



- ii. TJ Walker Middle School
  - iii. Sawyer and Sunrise Elementary
  - iv. Sunset and District Teaching & Learning
  - v. Special Education/Pupil Services
  - vi. Technology Department
  - vii. Business Manager
  - viii. Community Engagement
  - ix. Other
  - e. Superintendent
7. 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: September 10, 2020  
RE: Background Information for the September 16, 2020 Meeting

### **REVIEW RECOGNITION PROGRAM APPROACH FOR THE YEAR**

Board Policy 7250 Commemoration of School Facilities also addresses sub-sections Recognitions for Accomplishments and Recognition Program. The Recognition Program section begins with the following sentence before giving a rotation and some additional information:

*Annually, during the months of September through May, each building level principal or program director may nominate individuals for special recognition by the Board for their contributions to the District or specific school.*

While we all support recognition, we have postponed recognition while navigating board meetings during the Spring 2020 school building closure. Since this is the first regular board meeting of the actual school year, I wanted to briefly touch on the matter. We could institute the recognition approach at any point that we see fit. We could also institute a more unique approach, such as scheduling retirees to come in during the year since our usual recognition event last March had to be cancelled, for example.

### **CONSENT AGENDA:**

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

- a. August 19, 2020 Regular Board of Education meeting
- b. August 26, 2020 Special Board of Education meeting
- c. September 2, 2020 Learning Session

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

3. **Grants and Donations** – Shirley Burgess donated handmade masks to the school district. A motion to approve the donation is recommended.
4. **Resignations & Retirements** – Lori MacMillen has resigned as a Teacher Associate at Sunset Elementary. Melissa Hawk has indicated her plans to retire in August 2021. Jody Wheat and Natalie Townsend have indicated their plans to retire in June 2021. Scott Brunswick has resigned as an assistant boys basketball coach (JV 2/freshman), although he hopes to help out the program again in the future. We thank these staff members for their service to our children, families, and community.

A motion to accept the resignations and retirements is recommended.

5. **Approve Early Graduation Requests** – Two requests have been fielded and supported by the SBHS administration. These requests have been shared with the Board, although they were not included in the public board meeting packet since the general public or media do not need to know the nature of the requests or the identity of those students making the requests.

## **OPERATIONS AGENDA:**

1. Consent Agenda items requiring attention (if any)

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

2. **Approve Maintenance 3<sup>rd</sup> Shift Supervisor Pay Differential**

*As of the preparation of the board meeting packet, there is no recommendation to share. We have had discussion about a pay differential not only due to the third shift situation, which is fairly common, but also because other staff members or the director are not on campus during third shift, so having someone as the third shift supervisor and point person makes sense.*

3. **Approve Maintenance Staff Members**

*As of the preparation of the board meeting packet, there is no recommendation to share but John Sullivan is hopeful that we may be able to recommend a person for one of the two vacancies in time for the board meeting. Stay tuned.*

4. **Approve Network Specialist Position** *(would replace Computer Support Specialist position)*

*As of the preparation of the board meeting packet, there is recommendation to share. We have discussed how the current computer support specialist position has certainly grown into much more than initially was the case for a few different reasons. Updating the position to reflect an area of expertise and enhanced responsibility appears logical. Stay tuned.*

5. **Approve Youth Apprenticeship Agreement for the 2020-2021 School Year**

The 2020-2021 school year agreement would be between our district, the DCEDC, and Luxemburg-Casco. The agreement was reviewed by legal counsel on behalf of all participating districts by a firm and attorney we utilize.

A motion to approve the agreement for the 2020-2021 school year as presented is recommended.

6. **Reports**

7. **Adjourn**



# School District of Sturgeon Bay

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Dan Tjernagel  
Superintendent

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August 19, 2020 Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

*Updated September 10, 2020*

## 1. Teaching & Learning

- a. **Teaching and Learning** – To state the obvious, we’ve never had a start to the annual teaching and learning cycle we call the school year like this. Staff at all levels and students at all levels have various important roles to play when it comes to the teaching and learning of many new procedures, routines, technology, and even how we take attendance and more!

As I find myself telling people pretty regularly (and needing to remind our Admin team and myself as well), all we can ask is that we do our best. If we continue to do our best and work together, we’ll make the best out of each challenge that gets thrown at us this year. And we’ll also be there for each other to pick each other up when we need it.

Thank you to our families, students, and staff members for what has been done—and what continues to be done in the days and weeks ahead. Thank you!

- b. **In-service** – While I typically draft the following school year’s August in-service schedule a year in advance, with the unique start to this year I am waiting on doing so. I am hopeful the approach is much closer to our “usual” approach than it was this August, but time will tell.

The team has discussed the October 9 in-service schedule a couple of times already. The planned approach should take into account the possibility of some staff needing to attend virtually and others being able to attend their home campus, if you will. The morning is currently planned for technology time and even some “Google Boot Camp” possibilities with the assistance of our teacher tech mentors. The afternoon should be focused on time for teachers to work on their unit planning templates, or other principal-approved “design your own” work. I’ll plan to share a copy of the schedule for that day once everything is eventually finalized.

## 2. Community Engagement

- a. **DCEDC Board** –The monthly DCEDC Board meeting is on Monday, September 14.
- b. **YMCA Board meetings** – The YMCA Board meeting is Thursday, September 10.
- c. **Public Health, DCMC, and Door County School District Meetings** – The group has continued to meet via the county’s WebEx virtual meeting system on Thursday mornings at 8:00 A.M. Public health representatives, DCMC representatives, and representatives from the various county school districts typically attend.

- d. **Media Communication** – The events involving moving all of 1<sup>st</sup> grade to 100% virtual and two of the four 2<sup>nd</sup> grade classrooms to virtual are new to everyone. As a result, the early days of the school year and new situations are eliciting more media interest than what many school-related situations typically would.

I won't attempt to summarize all media contacts and messages, but I have communicated with the Advocate, WDOR, Door County Daily News, The Peninsula Pulse, Let's Go Door County, WBAY (Channel 2), WLUK (Fox 11), and WFRV TV (Channel 5) as of the preparation of this report.

The vast majority of these communications have been the proper mixture of professional and even downright pleasant. Most entities seem to want to get their reports and stories correct. Unfortunately, the board is also aware of concerns we have had with a local news entity who inaccurately reported stories twice in just five days. I have been in communication with the owner of this entity on both Saturday, September 5, and Thursday, September 10. We are all encountering challenges this fall, but irresponsible reporting, publishing a story without checking with a single source, and causing families additional, preventable stress through these inaccurate stories is unacceptable. Frankly, we'd expect better from our young people in the work they produce for a class, so adults who work in the field should definitely do better. I have told the owner of the entity with the two inaccurate reports that if there is a third mistake, I plan to publicly call them out and state who that entity is, as well as share that information with the other media entities in Door County and Green Bay.

While the board knows I'm not one to feel the need to be on social media, I did do another Facebook Live session with Nick Freimuth from Let's Go Door County on September 9. I focused on communication, negativity & social media, the DHS guidance about moving between different learning environments, and also what this looks in action with the situations we had in first and second grade. I included the importance of working with public health and our school nurse team, as well as how the principal and I tried to divide up tasks to get things accomplished. So far, the feedback Nick has shared and the feedback that I have heard about from others has been even more positive than I anticipated.

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

- a. **Capital Project Update** – The next standing Core Team meeting with EUA and Miron is the morning of Friday, September 11.
- b. On the **post-employment benefit** front, we know there was additional conversation in a spring learning session. Jake will continue to work with Andy when the opportunity allows about information Board members asked about, and then as President Hooker put it, since we do well with options once the Board gets to a certain point, that can help the process move forward at some point once we're through the audit and other things.

