

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Board of Education Special Meeting & Learning Session**  
**Wednesday, September 7, 2022**  
Revised September 1 3:30 PM

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

5:00 P.M. Board of Education Special Meeting Board Conference Room

**SPECIAL MEETING CALL TO ORDER:**

1. Roll Call
2. Motion to Adopt Agenda

**AGENDA:**

1. Approve Business Education Teacher at Sturgeon Bay High School
  2. Approve **Special Education** Teacher Associates
  3. Approve Kitchen Staff
  4. Adjourn Special Meeting
- 

Immediately following the Special Meeting (approximately 5:10 P.M.)  
Board of Education Learning Session Board Conference Room

**CALL TO ORDER:**

1. Roll Call
2. Motion to Adopt Agenda

**AGENDA:**

1. Crossroads Proposal Discussion
2. Restroom Usage Discussion
3. Learning Session Draft Schedule with Potential Topics for the 2022-  
2023 School Year Discussion
4. 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.*

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Board of Education Special Meeting & Learning Session**  
**Wednesday, September 7, 2022**  
**WITH NOTES** – Updated 9/1/2022

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

5:00 P.M. Board of Education Special Meeting Board Conference Room

**AUDIENCE TO VISITORS AND DELEGATIONS:**

*(As noted in Board Policy 0167.3 Public Participation at Board Meetings)*

*Additional note: Individuals who wish to address the Board should be residents of the School District of Sturgeon Bay or parents of students open-enrolled into the district. Speakers are asked to share their name, address, and be aware that comments may be limited to three minutes at the discretion of the Board President.*

**SPECIAL MEETING CALL TO ORDER:**

1. Roll Call
2. Motion to Adopt Agenda

**AGENDA:**

**1. Approve Business Education Teacher at Sturgeon Bay High School**

Linda Schlag: Ms. Linda Schlag has been a Business Education Teacher and has taught at both the middle and high school levels. She served as the Chair of the Business Education Department at Northland Scholars Academy in the Pembine school district before joining us in Sturgeon Bay.

Ms. Schlag first earned her Associates Degree through NWTC in Marketing before returning to school to obtain a degree in Education with a license in Business Education. She is excited to join the Sturgeon Bay High School Team and while being hired only days before the start of Teacher In-service, Ms. Schlag wanted to begin the training and learning process immediately.

Mr. Robert King, Head of Northland Scholars Academy said of Ms. Schlag, “Her commitment to student learning is focused around the individual and she seeks opportunities to make student learning personal.” He went on to say, “As head of School, I view Linda as a valued member of my professional staff. She believes in consensus building and strives to bring diverse people and divergent ideas together.”

During the interview process, it was clear that Ms. Schlag was excited about the opportunity to work in Sturgeon Bay and valued the program we have in place. She has worked previously with dual credit earning classes and has a vast knowledge around partnering with our surrounding colleges and universities. Her previous business experience

and teaching knowledge will serve our students and community positively as we move forward. We look forward to Linda bringing her expertise and knowledge to the students at Sturgeon Bay High School.

A motion to approve a one year contract for Linda Schlag at Sturgeon Bay High School as a Business teacher for the 2022-2023 school year is recommended.

## **2. Approve Teacher Associates**

### **A. Tracey Gerdmann: Special Education Teaching Associate**

Director Lindsay Ferry is pleased to welcome Tracey Gerdmann to the Sawyer Special Education team. Tracey comes to the district from HATCO Corporation, but has previous experience working at Day by Day Discoveries Day Care in Luxemburg. Tracey feels drawn to education and is looking forward to beginning her early childhood education classes at NWTC. Tracey will no doubt make an immediate impact at Sawyer and the team is excited to have her.

A motion to approve Tracey Gerdmann as a Special Education Associate beginning with the 2022-2023 school year is recommended.

### **B. Daniel Mione: Special Education Teaching Associate**

Director Lindsay Ferry is excited to welcome Daniel Mione to the high school Special Education team. Daniel joins the team in Sturgeon Bay all the way from South Florida where he worked as a longshoreman. Although Daniel doesn't have professional experience working with children, he has always been able to connect to children and grounds himself in his passion toward helping those that are disadvantaged. Daniel is also the other half to Sawyer Elementary School's newest ID/Autism teacher, so he no doubt has picked up on skills learned from her! We are excited to welcome Daniel to the High School team and look forward to watching him grow.

A motion to approve Daniel Mione as a Special Education Associate beginning with the 2022-2023 school year is recommended.

### **C. Kim Bubnik: Regular Education Teaching Associate**

Principal Katy DeVillers is pleased to recommend Kim Bubnik for a Kindergarten Teacher Associate Position at Sawyer Elementary School for the 2022/2023 school year. Kim comes to us from the Food Service Department when she has worked for the past four years. Kim also did a wonderful job of subbing for us as a TA last year and truly enjoyed that role. We are looking forward to having her support our students and teachers at Sawyer as our new Kindergarten Associate.

