

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, June 21, 2023

President Stephani called the regular meeting to order at 7:03 PM in the high school library. Present: Kruse, Stephani, Chisholm, Wood, Spritka and Haus. Excused: Schulz, Jennerjohn and Howard. Also present were: Superintendent Tjernagel, K Nerby, M. Smullen, K. Smullen, K DeVillers, J Paye-Weber, L Ferry, J. Holtz, & A. DeMeuse. The Pledge of Allegiance was recited.

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

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

CONSENT AGENDA:

1. Approve minutes from May 17, 2023 Regular Meeting.
2. Approve May bills.
3. **Accept Grants and Donations –**
 - a. Door County Ace Hardware donated \$100 to the Elementary Playground Fund.
 - b. PTG donated \$800 to the Sunrise end of year picnic.
 - c. John Powers donated \$700 in siding to the tech department.
 - d. Shawn Wautier donated \$70 to the HS Spec Ed Daily Living Skills classroom.
 - e. The following organizations donated towards the 27 mountain bikes program: Door County Silent Sports donated over 40 bike helmets, WI Health and Physical Education Professional Association (WHPE) donated \$2,000, Raibrook approved a grant for 27 mountain bikes and DCMC donated \$1,000.
4. **Approve resignations and retirements:** Darlene Hohlfelder is retiring from her teacher associate position in the middle school effective at the end of the school year. Cole Massart has resigned from his position in maintenance. Joe Schriener-Schmitt is resigning from his teacher associate position in the middle school effective at the end of the school year. Ashley Bagneski is resigning from her teacher associate position at Sawyer school. Kori Powell has resigned from her library associate position in the middle school. Alexa Jennerjohn is resigning from her teaching associate position at Sawyer school.
5. **Approve second readings for the following employee handbook-related items:**

Note regarding the Professional Staff Employee Handbook: There was a minor update from last month to define health benefits to “health and dental” benefits (to mirror the set-up in the Support Staff Handbook).

 - A. Professional Staff Employee Handbook
 - B. Professional Staff Salary and Supplemental Pay Guide
 - C. Support Staff Employee Handbook
6. **Approve fundraising calendars for 2023-2024:**

This is done annually as part of our operational procedures and to prepare for the next school year. Contained in your packet should be fundraising calendars for the middle and high school levels.

On a related note, the only elementary fundraiser is the PTO fall fundraiser in September and October. As elementary administrators have reviewed for us in the past, items such as cookie dough and candy may be sold but are not consumed at school. Additionally, the focus is on adults for something like a PTO fundraiser and different from some fundraisers at middle and high school levels.

Note: Approval of the various handbooks occurs annually to ensure smooth operations and that proper updates are done, communicated to the Board, and available to the public.

7. Approve Sturgeon Bay High School Student-Parent Handbook

8. Approve Sturgeon Bay High School Faculty and Staff Handbook

9. Approve TJ Walker Middle School Student-Parent Handbook

Summary of changes

- Study Table: Students may be required to attend Study Table after school if they are failing at the Progress Report period. Students are required to attend to the quarter's end but if they are still failing they must continue to the next Progress Report. Repeated failure to attend Study Tables may result in a Saturday detention or an In School Suspension. Parents are responsible for making transportation arrangements and calling to excuse their child.
- Phone and Other Electronic Device 1st Offense – Parent pick up and kept in Principal's office during the day for one week 2nd+ Offense – Principal will give a consequence ranging from detention to suspension *Failure to turn over the device may lead to a Saturday detention.
- Racial and Sexual Harassment: This type of behavior will not be tolerated and complaints will be investigated. Consequences range from Restorative Practice to suspension and or expulsion.

10. Approve TJ Walker Middle School Faculty and Staff Handbook

11. Approve Sunrise Elementary Student-Parent Handbook

12. Approve Sunrise Elementary Faculty and Staff Handbook

13. Approve Sawyer Elementary Student-Parent Handbook

14. Approve Sawyer Elementary Faculty and Staff Handbook

15. Approve Special Education Policies and Procedures

Approval of the policies and procedures occurs annually to ensure smooth operations and that proper updates are done, communicated to the Board, and available to the public. We typically use the DPI sample guide.