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

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/04/2020	99959	R	759.20	10 E 800 310 239000 000	GREEN BAY AREA PUBLI	Liquidated Damages for Amy Sterckx
08/04/2020	99958	R	226.51	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
08/06/2020	99961	R	60.00	10 E 800 943 219000 000	EQUAL RIGHTS DIVISIO	Work Permits July 2020 (8)
08/06/2020	202100038	A	450.00	10 E 800 291 264400 000	GORDON, KIM	7/31/2020 NWTC - Fall Class
08/06/2020	202100039	A	35.94	10 E 120 411 112000 000	RICHARD, AMY	7/1/2020-7/24/2020 Classroom Supplies
08/06/2020	202100039	A	16.15	10 E 120 411 112000 000	RICHARD, AMY	7/1/2020-7/24/2020 Classroom Supplies
08/06/2020	202100039	A	47.95	10 E 120 411 112000 000	RICHARD, AMY	7/1/2020-7/24/2020 Classroom Supplies
08/13/2020	99964	R	1,028.00	10 E 800 324 253000 000	AMERICAN OVERHEAD DO	Bus Garage Repair- Work Order# 134738
08/13/2020	99965	R	899.00	21 E 400 449 161912 000	APPLE INC	Sales order# 3362315972- yearbook movie computer
08/13/2020	99966	R	4,466.50	10 E 800 310 231500 000	BUELOW VETTER BUIKEM	Account# 3101.00099- Legal Fees for July 2020
08/13/2020	99967	R	213.55	10 E 800 411 253000 000	CARQUEST AUTO PARTS	July charges- customer# 1561081
08/13/2020	99968	R	844.79	10 E 800 355 263300 000	CELLCOM WISCONSIN RS	Monthly billing account# 003-00319495
08/13/2020	202100042	A	775.00	27 E 800 386 264400 341	CESA 6	SEEDS4schools 2020-21 Annual fee
08/13/2020	202100042	A	2,021.40	27 E 800 386 264400 341	CESA 6	SEEDS4schools 2020-21 Annual fee
08/13/2020	202100042	A	115.00	27 E 800 386 221300 341	CESA 6	26633 New to SEEDS Director Training- L.Ferry
08/13/2020	99969	R	6,825.00	10 E 800 310 231700 000	CLIFTONLARSONALLEN L	Annual Audit 19-20
08/13/2020	99970	R	75.42	10 E 800 411 253000 000	CULLIGAN SERVICE	Monthly billing for water/salt delivery- customer acct# 8566801
08/13/2020	99971	R	14.19	10 E 800 411 253000 000	DOOR COUNTY COOPERAT	July 2020 Monthly Statement- Customer# 784909
08/13/2020	202100043	A	132.67	10 E 800 411 253000 000	EAGLE MECHANICAL	Customer ID# 2904, WO# 11997- Parts
08/13/2020	99972	R	262.59	50 E 800 324 257220 000	ECOLAB	Pest control- account# STUR0010-0005
08/13/2020	99973	R	120,761.87	49 E 800 310 239000 000	EUA	Professional services- project# 318509-01
08/13/2020	99974	R	194.40	10 E 400 449 126000 000	FLINN SCIENTIFIC INC	Order# 20-44723-1 Science Supplies
08/13/2020	99975	R	42.04	10 E 800 411 253000 798	HERBST, NICOLE	Reimbursement for PPE supplies for HS art
08/13/2020	202100044	A	12,814.17	10 E 100 472 124000 000	HOUGHTON MIFFLIN	Order# 96292373- 50% Math Expressions Common Core 2018 Renewal per agreement
08/13/2020	202100044	A	2,806.68	10 E 110 472 124000 000	HOUGHTON MIFFLIN	Order# 96292373- 50% Math Expressions Common Core 2018 Renewal per agreement
08/13/2020	99976	R	1,481.40	10 E 800 432 222200 031	JUNIOR LIBRARY GUILD	Customer# J016110- JLG Books-HS
08/13/2020	99976	R	1,109.50	10 E 800 432 222200 031	JUNIOR LIBRARY GUILD	Customer# J018253- JLG Books-SW
08/13/2020	99976	R	1,410.90	10 E 800 432 222200 031	JUNIOR LIBRARY GUILD	Customer# J027166- JLG

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/13/2020	99977	R	717.64	49 E 800 310 239000 000	KAPUR & ASSOCIATES I	Books-SR Professional Services- project# 20.0393.01
08/13/2020	99978	R	345.95	27 E 800 310 223300 019	KYLES CONSULTING LLC	July 2020 Billing
08/13/2020	99979	R	45,665.88	10 E 400 470 122000 000	MCGRAW-HILL COMPANIE	McGraw-Hill order# 53803352
08/13/2020	202100045	A	5.10	10 E 800 411 162000 000	MEDCO SUPPLY COMPANY	Sales Order# SOMD10018169- Athletic trainer supplies
08/13/2020	202100045	A	2.04	10 E 800 411 162000 000	MEDCO SUPPLY COMPANY	Sales Order# SOMD10018169- Athletic Trainer Supplies
08/13/2020	99980	R	650.00	10 E 800 310 231500 000	NEOLA INC	Annual Maintenance Fee for Digital Publishing Service
08/13/2020	99981	R	2,271.30	10 E 800 411 253000 000	PIKE SYSTEMS INC	District sanitation supplies
08/13/2020	99981	R	110.00	10 E 800 411 253000 000	PIKE SYSTEMS INC	District sanitation supplies
08/13/2020	99981	R	579.30	10 E 800 411 253000 000	PIKE SYSTEMS INC	Maintenance Supplies
08/13/2020	99981	R	579.30	10 E 800 411 253000 000	PIKE SYSTEMS INC	Floor finish
08/13/2020	99982	R	59.70	10 E 120 411 241000 000	QUILL	Order# 139706497- Sawyer office supplies
08/13/2020	99983	R	75.97	10 E 140 411 115000 000	REALLY GOOD STUFF	Order# 006846754000- Classroom supplies
08/13/2020	99984	R	95.00	10 E 800 411 162000 000	RIDDELL/ALL AMERICAN	100 Mouthguards- order# 441800320
08/13/2020	99984	R	17.46	10 E 800 411 162000 000	RIDDELL/ALL AMERICAN	100 Mouthguards- order# 441800320
08/13/2020	99984	R	2,634.95	10 E 800 411 162000 000	RIDDELL/ALL AMERICAN	FB Helmets
08/13/2020	202100046	A	205.71	10 E 140 411 113000 000	RUDDY, CHRISTEL	8/5/2020 Math Curriculum supplementation: project based learning, distance learning, math mysteries
08/13/2020	202100047	A	417.05	10 E 140 411 115000 000	SCHOOL SPECIALTY INC	Order# 55958803- 5th Grade classroom supplies
08/13/2020	99985	R	16,684.42	10 E 800 449 253000 000	SHAW INDUSTRIES	District Carpet Squares- customer# 0225115
08/13/2020	99985	R	1,083.53	10 E 800 449 253000 000	SHAW INDUSTRIES	District carpet/tile squares- customer# 0225115
08/13/2020	99986	R	250.43	10 E 800 411 253000 000	SHERWIN WILLIAMS	Sunrise Paint- order# OE0128224Q3291 (Sales tax removed)
08/13/2020	202100048	A	557.67	10 E 800 355 263300 000	SPECTRUM BUSINESS	Monthly service charges and past due balance for account# 8245 11 120 0173238
08/13/2020	202100049	A	1,823.80	10 E 800 354 258000 000	US BANK EQUIPMENT FI	Monthly charges- account# 1268355
08/13/2020	99987	R	11.97	10 E 800 411 253000 000	VIKING ELECTRIC SUPP	Account# V11169- Maintenance supplies
08/13/2020	202100050	A	112.00	10 E 800 310 239000 000	WIS DRUG TESTING & C	July 2020 background checks (8)
08/13/2020	202100051	A	41.20	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Staples- Account# GB3909
08/17/2020	99988	R	226.96	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
08/17/2020	99989	R	26.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
08/17/2020	99989	R	26.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
08/20/2020	99992	R	100.00	10 E 800 310 162000 000	BAY CONFERENCE	Conference Fee
08/20/2020	99993	R	50.00	10 E 800 411 239000 000	BUHK, JOLENE	Memorial Gift
08/20/2020	99994	R	1,800.00	27 E 800 449 156110 341	CHILTON SCHOOL DISTR	DM System from Phonak- K.VanEgeren
08/20/2020	99995	R	1,875.00	10 E 800 411 221300 000	CPI	Customer ID# 604166- NCI



CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
						Blended Learning Foundation Materials
08/20/2020	99996	R	482.77	10 E 800 348 254500 000	DOOR COUNTY TREASURE	District Fuel July 2020
08/20/2020	99996	R	39.59	10 E 800 348 256510 000	DOOR COUNTY TREASURE	District Fuel July 2020
08/20/2020	99997	R	189.21	27 E 800 310 218100 011	DOOR COUNTY MEDICAL	OT 7/1/20 - 7/31/20
08/20/2020	99998	R	260.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Monthly Dues August 2020- Group 2
08/20/2020	99998	R	220.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	Monthly Dues August 2020- Group 1
08/20/2020	99999	R	500.00	21 E 400 411 166301 000	DESTINATION STURGEON	50- \$10 gift certificates
08/20/2020	100000	R	500.18	21 R 200 291 166324 000	LECLOUX, KENDALL	Refund for Class of 2024 DC Trip
08/20/2020	100001	R	311.60	10 E 800 351 239000 000	PENINSULA PULSE	Job Postings July 2020
08/20/2020	100002	R	802.24	10 E 800 411 253000 000	PROFESSIONAL SUPPLY	Maintenance Supplies
08/20/2020	202100052	A	41.60	10 E 140 411 113000 000	RUDDY, CHRISTEL	8/18/2020 Digital Math Centers (\$41.60)
08/20/2020	202100053	A	11,045.75	10 E 800 336 253300 000	STURGEON BAY UTILITI	District utilities 07/01/20 - 08/01/20
08/20/2020	202100053	A	13,797.12	10 E 800 337 253300 000	STURGEON BAY UTILITI	District utilities 07/01/20 - 08/01/20
08/20/2020	202100053	A	492.92	10 E 800 338 253300 000	STURGEON BAY UTILITI	District utilities 07/01/20 - 08/01/20
08/20/2020	202100053	A	25.30	10 E 800 339 253300 000	STURGEON BAY UTILITI	District utilities 07/01/20 - 08/01/20
08/20/2020	100003	R	459.70	10 E 800 411 239000 000	SCATURO BAKING COMPA	New Teacher Inservice Breakfast
08/20/2020	100004	R	518.65	10 E 110 411 241000 000	SCHOLASTIC INC	Account# 54235140- Elementary classroom reading materials
08/20/2020	100004	R	484.00	10 E 110 411 241000 000	SCHOLASTIC INC	Account# 54235140- Elementary classroom reading materials
08/20/2020	100005	R	50.00	10 E 800 411 239000 000	SHAW, KAREN	Memorial Gift
08/20/2020	202100054	A	38.56	10 E 800 331 253300 000	SYMMETRY ENERGY SOLU	Monthly gas charges- Custome# 34642
08/20/2020	100006	R	0.38	10 E 800 353 263300 000	UNITED PARCEL SERVIC	Shipper# 586902- Monthly service charges
08/20/2020	202100055	A	929.76	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Account# GB3909- Monthly contract charges 7/15/20 - 8/14/20
08/20/2020	100007	R	92.39	10 E 800 351 239000 000	WISCONSIN MEDIA	Account# 17600 July 2020 Charges
08/26/2020	100009	R	3,296.58	98 L 000 000 811634 000	MADISON NATIONAL LIF	Group Life
08/26/2020	100010	R	1,075.52	98 L 000 000 811639 000	MADISON NATIONAL LIF	Short-Term Disability Ins.
08/26/2020	100010	R	2,752.08	98 L 000 000 811635 000	MADISON NATIONAL LIF	LTD Insurance
08/26/2020	100011	R	437.80	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 24 Pay
08/26/2020	100012	R	1,143.93	98 L 000 000 811647 000	SUPERIOR VISION INSU	Policy #03928901 - 9/1-30/2020
08/26/2020	100013	R	1,054.20	98 L 000 000 811646 000	UNITEDHEALTHCARE SPE	303472; Accident Insurance
08/26/2020	100013	R	1,195.32	98 L 000 000 811648 000	UNITEDHEALTHCARE SPE	303472; Critical Illness Ins.
08/27/2020	100014	R	420.37	10 E 800 324 253000 000	AMERICAN OVERHEAD DO	Bus Garage Door Repair- Work Order# 134780
08/27/2020	202100057	A	927.30	10 E 800 411 253000 000	BELSON CO	District Paper Towels
08/27/2020	100015	R	2,950.00	10 E 800 360 222200 031	BRAINPOP LLC	BrainPop Subscription
08/27/2020	100016	R	765.00	21 E 400 411 162216 000	BSN SPORTS REMIT	Soccer Jackets (42) and Artwork- Order# 302339563
08/27/2020	100017	R	17.75	50 L 000 000 815000 000	CATHEY, KAREN	Lunch Balance Refund
08/27/2020	202100058	A	1,800.00	27 E 800 386 221300 341	CESA 7	Coaching- Lindsay Ferry July

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/27/2020	202100059	A	10,994.82	10 E 800 480 295000 000	COMPUTER DISCOUNT WA	2020 Hovercam- customer number 0596469
08/27/2020	100018	R	285.00	10 E 800 310 239100 000	CROSSFIT ARMATI	July memberships
08/27/2020	100019	R	55.00	10 E 200 411 241000 000	DC ENGRAVING	8th grade awards
08/27/2020	100020	R	179.88	10 E 400 411 121000 000	DOOR COUNTY HARDWARE	Monthly Statement July 2020- Account# 96718
08/27/2020	100020	R	485.57	10 E 800 411 253000 000	DOOR COUNTY HARDWARE	Monthly Statement July 2020- Account# 96718
08/27/2020	202100060	A	382.50	10 E 800 324 253000 000	EAGLE MECHANICAL	Annual Test of RP valves- WO# 12262
08/27/2020	100021	R	150.00	10 E 800 310 162000 000	EASTERN WISCONSIN CO	Dennis Semph Boys DCU Swim Team
08/27/2020	100022	R	518.50	10 E 800 434 222200 031	EBSCO	EBSCO Magazines-HS Account# CG-F-71631-00
08/27/2020	100024	R	594.83	10 E 800 449 253000 000	EJ WELCH COMPANY REM	Flooring- Customer# 114912
08/27/2020	100024	R	774.50	10 E 800 449 253000 000	EJ WELCH COMPANY REM	Flooring- Customer# 114912
08/27/2020	100024	R	163.44	10 E 800 449 253000 000	EJ WELCH COMPANY REM	Flooring- Customer# 114912
08/27/2020	100024	R	4,254.89	10 E 800 449 253000 000	EJ WELCH COMPANY REM	Sunrise School Flooring- Customer# 114912
08/27/2020	100024	R	299.95	10 E 800 449 253000 000	EJ WELCH COMPANY REM	Flooring- Customer#114912
08/27/2020	100024	R	408.60	10 E 800 449 253000 000	EJ WELCH COMPANY REM	Flooring- Customer# 114912
08/27/2020	100024	R	110.55	10 E 800 449 253000 000	EJ WELCH COMPANY REM	Flooring Supplies- Customer# 114912
08/27/2020	100024	R	1,775.71	10 E 800 449 253000 000	EJ WELCH COMPANY REM	Flooring- Customer# 114912
08/27/2020	100025	R	750.00	27 E 800 310 221300 341	HANDLE W/ CARE BEHAV	Extension of HWC License and Instructor Certifications
08/27/2020	100026	R	17.95	10 E 800 411 253000 000	HERLACHE SMALL ENGIN	Maintenance Supplies
08/27/2020	202100061	A	1,457.00	10 E 800 310 125000 000	INSTRUMENTAL MUSIC C	Summer repairs 2020 - HS Band
08/27/2020	100027	R	1,496.00	10 E 800 432 222200 031	JUNIOR LIBRARY GUILD	JLG Books-MS Customer# J093641
08/27/2020	202100062	A	6,850.00	10 E 800 310 231700 000	KEY BENEFIT CONCEPTS	Services through August 2020
08/27/2020	100028	R	1,571.00	10 E 400 411 125500 000	MAKEMUSIC-REMIT	smart music subscriptions for high school bands -teaching during covid
08/27/2020	100028	R	469.00	10 E 400 435 125500 000	MAKEMUSIC-REMIT	smart music subscriptions for high school bands -teaching during covid
08/27/2020	202100063	A	840.00	10 E 800 480 295000 000	PARCHMENT LLC	Annual Parchment Sender Service K12 from 09/27/20 to 09/26/21
08/27/2020	100029	R	899.10	10 E 800 449 253000 000	PROFESSIONAL SUPPLY	Disinfecting power sprayer
08/27/2020	100030	R	40.00	10 E 800 310 162000 000	RSCHOOL TODAY	CMS4schools Integration 10/01/2020 - 09/30-2021
08/27/2020	202100064	A	38.75	10 E 140 411 113000 000	RUDDY, CHRISTEL	8/21/2020 Lanyards with mask clips - 3rd grade
08/27/2020	202100064	A	14.99	10 E 140 411 113000 000	RUDDY, CHRISTEL	8/21/2020 3rd grade supplies (pockets)
08/27/2020	100031	R	201.68	10 E 800 480 221500 000	SEESAW	Seesaw for Schools 09/01/20 - 04/30/21
08/27/2020	100032	R	845.00	21 R 200 291 166324 000	THYRION, HEATHER	Refund for student unable to participate in Class of 2024 DC Trip
08/27/2020	100033	R	10,580.00	10 E 800 480 295000 000	VIVACITY TECH	Vivacity Tech 30-unit charging cart and Intelligent cycle timer

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
08/27/2020	100034	R	3,026.20	10 E 200 449 241000 000	VOYAGER SOPRIS LEARN	Sales Order# 6350075- Language Live Reading Intervention Curriculum
08/27/2020	100034	R	2,300.00	21 E 200 449 241000 645	VOYAGER SOPRIS LEARN	Sales Order# 6350075- Language Live Reading Intervention Curriculum
08/27/2020	100035	R	83.60	50 L 000 000 815000 000	WISEMAN, WENDY	Lunch balance refund
08/04/2020	202000019	W	99.31	10 E 400 411 121000 000	AMAZON.COM	AP Art reference drawing book
08/04/2020	202000020	W	725.86	10 E 800 411 253000 000	AMAZON.COM	Credit Card Payment AP Invoice.
08/04/2020	202000020	W	749.70	10 E 800 411 253000 000	AMAZON.COM	Credit Card Payment AP Invoice.
08/04/2020	202000021	W	105.98	10 E 120 411 241000 000	AMAZON.COM	computer camera's Sawyer and Sunrise
08/05/2020	202000012	W	50.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
08/05/2020	202000012	W	75.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
08/05/2020	202000012	W	300.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
08/05/2020	202000013	W	210.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
08/19/2020	202000022	W	50.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
08/19/2020	202000022	W	75.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
08/19/2020	202000022	W	300.00	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
08/19/2020	202000023	W	235.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
08/22/2020	202000025	W	16,240.07	98 L 000 000 811901 000	DEAN HEALTH INC	September Health Coverage
08/22/2020	202000025	W	105,570.56	98 L 000 000 811630 000	DEAN HEALTH INC	September Health Coverage
08/22/2020	202000025	W	21,179.72	10 E 800 290 292000 000	DEAN HEALTH INC	September Health Coverage
08/22/2020	202000024	W	12,220.07	98 L 000 000 811632 000	DELTA DENTAL	09/01/2020 - 9/30/2020
08/22/2020	202000024	W	2,136.18	98 L 000 000 811902 000	DELTA DENTAL	09/01/2020 - 9/30/2020
08/22/2020	202000024	W	264.19	10 E 800 290 292000 000	DELTA DENTAL	09/01/2020 - 9/30/2020

501,609.37 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	217,237.40	217,237.40
21	SPECIAL REVENUE - GIFTS	0.00	1,345.18	4,464.00	5,809.18
27	SPECIAL EDUCATION	0.00	0.00	7,796.56	7,796.56
49	CAPITAL PROJECTS FUND	0.00	0.00	121,479.51	121,479.51
50	FOOD SERVICE FUND	101.35	0.00	262.59	363.94
98	PAYROLL CLEARING FUND	148,922.78	0.00	0.00	148,922.78
***	Fund Summary Totals ***	149,024.13	1,345.18	351,240.06	501,609.37

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

Dan Tjernagel  
Superintendent of Schools  
1230 Michigan Street  
Sturgeon Bay, WI 54235

Received  
9/1/2020  
DT

Dear Mr. Tjernagel,

This letter is to inform you of my plan to retire from my position as a Health and Physical Education teacher at the end of this school year. My final date of employment for the Sturgeon Bay School district will be Friday, June 4, 2021.

