cannot be disclosed to any District personnel who are not authorized to receive such information or to persons outside of the District without the express authorization of Administration. Likewise, no information concerning the internal operations of the District, including but not limited to the release of records of the District, may occur except through, and with the permission of Administration.

Unless directed by Administration, Employees shall not act as the District's custodian of records or disseminate confidential information. State and federal laws govern the collection, maintenance and dissemination of confidential information. As a result, the improper and unauthorized disclosure of confidential information may constitute a violation of law. All inquiries or requests for pupil or personnel records should be directed to the Superintendent or building supervisor.

STUDENT SUPERVISION AND WELFARE

The Board requires each support staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations with regard to student supervision and welfare, refer to Policy 4213 - Student Supervision and Welfare.

ASSIGNMENT AND TRANSFERS

The Superintendent is responsible for the proper assignment of all staff members in conformance with any legal requirements or certification requirements. Assignments for the forthcoming school year will be made in accordance with AG 4130 – Assignment and Transfer of Support Staff.

Further, staff may be transferred between schools when the Superintendent determines that the needs of the students, the school or District so require.

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a support staff member shall be consistent with Policy 4139 – Staff Discipline

REDUCTION IN STAFF

The Board may abolish support staff positions and/or reduce the support staff as necessary. Such support staff reductions will be made in compliance with Policy 4131 – Reduction in Staff

TERMINATION AND RESIGNATION

Individual employment may be terminated for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Finally, a support staff member may submit a letter of resignation and, if accepted by the Board, will be separated from employment at the date specified by the Board.

Policy 4140 – Termination and Resignation

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

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

Employees shall be paid every other Wednesday according to the regular District schedule. In the event the pay date falls on a holiday, the pay date shall be the previous day.

Each employee's vacation and sick leave balance, current to the end of the last pay period, shall be indicated on the employee's district time off record.

COMPENSATION

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

OVERTIME AND HOLIDAY PAY

Time and one-half (1-1/2) shall be paid for all hours worked in excess of forty (40) hours per week, and for all hours worked on holidays in addition to holiday pay.

Paid time off will not be counted the same as “time worked” for the purpose of computing overtime.

Overtime shall be divided as equally as reasonably possible between categories and buildings, subject to availability and willingness.

BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both the employee and employer share shall be approved through Board action.

Policy 4425 Benefits

LEAVES OF ABSENCE (Extended Leave)

Any staff member may request a voluntary leave of absence from employment by the Board. All requests for unpaid leaves shall be presented to the Board for approval and will provide the reason for the leave and the expected duration of the leave.

If the leave is approved, the Board action will also provide the conditions applicable for the employee to return to work.

Leaves will be granted in accordance with Policy 4430 – Extended Leaves of Absence

SUPPORT STAFF EMPLOYEE SICK LEAVE POLICY

Employees may use paid sick leave and must follow the protocol established in [Policy 4432](#) – Employee Sick Leave.

- A. All regular part time and full time employees shall be granted "sick leave" credit with full pay not to exceed ten (~~12~~10) days per year. Unused days shall be cumulative to a maximum of one hundred twenty (120) days. Part-time employees or employees who have worked less than one year will have their sick leave applied on a proportional basis. [Technical correction directly from Policy 4432 – October 5, 2018].
- B. Sick leave shall be accounted for in hourly increments.
- C. No sick leave will be paid beyond the first day for which an employee becomes eligible for long-term disability.
- D. Sick leave shall cover absences due to employee's illness, including child bearing, or the employee's medical care.
- E. Sick leave may also be used for critical illness and/or emergency medical treatment for the employee's immediate family. Sick leave use under this clause exceeding three (3) days must qualify under the provisions of state and federal Family and Medical Leave Acts (FMLA).
- F. Employee's immediate family is defined to include: employee's spouse, parents, step-parents, siblings, step-siblings, children, stepchildren, father/mother-in-law, brother or sister, brother in-law or sister-in-law, grandparents, step-grandparents and grandchildren and step-grandchildren.
- G. Sick leave for non-emergency medical treatment and nonemergency medical examination of family or others would be granted only in exceptional cases with prior approval of the Superintendent of the District, and the deduction would be in full.
- H. A doctor's certificate is required for any sick leave absence in excess of three (3) days. This requirement may be waived by the Superintendent under certain circumstances.

FAMILY AND MEDICAL LEAVE

Medical leave is defined under the Family and Medical Leave Acts found in the state and federal laws as leave or other medical leave that renders an employee unable to be at work, and requires written documentation from a licensed healthcare provider indicating that the employee is unable to be at work. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to [Policy 4430.01](#) – Family and Medical Leave of Absence (FMLA).

FUNERAL LEAVE

Funeral leave is granted to the employee for the loss of immediate family members as designated under section F of the sick leave policy. If sick leave is unavailable, vacation time or unpaid leave will be granted. Funeral leave for immediate family is limited to five (5) days per occurrence, but may be extended at the discretion of the Superintendent when a continued emergency exists.

Extended family funeral leave: Funeral leave, not to exceed one (1) day, may be granted for the in-laws not listed under the immediate family section, and for aunts, uncles, nieces, and nephews.

JURY DUTY/COURT SUMMONS

Jury Duty: Any employee who shall be called for jury duty or be required to appear as a witness in court shall receive regular salary or wages for such day or days while serving or appearing; the compensation received for such jury duty or court appearance shall be returned in full to the District. In case of court appearance required because of a violation by the employee, the Section will not apply.

MILITARY LEAVE

It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Upon notification of the need for military leave, the employee should contact the Director of Human Resources as soon as possible to arrange for the leave. Benefits due employees while on voluntary or involuntary military leave will be determined by applicable State and Federal laws and only those benefits as required by such laws will be provided. If State and Federal laws are not applicable to a specific benefit no such benefit will be provided. Any Employee who enters service in any of the armed forces of the United States shall, upon termination of such service by honorable discharge or other evidence of good standing, be entitled to reemployment in accordance with provisions of USERRA and other applicable federal and state laws.

OTHER/EMERGENCY LEAVE

Other Leave: For all absences other than those listed above, or for absences beyond the accumulated sick leave, there shall be no pay granted for each day missed. Emergency leaves shall be limited to five (5) days per occurrence. All leaves must have prior approval of the Superintendent of Schools.

VACATIONS

Each regular full-time twelve (12) month employee and each regular part-time twelve (12) month employee covered by this Agreement shall have a vacation with pay when schools are not in session. Payment to part-time twelve (12) month employees will be based on their regular part-time work week.

In determining vacation schedules, the administration shall respect the wishes of the eligible employees as to the time of taking their vacation insofar as the needs of the Board will permit. Vacations may be taken at times other than normal summer vacations, subject to approval by the Superintendent of Schools. Employees may carryover one week of vacation for one year.

Vacations will be awarded on anniversary dates as follows:

One (1) week after first six (6) months of continuous service. (This week may be retained for use after second six (6) months of continuous service at employee's discretion.)

One (1) week after second six (6) months of continuous service.

Two (2) weeks after two (2) years of continuous service.

Three (3) weeks after nine (9) years of continuous service.

Four (4) weeks after fifteen (15) years of continuous service.

If a holiday should occur during a vacation, an additional day of vacation will be granted.

HEALTH INSURANCE BENEFITS

Health Insurance will be provided to all full-time support staff members in accordance with the District's Health Insurance Plan and Policy 4419 –Group Health Plans. Part-time support staff employees will be provided access to available group health insurance plans in accordance with state and federal law, and the terms of the District Health Insurance Plan. General access the District Health Insurance Plan is not a guarantee or commitment to a specific premium contribution amount, if any.

See Appendix A for Specific Benefit Information.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible support staff employees who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

See also Policy 4419.02 = Privacy Protections of Fully Insured Group Health Plans

V. WORKING CONDITIONS AND HOURS OF WORK

WORK WEEK

The normal workweek shall not exceed forty (40) hours, and shall run Sunday through Saturday.

CALL-IN TIME

Employees who are called to work other than their regularly scheduled time shall be entitled to at least two (2) hours work or pay therefore, regardless of the length of time less than two (2) hours which he/she may have worked.

“Call In Time” will include building supervision and work involved during specially scheduled events such as athletic events, dances, plays, recreation department activities or civic functions. Building supervision will involve opening the building, servicing the crowd and the building, being of assistance as necessary, and performing related cleanup as necessary for the following day.

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for support staff members.

When on duty, support staff members are expected to dress in a manner that is consistent with the expectations described in Policy 4216 Dress and Grooming.

ATTENDANCE AND REPORTING ABSENCES

Staff members are expected to report for duty on all scheduled workdays; however, when a staff member must be absent, they must notify their immediate supervisor and or sub caller if appropriate prior to the start of their shift.

WORK SCHEDULES/DAILY TIME SHEETS

Support staff members are expected to adhere strictly to their established work schedules, unless their immediate supervisor approves a deviation from it. Support staff members are also required to complete their time sheets daily and submit them to their immediate supervisor for payroll purposes in accordance with the established schedule.

BREAK AND MEAL PERIODS

Breaks will be provided in accordance with Federal and State law.

Leave periods of 30 minutes or more shall be unpaid.

All support staff members are expected to adhere strictly to the length of time designated for breaks and meal periods.

OVERTIME

The Board shall comply with provisions of State and Federal Law and their respective implementing regulations relating to minimum wages and overtime.

For further information regarding overtime eligibility and approval of overtime work refer to Policy 6700 - Fair Labor Standards.

HOLIDAYS AND TIME OFF

A. All regular all-year full-time employees shall be granted ten (10) paid full day holidays each year. They are as follows: Fourth of July, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Years' Eve Day, New Year's Day, Good Friday, and Memorial Day.

B. All administrative assistants, if working at the time of year when a specified holiday falls, shall be granted the following paid holidays: Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, Good Friday, and Memorial Day.

When a holiday falls on a Saturday or a Sunday, another convenient day will be designated.

C. For teaching associates and kitchen staff who work only when school is in session, payment would be made for *Labor Day (*if school is in session prior to Labor Day), Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, Good Friday, and Memorial Day.

PERFORMANCE EVALUATION

The Superintendent has established and will implement a program of staff evaluation. This program shall aim at the early identification of specific areas in which the staff member needs help so that appropriate assistance may be provided or arranged for. The evaluations shall be consistent with applicable State statutes, Policy 4220 - Staff Evaluations, and AG 4220 – Evaluation of Staff.

EMERGENCY CLOSINGS

The Superintendent shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420-Emergency Evacuation of Schools.

TRAVEL EXPENSES

The Board may provide for the payment of the actual and necessary expenses, including travel expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

Policy 4440 – Job-Related Expenses

USE OF PERSONAL PROPERTY AT THE DISTRICT

Employees may wish to bring personal property to school for reasons associated with their responsibilities. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

The District does not assume any responsibility for loss, theft or damages to personal property. The District is not liable for vandalism, theft or any damage to cars parked on District property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

VI. SAFETY AND HEALTH

SMOKING

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits support staff members to use tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 4215 - Use of Tobacco by Support Staff

TRAINING

Employees, for whom training in the following areas is deemed necessary and appropriate, shall be trained in:

- A. The use of automated external defibrillators (Policy 8452 – Automated External Defibrillators),
- B. The control of blood borne pathogens (Policy 8453.01 - Control of Casual Contact Communicable Diseases)
- C. The control of casual-contact communicable diseases (Policy 8450 - Control of Casual Contact Communicable Diseases)
- D. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (8453 – Direct Contact Communicable Diseases) and
- E. The authorized use of Seclusion and/or Restraint with/or on students.

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with Policy 8442 – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

Staff use of the District's Education Technology will be governed by Policy 7540.04 – Staff Education Technology Acceptable Use and Safety and the related administrative guidelines.

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

EMAIL

When available, the District’s e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a “Litigation Hold”, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 – Electronic Mail and the Superintendent’s established guidelines regarding e-mail.

SOCIAL MEDIA

In accordance with Policy 4213-Student Supervision and Welfare, support staff members are discouraged from engaging students in social media and online networking media, such as Face book, Twitter, MySpace, etc. any reason outside of educational use.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with Policy 4139–Staff Discipline

GRIEVANCE PROCEDURE

Each employee of the District shall be provided an opportunity to resolve matters affecting employment that the employee believes to be unjust as provided for in Policy 4340-Grievance Procedure.

The grievance procedure is available in the case of any employee’s disagreement with discipline or termination of employment, as well as any matter relating to workplace safety.

DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 4122.01–Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 4139–Staff Discipline and the Superintendent’s guidelines, as well as any applicable terms of any collective bargaining agreements

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact Superintendent for information about the District’s Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District’s prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on school premises or at any school sponsored activity.

Policy 4170.01 – Employee Assistance Program (EAP)

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read The Sturgeon Bay School District's Employee Handbook for Support Staff and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Support Staff may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Support Staff and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is "at-will," and that my employment may be terminated at any time for any reason, with or without cause, and with or without notice, unless otherwise provided by individual contract and consistent with Board Policy.