16. Approve At-Risk Plan

Approval of the plan occurs annually to ensure smooth operations and that proper updates are done, communicated to the Board, and available to the public.

17. Approve Early Graduation Requests

There are 7 early graduation requests appropriately working their way through the established process and now come before the Board for formal approval in alignment with our past practice. *(Those requests are shared separately from the Board packet through our Board of Education Google folder process due to the personal nature of the requests and student information contained in the requests.)*

18. Approve Wisconsin Association of School Boards (WASB) Membership Renewal

Enclosed in the meeting packet is a scanned copy of the WASB renewal letter, as well as the Report to the Membership, a copy of complimentary subscriptions and publications we receive as part of our membership, and the dues invoice. The annual dues would become \$5,385 for the 2023-2024 fiscal year. (They were \$5,128 for the 2022-2023 fiscal year.)

19. Approve Overnight Athletic Trips for the 2023-2024 School Year

Athletic director, Todd Meikle has worked with our head coaches and Principal Nerby to assemble the overnight athletic trip request for this next school year. Obviously, a trip to State could impact this, but that would be nothing new or reason to be concerned.

As stated in the past, the thinking is to have all scheduled overnight athletic trips for the year approved at the same time at the start of the year in an organized fashion. It is appropriate to point out that special trips involve fundraising, cost to the student-athlete/family, and/or a supporting parent or community group. The school district does not use tax dollars in the form of budget dollars to pay for additional or special overnight trips and the related costs, upgrades from a school bus to a coach bus, and other such costs that may be associated with some of these trips now or in the future.

Here is a quick overview of the trips submitted by Athletic Director Todd Meikle (see meeting packet for additional details):

- Ski and Snowboard Club: Mt. Ashwabay in Bayfield January 23-24, 2024
- Varsity Boys Soccer: Tournament at the Prairie School in Racine September 1-2, 2023
- Varsity Girls Volleyball: Tournament at Kettle Moraine High School September 8-9, 2023
- Varsity Boys Soccer: Tournament at Cedarburg High School September 29-30, 2023
- Varsity Wrestling: “War on the Shore” Holiday Wrestling Tournament at UW-Oshkosh December 30-31, 2023

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

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any): None.
2. **Motion Wood/Spritka to approve Abigail Bethke as an Eighth Grade Special Education Teacher beginning with the 2023-2024 school year. Motion carried unanimously.**
3. **Motion Wood/Chisholm to approve Shelley Stenzel as the TJ Walker and High School Spanish and ELL Support Teacher beginning with the 2023-2024 school year. Motion carried unanimously.**
4. **Motion Spritka/Kruse to approve Janelle Krebsbach as a High School/Middle School Special Education Teacher beginning with the 2023-2024 school year. Motion carried unanimously.**
5. Approve Alternative School Teacher-No Action
6. **Motion Haus/Wood to approve the hiring of Steven Schmidt at Sturgeon Bay High School as a Business Education Teacher starting in the 2023-2024 school year. Motion carried unanimously.**
7. **Motion Kruse/Wood to approve Alaina Tews as a High School Special Education Teacher, contingent upon the official notice of the vacancy, beginning with the 2023-2024 school year. Motion carried unanimously.**
8. Approve Sturgeon Bay High School Office Staff Members
 - a. **Motion Haus/Chisholm to approve Lori Mellen at Sturgeon Bay High School as a Front Office Secretary beginning with the 2023-2024 school year. Motion carried unanimously.**
9. Approve Teacher Associates
 - a. Middle School Library Teacher Associate -No action to be taken at this time.
 - b. **Motion Wood/Kruse to approve Audrea Christy as a Special Education/Alternative Education Teaching Associate beginning with the 2023-2024 school year. Motion carried unanimously.**