A motion to approve Kim Bubnik as a Regular Education Associate beginning with the 2022-2023 school year is recommended.

### **3. Approve Kitchen Staff**

More information to follow.

### **4. Adjourn Special Meeting**

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Immediately following the Special Meeting (approximately 5:10 P.M.)

Board of Education Learning Session

Board Conference Room

### **CALL TO ORDER:**

1. Roll Call
2. Motion to Adopt Agenda

### **AGENDA:**

#### **1. Crossroads Proposal Discussion**

- Continuation of August 17 learning session
- Dan re-shared Crossroads agreement components (at 11:44 A.M. on August 18 to help you find it quickly)
- Any consensus on next step(s)?

#### **2. Restroom Usage Discussion**

- Continuation of August 17 learning session
- Any consensus on next step(s)?
- Heads up on related updates this year pertaining to DPI's guidance to School Information System (SIS) providers and our resulting "new" form specific to Name/Gender Requests that must have parent/legal guardian involvement/signature, as well as a signature from the school counselor and principal.
  - While this would change the preferred name with Power School (our SIS) that we see within the district it does NOT change the child's legal name in the state system.
  - The family would have to pursue a legal name for that to change at the state level, ensure there are no challenges with transcripts and college applications, etc.
  - We have had families pursue legal name changes in recent years, but it has not been a widespread practice.
  - There is "fine print" on the form addressing the legal name change process being different, potential challenges with transcripts and college application, etc.
  - Additionally, our special ed dept. has pointed out challenges with family name preferences not only because the IEP document is a federal document, but because this can lead to individuals/families not being eligible for benefits

### **3. Learning Session Draft Schedule with Potential Topics for the 2022-2023 School Year Discussion**

- Learning Session Schedule (see one-page document)
- Compensation Process Considerations (see three-page document)
  - While the process considerations above deal with profession staff, as discussed as recently at the August 17 Board meeting, some support staff dynamics will likely need consideration as well
- Additional requests for topics?

### **4. 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.*

**CROSSROADS AT BIG CREEK**  
**July 21, 2004**

**CROSSROADS TRANSFER AGREEMENT**

AGREEMENT made this 13<sup>TH</sup> day of SEPTEMBER, 2004 by and between the Sturgeon Bay School District, a Wisconsin municipal educational school district for Sturgeon Bay, Wisconsin, under the authority of the duly elected Board of Education, hereafter called the "District", and Crossroads at Big Creek, Inc., a non-profit charitable Wisconsin non-stock foundation, under the authority of its duly elected board of directors, hereafter called "Crossroads", for terms of an agreement for conveyance of real property,

**WITNESSETH**

**WHEREAS**, the District and Crossroads have pursued ongoing discussion about the use and management of certain real property, commonly known as ***The Crossroads at Big Creek***, such property understood to include various parcels owned by the District, located easterly of the Highway 42-57 bypass, southerly of the extension of Michigan Street, and northerly of the extension of Utah Street, all located within the municipal boundaries of the City of Sturgeon Bay, Wisconsin, hereafter called the "Property", and

**WHEREAS**, the District and Crossroads have reached an understanding concerning both the current and future purpose of the Property and the physical improvements located thereon, primarily dealing with occupancy and use by the District and permitted activities for students of the District and students of Door County public and private educational facilities, and

**WHEREAS**, the District has agreed to convey to Crossroads certain real property to be held, operated, and preserved in perpetuity by Crossroads subject to the terms of this Agreement, or as may be amended from time to time,

**NOW, THEREFORE**, upon the express consideration set forth hereunder, the conveyance of identified property by the District to Crossroads, including its duly authorized successors and assigns, the District and Crossroads hereby enter into the following Agreement for transfer of the Property, subject to the following terms and conditions, to-wit:

- 1. Use & Access by Sturgeon Bay School District students.** The students of the District shall be entitled to full use of and access to all of the grounds and the John and Helen Collins Learning Center facility, hereafter called the Learning Center, in perpetuity and without costs as partial consideration for the conveyance of the Property described on Exhibit "A", attached hereto.

- a. Curriculum access. District access to the Learning Center shall be available without charge on a priority basis during the school year. This means that scheduled events will not be subject to charge and the Crossroads will arrange a method of preserving the availability of the grounds and facilities for school curriculum use, if scheduled by any District employee at least 30 days prior to the requested date. The details and method of such effort shall be worked out separately between the parties.
- b. Special projects access. District access to the grounds for special educational and scientific activities by students and teachers shall be unrestricted. Access to the Learning Center at times other than normal school hours will be offered without charge on the same availability as other users of the facility.
- c. Special costs. If Crossroads assistance is required for special staff and/or materials related to District use of the grounds and facilities, charges for the costs of such special staff and/or materials will be "at cost" and billed as a net expense by the Learning Center for its services.
- d. Recreational use. Recreational access to the grounds and facilities shall be offered to the District without charge.