(Employee Signature)

(Date)

Witness

APPENDIX A

Medical and Dental Insurance

Employer shall provide insurance, with major medical and dental insurance to district employees that average 30 hours per week or more. Term life and long-term disability insurance shall remain as additional benefits. The District has the right to bid out insurance. The District has the right to determine the insurance carrier and the insurance benefits. The premiums for said plans shall be contributed as follows:

	<u>Family</u>	<u>Single</u>
<u>Medical</u>		
Board pays	87.4%	87.4%
<u>Dental</u>		
Board pays	87.4%	87.4%

Health and accident, dental insurance as summarized in the addenda to the plan shall be optional and prorated for regular part-time help as follows:

1. 1,450 hours and over - eighty-seven point four percent (87.4%) of medical insurance; eighty-seven point four percent (87.4%) of dental insurance (40 hours a week for 36 weeks)
2. 1,188 to 1,449 hours - Seventy-five percent (75%) of the Employer paid amount of the medical and dental insurance. (33 hours a week for 36 weeks)
3. 1,080 to 1,187 hours – The district will cover \$1200 a year the can be applied toward the district’s dental insurance. (30 hours a week for 36 weeks)

A separate Long Term Disability and Term Life Insurance is also provided for those employees eligible for health insurance averaging thirty-two and a half (32 ½) hours per week or more. Employer will pay one hundred percent (100%) of the premium for those eligible employees.

Appendix B

CAFETERIA PLAN/ALTERNATIVE BENEFIT PLAN (ABP)

A.

Support staff, who qualify for health insurance may elect through the cafeteria plan either to be provided with the District's health insurance coverage as described above or to receive additional payment of cash compensation/alternative benefit plan (ABP) as set forth below.

B. Where the District employs both spouses prior to March 2011 one spouse will be eligible for participation in the alternative benefit plan (ABP) if the other spouse enrolls in group insurance coverage. Any new employed spouses after March 2011 will not be eligible for the cafeteria plan.

C. Employees eligible for insurance may choose, at the beginning year of each cafeteria plan year, between:

1. participation in the District's health plan
2. a cash payment equal to the amount listed below

D. Cash Compensation: The cash contribution dollar amount shall be \$5,000 and less the District's share of social security and Medicaid.

The amount of each additional cash contribution dollar amount shall be calculated by dividing the dollar amount stated above by twenty-four (24) times per year.

Health insurance eligible part-time employees who select the cash compensation shall receive a pro-rated amount of the District's contribution based upon the part-time employee's percentage of full-time employment.

E. The cash compensation amount shall be paid to the employee as additional taxable earnings which are not subject to Wisconsin Retirement System (WRS) contributions to the extent permitted by WRS rule or law, with the appropriate employee F.I.C.A., state and federal taxes deducted from the employee's payroll check.

F. Beginning Eligibility Date for Cafeteria Plan:

1. New Employees: Payments shall be based on the employee's eligibility date. For new employees, this constitutes the employee's first day of active service. Employees must enroll in the cafeteria plan prior to the employee's first day of active service. Absent a "qualifying event", i.e. loss of spouse health coverage, etc., the employee must continue to take the chosen option until the end of the cafeteria plan year

If the new employee's first date of active service is after the 15th of the month, no cash contribution is required in that month. If the employee's first date of

active service is on the 1st through the 15th of the month, the District will contribute the payment.

2. Current Employees: Current employees, when permitted by applicable Internal Revenue Code section 125 “cafeteria plan” rules, must make written cafeteria plan election initially prior to the beginning of the subsequent cafeteria plan year. Absent a “qualifying event”, i.e. loss of spouse health coverage, etc., the employee must continue with the chosen option until the end of the cafeteria plan year. Once the employee is eligible to begin cash in lieu of health status contributions will begin with the first paycheck beginning after the cafeteria plan year starts.

G. Any support staff who waives participation in the District group health insurance plan and elects to receive cash compensation in lieu of health insurance may enroll in the group health insurance plan at a later date in the case of a “qualifying event”, pursuant to the late enrollment terms, timelines, and conditions set forth in the group health insurance contract and the plan’s cafeteria rules. The cash compensation payments shall cease effective with the month in which the staff member commences participation in the group health insurance plan.

H. Teacher associates do not qualify for the alternate cash benefit.

I. As part of the cafeteria plan, the District will automatically deduct all employees’ health and dental premiums on a pre-tax basis.

J. The district will offer eligible employees that work over 20 hours per week the option to elect a Section 125 Flexible Spending Plan for uninsured medical and/or daycare expenses. The District will choose the Section 125 Flexible Spending Plan provider.

APPENDIX C

Post-employment Benefits

Post-employment benefits for support staff were changed based upon years of service as of the end of the 2012-2013 school year. As a result, we currently have three categories of support staff pertaining to post-employment benefit eligibility. These categories are Category A, Category B, and Category C as listed below.

Category A

Support staff members hired since the start of the 1998-1999 school year do not qualify for any post-employment health or dental insurance benefit in retirement.

Category B

Support staff members hired prior to the start of the 1998-1999 school year who had 15 years of service at the end of the 2012-13 school year qualify for a post-employment benefit. The benefit these support staff members qualify for is as follows:

The Employer shall continue health coverage, single or family plan, for three (3) months following employee retirement, with the District paying the required premium equivalent to the flat dollar amount of the premium established in effect at the time of their retirement. Should a retiree become Medicare eligible during the time of this retirement benefit, the retirement benefit will end. This insurance benefit applies to health insurance only. Retirees accepting the post-employment benefits are subject to all future changes in the health insurance plan structure, plan carrier and plan benefits that are applied to active employees.

A retiree receiving benefits, who because of other employment, establishes eligibility for unemployment compensation benefits, shall have the amount of the insurance payments reduced by the same amount of unemployment compensation benefits paid by the District as a secondary employer. The retiree would then have to pay that amount to the District.

Category C

Teacher Associates used to have a separate agreement prior to the 2012-2013 school year. When this was changed, teacher associates were added to the Support Staff category. Therefore, teacher associates hired prior to the 2003-2004 school year with enough years of service as outlined below are in Category C. Teacher associates, who had ten (10) years of service at the end of the 2012-2013 school year qualify for the following benefit:

The employer shall continue health coverage, single or family plan for six (6) months following employee retirement, if the employee had ten (10) years of service at the end of the 2012-2013 school year, with the District paying the required premium equivalent to the flat dollar amount of the premium established in effect at the time of their retirement.

STURGEON BAY SCHOOL CALENDAR FOR 2020-2021

Approved 11-20-19

AUGUST 2020				
M	T	W	TH	F
17	18	19	20	21
25	25	26	27	28

No school--Full day of in-service
No School--Half day in-service & half day teacher records.
No school--New Teacher In-Service
No School--Breaks
Classes in session
Half day for students--P.M. Teacher Records

SEPTEMBER 2020				
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		

FEBRUARY 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

OCTOBER 2020				
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

MARCH 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2020				
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				

APRIL 2021				
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

DECEMBER 2020				
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	

MAY 2021				
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				

JANUARY 2021				
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

JUNE 2021				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18

Quarter:	I	45 days	Ends 11/4/20
	II	43 days	Ends 1/15/21
	III	44 days	Ends 3/19/21
	IV	48 days	Ends 6/4/21
	TOTAL	180 days	

School begins Tuesday, September 1

In-service/No School: Oct. 9, Feb. 19, & May 28

No School due to breaks:
Nov. 26-29; Dec. 24 - Jan. 3; March 27 - April 4;
& May 31

SCHOOL DISTRICT OF STURGEON BAY (#17AYPZV)

Prevea360 Health Plan

Rate Sheet

Rates Effective: July 1, 2020 - June 30, 2021

Rates for NETWORK Plan

	<u>Subscribers</u>	<u>Members</u>	<u>Current Rates</u>	<u>Renewal Rates</u>	<u>Increase</u>
Enrollment					
Subscriber Only	11	11	\$562.74	\$562.74	0.0%
Subscriber + Spouse	6	12	\$1,125.47	\$1,125.47	0.0%
Subscriber + Child(ren)	3	7	\$1,125.47	\$1,125.47	0.0%
Subscriber + Family	19	74	\$1,406.84	\$1,406.84	0.0%
Subtotal Active	39	104			
Medicare Eligible Enrollment					
Subscriber Only, Medicare	2	2	\$337.65	\$337.65	0.0%
Subscriber + One, 2 w/ Medicare	0	0	\$675.29	\$675.29	0.0%
Subscriber + One, 1 w/ Medicare	2	4	\$900.39	\$900.39	0.0%
Subscriber + Family, 1 w/ Medicare	0	0	\$1,181.76	\$1,181.76	0.0%
Subscriber + Family, 2 or more w/ Medicare	0	0	\$1,153.63	\$1,153.63	0.0%
Subtotal Medicare Eligible	4	6			
Total	43	110			
Monthly Premium			\$45,525.41	\$45,525.41	
Annual Premium			\$546,305	\$546,305	
Change from Current Rates				0.0%	

Option #1

Network
\$20 OV Copay
\$2000 Ded
0% Coins
\$2000/\$4000 Limit
\$20/\$40/\$60 Rx
<u>Current Rates</u>
HMO04834
\$562.74
\$1,125.47
\$1,125.47
\$1,406.84
<u>Renewal Rates</u>
Plan 2 - 0
\$562.74
\$1,125.47
\$1,125.47
\$1,406.84
0.0%

RENEWAL ACCEPTANCE

Please select one of the following:

- Renew with renewing plan indicated above
 - Renew with a plan change
- Circle desired alternative above

Plan changes made less than 45 days prior to the renewal will result in a second SBC mailing

Title: _____

Signature: _____

Date: _____

Medical code
Pharmacy code

HMO04834
PHA02200

Please return this page to:
Anne Krueger
Account Manager
Prevea360 Health Plan
Direct: 920-351-4635
Fax: 920-351-4630
E-Mail: anne.krueger@prevea360.com

To ensure a correct July billing statement and correct SBC information is mailed to your insured employees, return this renewal acceptance no later than Monday, May 18, 2020
To view your SBC information please visit our website at <https://app.prevea360.com/sites/sbc/employergroup>
If you cannot locate your SBC, please contact your Account Manager for assistance.

SCHOOL DISTRICT OF STURGEON BAY (#17AYPZV)

Prevea360 Health Plan

Rate Sheet

Rates Effective: July 1, 2020 - June 30, 2021

Rates for NETWORK Plan

	<u>Subscribers</u>	<u>Members</u>	<u>Current Rates</u>	<u>Renewal Rates</u>	<u>Increase Over Current</u>
Enrollment					
Subscriber Only	19	19	\$510.69	\$510.69	0.0%
Subscriber + Spouse	15	30	\$1,021.37	\$1,021.37	0.0%
Subscriber + Child(ren)	8	23	\$1,021.37	\$1,021.37	0.0%
Subscriber + Family	39	144	\$1,276.72	\$1,276.72	0.0%
Subtotal Active	81	216			
Medicare Eligible Enrollment					
Subscriber Only, Medicare	0	0	\$306.42	\$306.42	0.0%
Subscriber + One, 2 w/ Medicare	0	0	\$612.83	\$612.83	0.0%
Subscriber + One, 1 w/ Medicare	1	2	\$817.11	\$817.11	0.0%
Subscriber + Family, 1 w/ Medicare	0	0	\$1,072.46	\$1,072.46	0.0%
Subscriber + Family, 2 or more w/ Medicare	1	3	\$1,046.92	\$1,046.92	0.0%
Subtotal Medicare Eligible	2	5			
Total	83	221			
Monthly Premium			\$84,850.73	\$84,850.73	
Annual Premium			\$1,018,209	\$1,018,209	
Change from Current Rates				0.0%	

Option #2

RENEWAL ACCEPTANCE

Please select one of the following:

Renew with renewing plan indicated above

Renew with a plan change

Circle desired alternative above

Plan changes made less than 45 days prior to the renewal will result in a second SBC mailing

Title: _____

Signature: _____

Date: _____

Medical code
Pharmacy code

HMO05175
PHA02511

Please return this page to:
Anne Krueger
Account Manager
Prevea360 Health Plan
Direct: 920-351-4635
Fax: 920-351-4630
E-Mail: anne.krueger@prevea360.com

To ensure a correct July billing statement and correct SBC information is mailed to your insured employees, return this renewal acceptance no later than Monday, May 18, 2020

To view your SBC information please visit our website at <https://app.prevea360.com/sites/sbc/employergroup>

If you cannot locate your SBC, please contact your Account Manager for assistance.