- c. **Motion Chisholm/Spritka to approve Laura Stolt as a Special Education Teaching Associate beginning with the 2023-2024 school year. Motion carried unanimously.**
- d. **Motion Kruse/Wood to approve Jennifer Burlo as a Special Education Teacher Associate beginning with the 2023-2024 school year. Motion carried unanimously.**

10. Approve High School Coaches: Assistant Football Coach - No candidate to approve at this time.

11. Approve Preliminary 2023-2024 Budget

As the Board knows, each October is when the Board formally adopts the budget for the current fiscal/school year and also sets the tax levy. However, Board Policy 0155 – Committees also states the following: “. . . *The Board as a whole shall act as a committee on school finance. . . 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. . .*”

The way we’ve operated especially in the past few years, the Board sees regular updates based on the current year, as well as projections for the next year (and frankly the next several years due to our operational referendum cycle).

Business Manager Holtz will take us through additional explanation and information as we look to the 2023-2024 year (see attachment in board packet), adjustments to revenues and expenditures, and the looming impact of the state’s next biennial budget. A Preliminary Budget spreadsheet plus Preliminary Budget Narrative will either be in the meeting packet with the Operations Agenda items or will come as a separate document in light of other meetings as we prepare the meeting packet.

Motion Spritka/Kruse to approve the preliminary budget for 2023-2024. Motion carried unanimously.

12. Approve 2023-2024 Board meeting Calendar

As I shared last month, I prepared a draft of what the 2023-2024 Board of Education calendar could look like and that is in the Board meeting packet again this month. Here are just a few items to note in the background document:

- The regular October Board meeting when the Board formally approves the budget and sets the tax levy is scheduled for October 25 (the 4th Wednesday) because of the October aide certification and desire to make sure all the important arrangements are not rushed. Additionally, by delaying then the Board meeting packet can include as much of this information as possible.
- With the regular Board meeting shifting to October 25, I did not schedule a learning session for the following week on November 1.
- The January Board meeting would be January 10, 2024, due to the Education Convention in Milwaukee being the following week. (Note: Unless it is a referendum year, we do not have a learning session in January due to the convention.)
- I have marked what would be the June learning session with the question mark. As I have noted in the past, I usually feel a learning session during the last week of school is not the best use of time. We could end up meeting or cancel that learning session and can make a determination as we get closer to the end of the year, very similar to how we have approached this previously.

Motion Kruse/Chisholm to approve the Board meeting calendar for the 2023-2024 fiscal year. Motion carried unanimously.

13. Approve Technology Department Purchases – Nothing action needed.

14. Motion Haus/Wood to approve Eagle Mechanical's bid to replace the broken down water heater in the Middle School/High School. Motion carried unanimously.

15. Approve District Insurance (Property, Liability, Workers Compensation)

Business Manager Holtz met with the insurance representative on June 12 and has some updates on the insurance options.

Since I (Business Manager Holtz) arrived almost seven years ago, the School District of Sturgeon Bay has had the same Business (M3) and person as our brokers for Property, Liability, and Workers Compensation insurances. To be sure, M3 has treated SBSB well in the years we have worked with them. However, with these Property, Liability, and Workers Compensation insurances, as opposed to Health Insurance (at least generally), not all insurance carriers work with all insurance brokers. So, while M3 would periodically bid out our insurances, we were not always necessarily able to get bids from all of the insurance companies in our area. So, for this reason and others that I pointed out in my report in January, I felt this year was an appropriate year to reach out to not only other insurance companies but also insurance brokers. With that in mind, at both our joint conference in January and the WASBO (Business Officials) conference in May, I met with Mike Walden, from R & R Insurance who was able to put together a number of quotes for us, for these insurances. As you will see, upon approval, these new insurances would save the district about \$20,000.

Before the following recommendations, please note that a switch in brokers on the Property, Liability, and Workers Compensation Insurance side does not at all affect our relationship with M3 and Bec K on the Health Insurance side.