**2. District support for Crossroads Foundation staff position(s).** Staff positions required for Crossroads operations, whether part time or full time, shall be supported through District employment agreements. Salary and fringe benefit costs of Crossroads employees shall be fully reimbursed to the District on December 31<sup>st</sup> and June 30<sup>th</sup> of each year.

- a. Funding of salary. Staff positions described by Crossroads shall be funded by Crossroads or by resources other than ordinary school district operating funds (i.e. grants) and shall not constitute an expense to the District.
- b. Employment benefits. Positions funded by or under the direction of Crossroads shall receive such benefits, including medical insurance, as are otherwise available to equivalent regular District employees in the same manner and amount based on their compensation and hours of employment. The cost of all benefits provided shall be borne by Crossroads.
- c. Duties and responsibilities. Staff positions established under these arrangements shall be under the direction and supervision of the Crossroads or such other agency or organization as the Crossroads

may, at its option, identify. The duties and responsibilities of the staff shall be identified by Crossroads.

**3. Financial and physical support by the District.** Although not expressly identified, Crossroads and the District agree that it is in the mutual interests of the parties that a certain level of "quid pro quo" or "in-kind" exchanges which are incidental and of nominal value should be pursued covering various physical and educational areas to be discussed.

- a. Janitorial Services – The District and Crossroads agree that the District will not provide janitorial or custodial service of any kind.
- b. Maintenance – The District agrees to provide to Crossroads such minor troubleshooting and maintenance support for the grounds and facilities to the extent that the District, in its sole discretion, considers appropriate and which does not unduly infringe on the operation of the District or the routine duties of the district's maintenance employees. Such maintenance support shall be limited to:
  - Septic System – Assistance with septic tank inspection and filter cleaning and/or replacement (labor and time only) on a semi-annual basis.
  - HVAC – Inspect system, change filters, troubleshoot problems, inspection and cleaning of condenser and evaporator coils, attempt to identify problems as reported by Crossroads staff, communicate with HVAC contractors for repair, inspect and replace belts as required, oil fan bearings as required, inspect and service restroom exhaust fans.
  - Troubleshoot and provide minor maintenance support for electronic systems (i.e. AV equipment, computer, electric window blinds, etc.).
  - Assist with minor plumbing repairs and door hardware maintenance.

However, it is expressly understood that the District shall not be liable for any repairs or failures of any equipment or systems owned by Crossroads.

- c. Improvements – The District shall not be responsible for any improvements, except as may be offered on a voluntary basis in the form of "in-kind" support.



- d. Building and Grounds - The District shall not be responsible for lawn mowing, snow removal, landscaping responsibilities in any portion of the Crossroads property

**4. Communications and Internet issues.** The District and Crossroads agree to commit to the sharing of property, equipment, and expenses of operation incurred by Crossroads for communications, computer operations, and Internet access. These shared property, equipment, and shared expenses are summarized below.

a. Internet access. The District agrees to continue to provide computer internet access to the Learning Center under the following terms and conditions:

1. The District shall, while it is able, provide access through its current provider, WiscNet, or such other provider, as it deems appropriate. Service may be terminated by the District at its option upon 10 days notice.
2. So long as pass through service is permitted, the District shall pay a proportional cost of services as agreed upon by the parties. Pass through service means that Internet service secured and paid for by the District that also includes Internet service delivered to Crossroads under a single combined service agreement.
3. If pass through service is not permitted, Crossroads agrees to acquire independent access at its own cost.
4. Reasonable control of the volume of Internet traffic by Crossroads shall be determined and enforced by the District in its sole discretion.
5. Crossroads shall not operate any type of public access server at the Learning Center location that would require the District to allow public Internet users access the Learning Center site via the District's WiscNet (or it's equivalent) connection and internal network infrastructure.
6. In the event Crossroads desires to implement a "wireless connection" to the district network, the District reserves the right to review and approve or disapprove the security configuration prior to implementation. If, at any time, the District determines that an unauthorized "wireless" connection exists, whether resulting in an actual or potential security breach, the District reserves the right to terminate the connection to the District network.
7. The District shall not be held responsible or liable by Crossroads or any user of the Learning Center facilities for any Internet access outage regardless of the cause.

8. The District shall not be responsible for managing workstation configurations, technical support, or network troubleshooting at the Learning Center.

9. Crossroads agrees to comply with all requirements of the Children's Internet Protection Act (CIPA) and similar future Internet access stipulations imposed on the District by state or federal legislation. The Crossroads shall adopt all District Internet usage policies and enforce District Internet content filtering requirements.