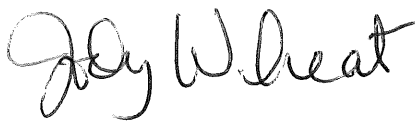
This year will be my 37th year of teaching. 21 of those years have been with the Sturgeon Bay School District. I have had the pleasure of teaching at all of the schools in this district, however, most of my time was spent teaching at the High School and Middle School levels.

I was born and raised in Sturgeon Bay and even though I didn't graduate from this district, it was such a pleasure to have been hired to be able to move with my family back to my hometown. I had never planned to stay away so long, but found it very difficult to get back because of the lack of teaching jobs in Door County. This is a great place to work and raise a family.

I would like to thank everyone involved with the Sturgeon Bay School district for the opportunities I have had here. I spent many years coaching volleyball and softball, ran the intramural basketball program in the high school and was the official scorekeeper for basketball for 10 years. My husband and I will continue to be WIAA volleyball officials as we have for the past 10 years. I look forward to the opportunity to retire from teaching but will miss Sturgeon Bay staff and co-workers.

Looking forward to a smooth sail into the sunset...

Sincerely,



Jody Wheat

Received  
9/1/2020  
JH

September 1, 2020

Mr. Tjernagel, Superintendent  
Sturgeon Bay Schools  
1230 Michigan St.  
Sturgeon Bay, WI 54235

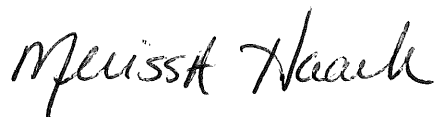
Dear Mr. Tjernagel,

After 33 years of teaching, all at TJ Walker Middle School, I have decided it is time for me to retire. I plan to complete the current school year (2020-2021) before officially retiring on August 17, 2021.

During my career at TJ Walker, I have been fortunate enough to have worked with an incredible staff, many of whom will remain lifelong friends. The students that I have taught over the years have also filled my heart with some incredible memories. The memories of teaching, coaching, and serving on various committees will forever leave me with a smile.

I plan to remain in the area following my retirement. I look forward to spending time with my family and upcoming grandchild. Thank you again for the opportunity to work for an incredible district.

Respectfully,



Melissa Haack

Natalie Townsend  
1439 Utah Street  
Sturgeon Bay, WI 54235

Received  
9/8/2020  
DJ

Dan Tjernagel, Superintendent  
Sturgeon Bay School District  
1230 Michigan Street  
Sturgeon Bay, WI 54235

September 8, 2020

Dear Mr. Tjernagel, Mr. Nickel, and Sturgeon Bay School Board,

After teaching over thirty years as a Family & Consumer Science teacher, all at Sturgeon Bay High School, I have decided that it is time for me to retire. I plan to complete this current school year before officially retiring after the final day of classes on June 4, 2021.

I would like to thank you, Mr. Tjernagel, Mr. Nickel and the school board, for your willingness to allow me to branch out and grow Sturgeon Bay High School's F/CS department with the development of health science and the Waseda Farms Growing & Learning Lab, to name a few. I sincerely appreciate the support you have given to me and my department throughout the years. Because of your support, students have been able to participate in hands-on experiences that will be with them throughout their lives.

I have genuinely enjoyed the time I have spent teaching at Sturgeon Bay High School. The relationships I've formed with faculty, staff and students will not be forgotten. I leave my position hoping I have touched a few lives along the way. Thank you for everything you do for the students of this school and community.

If you have any questions, please feel free to contact me.

Sincerely,

*Natalie Townsend*

Natalie Townsend

# Youth Apprenticeship Services Agreement

This Youth Apprenticeship Services Agreement is made as of the Sixteenth day of August, 2020 (the "Effective Date"), by and among LUXEMBURG-CASCO SCHOOL DISTRICT ("**Agent**"), THE SCHOOL DISTRICT OF STURGEON BAY ("**the District**") and DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION ("**DCEDC**"). Agent, the District and DCEDC are each referred to as a "Party," and together, as the "Parties."

## RECITALS

- A.** Agent has received a youth apprenticeship grant from the Wisconsin Department of Workforce Development ("DWD") (the "Grant") to support a youth apprenticeship program for the benefit of the District and its participating students (the "Program") for the school year beginning July 1, 2020 and ending June 30, 2021.
- B.** The Grant provides funds to Agent to support the supervision of students in the Program, currently, with \$900 allocated to each participating student (the per student funds may vary year to year based on funding from DWD).
- C.** Agent has formed a consortium of interested parties, including Agent, DWD, participating school districts and DCEDC (the "Consortium") to administer, deliver the Services, as defined below, and benefit from the Services.
- D.** The District desires to join or continue its participation in the Consortium and obtain the benefits of the Program.
- E.** The Parties desire that DCEDC provide youth apprenticeship coordination and day-to-day supervision of the Program for the 2020-2021 grant year (the "Services").
- F.** The Parties desire to set forth the terms by which the Grant will be apportioned, administered and used.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

**1. ALLOCATION OF GRANT FUNDS.** The per student proceeds of the Grant shall be distributed as follows: Agent will reimburse DCEDC for salary and benefits of the DCEDC employee(s) designated to deliver the Services as provided in the service agreement in DCEDC. Any remaining per student proceeds will be distributed to the participating school districts in Door County on a prorata basis according to the number of Program students placed in each participating school district.

### 2. USE OF GRANT FUNDS.

**(a) Approved Uses.** DCEDC and the District shall use Grant funds as authorized under Wis. Stat. Section 20.445(1)(e) and in accordance with Wis. Stat. Section 106.13, for the following activities, which include the Services:"

#### **(i) Coordination activities:**

- (A)** Coordinating youth apprenticeship activities within and among participating school districts, postsecondary institutions, employers, and Registered Apprenticeship Training Representatives;
- (B)** Coordinating secondary and postsecondary education and related instruction for the students;
- (C)** Coordinating overall school-based and work-based learning for youth apprentices;
- (D)** Recruiting students to participate in the Program;
- (E)** Recruiting employers to provide training and supervision for youth apprentices;
- (F)** Monitoring the progress of youth apprentices; and
- (G)** Providing materials and tools needed by the Program Coordinator to provide marketing and/or training for employers, students, parents and other stakeholders, e.g., portable A/V equipment, table top displays.



**(ii) Student support:**

- (A)** Providing the required related instruction for the youth apprentices (may include educational software license). Classes or software used by both youth apprenticeship and non-youth apprenticeship students must be prorated by the number of youth apprenticeship students compared to total class enrollment/software usage; and
- (B)** Support services for participating students, including safety gear and other items necessary to start employment, as needed on an individual student basis.

**(b) Prohibited Uses.** DCEDC shall not use the Grant funds and shall not be reimbursed for any of the following:

- (i)** Youth apprentice wages, fringe benefits, stipends or direct cash assistance;
- (ii)** Classroom instruction for non-youth apprenticeship students;
- (iii)** Paying for equipment for participating employers;
- (iv)** Purchase of classroom materials;
- (v)** Purchase or repair of vehicles;
- (vi)** Transportation for students to and from worksites or related instruction sites;
- (vii)** Out-of-state travel for staff or students;
- (viii)** Paying or reimbursement of staff or student costs for conferences, workshops, memberships that do not directly benefit the Program;
- (ix)** Providing funds directly to a business or employer;
- (x)** Such other uses that are incompatible with the terms of the Grant or applicable law.

**3. DCEDC RESPONSIBILITIES:** DCEDC will provide services in the form of staffing to support the Program for the District, which in no event shall result in a ratio of staff persons to students of less than 1:60. The Services to be provided by DCEDC shall include:

- (a)** provide leadership in youth apprenticeship;
- (b)** coordinate the Program under the guidance of Agent for the District;
- (c)** coordinate marketing and build strategic relationships with parents, students, employers, higher education, and community organizations in Door County;
- (d)** conduct successful employer mentor training for employers in Door County;
- (e)** recruit high school students in the District for the Program;
- (f)** provide mentorship in resume writing, interviewing, career pathways, registering youth apprenticeships, student schedules and related high school courses;
- (g)** enter student information into the DWD database and fill out appropriate forms/reports in a timely fashion;
- (h)** provide support to the District in job coaching, conflict resolution, student evaluation, policy and safety management; and ensure student success through developing a safe and engaging learning environment, resolving student and faculty conflict and modeling customer service.