- a. **Motion Wood/Haus to approve Wright Insurance's Property and Crime insurance quote as presented, noting that we would like Sawyer and our High School/Middle School Buildings insured at the higher rate (see page 9 of 15). Motion carried unanimously.**
- b. **Motion Wood/Chisholm to approve CIC's (Community Insurance) General Liability, School Board Legal Liability, Cyber, and Auto Liability Insurances quote. Motion carried unanimously.**
- c. **Motion Wood/Kruse to approve SFM's quote for Workers Compensation Insurance. Motion carried unanimously.**

16. Overnight Choral Trip to New York City for the 2024-2025 School Year (informational item)

Due to the fundraising and planning involved with a trip of this nature, we wanted to make sure the Board is aware of and supportive of the trip. Board Policy 2340 – District Sponsored Trips covers four forms of trips: (a) field trips; (b) extra-curricular/co-curricular program related trips; (c) overnight trips; and (d) other District-sponsored trips.

A trip to New York City is not technically foreign travel, so the Board does not need to approve it since the principal is able to do so. However, Principal Nerby and I agreed that making the Board aware of this up front would be wise. Additionally, given various world events, there are likely at least some people who might view a trip of this nature as being quite similar to foreign travel.

Rather than include the entire policy, I'll simply copy and paste two sections of the policy below as a quick review for some and perhaps new information for others.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For

example, a District athletic team may travel to away games, or take a trip to an out of town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the school administration and athletic director in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the building administrator of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets.

Overnight Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. Overnight travel includes foreign travel. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall be approved by the principal and, in the case of foreign travel, shall be submitted to the Board for approval.

Additional information about the New York City choral trip is included in the packet for your information.

17. Achievement Gap Reduction School Board Review (informational item)

Included in the meeting packet are the Achievement Gap Reduction (AGR) reports completed by Director Weber. The report deals with math and reading for kindergarten through fifth grade. The older program name or term SAGE (Student Achievement Guarantee in Education) may sound more familiar.

This is simply an informational item, so no formal action is necessary.

18. Board Policy First Readings

- a. **Policy 0161 - Parliamentary Authority (Revised):** The policy and drafting note has been revised to clarify the appointment of a parliamentarian during a Board meeting if there is a challenge to parliamentary procedure. The options provide greater flexibility for the Board.
This revision is recommended, but not required.
- b. **Policy 1213/3213/4213 – Student Supervision and Welfare (Revised):** The policy is revised to account for staff posting photos of students who are their own children or relatives on social media as an exception to the general prohibition of posting photos of students. The revision applies both to direct connections on social media (i.e. friends/followers) as well as to posting content involving students. The revision is recommended.
- c. **Policy 1421/3121/4121 - Criminal History Record Check and Employee Self-Reporting Requirements (Revised):** These policies are revised to add clarification to the reference to “minor traffic offenses”. It should be noted the policy does not require the imposition of discipline or penalty for every violation reported but is designed to require reporting by the employee so that administration is in a position to assess the matter. The revision is recommended.
- d. **Policy 2260.02 - Services for Bilingual Students/English Learners (Revised):** This policy has been revised to reflect state statutes and administrative code, use updated terminology as well as recommendations from professionals in the field. These revisions are recommended but not required.
- e. **Policy 2416 - Student Privacy and Parental Access to Information:** This correction removes repetitive language from this Policy 2416 since comparable language is already part of Policy 5780 - Student/Parent Rights where it is more appropriately placed. Removing this language from Policy 2416 does not change Board policy since comparable language exists in Policy 5780.