SCHOOL DISTRICT OF STURGEON BAY (#17AYPZV)

Prevea360 Health Plan

Rate Sheet

Rates Effective: July 1, 2020 - June 30, 2021

Rates for NETWORK Plan

			Network	Network HDHP	
			\$5000 Ded 0% Coins \$5000/\$10000 Limit 0%/0%/0%/0% Rx	\$5000 Ded 0% Coins \$5000/\$10000 Limit 0%/0%/0%/0% Rx	
			<u>Current Rates</u>	<u>Renewal Rates</u>	Increase
			HMO04833	Plan 3 - 0	Over Current
Enrollment	Subscribers	Members			
Subscriber Only	5	5	\$373.16	\$373.16	0.0%
Subscriber + Spouse	4	8	\$746.31	\$746.31	0.0%
Subscriber + Child(ren)	1	4	\$746.31	\$746.31	0.0%
Subscriber + Family	8	29	\$932.89	\$932.89	0.0%
Subtotal Active	18	46			
Medicare Eligible Enrollment					
Subscriber Only, Medicare	0	0	\$223.90	\$223.90	0.0%
Subscriber + One, 2 w/ Medicare	0	0	\$447.79	\$447.79	0.0%
Subscriber + One, 1 w/ Medicare	0	0	\$597.06	\$597.06	0.0%
Subscriber + Family, 1 w/ Medicare	0	0	\$783.64	\$783.64	0.0%
Subscriber + Family, 2 or more w/ Medicare	0	0	\$764.98	\$764.98	0.0%
Subtotal Medicare Eligible	0	0			
Total	18	46			
Monthly Premium			\$13,060.47	\$13,060.47	
Annual Premium			\$156,726	\$156,726	
Change from Current Rates				0.0%	

Option #3

RENEWAL ACCEPTANCE

Please select one of the following:

Renew with renewing plan indicated above

Renew with a plan change

Circle desired alternative above

Medical code
Pharmacy code

HMO04833
PHA01752

Plan changes made less than 45 days prior to the renewal will result in a second SBC mailing

Title: _____

Signature: _____

Date: _____

Please return this page to:
Anne Krueger
Account Manager
Prevea360 Health Plan
Direct: 920-351-4635
Fax: 920-351-4630
E-Mail: anne.krueger@prevea360.com

To view your SBC information please visit our website at <https://app.prevea360.com/sites/sbc/employergroup>
If you cannot locate your SBC, please contact your Account Manager for assistance.

SCHOOL DISTRICT OF STURGEON BAY (#17AYPZV)

Prevea360 Health Plan

Rate Sheet

Rates Effective: July 1, 2020 - June 30, 2021

Rates for POS Plan

Enrollment	Subscribers	Members	POS	POS	Increase Over Current
			Current Rates	Renewal Rates	
			POS03875	Plan 4 - 0	
			\$20 OV Copay	\$20 OV Copay	
			\$2000 Ded	\$2000 Ded	
			10% Coins	10% Coins	
			\$4000/\$8000 Limit	\$4000/\$8000 Limit	
			\$20/\$40/\$60 Rx	\$20/\$40/\$60 Rx	
Subscriber Only	1	1	\$767.00	\$767.00	0.0%
Subscriber + Spouse	0	0	\$1,719.08	\$1,719.08	0.0%
Subscriber + Child(ren)	0	0	\$1,719.08	\$1,719.08	0.0%
Subscriber + Family	4	19	\$1,719.08	\$1,719.08	0.0%
Subtotal Active	5	20			
Medicare Eligible Enrollment					
Subscriber Only, Medicare	0	0	\$460.20	\$460.20	0.0%
Subscriber + One, 2 w/ Medicare	0	0	\$920.40	\$920.40	0.0%
Subscriber + One, 1 w/ Medicare	1	2	\$1,227.20	\$1,227.20	0.0%
Subscriber + Family, 1 w/ Medicare	0	0	\$1,610.70	\$1,610.70	0.0%
Subscriber + Family, 2 or more w/ Medicare	0	0	\$1,572.35	\$1,572.35	0.0%
Subtotal Medicare Eligible	1	2			
Total	6	22			
Monthly Premium			\$8,870.52	\$8,870.52	
Annual Premium			\$106,446	\$106,446	

Option #4

Change from Current Rates

0.0%

RENEWAL ACCEPTANCE

Please select one of the following:

- Renew with renewing plan indicated above
- Renew with a plan change
- Circle desired alternative above

Plan changes made less than 45 days prior to the renewal will result in a second SBC mailing

Title: _____

Signature: _____

Date: _____

Medical code
Pharmacy code

POS03875
PHA02203

Please return this page to:
Anne Krueger
Account Manager
Prevea360 Health Plan
Direct: 920-351-4635
Fax: 920-351-4630
E-Mail: anne.krueger@prevea360.com

To ensure a correct July billing statement and correct SBC information is mailed to your insured employees, return this renewal acceptance no later than Monday, May 18, 2020
To view your SBC information please visit our website at <https://app.prevea360.com/sites/sbc/employergroup>
If you cannot locate your SBC, please contact your Account Manager for assistance.

HMO PLANS

	Option #1- Base Plan			Option #2 - HDHP \$1,400/\$2,800			Option #3 - HDHP \$5K/\$10K		
	Single	Extended	Family	Single	Extended	Family	Single	Extended	Family
Total Monthly Cost	\$ 562.73	\$ 1,125.47	\$ 1,406.84	\$ 510.69	\$ 1,021.37	\$ 1,276.72	\$ 373.16	\$ 746.31	\$ 932.88
Total Annual Cost	\$ 6,752.76	\$ 13,505.64	\$ 16,882.08	\$ 6,128.28	\$ 12,256.44	\$ 15,320.64	\$ 4,477.92	\$ 8,955.72	\$ 11,194.56
District Monthly Cost	\$ 491.83	\$ 983.67	\$ 1,229.58	\$ 446.34	\$ 892.67	\$ 1,115.86	\$ 373.16	\$ 746.31	\$ 932.88
District Annual Cost	\$ 5,901.91	\$ 11,804.04	\$ 14,754.94	\$ 5,356.12	\$ 10,712.04	\$ 13,390.32	\$ 4,477.92	\$ 8,955.72	\$ 11,194.56
Average HRA Usage	\$ 438.00	\$ 640.30	\$ 640.30	na	na	na	na	na	na
District HSA Contribution	na	na	na	\$ 550.00	\$ 1,100.00	\$ 1,350.00	\$ 1,350.00	\$ 2,700.00	\$ 3,300.00
Adjusted Cost	\$ 6,339.91	\$ 12,444.34	\$ 15,395.24	\$ 5,906.12	\$ 11,812.04	\$ 14,740.32	\$ 5,827.92	\$ 11,655.72	\$ 14,494.56
Savings/YR vs No Adj	\$ -	\$ -	\$ -	\$ (4.20)	\$ (8.00)	\$ 14.62	\$ 73.99	\$ 148.32	\$ 260.38
Savings/YR vs Adj.	\$ -	\$ -	\$ -	\$ 433.80	\$ 632.30	\$ 654.92	\$ 511.99	\$ 788.62	\$ 900.68
Emp Monthly Cost	\$ 70.90	\$ 141.80	\$ 177.26	\$ 64.34	\$ 128.70	\$ 160.86	\$ -	\$ -	\$ -
Emp Annual Cost	\$ 850.85	\$ 1,701.60	\$ 2,127.14	\$ 772.08	\$ 1,544.40	\$ 1,930.32	\$ -	\$ -	\$ -

PLANS FOR PART TIME STAFF WHO HAVE EARNED PREMIUM DIFFERENTIAL

HMO PLANS

	Option #1- Base Plan			Option #2 - HDHP \$1,350/\$2,700			Option #3 - HDHP \$5K/\$10K		
	Single	Extended	Family	Single	Extended	Family	Single	Extended	Family
Total Monthly Cost	\$ 562.73	\$ 1,125.47	\$ 1,406.84	\$ 510.69	\$ 1,021.37	\$ 1,276.72	\$ 373.16	\$ 746.31	\$ 932.88
Total Annual Cost	\$ 6,752.76	\$ 13,505.64	\$ 16,882.08	\$ 6,128.28	\$ 12,256.44	\$ 15,320.64	\$ 4,477.92	\$ 8,955.72	\$ 11,194.56
District Monthly Cost	\$ 422.05	\$ 844.11	\$ 1,055.12	\$ 383.01	\$ 766.03	\$ 957.54	\$ 326.14	\$ 652.27	\$ 815.34
District Annual Cost	\$ 5,064.57	\$ 10,129.32	\$ 12,661.44	\$ 4,596.12	\$ 9,192.33	\$ 11,490.48	\$ 3,913.70	\$ 7,827.30	\$ 9,784.05
Average HRA Usage	\$ 438.00	\$ 640.30	\$ 640.30	na	na	na	na	na	na
District HSA Contribution	na	na	na	\$ 550.00	\$ 1,100.00	\$ 1,350.00	\$ 1,350.00	\$ 2,700.00	\$ 3,300.00
Adjusted Cost	\$ 5,502.57	\$ 10,769.62	\$ 13,301.74	\$ 5,146.12	\$ 10,292.33	\$ 12,840.48	\$ 5,263.70	\$ 10,527.30	\$ 13,084.05
Savings/YR vs No Adj	\$ -	\$ -	\$ -	\$ (81.55)	\$ (163.01)	\$ (179.04)	\$ (199.13)	\$ (397.98)	\$ (422.61)
Savings/YR vs Adj.	\$ -	\$ -	\$ -	\$ 356.45	\$ 477.29	\$ 461.26	\$ 238.87	\$ 242.32	\$ 217.69
Emp Monthly Cost	\$ 140.68	\$ 281.36	\$ 351.72	\$ 127.68	\$ 255.34	\$ 319.18	\$ 47.02	\$ 94.04	\$ 117.54
Emp Annual Cost	\$ 1,688.19	\$ 3,376.32	\$ 4,220.64	\$ 1,532.16	\$ 3,064.11	\$ 3,830.16	\$ 564.22	\$ 1,128.42	\$ 1,410.51

POS PLAN

	Option #4 - POS	
	Single	Extended
Total Monthly Cost	\$ 767.00	\$ 1,719.08
Total Annual Cost	\$ 9,204.00	\$ 20,628.96
District Monthly Cost	\$ 536.90	\$ 1,203.36
District Annual Cost	\$ 6,442.80	\$ 14,440.27
Current Employee Cost	\$ 294.48	\$ 512.24
2019-20 Employee Cost	\$ 230.10	\$ 515.72
Difference	\$ 64.38	\$ (3.48)
Employee % of premium	30%	30%
Out of Network HRA	\$ 2,000.00	\$ 4,000.00
Emp Cost Per Year	\$ 2,761.20	\$ 6,188.69
Extra District Cost Per Year	\$ 1,378.23	\$ 1,778.83

PLANS FOR FULL TIME STAFF WHO HAVE NOT EARNED PREMIUM DIFFERENTIAL

HMO PLANS

	Option #1- Base Plan			Option #2 - HDHP \$1,350/\$2,700			Option #3 - HDHP \$5K/\$10K		
	Single	Extended	Family	Single	Extended	Family	Single	Extended	Family
Total Monthly Cost	\$ 562.73	\$ 1,125.47	\$ 1,406.84	\$ 510.69	\$ 1,021.37	\$ 1,276.72	\$ 373.16	\$ 746.31	\$ 932.88
Total Annual Cost	\$ 6,752.76	\$ 13,505.64	\$ 16,882.08	\$ 6,128.28	\$ 12,256.44	\$ 15,320.64	\$ 4,477.92	\$ 8,955.72	\$ 11,194.56
District Monthly Cost	\$ 450.17	\$ 900.37	\$ 1,125.46	\$ 408.55	\$ 817.09	\$ 1,021.38	\$ 326.14	\$ 652.27	\$ 815.34
District Annual Cost	\$ 5,402.04	\$ 10,804.44	\$ 13,505.52	\$ 4,902.60	\$ 9,805.08	\$ 12,256.56	\$ 3,913.70	\$ 7,827.30	\$ 9,784.05
Average HRA Usage	\$ 438.00	\$ 640.30	\$ 640.30	na	na	na	na	na	na
District HSA Contribution	na	na	na	\$ 550.00	\$ 1,100.00	\$ 1,350.00	\$ 1,350.00	\$ 2,700.00	\$ 3,300.00
Adjusted Cost	\$ 5,840.04	\$ 11,444.74	\$ 14,145.82	\$ 5,452.60	\$ 10,905.08	\$ 13,606.56	\$ 5,263.70	\$ 10,527.30	\$ 13,084.05
Savings/YR vs No Adj	\$ -	\$ -	\$ -	\$ (50.56)	\$ (100.64)	\$ (101.04)	\$ 138.34	\$ 277.14	\$ 421.47
Savings/YR vs Adj.	\$ -	\$ -	\$ -	\$ 387.44	\$ 539.66	\$ 539.26	\$ 576.34	\$ 917.44	\$ 1,061.77
Emp Monthly Cost	\$ 112.56	\$ 225.10	\$ 281.36	\$ 102.14	\$ 204.28	\$ 255.34	\$ 47.02	\$ 94.04	\$ 117.54
Emp Annual Cost	\$ 1,350.72	\$ 2,701.20	\$ 3,376.32	\$ 1,225.68	\$ 2,451.36	\$ 3,064.08	\$ 564.22	\$ 1,128.42	\$ 1,410.51