10. The District shall provide e-mail service to Crossroads staff but will not add additional e-mail accounts after the signing date of this agreement. The District shall discontinue e-mail service to Crossroads staff when Crossroads acquires its own domain name and obtains e-mail service from an Internet e-mail service provider.

b. Telephone service. The District agrees to provide telephone service to the Learning Center under the following terms and conditions:

1. Ownership, repair, and replacement of the telephones on site at the Learning Center, and connected to the District's phone system shall be the sole responsibility of the Crossroads, including the responsibility to insure that replacement phones are compatible with the District's IP phone system.

2. All costs of system reconfiguration to support expanded phone service, additional equipment, or device relocations within the Learning Center shall be the responsibility of Crossroads.

3. The District shall not be held responsible for telephone equipment service or troubleshooting. If resolution of a problem requires an outside service provider, all resulting costs are to be born by Crossroads.

4. Maintenance, modification or expansion of the converged computer and telephone system infrastructure installed in the Learning Center shall be the responsibility of the Crossroads.

5. Maintenance, modification or expansion of the converged computer and telephone system infrastructure (wiring) installed in the Learning Center shall be the responsibility of Crossroads.

c. Fiber optic link. The fiber link between the Learning Center and the District is part of the Sturgeon Bay iNet system provided under the City of Sturgeon Bay's cable TV franchise agreement with Charter Communication.

1. The District is subject to a separate usage agreement with the City of Sturgeon Bay to cover costs for unrelated service calls and will require Crossroads to execute a similar reimbursement agreement for service calls initiated by Crossroads.

2. The District will continue to provide fiber link access under its agreement with the City of Sturgeon Bay provided that if Charter Communications terminates its agreement to serve such access under the District agreement, Crossroads shall be solely responsible for all future charges for use of the fiber optic link.

e. District computer network. Access to the district's network servers, printers and other network resources from the Learning Center shall be restricted to district staff and students with legitimate network accounts.

1. The District shall, in its sole discretion, reserve the right to limit the availability of network account privileges to Crossroads staff so as to avoid any negative impact on the District's network capability.

2. Crossroads may provide its own computer server as required for data storage and printing services.

**5. Other matters of concern.** The District and Crossroads recognize that this Agreement is intended to be general in nature as a statement between the parties to establish common goals and purposes for the operation and development of the Crossroads at Big Creek, an educational, historic, scientific, and environmental preserve, both now and in future, made up of property, both real and personal, owned by multiple owners and organizations. To that end the parties acknowledge certain other specific actions and agreements that shall bear upon the fulfillment of the highest and best purposes set forth herein.

a. Transfer of property. The execution of this Agreement anticipates the conveyance by the District to Crossroads of the Property as described in Exhibit "A".

b. Restrictions on use. In order to reassure the parties of the proper use of the property and to perpetuate the respective rights and duties of the parties in that regard, there shall be an agreement for protective covenants, restrictions, and easements, such agreement to run with the land and inure to the benefit of the parties, their successors, and assigns as more particularly set forth in the Warranty Deed and Crossroads Covenants, a copy of which is attached and incorporated herein as Exhibit "B".

- c. **Return of Property.** If, at any time in the future, Crossroads, or its duly organized successor, ceases to function as an independent organization or, for any reason, decides to sell any portion of the Property, then, at the District's option, all of the Property shall be returned to the District at no cost other than the costs of transfer.

**6. Incorporation.** It is expressly agreed by both the Parties that this Agreement contemplates the signing of additional documents and agreements, which such agreements shall be subject to independent interpretation, enforcement, and amendment on their own terms. To the extent that any other agreement shall be contrary to or in conflict with any of the general provisions of this Agreement, then such other agreement or document shall be controlling, but to the extent they are consistent herewith, such agreements shall be incorporated into this Agreement and made a part hereof upon incorporation of such agreement or document by reference thereto.

**7. Amendment.** No amendment of this Agreement shall be permitted, either in whole or in part, including amendment changing the powers, rights, and or duties of the Parties unless approved in writing by the mutual agreement of the parties.

**8. Governing Law.** This Agreement shall be wholly construed and enforced regarding its interpretation, performance, enforcement and the rights and remedies of the parties hereto in accordance with the laws of the State of Wisconsin.

**9. Severability.** To the extent that any provision of this Agreement shall be found contrary to law or in any way unenforceable, the remaining terms and provisions shall be deemed to be severable and fully enforceable as if such unenforceable provision had not been made a part hereof.

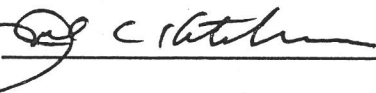
**10. Binding Effect.** The Terms, covenants and conditions hereto shall, to the extent permitted or limited by the terms of this Agreement, be wholly binding upon and inure to the benefit of the District and Crossroads and their respective successors and assigns.

**IN WITNESS WHEREOF,** the District and Crossroads have signed this Agreement by their duly authorized agents at Sturgeon Bay, Wisconsin effective as of the date first set forth above.