All Services will be performed in a competent fashion in accordance with applicable standards and all services are subject to final approval by Agent prior to payment.

**4. DISTRICT RESPONSIBILITIES:** The District shall:

- (a)** identify students who will be participating in the Program;
- (b)** coordinate with Agent and DCEDC regarding all aspects of the Program that Agent or DCEDC reasonably determine requires such coordination;
- (c)** provide a safe and appropriate environment at all times when the Services are being delivered upon District facilities; and
- (d)** promptly report to DCEDC and Agent any complaints regarding the performance of the Services or the Program.

**5. AGENT RESPONSIBILITIES:** Agent shall:

- (a) serve as a liaison between DWD and the other Parties;
- (b) coordinate issues of general significance to the Consortium; and
- (c) administer Grant funds according to the terms of this Agreement.

**6. GENERAL RESPONSIBILITIES:** All of the Parties will abide by the Program requirements as set forth in Attachment 1, Assistant Regional Youth Apprenticeship Job Description, Attachment 2, RFP Youth Apprenticeship Guidelines (Wisconsin Youth Apprenticeship Manual), both of which are incorporated into this Agreement by this reference.

**7. PAYMENT:** DCEDC shall submit quarterly invoices (November, January, March and June) for services rendered. Agent shall pay the amount due pursuant to this Agreement within 30 days of the receipt of invoices by Agent. If Agent makes a payment to DCEDC that is not reimbursed by DWD, Agent may recoup such unreimbursed payment from DCEDC. Such recoupment may be by offset of any sums then or in the future due to DWD.

**8. TERM:** This Agreement shall commence on the Effective Date, and, unless sooner terminated as provided below, shall continue through June 30, 2021.

**9. CONFIDENTIALITY:** In the course of performing services, the Parties may receive or be privy to information Agent or the District may consider confidential or is protected as confidential or privileged by law or Agent or District policies. This information may include, but is not limited to, information pertaining to individual school districts, including student records, health records or other information the Parties should reasonably know is confidential. The Parties shall keep all such information confidential and shall not disclose it to anyone other than appropriate Agent or District personnel. ~~—~~ A Party shall not share confidential information of one Party with any other Party, absent consent by the Party that owns or controls such confidential information. The foregoing notwithstanding, a Party may divulge confidential information if it is required to do so by legal process, provided, however, the disclosing Party shall promptly notify the Party whose confidential information is subject to disclosure pursuant to such legal process and shall not divulge such information until the Party whose confidential information is subject to disclosure has had a reasonable opportunity to prevent or limit disclosure of that confidential information.

**10. INSURANCE:**

- (a) **By DCEDC:** DCEDC shall maintain general liability insurance in coverage amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, automobile liability in the same amounts, workers' compensation and employer's liability insurance in amounts carried by entities similar to DCEDC. All such insurance shall be written by insurance companies acceptable to the District and Agent, shall name the District, Agent and their respective board members, directors, officers, employees, agents their successors and assigns as additional insured, and shall not be cancellable except on 30 days' notice to Agent and the District. DCEDC shall provide Agent and the District with certificates of insurance demonstrating continuing compliance with the requirements of this section.
- (b) **By the District:** The District shall maintain general liability insurance in coverage amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, automobile liability in the same amounts, workers' compensation and employer's liability insurance in amounts carried by school districts similar to the District. All such insurance shall be written by insurance companies acceptable to DCEDC and Agent, shall name the DCEDC, Agent and their respective board members, directors, officers, employees, agents their successors and assigns as additional insured, and shall not be cancellable except on 30 days' notice to DCEDC and Agent. The District shall provide Agent and DCEDC with certificates of insurance demonstrating continuing compliance with the requirements of this section.

(c) **By Agent:** Agent shall maintain general liability insurance in coverage amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, automobile liability in the same amounts, workers' compensation and employer's liability insurance in amounts carried by school districts similar to Agent. All such insurance shall be written by insurance companies acceptable to DCEDC and the District, shall name the DCEDC, the District and their respective board members, directors, officers, employees, agents their successors and assigns as additional insured, and shall not be cancellable except on 30 days' notice to DCEDC and the District. Agent shall provide the District and DCEDC with certificates of insurance demonstrating continuing compliance with the requirements of this section.

#### 11. INDEMNIFICATION:

- (a) **Indemnification by DCEDC.** Subject to the limitations set forth in Section 13 below, DCEDC shall indemnify, hold harmless and defend Agent and the District and their respective board members, officers, employees, students, agents and invitees of and from all demands, damages, costs, fees, including actual attorney fees, judgments, awards and any other sums payable or claimed to be payable and arising out of any negligent act of DCEDC, its board members, officers, employees, invitees and agents when any of the same are acting within their official capacities, and any breach of this Agreement by DCEDC.
- (b) **Indemnification by the District.** Subject to the limitations set forth in Section 13 below, the District shall indemnify, hold harmless and defend Agent and DCEDC and their respective board members, officers, employees, agents and invitees, and, as to Agent, students, of and from all demands, damages, costs, fees, including actual attorney fees, judgments, awards and any other sums payable or claimed to be payable and arising out of any negligent act of the District, its board members, officers, employees, invitees and agents when any of the same are acting within their official capacities, and any breach of this Agreement by the District.
- (c) **Indemnification by Agent.** Subject to the limitations set forth in Section 13 below, Agent shall indemnify, hold harmless and defend the District and DCEDC and their respective board members, officers, employees, agents and invitees, and, as to the District, students, of and from all demands, damages, costs, fees, including actual attorney fees, judgments, awards and any other sums payable or claimed to be payable and arising out of any negligent act of Agent, its board members, officers, employees, invitees and agents when any of the same are acting within their official capacities, and any breach of this Agreement by Agent.
- (d) **Notice and Defense of Claims.** The Party seeking indemnification shall promptly, and in no event at a time that would prejudice the indemnifying Party, notify the indemnifying Party of the existence of any claim for which the indemnified Party is seeking indemnity. Defense of any indemnifiable claim shall be by a law firm acceptable to the indemnified Party and paid for by the indemnifying Party. The indemnified Party may hire attorneys to participate in defense of any such claim; provided, however, the indemnified Party shall pay for the fees of such attorneys, unless, in the reasonable determination of the indemnified Party, the attorneys hired by the indemnifying Party fail to provide an adequate defense to the claim, in which case, the indemnifying Party shall pay such fees. The indemnifying Party shall seek the consent of the indemnified Party for any settlement into which the indemnifying Party desires to enter, which consent shall not be unreasonably withheld. If consent to a settlement that will not expose the indemnified Party to any residual or continuing liability is not approved by the indemnified Party, the indemnifying Party shall have no further obligation to indemnify as to the particular claim subject to the demand for indemnification.

**12. WAIVER OF SUBROGATION:** To the extent of the existence of valid and enforceable insurance coverage on the part of each of the Parties, but only to the extent of collectible insurance, the Parties each release and discharge each other from all claims and liabilities arising from or caused by any hazard covered by insurance for negligence on the part of the Parties, regardless of the cause of the damage or loss.

**13. LIMITATION OF DAMAGES:** Except as to their respective indemnification obligations, no Party will be liable to the other for any consequential, incidental, indirect, exemplary or punitive damages. Any Party that is a municipality reserves all rights to the immunity and damage limitations afforded to it under applicable law, including, without limitation, s.893.80 of the Wisconsin Statutes.

**14. RELATIONSHIP OF PARTIES/NO AGENCY:** No Party shall make any representations, warranties, commitments or agreements on behalf of any other Party or have the authority to bind any other Party to any amendment, renewal or other modification of this Agreement, the Parties being independent contractors. Use of the term "Agent" in identifying Luxemburg-Casco School District is for convenience only. Agent shall not have authority to bind DWD to any terms outside the scope of this Agreement.

**15. DUE AUTHORITY:** The Parties each represent and warrant that they have the absolute legal right to enter into this Agreement and to perform their respective obligations hereunder in accordance with its terms without violating the rights of others or any applicable law and that they have not and shall not become a party to any other agreement of any kind that conflicts with this Agreement.

**16. EVENTS OF DEFAULT.** The following shall constitute Events of Default under this Agreement:

- (a) Failure to Make Payment.** Agent fails to make payment to DCEDC when and as due and such failure continues for a period of 30 days after notice from DCEDC;
- (b) Failure of Other Performance.** Any Party fails to perform any of its obligations under this Agreement and such failure continues for 30 days after notice from another Party, provided, however:
  - (i)** if the failure is of a nature that does not result in the threat of imminent harm to persons or property, the non-performing Party shall have a period of up to 30 days in addition to the initial 30 days' notice, if the non-performing Party promptly commences cure within and diligently pursues cure thereafter; but
  - (ii)** if the failure to perform results in a threat of imminent harm to persons or property, or the failure is a failure to maintain required insurance or provide proof of the maintenance of such insurance, the other Party or Parties may suspend their own performance and the right of the non-performing Party to perform under this Agreement until the failure is cured to the satisfaction of the other Party or Parties in their sole discretion;
- (c) Insolvency.** A Party ceases to exist or admits an inability to pay its debts when they come due; or
- (d) Repeated Non-Performance.** Irrespective of cure of any prior failure of performance, a Party fails to perform any of its obligations and in a period of 12 months receives more than two notices under this Section 14.