POS PLAN

	Option #4 - POS	
	Single	Extended
Total Monthly Cost	\$ 767.00	\$ 1,719.08
Total Annual Cost	\$ 9,204.00	\$ 20,628.96
District Monthly Cost	\$ 536.90	\$ 1,203.36
District Annual Cost	\$ 6,442.80	\$ 14,440.27
Current Employee Cost	NA	NA
2019-20 Employee Cost	\$ 230.10	\$ 515.72
Difference	NA	NA
Employee % of premium	30%	30%
Out of Network HRA	\$ 2,000.00	\$ 4,000.00
Emp Cost Per Year	\$ 2,761.20	\$ 6,188.69
Extra District Cost Per Year	\$ 1,040.76	\$ 934.75

PLANS FOR PART TIME STAFF WHO HAVE NOT EARNED PREMIUM DIFFERENTIAL

HMO PLANS

	Option #1- Base Plan			Option #2 - HDHP \$1,350/\$2,700			Option #3 - HDHP \$5K/\$10K		
	Single	Extended	Family	Single	Extended	Family	Single	Extended	Family
Total Monthly Cost	\$ 562.73	\$ 1,125.47	\$ 1,406.84	\$ 510.69	\$ 1,021.37	\$ 1,276.72	\$ 373.16	\$ 746.31	\$ 932.88
Total Annual Cost	\$ 6,752.76	\$ 13,505.64	\$ 16,882.08	\$ 6,128.28	\$ 12,256.44	\$ 15,320.64	\$ 4,477.92	\$ 8,955.72	\$ 11,194.56
District Monthly Cost	\$ 393.91	\$ 787.83	\$ 984.78	\$ 357.47	\$ 714.95	\$ 893.70	\$ 279.86	\$ 559.73	\$ 699.66
District Annual Cost	\$ 4,726.92	\$ 9,453.96	\$ 11,817.36	\$ 4,289.64	\$ 8,579.40	\$ 10,724.40	\$ 3,358.32	\$ 6,716.76	\$ 8,395.92
Average HRA Usage	\$ 438.00	\$ 640.30	\$ 640.30	na	na	na	na	na	na
District HSA Contribution	na	na	na	\$ 550.00	\$ 1,100.00	\$ 1,350.00	\$ 1,350.00	\$ 2,700.00	\$ 3,300.00
Adjusted Cost	\$ 5,164.92	\$ 10,094.26	\$ 12,457.66	\$ 4,839.64	\$ 9,679.40	\$ 12,074.40	\$ 4,708.32	\$ 9,416.76	\$ 11,695.92
Savings/YR vs No Adj	\$ -	\$ -	\$ -	\$ (112.72)	\$ (225.44)	\$ (257.04)	\$ 18.60	\$ 37.20	\$ 121.44
Savings/YR vs Adj.	\$ -	\$ -	\$ -	\$ 325.28	\$ 414.86	\$ 383.26	\$ 456.60	\$ 677.50	\$ 761.74
Emp Monthly Cost	\$ 168.82	\$ 337.64	\$ 422.06	\$ 153.22	\$ 306.42	\$ 383.02	\$ 93.30	\$ 186.58	\$ 233.22
Emp Annual Cost	\$ 2,025.84	\$ 4,051.68	\$ 5,064.72	\$ 1,838.64	\$ 3,677.04	\$ 4,596.24	\$ 1,119.60	\$ 2,238.96	\$ 2,798.64

POS PLAN

	Option #4 - POS	
	Single	Extended
Total Monthly Cost	\$ 767.00	\$ 1,719.08
Total Annual Cost	\$ 9,204.00	\$ 20,628.96
District Monthly Cost	\$ 498.54	\$ 1,117.40
District Annual Cost	\$ 5,982.48	\$ 13,408.82
Current Employee Cost	NA	NA
2019-20 Employee Cost	\$ 268.46	\$ 601.68
Difference	NA	NA
Employee % of premium	35%	35%
Out of Network HRA	\$ 2,000.00	\$ 4,000.00
Emp Cost Per Year	\$ 3,221.52	\$ 7,220.14
Extra District Cost Per Year	\$ 1,255.56	\$ 1,591.46

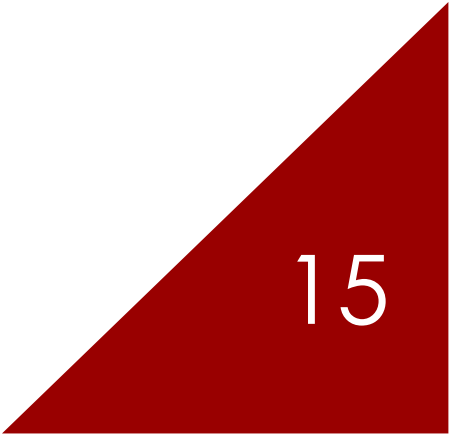
DENTAL PLAN

Healthy teeth and gums are an important part of maintain your overall health. That’s why Sturgeon Bay School District offers a dental plan administered by Delta Dental.

DELTA DENTAL	IN-NETWORK	
Calendar Year Deductible	Single: \$25	Family: \$75
Preventative Care	100%	
BASIC SERVICES		
Oral Surgery	100%	
Amalgam/Composite Fillings	100%	
Endodontics / Periodontics	100%	
Simple Extractions	100%	
MAJOR RESTORATIVE SERVICES		
Crowns	80%	
Inlays / Onlays	80%	
Partial or Complete Dentures	80%	
Removable or Fixed Bridgework	80%	
Orthodontia	50%	
Orthodontic Lifetime Maximum	\$2,000	
Individual Calendar Year Maximum	\$1,300	

For additional information, refer to the Benefit Summaries provided by Delta Dental.

Please reference page (18) for premium information.



Smarter Dental Plans

Enhanced dental benefits for those who need them most

A variety of medical conditions have oral-health implications. Your group dental coverage includes Delta Dental of Wisconsin's Evidence-Based Integrated Care Plan (EBICP), which provides additional cleaning(s) and/or fluoride treatments to people with these conditions. These benefits can play an important role in the management of these medical conditions.

If you have one or more of these conditions you can enroll yourself or your dependents, or your dentist can enroll you. Once you enroll, you are immediately eligible for the EBICP benefits.

How to enroll

- Go to www.deltadentalwi.com.
- Click on the "I Am A ... Member" link.
- Sign in to the Member Connection using your member ID and password. If you don't have a member ID and password you'll need to establish one before you proceed.
- Click on the "Enhanced Benefits" tab at the top of the Member Connection home page. Note: If your plan does not have EBICP, the "Enhanced Benefits" tab will not appear on your Member Connection page.
- On the Enhanced Benefits page, choose the member(s) receiving the enhanced benefits and the qualifying condition(s). Once this information is successfully entered, all registered members will be immediately eligible for the enhanced benefits.
- Another way of enrolling is to click on the "My Benefits" tab at the top of the Member Connection page, then select "Benefits and Claims." Under the "Extra Benefits Levels" heading, click on the "Enroll in EBICP" button. You will then be taken to the Enhanced Benefits page, where the enrollment process will proceed as described above.
- You may also enroll in EBICP by calling Delta Dental's Benefit Center at 800-236-3712.

* Periodontal cleanings may fall under basic services and may not be covered 100% by the EBICP plan. If you have questions regarding coverage for periodontal cleanings, please contact the Benefit Center at 800-236-3712 before services are performed.

Condition	Enhanced benefit	
	Additional cleaning(s)	Topical fluoride
Cancer-related treatments	2	1
Suppressed immune systems	2	1
Periodontal disease*	2	1
High-risk cardiac conditions	2	
Kidney failure or dialysis	2	
Diabetes	2	
Pregnancy	1	

This chart provides a brief summary of additional benefits to persons enrolled in EBICP. Go to www.deltadentalwi.com/EBICP for details regarding each listed condition and additional benefits offered. Frequency limitations may apply. Refer to your handbook or call our Benefit Center at 800-236-3712.

SS300H-1211



Delta Dental of Wisconsin

PREMIUM CONTRIBUTIONS

MEDICAL PLAN OPTION 1	HMO COPAY PLAN – BASE PLAN				
	MONTHLY FULL RATE	Meeting Wellness Points		NOT Meeting Wellness Points	
		EMPLOYER RATE	EMPLOYEE RATE	EMPLOYER RATE	EMPLOYEE RATE
Employee	\$562.74	\$491.83	\$70.91	\$450.19	\$112.55
Limited Family	\$1,125.47	\$983.67	\$141.80	\$900.37	\$225.10
Family	\$1,406.84	\$1,229.58	\$177.26	\$1,125.46	\$281.36

MEDICAL PLAN OPTION 2	HMO HDHP H.S.A. PLAN – BUY DOWN #1				
	MONTHLY FULL RATE	Meeting Wellness Points		NOT Meeting Wellness Points	
		EMPLOYER RATE	EMPLOYEE RATE	EMPLOYER RATE	EMPLOYEE RATE
Employee	\$510.69	\$446.35	\$64.34	\$408.55	\$102.14
Limited Family	\$1,021.37	\$892.67	\$128.70	\$817.09	\$204.28
Family	\$1,276.72	\$1,115.86	\$160.86	\$1,021.38	\$255.34

MEDICAL PLAN OPTION 3	HMO HDHP H.S.A. PLAN – BUY DOWN #2				
	MONTHLY FULL RATE	Meeting Wellness Points		NOT Meeting Wellness Points	
		EMPLOYER RATE	EMPLOYEE RATE	EMPLOYER RATE	EMPLOYEE RATE
Employee	\$373.16	\$373.16	\$0.00	\$326.14	\$47.02
Limited Family	\$746.31	\$746.31	\$0.00	\$652.27	\$94.04
Family	\$932.89	\$932.89	\$0.00	\$815.34	\$117.54

MEDICAL PLAN OPTION 4	POS COPAY PLAN – BUY UP PLAN				
	MONTHLY FULL RATE	Meeting Wellness Points		NOT Meeting Wellness Points	
		EMPLOYER RATE	EMPLOYEE RATE	EMPLOYER RATE	EMPLOYEE RATE
Employee	\$767.00	\$575.24	\$191.76	\$536.90	\$230.10
Family	\$1,719.08	\$1,289.30	\$429.78	\$1,203.36	\$515.72

DENTAL	MONTHLY FULL RATE	EMPLOYER RATE	EMPLOYEE RATE
Employee Only	\$47.32	\$41.36	\$5.96
Family	\$122.23	\$106.83	\$15.40

VISION	MONTHLY FULL RATE
Employee Only	\$6.02
Family	\$16.28



2020-2021 District Contract

Contract Number:
C-11097-770-21

462 Sturgeon Bay School District

ORIGINAL CONTRACT
April 15, 2020

Please note that staffing budgets are based on current projected need and may changed once IEPs for the 2020-21 school year are completed in the fall.

This contract between the Board of Control of Cooperative Educational Service Agency No. 7, party of the first part, and

Sturgeon Bay School District, party of the second part.

1230 MICHIGAN ST
STURGEON BAY WI 54235-1498

WHEREAS Party of the first part has been authorized to provide services for valuable consideration to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational service agencies as provided in Chapter 116, Wis. Stats.

NOW, THEREFORE, the said party of the first part hereby agrees to provide to the party of the second part services to be performed by legally qualified personnel. Information regarding expenditures, receipts, duration, description and other matters pertaining to each service to be performed is included in the "2020-2021 Contract and Shared Services" booklet, google.doc available; said booklet and any attached district specific budgets are hereby incorporated in their entirety as part of this contract.

<u>Project No.</u>	<u>Services for July 1, 2020 - June 30, 2021</u>	<u>Cost</u>	check if using federal dollars
001	CESA Administration - Matching Revenues	\$5,638.00	<input type="checkbox"/>
320B	Educational Audiology Services - Craig 4 days per Amy Craig's estimates on 4/3/20	\$3,028.00	<input checked="" type="checkbox"/>
609	English Learners Consortium - Title 3 Allocation managed by CESA 7		<input checked="" type="checkbox"/>
791	Professional Advisory Committee (PAC)	\$112.00	<input type="checkbox"/>
857	Career & Technical Education (CTE) Consortium grant allocation managed by CESA 7		<input type="checkbox"/>
LRNG	Full Learning Services Partnership BASE + 12 Customized Days	\$12,000.00	<input checked="" type="checkbox"/>
Total Services		\$20,778.00	

Other services that are at no cost to CESA 7 districts include::

- | | |
|--|--|
| Transition Improvement Grant | Wisconsin Special Education Mediation System |
| Wisconsin Regional Special Education Network | Wisconsin Parent Educator Initiative |
| Early Childhood Special Education Program Support | Spelling Bee |
| Herb Kohl Educational Foundation Awards and Scholarships | Title One and ESSA Consultation - half day |
| Curriculum Companion - base program | Wisconsin Safe and Healthy Schools Center |

SAID PARTY of the first part agrees to make payments to the personnel providing the services and to remit to the authorized governmental or private agencies such amounts for which salary deductions are required or

The party of the first part agrees to forward federal and/or state funds which are due to the party of the second part as soon as possible after the receipt of said funds.

The party of the second part agrees to prepay costs in advance for services rendered for the fiscal year.