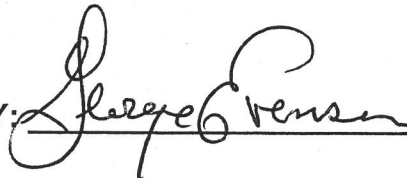
**Sturgeon Bay School District**

**Crossroads at Big Creek, Inc.**

BY: \_\_\_\_\_



BY: \_\_\_\_\_



## EXHIBIT "A"

### LEGAL DESCRIPTION GRANTOR: STURGEON BAY SCHOOL DISTRICT GRANTEE: CROSSROADS AT BIG CREEK, INC.

Tract 1. A parcel of land located in Subdivisions 52 and 53 of the East ½ of the NE ¼ of Section 9, Township 27 North, Range 26 East, City of Sturgeon Bay, Door County, Wisconsin more particularly described as follows:

Commencing at the East ¼ corner of said Section 9, thence West – 1324.72 feet along the south line of the NE ¼ of Section 9, said line also being the centerline of Utah Street, to the SW corner of the SE ¼ of said NE ¼ of Section 9; thence N°16'02" E – 376.00 feet along the west line of said SE ¼ of the NE ¼ to the point of beginning of lands to be described; thence continuing N°16'02" E – 967.77 feet along said west line of the SE ¼ of the NE ¼ and also along the west line of the NE ¼ of the NE ¼; thence S 88°40'00" E – 681.86 feet; thence S 00°48'20" W – 9.19 feet to the north line of the SE ¼ of the NE ¼ of Section 9; thence S 89°40'48" E – 42.21 feet along said north line; thence S 00°16'02" W – 950.48 feet; thence S 89°22'00" W – 723.87 feet to the point of beginning.

Tract 2. The Northwest Quarter of the Northeast Quarter of Section 9, Township 27 North, Range 26 East, also known as Subdivision 43, City of Sturgeon Bay, Door County, Wisconsin.

Tract 3. A parcel of land located in the Northeast Quarter of the Northeast Quarter, of Section 9, Township 27 North, Range 26 East, also known as Subdivision 53, City of Sturgeon Bay, Door County, Wisconsin, more particularly described as follows:

Commencing at the Northeast corner of Subdivision 53 of the City of Sturgeon Bay; thence westerly along the north line, 739.5 feet to the point of beginning; thence S 1°6'00" W 658.2 feet; thence S 88°23'00" E 75 feet to an iron pin; thence S 1°6'00" W 650.1 feet to an iron pin; thence N 88°24'00" W 683.6 feet to an iron pin on the West line of said Subdivision 53; thence northerly along said west line to the north line of said Subdivision 53; thence easterly along said north line 586.2 feet to the point of beginning; excepting therefrom:

A. A parcel of land located in the Northeast Quarter of the Northeast Quarter of Section 9, Township 27 North, Range 26 East, also known as Subdivision 53, City of Sturgeon Bay, Door County, Wisconsin, more particularly described as follows: Commencing at the Northeast corner of Section 9, Subdivision 53 of the City of Sturgeon Bay; thence westerly along the north line, 739.5 feet to the point of beginning; thence continue N 89° 5' 00" W along said section line 150.0 feet; thence S 1°6'00" W 1306.53 feet; thence S 88°23'00" E 225.0 feet; thence N 1°6'00" E 658.2 feet to the point of beginning.

B. The West 195 feet of the North 375 feet of the Northeast Quarter of the Northeast Quarter of Section 9, Township 27 North, Range 26 East, also known as Subdivision 53, City of Sturgeon Bay, Door County, Wisconsin.

C. A parcel of land located in the Northeast Quarter of the Northeast Quarter, of Section 9, Township 27 North, Range 26 East, also known as Subdivision 53, City of Sturgeon Bay, Door County, Wisconsin, more particularly described as follows: Commencing at the Northeast corner of Section 9, Subdivision 53 of the City of Sturgeon Bay; thence west along the north line of Section 9 1,169.8 feet to the point of beginning; thence continue along said north line of Section 9 West 150.0 feet; thence South 170.0 feet; thence East 150.0 feet; thence North 170.0 feet to the point of beginning.

Tract 4. A parcel of land location in the SW ¼ of the NE1/4 of Section 9, Township 27 North, Range 26 East, also known as Subdivision 44, City of Sturgeon Bay, Door County, Wisconsin, more particularly described as follows:

Commencing at the Southwest corner of Subdivision 44, thence easterly along the southerly line of Subdivision 44 a distance of 467.8 feet to the point of beginning; thence N 1° 56' 00" E along the easterly line of the Greaves tract as described in Vol. 56 of Deeds, page 546, Door County Records, 500.0 feet; thence East 500.00 feet; thence S 1° 56' 00" W 500.00 feet to the South line of Subdivision 44; thence westerly along the south line of Subdivision 44 to the point of beginning.