**17. REMEDIES.** In case of the occurrence of an Event of Default, the other Parties may terminate this Agreement immediately upon notice to the defaulting Party and may seek any remedies available to the non-defaulting Parties at law or in equity, with all remedies being cumulative.

**18. WAIVER:** Failure to invoke any right, condition, or covenant in this Agreement by any Party shall not be deemed to imply or constitute a waiver of any rights, condition or covenant and neither Party may rely on such failure, except to the extent such waiver is in writing and explicitly waives the right, condition or covenant that could have been invoked. No past waiver shall constitute a waiver of any present or future default, nor shall any waiver of one right, condition or covenant constitute a waiver of any other right, condition or covenant.

**19. NOTICES:** Any notice or communication permitted or required by this Agreement shall be deemed effective when personally delivered or 2 days after deposit, postage prepaid, in the first class mail of the United States properly addressed to the appropriate Party at the address set forth below:

To Agent:  
Luxemburg-Casco School District  
512 Center Drive  
Luxemburg, WI 54217  
Attn: Administrator

To DCEDC:

Door County Economic Development Consortium  
185 East Walnut Street  
Sturgeon Bay, WI 54235  
Attn: Executive Director

To the District:

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

The foregoing addresses shall be presumed correct until notice of a different address is given according to this section.

**20. MISCELLANEOUS:**

- (a) **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the remainder of the Agreement shall remain in full force and effect and shall in no way be impaired.
- (b) **Entire Agreement and Amendments.** This Agreement constitutes the entire agreement of the Parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of this Agreement shall be binding unless in writing and signed by all of the Parties.
- (c) **Binding Effect, Assignment.** This Agreement shall be binding upon DCEDC and shall inure to the benefit of Agent and the District and their respective successors and assigns. Nothing in this Agreement shall be construed to permit the assignment by DCEDC of any of its rights or obligations hereunder, and such assignment is expressly prohibited without the prior consent of the Agent and the District.
- (d) **Interpretation.** The rule of contract construction interpreting ambiguous contracts against their drafters shall not apply to this Agreement.
- (e) **Governing Law.** This Agreement shall be governed by the laws of the State of Wisconsin.
- (f) **Exclusive Venue.** The exclusive venue for any legal proceeding involving the negotiation, drafting, interpretation or enforcement of this Agreement shall be the circuit court for Door County, Wisconsin, all other venues being waived.
- (g) **Counterparts and Signatures.** This Agreement may be signed in counterparts. Photocopied, electronic and PDF signatures shall have the same effect as original signatures.

WHEREFORE, the Parties have caused this Youth Apprenticeship Services Agreement to be executed effective as of the date first written above.

**AGENT:  
LUXEMBURG-CASCO SCHOOL DISTRICT**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Glenn Schlender, Superintendent

**DCEDC:  
DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Steve Jenkins, Executive Director

**THE DISTRICT:  
SCHOOL DISTRICT OF STURGEON BAY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
School Board President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
School Board Clerk

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dan Tjernagel, Superintendent

## MEMO

**To:** Board of Education  
**From:** Bob Nickel  
**Date:** September 7, 2020  
**Re:** September 2020 Principal's Report

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### Teaching and Learning

**Week 1 reflections.** In-person plans have been implemented successfully. A few tweaks and reminders have been embedded to help Week 2 run even more smoothly. The biggest struggle at this point is the virtual cohort not fully attaching to the online meetings. Students and parents will receive reminders via announcements and the newsletter. Part of the detachment is to be expected as we begin a new school year in a different way. However, eventually students need to embrace this plan whenever it is implemented either through COVID closures or inclement weather closures. On September 14, the majority of our students will return to the building.

**High school 1:1 Chromebook plan.** As discussed at the September 2 learning session, we will be moving to a 1:1 Chromebook plan. Each student will receive his/her Chromebook on September 17 and will from that point forward be responsible for the unit as a learning tool. My appreciation is extended to Amy Sterckx and Nelson DeMeuse for working through the particulars of this plan. This 1:1 plan will allow us to hold class sessions if the building is closed due to COVID or inclement weather.

**Student count.** As of this writing, our class counts are as follows: Grade 9 = 123, Grade 10 = 86, Grade 11 = 102, Grade 12 = 98, Total = 409. This results in an unanticipated increase in numbers for the 2020-21 school year.

**New staff members.** During the week of September 8, I will hold one-on-one meetings with each of the new teachers. Rather than meeting as a combined group, the one-on-one setting allows me to have individualized conversations as a way to provide unique support to these individuals. Reports after Week 1 are positive, and all five of them appear to be adapting well to their new lives at SBHS.

**Educator Effectiveness work for 2020-21.** I continue as the EE administrator with Jen Weber as my EE mentor partner. I will hold virtual meetings on September 14 and 15 for all new teachers in the district. This overview will introduce them to our system and provide guidance for using the online tools and forms.

### Community Engagement

**Food Service updates.** Sturgeon Bay School District will provide school meals for all students every day of the school year calendar. Through December 2020, meals will be free; thereafter, school meal accounts will be charged according to the pay category for which a family is eligible: free, reduced, or full meal cost. Meals are free as part of a USDA effort to help support families and school meal programs.

**Blood drive.** The HOSA Chapter is sponsoring a blood drive on September 25. All protocols will be intact, which results in donors having no access to students. However, we believe it is important to provide this service to the community and therefore plan to continue hosting drives throughout the year.

## Finance / Facilities and Operations

**EUA/Miron meetings continue.** English Department plans have not yet been completely finalized, so meetings continue with that group. Amy Sterckx met with me during the first week of school to discuss technology needs in the new classroom spaces. She and I will meet with EUA/Miron reps on September 11 to specifically discuss these needs.

## Upcoming Meetings/Workshops

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

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

## Upcoming Events

Here is a list of upcoming events:

Picture Day – Day 1 (Cohort B)	Wednesday, September 9
Picture Day – Day 2 (Cohort A and Remaining Cohort B)	Wednesday, September 16
Quarter 1 Parent-Teacher Conferences	Thursday, October 8 – 4:30 to 7:00 p.m.
Teacher In-Service / No Classes	Friday, October 9
Homecoming	Friday, October 16
Homecoming Dance	Saturday, October 17 – 7:00 to 11:00 p.m.
Picture Day – Day 3 (Retakes and Virtual Students)	Thursday, October 22
HS Choir Broadway Cabaret Fundraiser	Saturday, October 24 – 7:00 p.m.
Quarter 1 Exams	Tuesday, November 3, and Wednesday, November 4
<p><i>November 3: Classes for Blocks 1, 2, 3, and 4 in a.m. Exams for Blocks 3 and 4 in p.m.</i>  <i>November 4: Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will run only at the end of the day on November 4. Please note that this early release is only for high school students.</i></p>	

As of August 12, 2020, this event is scheduled but not anticipated to be held due to COVID-19 restrictions.

This event is cancelled at this time.



**To: School Board**  
**From: Todd Meikle**  
**Date: September 8, 2020**

Attached is a copy of the information I looked up on the WIAA website and a map of the 8-Player football teams we can play in spring.

The Packerland Conference AD's and Principals agreed to follow the DHS metric for competing within our conference or non-conference with schools in counties at a moderate or low activity rate of infection. The conference also agreed that cross country could attend dual or triangular conference or non-conference meets if the county of the schools competing in the meets meet the moderate to low level of activity rate of infection. The Packerland Conference also voted to only participate in these meets and to not participate in multi-school invitational cross country meets.

LC is in a conference that does not require restrictions for play. The Packerland Conference agreed to work together and allow their individual school districts to decide if they play this fall or postpone to spring. Notre Dame Academy is playing in the fall all the other FRVC conference teams for fall sports are playing in the spring. All Green Bay schools are playing in spring as well. All the teams that our soccer teams play either in non-conference play or during our regional, sectional, state playoffs will be available to play in the spring. They all have turf fields!

I'm confident in scheduling volleyball, football, and boys soccer games in the spring. I will supply the schedule to our administration as soon as we find out how many of our Packerland Conference schools actually play any fall sports or end up moving to spring. We might not have many home games actually played at Sturgeon Bay, but I will find locations where we can play and compete in the spring with fall sports.

I will provide a copy of the All Sports Common Guidelines developed by two area ADs. This document was discussed at a recent Packerland principals and AD meeting. The document also describes general considerations for practices. Based on this document, we will modify as follows for Sturgeon Bay athletics:

- No Spectators allowed at any home sporting events. Our school district policy on spectators will be zero allowance for Girls Swimming, Girls Golf, and Cross Country.
- Volunteer workers will be allowed to be parents as timers for swimming or cross country if needed.

We will reassess the guidelines for winter and spring sports seasons as the risk of COVID-19 changes and the updated guidelines are submitted for approval from the Packerland Conference.