All billings from party of the first part will be on budgeted estimated costs. Any overpayments or underpayments of salaries, benefits and related expenses will be refunded or billed within 90 days of the end of the fiscal year.



2020-2021 District Contract

Contract Number:

C-11097-770-21

462

Sturgeon Bay School District

ORIGINAL CONTRACT
April 15, 2020

Please note that staffing budgets are based on current projected need and may changed once IEPs for the 2020-21 school year are completed in the fall.

The party of the second part agrees to reimburse the party of the first part for its proportionate share of costs of the services provided under this contract including but without limitation, unemployment compensation expense, litigation expense, collective bargaining and monetary awards by courts and agencies as per Sec. 116.03(4).

Transportation of children, if any, will be furnished by each school district.

Unless party of the second part gives written notice to party of the first part on or prior to May 1, 2021 that this contract is not to be renewed as to one or more of the above listed services, party of the first part shall have the option to renew this contract for any above listed service for the following 2021-2022 school term, provided and on condition that the budgeted cost of the service to party of the second part for the renewal for the next school term does not exceed the budgeted cost, including related expense increase, for the next school term.

The party of the first part is the employer of the person or persons providing services under this contract.

School District Authorized Representative

Date signed

CESA #7 Board of Control President

Date signed

SERVICE CONTRACT AGREEMENT

This agreement entered into July 1, 2020 by and between:

Cooperative Educational Service Agency 11 (CESA 11)

and

Sturgeon Bay School District ("Recipient")

WHEREAS, CESA 11 exists pursuant to the provisions of Chapter 116, Wisconsin Statutes, for the purpose of providing educational services by contract to its member districts and other entities in accordance with the provisions of Section 116.032, Wisconsin Statutes; and

WHEREAS, CESA 11 desires to provide such services and Recipient desires to receive such services from CESA 11 all pursuant to the terms and conditions set forth in this agreement;

NOW, THEREFORE, for and in consideration of the mutual promises and undertakings set forth herein, CESA 11 and Recipient do hereby agree as follows:

1. Services

For the term set forth in this agreement, CESA 11 agrees to provide, through legally qualified personnel, the following service/s:

- E-Rate Service: Including but not limited to:
 - Collection of required information from district contact
 - Submission of application forms 470, 471, 472, 486, and 500
 - Act as a liaison for all funding requests, program integrity reviews, budget modifications, service provider inquiries, audits and appeals
 - Handling of routine E-Rate activities such as SPIN changes, information updates and requests for extensions

2. Billings/Payments for Services

Payments under this agreement shall be made to the Business Office of CESA 11 at 225 Ostermann Drive, Turtle Lake, WI 54889, on or before the first of the month following receipt of the invoice.

2.1 Costs of Services

In accordance with Section 116.03(4), Wisconsin Statutes, Recipient agrees to pay:

- 5% of the Category I and Category II 19-20 E-Rate allocation with a minimum of \$600 for Category I services and \$975 for Category II services and a maximum of \$5,500 for all services
- Districts who are not currently receiving E-Rate Services through CESA #11 will also incur a one-time set-up fee of \$1,000

2.2 Timing of Billings

Category I and Category II costs will be billed quarterly during the period of July 1, 2020 to June 30, 2021.

3. Term

This agreement shall be effective for the 2020-21 E-Rate funding year. This contract includes all work that needs to be completed for the 2020-21 E-Rate funding year as defined in #1 above.

4. Employees

In accordance with the provisions of Section 116.045, Wisconsin Statutes, CESA 11 is the sole employer of the personnel it employees. Recipient of the services under this agreement is not deemed an employer because of the exercise of any supervision or control over any personnel services provided under the provisions of this agreement. CESA 11 shall conduct background checks upon hire of all employees scheduled to work with your school district.

5. Entire Agreement

This agreement contains the entire agreement of the parties. Any modifications to this agreement must be in writing and signed by the parties.

Please mark the appropriate option for 2020-21:

_____ Renew

_____ Drop

RECIPIENT

Authorized Signature

Date

CESA 11



Jerry Walters, CESA Administrator
03/02/2020

Agreement Between City of Sturgeon Bay and Sturgeon Bay School District

Pursuant to Wis. Stat. § 66.0301, this agreement (the “Agreement”) is made by and between Sturgeon Bay School District (the “District”) and City of Sturgeon Bay (the “City”) (collectively, the “Parties”).

RECITALS:

WHEREAS, District is a duly authorized school corporation serving as the public school district for the majority of the residents of the City with several public schools located in the City;

WHEREAS, City is a Wisconsin municipal corporation and operates a duly authorized law enforcement agency, the Sturgeon Bay Police Department (“PD”);

WHEREAS, District and City are authorized to enter into cooperative intergovernmental agreements for the mutual benefits of their citizens pursuant to Wis. Stat. § 66.0301;

WHEREAS, District benefits from having a school resource officer (“SRO”) in its schools to offer guidance in matters involving law enforcement;

WHEREAS, City benefits from having its police officers fulfill their law enforcement duties while present in District’s schools;

WHEREAS, the Parties believe that an SRO program will promote school safety; maintain a positive school climate for students, families, and staff; promote school participation and completion by students; and provide resources to students, families, and staff on law enforcement topics; and

WHEREAS, the Parties wish to formalize and clarify the partnership between District and the City to implement a School Resource Officer (SRO) program.

NOW, THEREFORE, in exchange for good and valuable consideration, the receipt of which is hereby acknowledged, the Parties hereby agree as follows:

I. Recitals.

The recitals set forth above are hereby incorporated into and made a part of this Agreement with the same force and effect as if the recitals were repeated fully, including all defined terms referenced therein.

II. Term of Agreement.

The term of this Agreement commences January **July** 1, 2020 and terminates on June 30, 2024.

III. Provision of SRO.

- a. PD shall assign a sworn officer to act as an SRO assigned to the Sturgeon Bay High School. The Officer assigned as the SRO shall be selected in the PD's sole discretion consistent with the provisions of the applicable collective bargaining agreement however, the Chief of PD shall consider the comments, suggestions, and requests of District administration regarding such assignment and the officer's training and experience in relation to the duties of SROs. PD has the authority to rotate assignments and/or officers at any time.
- b. The Parties acknowledge that SROs are at all times City employees and shall be subject to the chain of command, direction, supervision, and control of PD. SROs shall be subject to all personnel policies and practices of the City, except as such policies or practices may be modified by the terms of this Agreement.
- c. The Parties acknowledge that SROs are at all times, including times during which they are assigned to District school campuses, law enforcement officers. Their duties as a law enforcement officer shall have priority over their SRO duties. SROs shall carry such PD equipment as deemed necessary by Chief of PD. As a sworn officer, the parties hereto acknowledge and agree the jurisdiction and responsibilities of any such officer acting as an SRO is not confined to the walls of individual District schools.

IV. SRO Duties.

- a. The SRO shall meet periodically with the ~~high school principal~~ at the SRO's **district administrator (usually the assigned school's principal) or designee** to discuss material interactions and information involving the SRO's work, including, but not limited to arrests and searches of students and their property.
- b. The SRO shall work with District staff to develop plans and strategies to prevent or minimize dangerous situations that might result in student unrest or unlawful activity.
- c. The SRO's primary responsibility is not to provide school security, but to address law violations, including criminal law issues, and engage in educational and outreach activities with community members to assist them in understanding student issues. Accordingly, the SRO shall be responsible for investigating violations of state statutes and municipal ordinances and will focus on the prevention of crime and ordinance violations in and around the grounds of the SRO's assigned school. The SRO shall not serve as a school disciplinarian, as an enforcer of school regulations, social worker, guidance counselor, or in place of school-based mental health providers. The SRO shall not be utilized for support staffing, such as hall monitor, substitute teacher, or cafeteria duty.
- d. The SRO shall interact daily with staff and students to assist staff and students to understand the role of the SRO and for the SRO to understand how s/he is perceived on campus.

- e. The SROs shall assist staff with District school-based emergency management planning and school safety drills for which they are qualified and approved by the PD SRO supervisor in accordance with the provisions of State of Wisconsin school safety legislation.
- f. The SRO shall act in the capacity of a sworn, on-duty police officer.
- g. The SRO shall provide a law enforcement presence in the school to which assigned.
- h. The SRO shall proactively monitor his/her assigned school for the purpose of enforcing state laws and City ordinances under his/her jurisdiction.
- i. The SRO shall as part of his/her duties serve as guest speaker for students and staff in law-related education (“LRE”) and be a resource for students, staff, and parents in legal matters specific to his/her duties as law enforcement officers.
- j. At the request of District and with the PD Chief’s approval, the SRO shall assist with community outreach, including to service groups, parents, community members, and other groups, and provide community-wide presentations that may include topics such as student issues in the community.
- k. At the request of District and with the PD Chief’s approval, the SRO shall assist with any provide any of the foregoing duties at other schools within District.

V. District’s Duties.

- a. District, at its sole cost, shall create or reserve a secure office space for the SRO at the high school to allow the SRO to engage in confidential communications; provide a place for a PD-approved carbine locker within the secure office space; and provide a desk, a school two-way radio or similar in-house communication device, a chair, a secure file cabinet, a usable landline telephone, and a desktop computer with access to the internet for the SRO’s use within the secure office space.
- b. District shall be responsible for ensuring that the SRO is formally introduced to the school community at each school, including students, parents, and staff. The introduction shall include information about the SRO’s background and experience, the SRO’s role and responsibilities, what situations are appropriate for SRO involvement, how the SRO and District will address student and other misbehavior consistent with Section VI of this Agreement, and how the SRO and the school community can work together. The PD strongly recommends that the SRO be listed in the staff directory of the schools. District shall provide information on the SRO’s responsibility to parents so that no misinterpretation of the SRO’s presence on campus occurs; such notification shall occur annually through a newsletter, e-mail, website posting, or other mass medium of communication.

- c. District shall provide the current student handbook, and past and current student pictorial directories, such as the school yearbook to the SRO regarding the high school and where necessary to any school to which the officer is assigned to provide services.
- d. District shall notify and invite the SROs to attend regular staff meetings, assemblies, and other school assemblages.
- e. District shall invite the SROs to participate in educational and instructional activities, such as instruction on topics relevant to criminal justice and public safety issues. SROs may be used as guest speakers on District and PD-approved topics.
- f. District shall be responsible, through its principals at the schools, to investigate student code of conduct violations and disciplinary violations that do not rise to the level of a law or ordinance violation. SROs may advise school staff of observed school rule violations, but should not enforce them as it is the responsibility of District and staff to do so.
- g. District shall provide each SRO and the PD for all police cars a **fob or** universal swipe card to provide access to all school district facilities. District shall provide each SRO with any “master” keys for classroom or other room access at the schools. City agrees to establish and communicate to District the protocols that will be used to confirm swipe card inventories on an as needed basis. City, via the PD, agrees to provide 24-hour notice to District in the event that a swipe card is lost.
- h. District shall refer all law enforcement agencies requesting to conduct formal police interviews, interrogations, or arrests on District property to the SROs with the understanding that the SROs cannot restrict access or prevent an outside agency from conducting its own independent investigation(s).
- i. If a person, employed by District, required to report under Wis. Stat. § 48.981(2) has reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur, the person shall immediately inform the SRO or the Sturgeon Bay Police Department. Notwithstanding the foregoing, failure to comply with Wis. Stat. § 48.981(2) shall not constitute a breach of this Agreement.

VI. Roles and Responsibilities of the SROs and School Administrators and Staff in Student Misbehavior.

- a. In instances of student misbehavior that do not require the violation of a law or a need for action to maintain safety or maintain order, the principal or his or her designee shall determine the appropriate disciplinary response. For any misbehavior that requires immediate intervention to maintain safety or any misbehavior that may constitute a violation of the law, SROs may act to deescalate the immediate situation, protect the

physical safety of members of the school community, and investigate law violations. To this end, school personnel may request the presence of an SRO in the interest of maintaining a safe educational environment.

- b. When an SRO or other PD employees have opened an investigation, school personnel shall not interfere with such investigation or act as agents of law enforcement. To protect their roles as educators, school personnel shall only assist in an investigation as witnesses or to otherwise share information consistent with this Agreement. Nothing in this paragraph shall preclude the principal or his or her designee from undertaking parallel disciplinary or administrative measures that do not interfere with a criminal investigation.

VII. Costs

- a. District shall pay the salary and benefits (“Amount”) of the SRO during the period the officer is assigned to the District. The Amount shall include all wages (including overtime **that is approved by the district administrator or designee, typically the high school principal**), and all benefits provided in the labor agreement between the PD and the Sturgeon Bay Professional Police Association (Labor Agreement) (including but not limited to, FICA, Wisconsin Retirement contributions, health insurance, dental insurance, income continuation insurance, worker’s compensation insurance, uniform allowance, and all work-related monthly cellular phone charges). The City will invoice the District at the beginning of the school year and the District will pay monthly in nine equal installments throughout the school year (September through May). At the end of the school year, the City will invoice the District for any wage and benefit cost changes that occurred throughout the school year and this payment will be due within 30 days of the date of the invoice.
- b. City shall pay for the costs of each SRO’s training, standard law enforcement equipment (e.g. gun, handcuffs, flashlight, radio, patrol carbine secured in school, etc.), and the squad cars designated for SRO use.