EXHIBIT "B"

DEED RESTRICTIONS  
GRANTOR: STURGEON BAY SCHOOL DISTRICT  
GRANTEE: CROSSROADS AT BIG CREEK, INC.

The property herein conveyed (the "Property") shall be subject to the following limitations, covenants, conditions, and restrictions which shall be deemed to run with the land and be binding upon the Grantee and each and every owner of the Property, as well as its respective heirs, successors, purchases, lessees, grantees, mortgages, and assigns. The limitations, covenants, conditions, and restrictions may be enforced by the Sturgeon Bay School District, by the Sturgeon Bay Education Foundation, Inc., and by Crossroads at Big Creek, Inc., and its successors and assigns.

1. Restriction Against Subdivision. The Property shall not be subdivided, but shall remain intact as to the tracts as conveyed hereby.
2. Lighting. Exterior lighting fixtures shall be limited to the minimum necessary for safety, placed not more than twenty (20') feet above the surface of the ground, shall only cast light downward, and shall not create lighting glare or spillover onto neighboring properties. All exterior lighting shall be sufficiently shielded or directed downward such that no direct light in excess of 500 watts shall be visible from adjoining properties.
3. Impervious Surface. Impervious surface areas located on the Property shall be limited to necessary walkways to such buildings, if required, together with adequate minimal parking as required by the City of Sturgeon Bay Zoning Ordinance.
4. Use Restrictions. The Property shall be used solely for purposes which are compatible with the use of the comprehensive adjoining property known as Crossroads at Big Creek (the "Crossroads"), which is dedicated to education, conservation, and preservation of the cultural and natural heritage of Door County. Any use which, in the sole judgment of the Grantor, is not compatible with the use of the "Crossroads" property shall not be permitted. No additional permanent buildings shall be placed upon the Property without the express written consent of the Grantor.
5. Right of First Refusal. In the event that at any future time the Property shall be offered to sale or other conveyance by Grantee or any of its successors or assigns, said Property shall first be offered for re-conveyance to Grantor without cost other than the costs of transfer.



# NAME / GENDER CHANGE REQUEST FORM

| Date | <u>Current</u> Student Name reflected in PowerSchool: | School | Student ID # |
|------|---|--------|--------------|
|      |   |        |              |

### I am requesting the following changes:

- NAME CHANGE REQUEST:** If requesting a name change, specify changes below:  
 First Name: \_\_\_\_\_  
 Middle Name/Initial: \_\_\_\_\_  
 Last Name: \_\_\_\_\_
- GENDER IDENTITY CHANGE:** If requesting gender identity change:
  - A. Identify current gender designation in PowerSchool:    Female    Male    Non-Binary
  - B. Change gender in Powerschool to:    Female    Male    Non-Binary
  - C. Identify your pronouns:    She/Her    He/Him    They/Them    Other: \_\_\_\_\_
- ID CHANGES:** If any changes need to be made to PowerSchool Picture, School ID, and/or yearbook photos; students and families should work with building staff to ensure these changes are made.

I assure as the person requesting this/these change(s) that the student listed above consistently identifies as the name/ gender here requested, which includes the manner in which the student refers to themselves, the manner in which staff will refer to the student, and the name the student will utilize when submitting assignments. The Student and their parent(s)/legal guardian(s) should carefully consider any potential name/gender changes before submitting this request to assure this is the name/ gender the student consistently identifies as. In order to maintain accurate pupil records, the District may not be able to approve subsequent requests. Please understand that the student’s original name/gender will be retained in the history of PowerSchool, as this is not a legal name change.

LEGAL NAME CHANGE AND POST-SECONDARY EDUCATION: A legal name change becomes especially important for many Students when applying for post-secondary education to ensure that records on SBSD transcripts, ACT/SAT tests, financial aid documents, and applications are all consistent. Parchment records will have Students’ SBSD-based name and gender information, which may or may not be consistent with a Student’s legal name and gender. This can become confusing for Students when applying for post-secondary education, since Post-Secondary Institutions would like consistent student information on records. Some Students may choose to consider a legal, court-based name change to alleviate this concern. Others may choose to change their name back in PowerSchool for a short period of time. It is the responsibility of the Student/Parent(s) to work with their school to ensure their name is changed to their legal name prior to sending transcripts.