Football		Soccer		Volleyball	
Spring	Fall	Spring	Fall	Spring	Fall
10 schools	33	97 Schools	174	119 Schools	353
		22 teams in D4		22 teams in D4	
Gibraltar		Appleton East		Appleton East	
NEW/Oneida		Appleton North		Appleton North	
Wisconsin Heights		Appleton West		Appleton West	
Oakfield		Ashwaubenon		Ashwaubenon	
Chequamagon		Bay Port		Bay Port	
North Crawford		De Pere		De Pere	
Kickapoo/LaFarge		Fond du Lac		Fond du Lac	
Wonewoc-Center/Weston		Gibraltar/Sevastopol		Gibraltar	
Winter/Birchwood		Green Bay East		Green Bay East	
Sturgeon Bay		Green Bay Preble		Green Bay Preble	
		Green Bay Southwest		Green Bay Southwest	
		Green Bay West		Green Bay West	
		Kimberly		Kimberly	
		Manitowoc Lincoln		Manitowoc Lincoln	
		Neenah		Neenah	
		Oshkosh North		Oshkosh North	
		Oshkosh West		Oshkosh West	
		Pulaski		Pulaski	
		Ripon		Ripon	
		Sheboygan North		Sheboygan North	
		Sheboygan South		Sheboygan South	
		Sturgeon Bay		Sturgeon Bay	

Football		Soccer		Volleyball	
Spring	Fall	Spring	Fall	Spring	Fall
10 schools	33	97 Schools	174	119 Schools	353
		22 teams in D4		22 teams in D4	
Gibraltar		Appleton East		Appleton East	
NEW/Oneida		Appleton North		Appleton North	
Wisconsin Heights		Appleton West		Appleton West	
Oakfield		Ashwaubenon		Ashwaubenon	
Chequamagon		Bay Port		Bay Port	
North Crawford		De Pere		De Pere	
Kickapoo/LaFarge		Fond du Lac		Fond du Lac	
Wonewoc-Center/Weston		Gibraltar/Sevastopol		Gibraltar	
Winter/Birchwood		Green Bay East		Green Bay East	
Sturgeon Bay		Green Bay Preble		Green Bay Preble	
		Green Bay Southwest		Green Bay Southwest	
		Green Bay West		Green Bay West	
		Kimberly		Kimberly	
		Manitowoc Lincoln		Manitowoc Lincoln	
		Neenah		Neenah	
		Oshkosh North		Oshkosh North	
		Oshkosh West		Oshkosh West	
		Pulaski		Pulaski	
		Ripon		Ripon	
		Sheboygan North		Sheboygan North	
		Sheboygan South		Sheboygan South	
		Sturgeon Bay		Sturgeon Bay	



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# WISCONSIN

## POPULATED PLACES

- 500,000 - 999,999 • Milwaukee
- 100,000 - 499,999 • Green Bay
- 25,000 - 99,999 • La Crosse
- 24,999 and less • Kenosha
- State capital ★ Madison

## TRANSPORTATION

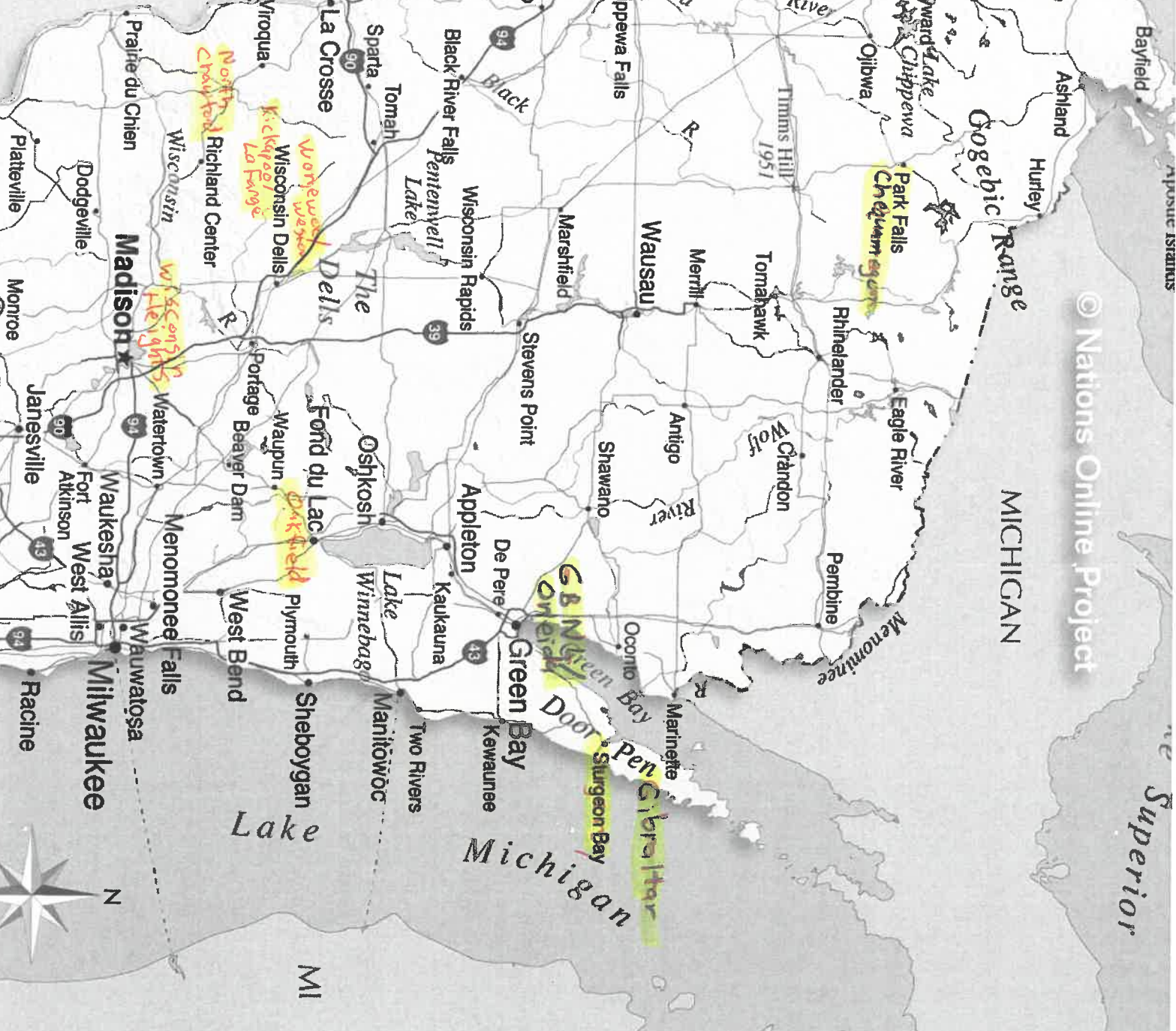
- Interstate: limited access highway
- Other principal highway
- Railroad
- Ferry

## PHYSICAL FEATURES

- Streams
- Lakes
- Highest elevation in state (feet) + 1951
- The lowest elevation in Wisconsin is 579 feet above sea level (Lake Michigan).

0 20 40 60 80 100 120 140 km

IOWA



## **TJ Walker Board Report September 16, 2020**

**TJW Profile.** 248 Students as of August 10, 2020 (Gr. 6 - 79; Gr. 7 - 75; Gr. 8- 94)

### **Parent Conference Summary.**

Excellent opportunity to meet with parents and review in-person and virtual expectations. Parents learned about PowerSchool, Google Classroom logins and Googlemeets.

- 6th Grade - 79 Conferences.
  - Thursday & Friday had 56 conferences.
  - 20 families did not attend (16 families chose not to and 4 families cancelled)
  - 3 families do not attend (2 moved and 1 refuses).
  - 1 student is an ID student with Ms. Wautier.
  - 1 student receives speech and language services at St. John Bosco.
  
- 7th Grade - 29 of 37 conferences held. All special education families came.
  - 3 ELL students were absent(one student is in Mexico and two have failed to attend school as of 9-8-20).
  - 1 student moved to another district.
  - 1 family chose not to attend.
  - 1 family did not report.
  
- 8th Grade - 34 of 39 conferences.
  - One student has failed to attend school as of 9-9-20.

### **TJW Reopening Plan Updates as of September 8, 2020.**

- 5 students went home sick the first week (1 was virtual and called in sick).
- 34 Chromebooks have been sent home with students.
- 25 virtual students (10%) as of 9-8-20. Down from 30 students as of 9-1-20.
  - 6th Grade - 9 students
  - 7th Grade - 7 students
  - 8th Grade - 9 students

### **Washington D.C. Trip 2020-2021.**

This event has been cancelled.

### **Athletics.**

No fall middle school sports. No new updates to report.

### **Calendar of Events.**

September 9 Picture Day in the MS Commons.

September 16 Picture Day in the MS Commons.

October 22 Make Up Day in the MS Commons.

**To:** Board of Education  
**From:** Brian O’Handley, Principal, Sunrise Elementary School  
**Date:** September 5th, 2020  
**Re:** September Report to the Board



## **Teaching and Learning**

### **Enrollment**

Here are virtual and in-person enrollment numbers by grade level for Sunrise Elementary School as of September 5th:

- 3rd grade (total enrollment - 61):
  - Virtual only - 15
  - In-person - 46
- 4th grade (total enrollment - 69):
  - Virtual only - 13
  - In-person - 56
- 5th grade (total enrollment - 55):
  - Virtual only - 7
  - In-person - 48

### **Sawyer and Sunrise Staff Updates**

- Jim Tellstrom - long-term substitute teacher for Amanda Wilke during 1st trimester
- Katie Smullen - 4th grade teacher
- Dena Barganz - 1-year long-term substitute 5th grade teacher
- Dennis Orns - long-term substitute teacher for Jim Benesh (end date is currently unknown)

### **STAR Academic Screening**

Fall STAR academic screening begins on Monday, September 14th. The purpose of STAR screening is as follows:

- Measure the math and reading growth of each student;
- Measure the effectiveness of our math and reading programming;
- Identify students in need of more academic support and intervention;
- Determine the number and types of academic groups needed.