VIII. Duty Hours.

- a. SRO duty hours, wages, and work schedules and conditions shall be determined by the provisions of the Labor Agreement the Parties intend that SROs’ duty hours and work schedule include, but are not limited to, student-contact days scheduled by the school calendar and times that school is in session. The SROs shall report to roll call at the PD first and shall endeavor to be at the high school campus, or other assigned school when applicable, by 7:45 a.m. and remain on campus until ~~3:15~~ **3:45 p.m. or a mutually agreed upon time.**
- b. The Parties agree that time spent by SROs attending training, municipal court, juvenile court, circuit court, and attending to criminal cases arising from their duties as a police officer shall be considered hours worked under this Agreement and will be included in the Amount.

- c. If the SRO is absent from work, the PD will notify the school and will ensure police presence for the duration of the absence. If the SRO is unable to perform for an extended period, the City will provide another properly trained and selected SRO until the assigned SRO can return to work.
- d. In case of an emergency, major investigation, or unforeseen circumstances in the community, a PD supervisor may temporarily reassign SROs from the school to perform investigative, patrol, or other assigned duties; however, the SROs will be returned to the school as soon as possible. If the school closes due to inclement weather conditions or other unforeseen circumstances, the City has no obligation to assign an SRO to a school.

IX. Uniforms and Identification.

- a. SROs will wear PD uniforms or apparel, as approved by the Chief of PD, with appropriate logos and name badges.
- b. SROs will wear their department-issued duty weapons and equipment in accordance with PD policy.
- c. SROs will use ~~marked~~ **assigned** squad cars during their on-duty time on campus.

X. Transporting Students.

SROs shall not transport students in PD vehicles except when the students are victims of crime or are under arrest or when some law enforcement consideration requires such transportation.

XI. Appointment of Agent.

District policy allows for the searching of lockers, students, and their backpacks, personal effects, vehicles, and containers by District officials. The District designates the SRO as an agent of the District granting the SRO such authority, without relinquishment of its own authority in this respect. As the agents of District, SROs shall document any such searches to the extent required by District's Board of Education policies.

XII. Indemnification.

- a. District shall indemnify and hold harmless the City and its elected and appointed officials, officers, employees, authorized representatives, and authorized volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence,

whether active or passive, of District or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement. District's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City, its elected and appointed officials, officers, employees or authorized representatives, or authorized volunteers, unless arising out of a complaint or claim that an SRO failed to provide security for District or its occupants, or a complaint or claim based solely on the SRO acting as District's agent pursuant to Section XI of this Agreement. This indemnity provision shall survive the termination or expiration of this Agreement.

- b. District shall indemnify, defend, and hold harmless the City and its elected and appointed officials, officers, employees, authorized representatives, and authorized volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature arising out of a complaint or claim that an SRO failed to provide security for District or its occupants, or a complaint or claim based solely on the SRO acting as District's agent pursuant to Section XI of this Agreement. This indemnity provision shall survive the termination or expiration of this Agreement.
- c. City shall indemnify and hold harmless District and its elected and appointed officials, officers, employees, authorized representatives, and authorized volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of City or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement. City's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of District, its elected and appointed officials, officers, employees or authorized representatives, or authorized volunteers, or any complaint or claim as described in Section XII b of this Agreement. This indemnity provision shall survive the termination or expiration of this Agreement.
- d. The obligation to indemnify shall not be restricted to insurance proceeds, if any received.
- e. Nothing contained within this Agreement is intended to be a waiver or estoppel of the Parties or their respective insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin Statutes Sections 893.80 and 345.05. To the extent that indemnification is available and enforceable, neither Party nor their respective insurer shall be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability for claims established by applicable Wisconsin law.

XIII. Information Sharing Between SROs, School Administrators and Staff, and Other Stakeholders.

The Parties acknowledge the benefit of appropriate information sharing for improving the health and safety of students, but also the importance of limits on the sharing of certain types of student information by school personnel. The Parties also acknowledge that there is a distinction between student information shared for law enforcement purposes and student information shared to support students and connect them with necessary mental health, community-based, and related services.

a. Points of Contact for Sharing Student Information.

To facilitate prompt and clear communications, the Parties acknowledge that the principal or designee of the high school and the SRO are the primary points of contact for sharing student information in accordance with this Agreement. The Parties also acknowledge that, in some instances, other school officials or PD employees may serve as key points of contact for sharing information. Such school officials and PD employees are identified below:

- the PD SRO supervisor
- ~~the PD watch commander~~ **The PD on duty supervisor**
- ~~District high school vice principal;~~ and
- District school safety officers
- ~~District~~ **School** Principal **or designee** of a school the SRO is temporarily assigned to
- District Superintendent

Such PD employees are considered a part of District's "Law Enforcement Unit" as defined in the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g).

b. Compliance with FERPA and Other Confidentiality Requirements.

At all times, school officials must comply with FERPA. This federal statute permits disclosures of personally identifiable information about students contained in educational records ("Student PII"), without consent, only under specific circumstances.

When a school district "has outsourced institutional services or functions" to an SRO consistent with 34 C.F.R. § 99.31(a)(1)(i)(B) of FERPA, an SRO qualifies as a "school official" who can access, without consent, Student PII contained in education records about which the SRO has a "legitimate educational interest." Pursuant to FERPA and Wisconsin law, District designates the SROs as "school officials."

Consistent with Wis. Stat. § 118.125(2)(p), 34 C.F.R. §§ 99.31(10) and 99.36 of FERPA, an SRO may gain access, without consent, to Student PII contained in education records “in connection with an emergency if knowledge of the [Student PII] is necessary to protect the health or safety of the student or other individuals.” District agrees to provide the SROs access to Student PII in an emergency if knowledge of Student PII is necessary to protect the health or safety of a student or any other individual. This access shall include remote access to District’s video surveillance system.

FERPA does not apply to communications or conversations about what school staff have observed or to information derived from sources other than education records.

FERPA also does not apply to “directory” information, as defined in 20 U.S.C. § 1232g(a)(5)(A), such as student names, addresses, telephone numbers, dates and places of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, degrees and awards received, dates of attendance, and the most recent previous educational agency or institution attended by students if a school has given public notice to parents of students in attendance and eligible students in attendance at the school, consistent with 34 C.F.R. § 99.37.

In addition to FERPA, the Parties agree to comply with all other state and federal laws and regulations regarding confidentiality, including the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and state student record regulations at Wis. Stat. § 118.125(2)(d) and (2)(n)(2). The Parties agree to collect only that student information necessary and relevant to fulfilling their respective roles, to share such information with each other only where required or allowed under this Agreement, and not to share such information beyond the sharing contemplated in this Agreement unless required to be shared by state or federal law or court order.

c. Information Sharing by School Personnel.

Where the principal or his or her designee learns of misconduct by a student for which a law enforcement response may be appropriate, he or she should inform the SRO. If a teacher has information related to such misconduct, he or she may communicate this information directly to the SRO, but should also communicate such information to the principal or designee. The Parties agree that the sharing of such information shall not and should not necessarily require a law enforcement response on the part of the SRO, but shall instead prompt a careful consideration of whether the misconduct is best addressed by law enforcement action, a school disciplinary response, or some combination of the two.

Notwithstanding the foregoing, if student information is obtained solely during a communication with school staff deemed privileged or confidential due to the staff member’s professional licensure, such communication shall only be disclosed with proper consent or if the communication is subject to the limits and exceptions to

confidentiality and is required to be disclosed (e.g., mandatory reporting pursuant to Wis. Stat. § 49.981(2), immediate threats of harm to self or others).

The Parties acknowledge that there may be circumstances in which parents consent to the disclosure of student information for law enforcement purposes and that the sharing of information under such circumstances does not violate this Agreement.

The Parties also acknowledge that, from time to time, an emergency situation may arise that poses a real, substantial, and immediate threat to human safety or to property with the risk of substantial damage. School personnel having knowledge of any such emergency situation should immediately notify or cause to be notified both the PD and the SRO, if on duty, to facilitate a response and the principal or his or her designee.

Nothing in this section or this Agreement shall prevent the principal or his or her designee from reporting possible criminal or ordinance violations by a person who is not a student.

District employees or agents shall not offer legal advice to the student and/or parents when involved in an interview or arrest/apprehension. "Legal advice" shall not include handouts, brochures, or other mediums of communication that are provided to the general student population by District.

SROs shall, in accordance with Wis. Stat. § 48.19(2), notify parents when a child, as defined in Wis. Stat. § 48.02(2), is taken into custody by the PD. Students seventeen (17) years of age are considered adults under the provisions of Wis. Stat. § 48.02(1d), and no notification is required in these circumstances. District should work with the SROs to determine when any school-mandated notification needs to be made with school policy.

d. Information Sharing by the SRO.

Subject to applicable statutes and regulations governing confidentiality, the SROs shall inform the principal or his or her designee of any arrest of a student or the issuance of a citation, criminal, or delinquency complaint against a student.

The PD shall provide such information whether the activity takes place in or out of school. When an SRO observes or learns of student misconduct in school for which a law enforcement response is appropriate, the SRO shall convey to the principal or his or her designee as soon as reasonably possible the fact of that misconduct and the nature of the intended law enforcement response, and when an SRO observes or learns of student misconduct that does not merit a law enforcement response, but that appears to violate school rules, the SRO shall report the misconduct whenever such reporting would be required for school personnel.

Pursuant to Wis. Stat. § 938.396 the SRO may share information regarding a student's use, possession, or distribution of alcohol/controlled substance; illegal possession of a dangerous weapon; violation of state or federal law; or an act for which

the student was adjudged delinquent. Pursuant to Wis. Stat.118.127 any such records will be confidentially maintained by District.

e. Information Sharing by Parents or Guardians.

The Parties acknowledge that the SROs may benefit from knowledge of accommodations or approaches that are required for students with mental health, behavioral, or emotional concerns who have an individualized education program (“IEP”) under the Individuals with Disabilities Education Act or a plan under Section 504 of the Rehabilitation Act (“504 Plan”). School personnel shall notify parents or guardians of such students of the opportunity to offer the SROs access to the portions of the IEP document or 504 Plan that address these accommodations or approaches. It is within the sole discretion of the parents or guardians to decide whether to permit the SROs to review such documents. If a parent or guardian provides such permission, the SROs shall make reasonable efforts to review the documents. Whenever possible, the school shall make available a staff member who can assist the SROs in understanding such documents.

XIV. Termination.

- a. Either Party may terminate this Agreement, prior to its expiration, with or without cause, by written notice delivered to the other party no later than sixty (60) days prior to June 30, with the termination date to be effective as of June 30. Notice of termination shall be in writing and delivered to the non-terminating Party as set forth in Section XV of this Agreement. In the event of termination, District shall pay City in full for any services performed to the effective termination date.
- b. If either Party fails to fulfill in a timely and proper manner its obligations under this Agreement or if either Party violates any of the covenants, agreements, or stipulations of the Agreement, each Party shall have the right to terminate this Agreement by giving written notice to the other Party of such termination, as set forth in Section XV of this Agreement, and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. District shall pay City for any services performed to the date of termination.

XV. Notices.

All written notices and correspondence under this Agreement shall be delivered in person or by certified mail, postage prepaid, return receipt requested, as follows:

City:
Sturgeon Bay Police Chief
Sturgeon Bay Police Department
421 Michigan St.
Sturgeon Bay, WI 54235

With a copy to:
Office of the Mayor
Sturgeon Bay City Hall
421 Michigan St.
Sturgeon Bay, WI 54235

District:
District Superintendent
Sturgeon Bay School District
1230 Michigan Street
Sturgeon Bay, WI 54235

XVI. Entire Agreement.

The full agreement of the Parties is expressed herein and no verbal or written understandings or agreements shall alter, change or modify the terms of this Agreement unless in writing and signed by both parties as an amendment to this Agreement.

XVII. Severability.

If any of the terms of this Agreement, except for consideration, are determined by a court of competent jurisdiction to be invalid or inoperative, all remaining terms shall remain in full force and effect.

XVIII. No Third Party Beneficiaries.

This Agreement is entered into solely for the benefit of the parties, and no benefits or rights are intended or created by this Agreement for the benefit of any third party.

XIX. Interpretation.

Unless the context requires otherwise, all words used in this Agreement in the singular number shall extend to and include the plural, all words in the plural number shall extend to and include the singular, and all words in any gender shall extend to and include all genders.

XX. Construction.

Each Party and its counsel have had the opportunity to review and revise this Agreement. The normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or any amendments or exhibits hereto.

XXI. Successors and Assigns.

The City and District each bind themselves, their partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors,

assigns, and legal representatives of the other party with respect to all covenants of this Agreement.

XXII. Titles.

The headings or titles of sections of this Agreement are used for convenience and ease of reference and are not intended to limit the scope or intent of the sections.