**We certify, under penalty of perjury, that the information furnished on this document is true and correct to the best of our knowledge and that the District may rely on this information to determine the primary household for the above-named Student.**

### REQUIRED SIGNATURES:

\_\_\_\_\_  
Signature of Parent/Legal Guardian of Minor Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of School Counselor

\_\_\_\_\_  
Signature of School Administrator

**PLEASE SEND THIS FORM TO Casey Manders, Student Information Specialist.  
 CHANGES USUALLY TAKE 3-5 DAYS TO BE MADE.**

---

**For School Office/District Office Use:**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**For District Office use only:**

|                                      |                              |                             |
|--------------------------------------|------------------------------|-----------------------------|
| Student name change made:            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Student gender identity change made: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Student ID change made:              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



## **2022-2023 School Board Learning Sessions**

5:00 P.M. start in the Board Conference Room unless noted otherwise

*Revised 7/21/2022 (See "ADD" with notes for August & September)*

|                |  |
|----------------|--|
| August 17      | 6:15 P.M. budget review/planning session before regular Board meeting;<br><b>ADD</b> Crossroads proposal discussion—could move to a 6:00 P.M. start;<br><i>Could also add introduction to restroom usage discussion Board member request although it wouldn't fit under the budget-related focus of the session (Principals &amp; Directors do not need to attend budget session.)</i> |
| September 7    | TBD and/or Learning session schedule with potential topics for the year<br><b>ADD</b> Crossroads Proposal Discussion & Restroom Usage Discussion   |
| October 5      | Budget overview/planning<br>Preliminary 2023-2024 school calendar drafts & discussion  |
| November 2 - ? | Due to October 26 Board meeting, we may not have a learning session<br>TBD (?)<br><i>Revisit calendar draft(s) in preparation for November approval, if needed</i>   |
| December 7     | EL Data with Update and/or Compensation Process planning<br>- see separate document regarding compensation process planning<br>Open Enrollment draft<br>February Retreat agenda items?   |
| January - na   | <i>Usually no learning session due to convention, but exception made in referendum years</i>   |
| February 1     | Board Retreat - 8:15 A.M. start -- Admin attend in A.M. & for lunch<br>Focus on Priority/Strategic Action Plan sections, updates, & discussion   |
| March 1        | Literacy Update and/or *Compensation Process session<br>and/or Compensation Request Review session (?)<br>*Could align with a February Compensation Committee annual review<br>Meeting—planning to move to February 7 (3:30 P.M.) from April<br>Board Retreat follow up  |
| April 5        | SEL Updates and/or Literacy Update (if not in March)<br>Any additional compensation-related topics prior to April board meeting?<br>Board Retreat follow up<br>**Budget preview - see 0155 below   |
| May 3          | TBD<br>Board Retreat follow up<br>**Budget planning - see 0155 below   |
| June 7 - ?     | TBD (?)/Only meet if needed<br>** <i>Reminder: Preliminary budget approval occurs in regular June meeting</i>  |

\*\*Reminder from Board Policy 0155 Committees under Committee of the Whole:

- C. *During the months of April and May, the committee shall receive prepared estimates of the budget for the ensuing fiscal year, showing anticipated expenditures and needed revenues for the year. This budget shall be presented to the Board for preliminary approval in June and final approval in October.*

# Compensation Process Considerations for 2022-2023 (Professional Staff)

Updated 7/14/2022

## Context

- 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.
- In addition to the various components and areas addressed by the plan, the plan calls for an annual assessment of the framework.

## Starting/Base Salary

- Since the Compensation Study Committee's work in 2013-2014 and 2014-2015, we've known that the salary ladder would need updating from time to time.
- Additionally, we've all seen increased challenges in the labor market not only due to more people leaving the market than entering it (which people in the know have seen coming for years), but also due to issues exacerbated by the past 2-3 years.
- Even though we've increased the starting or base salary from just under \$30,000 to \$40,000 in a relatively short period of time, we know that other districts have made similar moves. For example, Sevastopol's starting salary is now about \$43,300; Southern Door's is now \$40,100; Gibraltar while obviously an outlier in our state is now \$50,000. Looking at additional data points will obviously be important but having time this next year to look at that starting salary situation, having a game plan for what we want to achieve and can afford, and considering implications for current staff members, etc. would appear wise. (As an aside and additional point of reference, in talking with Joe Stutting this summer, his district's starting salary is now \$42,000.)
- It is worth noting that when we eliminate salary ladder rungs to increase the starting salary that we run into the "proximity to base" issue which brings forth concerns from current staff members. Additionally, staff members anywhere on the salary ladder can feel impacted by changes to the base.
- We all know as well that there are limits to what we can afford—and sustain over time.

## Annual Compensation Review Meeting & Related Timeline Changes

- We have held the annual review meeting in April since the passage of the updated model (initially approved in spring/early summer of 2014). An informational update is then shared as part of the April school board meeting, prior to the approval of returning teacher contracts (ahead of the May 15 statutory deadline).
- Moving the annual review meeting to early February would appear logical for a few reasons.
  - An informational update could occur as part of the February school board meeting. This is early enough to allow additional discussion and potentially take action on related topics prior to the action that needs to occur in the April meeting with the approval of returning teacher contracts.
  - Moving the process earlier in the year, also shifts an additional meeting out of the busy spring weeks, and more importantly yet shifts any compensation-related conversations and potential special requests away from the spring when the focus should be on other things for teachers, administrators, and board members.