## **Community Engagement**

### **Outside Agency Coordination During Pandemic**

Restricting access to each school campus during the pandemic has caused many important programs to either move off-site, or be canceled until normal operations resume. Some of these programs include:

- Therapy Dog Program - paused until normal operations resume;
- Big Brothers Big Sisters - paused until normal operations resume. Bigs and Littles are encouraged to meet off-site;
- STRIDE Therapy Program - STRIDE therapist Mallor Short is currently meeting with students off-site, but we're working on protocols for resuming therapy sessions on site at Sunrise;
- Reading Buddies - paused until normal operations resume;
- Sunrise Open House - canceled until normal operations resume.

## **Finance, Facilities and Operations**

### **Sunrise Remodeling Update**

An EUA staff member recently met with me and John Sullivan to review the color schemes chosen for the district and how they could be applied at Sunrise. Door finishes, along with wall, floor tile and upholstery color choices were reviewed.

Miron Builders staff also continued measurements and other work as they continue to prepare for the remodeling scheduled for Sunrise during the summer of 2021.

### **Student and Staff Response to COVID-19 Protocols**

The first week of the reopening plan at Sunrise went smoothly. Students and staff have been responding well to the need to wear masks, regularly wash hands, and maintain proper distancing. Hallway markings, staggered building-wide schedules, eating meals in classrooms and separate recess spaces have all helped to keep each cohort of students separated from arrival to dismissal.

### **Staffing Update**

We may be facing staffing shortages due to first grade moving to remote only learning for the two weeks ending on September 18th. Two Sunrise staff members have children in first grade and their availability may be limited at times during this two week period.

## **Upcoming Events**

- STAR fall screening window opens, September 14th
- Elementary picture days scheduled for September 30th, October 1st and 2nd.
- STAR fall screening window closes, September 25th
- Full day in-service, Friday, October 9th
- ½-day in-service p.m., November 6th (students dismissed a.m.)
- End of 1st trimester, Wednesday, November 25th

**Board of Education Report**  
**September, 2019**  
**Ann Smejkal, Ph.D.**  
*Sunset and Sawyer Principal*



**Teaching and Learning**

***Sunset***

- School is off to a great start. Thank you again for the transitional opening. It has gone extremely well. We have 60 4K students enrolled, 44 in person and 16 virtual. 7 4K in person students are half day. 69 Kindergarten students are enrolled. 13 are virtual and 56 are in person. Montessori enrollments are: 15 in 4K and 17 in kindergarten. The YMCA is providing day care on Fridays for 4K students. At this time they only have 5 students enrolled and will need 8 to justify the program. We sent home the flyer a second time this week hoping to recruit more.
- PBIS activities are off and running at Sunset. Cool Tools are being conducted in Kindergarten and 4K to teach the 3 rules of our school; “Be Kind”, Be Helpful”; and “Be Safe”. Of course this year we have added safety protocols to teach!
- New Staff at Sunset this year:
  - Leah Corso - Kindergarten Special Education
  - Sam Mueller 4k/K PE and Adaptive PE at SS/TJW/HS, HS PE
  - Anika Bastian - 4K teacher
  - Brooke Alexander Kindergarten Music and Art/4K Music
  - Michelle Forrest - Kindergarten Associate
  - Karlee Bertrand - Special Education Associate

***Sawyer***

- The week at Sawyer also started off well. As you know we have had a few bumps with 1st grade now being out for 2 weeks. I want to let you know that all staff handled themselves very professionally and are quickly making the accommodations needed to teach virtually.
- We have 60 first grade students, 15 virtual and 45 in person (prior to all going virtual for 2 weeks). In second grade there are 61 students, 12 virtual and 49 in person.
- As at Sunset, traditional “Cool Tools” as well as new ones are being taught and students are doing a great job following the new procedures. The transitional opening was very beneficial to our smooth start here as well.
- New Staff at Sawyer:
  - Madeline Brosteau
  - Cheri VandenBogart - back to 1st. Grade from Sunset last year
  - Lana Vertz-Stange - also back to Sawyer from Sunset
  - Anne Herring - Special education associate



- Moi Zahler - Special education associate

### **Community Engagement**

- 4K and Kindergarten parent meetings were very well attended. These one to one meetings allow parents to meet the teacher and students to see their new classroom prior to school starting.

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

- Thanks to John Sullivan and his custodial staff for their great work cleaning, disinfecting and delivering the cleaning materials needed in each building.
- Thank you to Jake Holtz also for his amazing work getting the masks delivered to each building.

## MEMO

To: Board of Education

From: Lindsay Ferry

Date: September 8, 2020

Re: September 2020 Director of Special Education and Pupil Services Report

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### **Teaching and Learning:**

*Special Education:* Special Education staff are working hard to review all incoming students' IEP information. During this process, staff are holding Transfer IEP meetings, IEP review/revise meetings to create Contingency Plans, or Annual IEP meetings. In addition to completing the necessary paperwork, staff are creating meaningful learning environments for all students to assist in the transition back to in-person school and/or virtual learning.

*Evaluations:* The School District is currently working through a large amount of initial evaluations that were delayed due to Covid-19 in spring of 2020. In addition, the Evaluation Coordinator is also working to proactively evaluate new initial referrals as well as re-evaluations of the current special education population. The Evaluation Coordinator and Director of Special Education and Pupil Services are working together to modify some of the procedural components of the evaluation process so that it becomes more effective.

*Additional Services:* Staff are currently collecting data from students with disabilities to determine if additional services are needed to ensure they are meeting IEP goals.

*Counseling Team:* The School Counseling Team has resumed monthly meetings to work on upcoming projects. The team is working to create a staff resource page focused on staff wellness and mental health needs. The team is working with the ERC to offer organized learning options and easily accessible tools if/when needed. In addition, the team is going to be offering quarterly learning opportunities for all staff focused on improving the staff's mental health related needs. In addition to meeting the needs of all staff, the team is also beginning to explore restorative practices and

approaches to working with students of all ages. The team is researching effective training models and best practices to roll out new information and learning to staff.

### **Community Engagement:**

Staff are continuing to meet the needs of our students by offering in-person and virtual clubs. Students are meeting the challenges of Covid-19 but getting creative in how they can work together and give back to the community in clubs such as Project 180. In addition, our students with disabilities will begin their work within the community volunteering and earning functional life skills with different community businesses during the week of September.

### **Finance/Facilities Operations**

In partnership with John Sullivan and the Business team, the special education and counseling teams have been able to acquire the necessary PPE materials to meet the needs of students and ensure safety. Staff work with dividers, clear masks, face shields, and specialized wipes for speech amplification systems.

### **Meetings/Workshops:**

Recent and Upcoming meetings include the following:

- 9/8/20: CESA 7 Regional Network meeting for Sped Directors
- 9/8/20: WI DPI virtual meeting to review FAPE for students with disabilities in Covid-19 era
- 9/14/20-9/15/20: WCASS Fall Conference
- 9/21/20: WI DPI virtual meeting to review Covid-19 needs with medically fragile learners

### **Upcoming Events:**

- 9/22/20: WDOR Radio Update Birth-3 Options

	18-19	19-20	20-21 (8/10/2020)	September (9/3/20)					
<b>Total Students</b>	193	196	190	196					
<b>Student Primary Disability Areas</b>									
LD	30	35	36	36					
ID	10	9	11	11					
SDD	19	28	31	32					
Autism	32	31	27	27					
EBD	32	28	29	30					
S/L	43	40	39	40					
HI	2	2	1	2					
VI	0	0	0	0					
D/B	0	1	1	1					
OHI	18	20	15	17					
<b>Related Services</b>									
S/L	N/A	N/A	35	35					
OT	N/A	N/A	38	44					
PT	N/A	N/A	10	12					
<b>Private School Students</b>				8					
<b>Evaluations</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21 August (8/10/20)</b>	<b>September (9/3/20)</b>					
<b>Initial Evaluations</b>	33	36	10	1					
<b>B-3 Referrals</b>	10	13	3	0					
<b>Private School Evaluations</b>	4	0	0	0					
<b>Re-Evaluations</b>	34	32	4	0					
<b>Private School Re-evaluations</b>	2	3	0	0					
<b>No-Re-evaluation needed/Opt out</b>	39	45	0	0					
<b>Private School No Re-Evaluation/Opt Out</b>	3	3	0	0					
<b>New Placements offered</b>				2					
<b>Transfer in students</b> (includes students coming back from homeschool)				15					
<b>Exits</b> (includes students going to homeschool)				7					
<b>Dismissal of Services</b>	8	8	0	0					
<b>Private School Dismissal of Services</b>	2	2	0	0					
<b>Revocation of Services</b>				1					
<b>504/Health Plans</b>	<b>18-19</b>	<b>19-20</b>	<b>20-21 August (8/10/20)</b>	<b>September (9/3/20)</b>					
<b>Current 504 Plans</b>	31	34	30	29					
<b>Students Referred for 504 Plan</b>	10	2	0	N/A					