XXIII. Authorization.

This Agreement will be in effect upon approval of the Common Council and the Sturgeon Bay School District Board of Education.

IN WITNESS WHEREOF, the parties hereto have herein executed this Agreement on the dates below given.

(Signature pages to follow.)

CITY OF STURGEON BAY:

By: _____
David A Ward, Mayor

Date: _____

By: _____
Stephanie Reinhardt, City Clerk

Date: _____

STURGEON BAY SCHOOL DISTRICT:

By: _____
Teri Hooker President

Date: _____

By: _____
Tina Jennerjohn Clerk

Date: _____

THE SCHOOL DISTRICT OF STURGEON BAY 2020-2021 Board of Education Planning Calendar

Updated 4/24/2020

July 2020	August 2020	September 2019
Board Meeting 7-15 at 7 PM	Budget Meeting 8-19 at 6:15PM Board Meeting 8-19 at 7 PM New teacher breakfast on Tuesday, 8-18 at 7:30 AM @ Scaturo's All-staff breakfast on Wednesday, 8-26 at 7:30 AM at MS/HS cafeteria New Teacher In-service Aug. 18-20; Regular In-service Aug. 25 –27	<i>School Begins September 1</i> Board Meeting 9-2, 9-16 Employee Recognition
October 2020	November 2020	December 2020
Budget Hearing; Approve final budget; Certify tax levy <i>WASB Region 3 Mtg. in Green Bay (tbd)</i> Aide certification on Oct. 15 Board Meeting 10-7,10-21 Note: Start session at 6:15 P.M. Parent/Community Volunteers Recognition	Board Meeting 11-4 (?), 11-18 Student Recognition	Notice of School Board Election Terms expire April 2021: Hooker, Miller, & Stephens Board Meeting 12-2,12-16 Employee Recognition Holiday gathering (probably the 18 th)
January 2021	February 2021	March 2021
WASB Convention – Milwaukee January 20-22, 2021 District Administrator Evaluation Probationary Teacher Reports Board Meeting 1-13 at 7PM Parent/Community Volunteers Recognition	<i>Primary Election (?)</i> Administrative Contract Renewal Board Retreat & Goal Setting on 2-3 (Wed) Board Meeting 2-17 at 7 PM Student Recognition	Board Meeting 3-3, *3-17 Employee Recognition <i>*Reception at 6:30 P.M. for retirees & 25-years of service</i>
April 2021	May 2021	June 2021
School Board Election - April 6 Hervey Hauser Award recipient consideration New Term of Office Begins April , 2021 Teacher Contract – Renewal Board Meeting 4-7, 4-21 Parent/Community Volunteers Recognition	Board Reorganizational Meeting <i>Board of Education Self Eval. (?)</i> Board Meeting 5-5, 5-19 Student Recognition	High School Graduation May 30, 2020 at 4:00 p.m. <i>School Ends June 4</i> Board Meeting *6-2, 6-16 <i>*Learning session only if needed</i>

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

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

MEMO

To: Board of Education
From: Bob Nickel
Date: May 6, 2020
Re: May 2020 Principal's Report

Teaching and Learning

Academic update. Each Friday afternoon, the high school staff meets to discuss the ongoing education of our students. A request was made that the Friday, May 1, meeting focus on celebrations as opposed to disengagement of various students. While we fully embrace our responsibility to support our students as much as humanly possible, staff members are in need of support, too. The May 1 meeting was upbeat and “healthy” for the staff. We remain vigilant regarding student engagement and completion of academic activities.

English language arts resources. Approval is scheduled for the May 13, 2020, meeting. Any board member who would like to review samples of the materials should visit the High School Office.

2020-21 course schedules. The counselors continue to work on scheduling. Counselors are also monitoring student performance at this time and weighing options for students to complete missing work. Options may include rearrangement of the 2020-21 course schedule.

Rotary awards ceremonies. Each spring, the Rotary clubs offer awards ceremonies for three groups of students: Career and Tech Ed., Fine Arts, and seniors. Despite not having the ability to hold live ceremonies, the clubs have moved forward with plans to honor the students in different ways. We appreciate the support of the Rotary clubs and applaud them for ongoing efforts to recognize our students despite the challenges of COVID-19.

Community Engagement

Commencement activities. Commencement ceremony speeches will be recorded on Friday, May 15. Mrs. Herbst (AV Club advisor) will record and prepare the video for social media posting. Details for the boat parade continue to evolve. There is tremendous school and community support surrounding this event. We hope that COVID-19 restrictions do not ultimately cause us to cancel or postpone the event as we know seniors and their families are anxious for closure.

Finance / Facilities and Operations

Kudos to staff members. Beyond the teachers and teaching associates managing education in an upside-down world, there are other staff members who have accomplished much despite significant concerns: Jenny Spude and the Food Service staff, Nelson DeMeuse for continuing IT support, and Mary Nickel for managing several current major data projects. Each of these individuals provides incredible support for the high school staff and students.

Referendum preparation. There are no updates at this time other than the information that has been provided by Superintendent Tjernagel.

Meetings/Workshops

Recent and upcoming meetings include the following:

- Police Department – Discussion on the boat parade.
- NWTC – Discussion on the expansion of the nursing program.
- CESA 7 – Frontline User Management. (Frontline is the Educator Effectiveness documentation tool used by the district.)

Upcoming Events

- Last Day for Seniors – Thursday, May 28.
- Class of 2020 Boat Parade – Saturday, May 30, or Sunday, May 31 – 1:00 p.m. – Madelyn Marina. Board of Education members invited to ride on the last boat in the parade (Hickey Bros. tug).
- Last Day of 2019-20 School Year – Friday, June 5.

May 2020
TJ WALKER BOARD REPORT

TEACHING & LEARNING

Remote/Virtual Learning Update: We monitor students' PowerSchool Learning daily logins and our 48 hours average is 88.55% participation rate.

Progress Reports: Mailed out Tuesday, April 28. Weekly updates mailed home if a student has been inactive on PowerSchool Learning for a week or if they are not completing their academic activities.

Scheduling: A team approach involving Mrs. Kiedrowski, Mrs. Mellen and Mr. Smullen are working on student schedules and expect to have these completed in May.

Staffing: We interviewed two candidates and selected a replacement John McCaulley's replacement. As of May 4th, we interviewed four candidates(two do not have their licenses) and have not selected a Mrs. Barganz's replacement.

Summer School: Our staff began discussions on April 22 and a team met on May 1 to establish dates, times and students recommendations. We are sharing our recommendations with our staff on May 6th and meeting one more time before we send public communication.

COMMUNITY ENGAGEMENT:

5th Grade Virtual Visit: 6th Grade and Elective teachers are completing a virtual visit video. An outline has been created on May 1 and we begin recording content on the week of May 4th - 8th.

8th Grade Awards Ceremony: This topic was discussed with staff on April 29. WE have potential ideas and are revisiting on May 6.

Washington D.C. Trip: Postponed until fall. We are waiting to hear back from our Lamers. Students have been reimbursed if they stated they are not participating in a future field trip.

Dates:

May 22 In-Service/No School

May 25 Holiday/No School

May 26 5th Grade Virtual Visit

June 4 8th Grade Virtual Awards Ceremony

June 5th Last day of School

June 9 - Reports Cards

August 25 6th Grade Orientation

September 1 - First Day of School

September 24 - Open House

Memo

To: Board of Education
From: Brian O’Handley, Principal, Sawyer & Sunrise Elementary Schools
Date: May 8th, 2020
Re: May Report to the Board

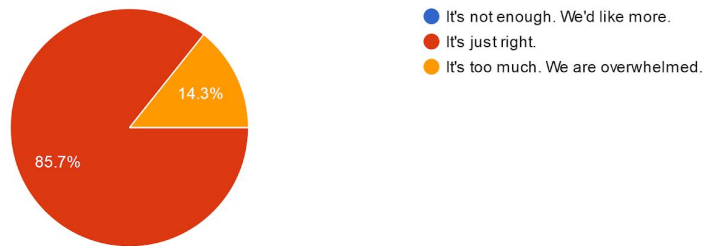


Teaching and Learning

Family Remote Learning Survey Data

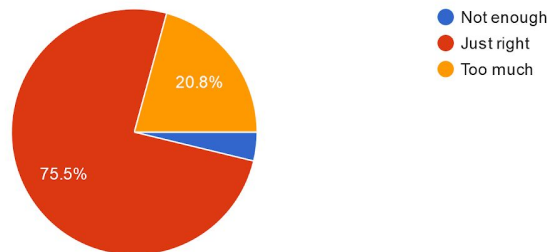
53 Sunrise families and 21 Sawyer families responded to a recent remote learning survey designed to learn more about how families are responding to remote learning. Here are snapshots of some of the survey day that was collected:

Please indicate your feelings about the amount of work your child is asked to complete on an average day.
21 responses



Sawyer Data ([link to Sawyer survey data](#))

Which statement best describes the amount of work your child is receiving?
53 responses



Sunrise Data ([link to Sunrise survey data](#))

Overall, it appears the families who responded are not feeling as overwhelmed as we initially thought they might be, although there were concerns shared by some families. Teachers are using this data to respond to these concerns as they continue their programming for the remainder of the school year. This data will also be helpful as we prepare for the possibility of more remote learning occurring during the 2020/2021 school year.

Virtual Summer School Survey

Sawyer and Sunrise families are also being surveyed about their children’s participation in virtual summer school. The tentative dates for virtual summer school are from Monday, July 27th to Thursday, August 20th. Results from this survey will be shared with the June Board report.

Grading for 3rd Trimester

The following plan for providing feedback on student remote learning during 3rd trimester was shared with Sawyer and Sunrise families:

<p>Little or no engagement or evidence of learning: The student did not participate, or had only limited participation while learning remotely. Little or no evidence of learning was shown by the student, including in the core content areas of Math and English Language Arts.</p>
<p>Some engagement and evidence of learning: The student participated, but participation was inconsistent, while learning remotely. There was some evidence of learning shown by the student, including in the core content areas of Math and English Language Arts.</p>
<p>Consistent engagement and clear evidence of learning: The student participation was consistent while learning remotely, with clear evidence of learning shown by the student. This evidence of learning was observed in the core content areas of Math and English Language Arts, along with other subjects taught remotely, such as Science and Social Studies.</p>

A copy of the grading and feedback document that was shared with families is included at the end of this report.

Community Engagement

Teacher Parade

Many staff from all three elementary schools participated in a teacher parade on Friday, May 8th through many neighborhoods of Sturgeon Bay. Frankly, many staff miss seeing students and families. The parade was a way for staff to see families, and more importantly, thank them for all the work they have been doing while working remotely. I want to thank 4th grade teachers Kayleen Smeaton and Amanda Mateszewski for their work in making this parade possible. [Here is a link to a story posted to the Door County Daily News website on the parade.](#)

Finance, Facilities and Operations

4th Grade Position Open

4th grade teacher Kayleen Smeaton has submitted her resignation. Kayleen is wrapping up a very eventful first year of her career as an educator. Kayleen had a great start to her career with us, but unfortunately will be moving on due to her husband being posted to another Coast Guard station in the United States. We wish Kayleen and her husband well. The position has been posted, with the first round of interviews scheduled for the first week of June. A second round of interviews with finalists is scheduled with the administrative team during the second week of June. Information about a possible finalist will be shared with the Board in time for the June Board meeting.

1st Grade Long-term Leave for 2020/2021

1st grade teacher Alicia Burris is requesting a leave of absence for the 2020/2021 school year. Alicia and her family are expecting a new baby to join their family this fall. Alicia is taking the leave of absence to be home with their new baby, and is expecting to return to teaching with us during the 2021/2022 school year. This long-term substitute position has been posted, with interviews scheduled for the first week of June. Information about a possible finalist for this long-term substitute position will be shared with the Board in time for the June Board meeting.

Sawyer and Sunrise Facility Planning Teams

Principal Ann Smejkal will be leading a planning team consisting of Sunset and Sawyer Elementary staff. The team will work with staff from EUA and Miron Builders to finalize plans for the addition and remodeling scheduled for Sawyer. I will be leading a similar team at Sunrise for the remodeling scheduled for at Sunrise.

Third and fourth grade Sunrise staff have also begun packing up their classrooms in preparation for asbestos abatement scheduled for Sunrise this summer. This abatement work will hopefully help shorten the time needed to complete the remodeling work scheduled for Sunrise.

Upcoming Events

- Full day in-service, Friday, May 22nd
- Memorial Day, no school - Monday, May 25th
- Last day of school Friday, June 5th
- 2020/2021 school year registration Tuesday, August 11th and Wednesday, August 12th, from 12:00 - 7:00
- New teacher in-service, August 18th, 19th and 20th
- Teacher in-service, August 25th, 26th and 27th
- 2020/2021 school year begins Tuesday, September 1st

Remote Learning Grading for Sawyer and Sunrise Schools

During the COVID-19 closure, our teachers have continued to provide opportunities for Sawyer and Sunrise students to learn and grow. This work would be impossible without the work of our school staff, and the support of Sawyer and Sunrise families. More importantly, it would be impossible without each student's commitment to continue learning and growing at home. Thank you to everyone for staying committed to this important work!