- Moving the process to February further would allow the creation of some sort of process for considering “special requests” so we don’t have these popping up in various ways and at various times during the spring and even summer. Obviously, this is ultimately up to the Board, but a basic framework could be constructed and communicated along the lines of information I’ve shared as an idea in the past (see.
- Sample timeline:
  - February 7, 2023, annual compensation plan review meeting with teacher, board, and admin reps
  - February 9 or 10, 2023, email communication from Dan to all teachers and board members with the minutes from the February 7 meeting. (I usually give attendees a day or two to review my minutes/notes before sending them out to everyone.)
  - February 15, 2023, school board informational update as part of the board meeting
  - February 16 or 17, 2023, usual post-board meeting email summary/update to all staff
  - February 18 to February 27, 2023 (at 8 A.M.), window for professional staff to make a special request (in alignment with the request framework—a draft is below).
  - March 1 (and/or March 15) school board consideration of any special requests in closed session
  - April 19, 2023, school board meeting – approve returning teacher contracts
    - If appropriate, communicate further regarding any anticipated changes to the salary ladder/compensation/salary & supplemental pay guide planned for a first reading in May and a second reading/approval in June.

### **Process for Reviewing Special Compensation Requests**

- Since the days of Act 10 and changes to contracts, negotiations, handbooks, and compensation plans, special or unique requests now arise annually (roughly 2 or 3 a year). While we have had some limited discussion about establishing a process in the past, we have not instituted a process, instead opting to deal with individual requests as they arise.
- The way we’ve operated in recent years is that the Board must approve any compensation changes for returning staff. In addition to assisting with even the perception of favoritism (especially as the past two superintendents have had children in school), it makes it clear that only the board can make changes to someone’s compensation.
- Sample “special request” framework. Teachers making a request would need to address each of the following items (again, this is simply a draft/sample as this point) in writing:
  - A. Address the following concepts deemed as critically important in the Salary and Supplemental Pay guide, and explain how your performance pertaining to each of the three concept helps move your grade level/department, school, and the district forward:
    - Growth
    - Improvement
    - Leadership.
  - B. Address how your salary ladder placement does not take into account your specific situation, as well as why you should receive compensation beyond what colleagues at the same or similar ladder steps will receive.
  - C. Address how your duties with the district relate to current or projected shortage areas, priority areas within our school community, and/or enhanced student success.

D. Feel free to include any other information that you feel would be critical for the Board to know to provide fair and accurate consideration of your request.

**School Board Learning/Work Session options to be able to discuss/address compensation-related topics in 2022-2023:**

- In years where there are not significant changes, our timeline has seemed to served us just fine. In years when there are more significant changes, our timeline can feel rushed. Therefore, having more opportunities during the upcoming fiscal year for the board (and/or a board work group) to work through these topics would appear to be helpful. As laid out above, having more time between the annual review meeting and April board action would also appear to be helpful.
- **September 7** – In addition to any beginning-of-the-year updates or a special presentation, we typically spend some time on the learning session schedule for the year. I am prepared to share this Compensation Consideration Process document with the Board so you are able to begin thinking about it, as well as an ongoing dialogue during this year.
- *October 5 – It seems wise to focus this learning session on the budget as we prepare to formally approve the budget in the regular October board meeting; we also spend a little time on one or more school calendar drafts I've prepared for the following year*
- *November 2 – With the regular October board meeting falling the previous Wednesday this year (4<sup>th</sup> Wednesday), we may decide not to hold a learning session November 2.*
- **December 7** – In addition to being able to discuss **compensation related topics**, we are planning to share an update on information about our English Language Learners in the district.
- *January – There is no learning session due to the Education convention.*
- **February 1** – *In place of a learning session, we hold our daylong annual Board Retreat. We could incorporate some limited discussion about **compensation-related topics** in the afternoon.*
- **March 1** – I currently have a placeholder for the following items: Literacy Update; **Compensation Process or Request Review session**; Board Retreat follow up
- *April 5 – Social-Emotional Learning (SEL) update and/or a Literacy Update if that does not occur in March*
- *May 3 – TBD*
- *June 7 – We may or may not have a learning session the day after school is scheduled to end.*

**Other potential topics for discussion under the compensation umbrella that have come up the past couple of years within the annual compensation review meeting framework, which I anticipate receiving more attention now that we have moved the post-employment benefit piece forward:**

- Paid-time off/time flexibility
- Providing some sort of incentive for unused sick days
- Adjusting the hourly rate for summer curriculum writing and other tasks in that same category
- Although the salary ladder is referenced earlier, if we get to a point that we feel the salary ladder structure is simply not able to accomplish what we need it to, theoretically, we could either make a major change to it OR eliminate it in favor of a different system (ex. likely based off supply/demand and market considerations for positions/position categories).