As many teachers and families are discovering, learning at home is very different from learning at school. Teachers are working to provide lessons and activities while not overwhelming students and families. While we have provided over 100 Chromebooks and over 20 internet hotspots, there are still some families having issues getting online to access remote learning. Other issues include families struggling with homelessness, job loss, and other stressors that make learning at home challenging. Teachers and staff are working to ensure every Sawyer and Sunrise student continues to have the opportunity to learn and grow while at home. These issues, however, are proving to be real barriers for some, and have made grading student learning difficult.

Given the challenges of learning remotely, third trimester progress reports will not include standards based grades as usual. Instead, written feedback will be given on each student's level of engagement and learning while learning remotely. These challenges also mean **no students will be retained because of this closure**. Failing grades are not used at the elementary level, so families should not be concerned about their child failing a subject or grade.

Teachers are being asked to focus on the essential content they normally provide during the third trimester. Teachers are then being asked to identify meaningful ways to provide instruction for this essential content, and then attempt to provide meaningful feedback of any learning of this essential content. Instead of standards based grades, **written feedback will be given on each student's level of engagement and learning** while learning remotely. **Your child's feedback will include one of the following:**

Little or no engagement or evidence of learning:

The student did not participate, or had only limited participation while learning remotely. Little or no evidence of learning was shown by the student, including in the core content areas of Math and English Language Arts.

Some engagement and evidence of learning:

The student participated, but participation was inconsistent, while learning remotely. There was some evidence of learning shown by the student, including in the core content areas of Math and English Language Arts.

Consistent engagement and clear evidence of learning:

The student participation was consistent while learning remotely, with clear evidence of learning shown by the student. This evidence of learning was observed in the core content areas of Math and English Language Arts, along with other subjects taught remotely, such as Science and Social Studies.

Students will continue to receive ongoing feedback during lessons, discussions and activities while remote learning continues.

Thank you again for the work you are doing at home, and for your support,

Brian O'Handley

Board of Education Report

May, 2020

Ann Smejkal, Ph.D.

Sunset School Principal

Director of Teaching and Learning



Sunset School

- I am brainstorming with staff about how we can do some sort of culminating activity to end this school year on a positive note.
- 4K and kindergarten teachers continue to touch base with families using the Bloomz app. In addition, SeeSaw is being used to present learning activities. We do plan one more packet of materials this month in addition to a June summer activity mailing.
- 4K and kindergarten teams are already talking about how we will summarize this trimester of virtual learning and complete a report card. We believe the report will be a narrative of skills achieved before the shut down, what was accomplished during this virtual time, and ending with key concepts for students to continue working on as students ready for the next grade.
- We are also beginning discussion about how summer school may look and be conducted in August as we help students prepare for next year.
- Sunset associates continue to contribute to our ongoing efforts in a variety of ways. In addition, Karlie Martens is facilitating a book study of the book “Help for Billy” which is about the equity issues that lead to trauma and lowered achievement in school.
- Erin Dawidiuk mans our office daily to be here for any parent calls or needs. She is hard at work putting together materials for registration, screening and class lists for next year.
- It seems like I spend most of each day on my computer involved in one virtual meeting or another. This week I attended several CESA 7 meetings, met with the YMCA and Boys and Girls Club and worked with our administrative team several times. We are staying very busy even without students in school.

Office of Teaching and Learning.

- Our literacy team has been hard at work planning for our board presentation on June 3. In addition this team is researching resources and the beginning steps of a 3 year literacy plan.

Community Engagement

- On May 8 Sunset School teachers joined in a parade through our school neighborhoods to visit students. Cars in the parade had signs and teachers waiving. What a great opportunity to see the faces of the kids we are missing so much.

Finance/ Facilities and Operations

- I am looking forward to working with EUA and our 4k team to plan our new classrooms at Sawyer School. We are also forming a planning committee to begin discussions about blending the two schools together.

Director of Pupil Services / Special Education Board Report

To: Board of Education
From: Sharon Sanderson
Re: May 20, 2020 Board Meeting

Update on special education during the school closure order.

As I shared in my last report in April, the Special Education Department has developed a specific plan to address the continuation of activities and services. After listening to other directors and Mary Gerbig on Friday, May 1, 2020 as part of a CESA 7 presentation/virtual meeting, I am very encouraged that we have a solid plan and are likely well ahead of other districts.

An important aspect of our activities and one stressed as we started this process is a focus on maintaining relationships with our students and families. We've tried to balance how we do this as we've heard that some families are overwhelmed by multiple schedules of contact. This is especially true of parents who have students in multiple buildings which have no common schedules and who can have student log in times overlap for families who have only one device. Our goal for the next few weeks is to review and update these efforts.

Special Education Director's Response Log to Continuation of IEPs, Service Plans and 504 Plans during COVID-19 Closure

[3-20-20](#) mass mailing/notice. Letter/[Notice to parents](#) who have students with IEPs that adapted services will be provided relative to the district's educational program planned for each building/grade level. Case Managers identified as taking the lead role with parent input in this determination.

3-24-20 [Intro and Philosophy -3-24-20](#) to define spec ed case managers role and form basis of our plan

3/30/20 Begin weekly virtual meetings with 5 building teams

Agendas similar and all include all current guidance in 'one-stop place'

3-30-20 begin the [Development of Department's 3-Part Plan](#), (1) service provider logs, (2) temporary plan/IEP Addendum & (3) formally document change to IEP via Change without meeting .

4-2-20 Annual and new IEP Guidance [4-2-20](#) plan for case managers (document in all new IEPs a COVID-19 reference)

4-6-20 begin a SB Q & A IEP service obligations - [4-17-20](#) for administrators and all service providers Document information related to our plan and that may be needed in fall 2020.

4-9-20 mass mailing/notice. [Letter/Notice](#) to parents . Building 504 coordinators take lead role [email](#) on 4-7-20 and [legal guidance](#) provided on 3-17-20

4-10-20 begin department Google files for all service providers to maintain documentation

4-15-20 prep for Addendums -School Messenger -[4-15-20](#) for parents notice of "temp plan" coming (recognition that we are not providing same services but adapted from current iEP)

4-15-20 April Report to Admin and Board on [Spec Ed Plan for school closure](#) First update.

4-17-20 mass mailing/[Notice to parents](#) Part 2. Parent Cover Letter & copy of IEP Addendum - [4-17-20](#) PART 2 for all students with IEPs.

4-24-20 School Messenger Notification - 4-24-20 check in with parents in terms of receipt of Addendum

4-30-20 [Certified Letter to Parents](#) for students not receiving services (invite them to reconsider)

5-5-20 Planned mass mailing/Notice to parents Part 3, [Change without Meeting](#) - PART 3 additional IEP related documentation & term is 3/30 to 6/30

5-5-20 mass mailing/notice. Letter/Notice to Parents [Cover letter for change without a meeting](#) & [Date Explanation for Change](#) included in mailing for parents.



Community Engagement Board Report

May 2020

Presented by Jane Stephen

Rock the Dock has been canceled for 2020!

“Rock the Dock” June 6th, 2020, at the SB Yacht Club, 3pm-8pm.

- We are looking at moving the event to June 5, 2021
- Looking to book Modern Day Drifters and The Coves
- 20 sponsorship letters have gone out...we have \$2000.00 in sponsorship so far, we will hold this for next year.
- Secured an emcee: Mike Stefani
- Asking Tech Department to build/design yard games (Corn Hole, Yard dice, bowling...etc.) for the event that we can auction at the end

Waseda Farms:

This is on hold until further notice I applied to the Waseda Farms “Skip the Bag Program”. Depending on the time of year they give anywhere from \$500-\$1000. I applied for May. I have not heard if we were chosen for the month of May yet.

Fireside Restaurant:

Have reached out to Fireside and looking at a possible video lesson to be shared with students.

Local Businesses to meet with Tech Ed: **I’ve reached out to those that were interested in attending this**

event, all have said they will make themselves available when things settle down. I have spoken to many manufacturers/business owners about talking with our Tech Ed department about partnerships/job shadow/guest speakers/internships/apprenticeship...etc. I would like to schedule a time before school ends to have a sit down discussion with these possible partners.



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May 20, 2020 Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Updated May 13, 2020

1. Teaching & Learning

- a. **Teaching and Learning continues** – Kudos to all students, parents, and staff members who continue to work through the various ups and downs of the COVID-19 school closure and the good and the bad of virtual and remote learning. In a recent statewide meeting, the group was reminded that while many wonderful things are happening overall in northeast Wisconsin, other parts of the state and country are not so fortunate.

- b. **Various meetings & Graduation** – While I've listed some of the meetings in the past, I think I'm past the point of trying to keep a list. As you know, I keep notes on a few different Google Docs and share those highlights with admin and board members from time to time when there is something beneficial. Typically there is a combined CESA superintendent meeting with leadership from WASDA, DPI, and/or legal counsel each Tuesday morning.

Our Admin Team continues to meet each Wednesday morning. Other special meetings have been inserted at various times as needed.

A recent example of a special meeting was the Friday afternoon statewide WASDA membership Zoom with WASDA leadership and DHS leadership in Madison on May 8. The hot topic was the latest graduation-related guidance for school districts that came out the previous day (Thursday, May 7). To put it mildly, the guidance was extremely disappointing, frustrating, and borderline devastating due to the all the work our plan had received, as well as the hope that we thought it provided our seniors, parents, and community. Without referring back yet again to that particular document and the various opinions and politics around it, the safety and liability concerns put the high school and district in a position where we cannot host the boat procession. I remain hopeful that a combination of the speeches we'll be recording on May 15 to show virtually, some allowable variation of the "drive through" graduation options that the DHS guidance does allow for to get diplomas to students with family members present in the vehicle, and hopefully a community boat procession when allowed (possibly after June 30?) or when guidance changes can happen.

On the graduation and boat procession topic, both Principal Nickel and Board President Hooker were in touch with the office of Sue Powers, our county health officer on May 11. Additionally, I spoke with the executive director of WASDA, Jon Bales, on May 11.

I could write much more on this topic, and comment much more yet verbally, but I'll leave at this for now. On that Friday, May 8 Zoom meeting, there was also discussion about various budget planning scenarios since we all know the revenue situation will not be

pretty looking ahead. Eventually, I had to leave that meeting before it concluded to participate in our finalist interview process for the special education and pupil services director position.

- c. **May 22 In-service** – The Admin Team and I have been discussing the in-service day. In light of how this year will end and how next year very well may begin, we want to allow for key concepts that would normally be part of such a day, but also focus on having as much of the day as possible be practical for our classroom teachers. While I typically put out a “master schedule” for the day which principals then fine tune for their individual staff members as needed, communication will go directly through the principals in this case and the group did not see the need for the usual summary schedule. (I share this in part because I often share that schedule with you as the Board.)
- d. **Next Fall?** – So what will next fall look like for the opening of the 2020-2021 school year? Of course, none of us know for sure. Obviously many of us are hopeful we can have students and staff safely on campus in person, but we’ll need to plan for various scenarios. There is a state-level task force that has begun to meet to try to have some guidance for districts as we approach next year. We won’t want to sit back and see what that provides, though. We’d probably be disappointed and terribly unprepared if we took that route.

Jake has worked with the principals and me to start to assemble our own task force with representatives including the board, administrative team, teachers, parents, DCMC, public health, and the SBPD. Stay tuned on this front. Additionally, our District Tech committee will be another important group for helping our district and each building prepare for the fall and the future. Adding Lindsay Ferry to our team will certainly assist us due to her experiences as well.

Someday after we navigate this situation and whatever follows, we’ll all need to take a much needed break from Zoom meetings, online work, task forces, email, and more!

2. Community Engagement

- a. **Capital Project** – The first of the standing every other Friday morning virtual meetings was held on May 8. Members from the EUA team, Miron team, and our team worked through a number of things to help us understand the overall process better, as well as what the next steps will be. Meetings with specific teachers and principals about key components of the project are among the next steps.
- b. **DCEDC Board** – I attended the monthly DCEDC Board meeting on Monday, May 11.
- c. **YMCA Board meeting** – The next YMCA board meeting is scheduled for May 14.
- d. **Covid-19 Countywide All Call Meetings** – These meetings with key individuals and entities from around the county continue every Thursday at 11:00 A.M. I plan to continue to attend and take notes to share with the admin team and board members.

3. Finance, Facilities, & Operations

- a. **Facility Referendum Update** – As the Board sees in the agenda and had heard at the May 6 learning session, resolutions were being prepared to help us properly continue to move the process forward.
- b. On the **post-employment benefit** front, we know Andy, our consultant, presented at the May 6 learning session. The vision is to arrange some draft plans/scenarios based upon the data and work group information shared to date so the Board can continue to ponder the direction and fiscal impact of the shift. Once we have something that is fleshed out enough and agreeable to the Board, we certainly want to share that with the work group members for additional feedback.

4. **Additional Items and/or Updates**