- f. **Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised):** This policy is revised to clarify the procedures when the cost of an IEE is in excess of the district's maximum allowable cost in order to align with current legal standards. This revision is required for legal compliance.
- g. **Policy 2522 - Library Media Centers:** This policy is revised to reflect the process for requests relative to materials available in the District's library that are not part of the District's classroom instructional materials. The process for communicating with the Board regarding classroom instructional materials is covered in Policy 9130 - Public Requests, Suggestions, or Complaints. The revisions to this policy separate the review process for different types of materials available for students. This policy provides options for the procedures including the option for the Board to delegate the responsibility to the District Administrator to develop procedures through guidelines, or for the Board to implement procedures itself. Note that the more extensive process option will require adherence to open meetings law mandates and should be carefully considered before selecting. The revisions are recommended.
- h. **Policy 2700.01 - School Performance and State Accountability Report Cards (Revised):** This policy is revised to reflect statutory language. The revision is recommended for statutory compliance.
- i. **Policy 3120.04/Policy 4120.04 - Employment of Substitutes (Revised):** Policy 3120.04 is revised to reflect the distinction between regular employed teachers hired to serve as substitute teachers on a permanent basis. Both policies have been revised to clarify the reasonable assurances process for unemployment compensation purposes. These revisions are recommended.
- j. **Policy 5113 - Open Enrollment Program (Inter-District) (Revised)** This policy has been reorganized to make it easier for District's to use when evaluating open enrollment applications and to include clarification regarding preferential processing of applications for siblings of any student selected in the random selection process, provided that there is space in the sibling's grade level. Adoption of the revision is recommended.
- k. **Policy 5340 - Student Accidents/Illness/Concussion (Revised):** The policy has been revised to reference sudden cardiac arrest notification requirements added into law by 2021 Wisconsin Act 210 as identified in 118.2935, Wis. Stats. The law requires that the Department of Public Instruction, in coordination with WIAA and two pediatric cardiologists (one at the Medical College of Wisconsin and the University of Wisconsin) develop information on sudden cardiac arrest. The information is to be included in the notifications concerning concussions prior to student athletic participation. The requirement is effective for sports beginning four (4) months after passage, which was March 30, 2022. The Department of Public Instruction has not yet released the required communication; however, information is available from the WIAA: [Sudden Cardiac Arrest | Health | Wisconsin Interscholastic Athletic Association \(wiaawi.org\)](#); [A Fact Sheet for Parents \(wiaawi.org\)](#). Revision of this policy is recommended to be compliant with state law. The inclusion of information on sudden cardiac arrest is required for any sport beginning after July 31, 2022.
- l. **Policy 5517.01 - Bullying (Revised):** This policy has been revised to reflect the Wisconsin statutory provisions.
- m. **Policy 7440.01 - Video Surveillance and Electronic Monitoring (Revised):** This policy is revised to add options regarding the storage of and access to video footage.
- n. **Policy 8146 - Notification of Educational Options (Revised):** This policy has been revised to include the new 2021 Act 83 requirements regarding a Class 1 notice of the educational options

available to children who reside in the district as well as the district's and each school's most recent report card performance category. The revision is recommended for statutory compliance.

- o. **Policy 8500 - Food Services:** This policy has been revised to reflect the updates by the USDA Food and Nutrition Service's (FNS's) Civil Rights Division to their Nondiscrimination Statement to include gender identity and sexual orientation as protected characteristics. This change is based upon the current standards established by the USDA FNS's Civil Rights Division and should be made to keep the policy current and compliant. District specific edits were also made.
- p. **Policy 8740 - Protection of District Funds:** This policy has been revised to reflect that while few school districts, if any, require surety bonding, most have the same protections for the District through various standard insurance policies. Similarly, the policy name has been changed to more accurately reflect the contents of the policy and practice among districts. If this is a current district policy, Neola recommends that you review it to make sure you do in fact have bonding, or alternatively, revise the policy as provided here.
- q. **Policy 9130 - Public Requests, Suggestions, or Complaints:** The policy is revised to remove the reference to library materials as the new language for reconsideration of library materials has been added to Policy 2522 and AG 2522 if the district chooses to instead include it in the guideline. Specific reference to revised forms was noted in the update.

19. Board Policy – Technical Changes (single reading)

- a. **Policy 0165.2 - Change of Regular Meetings:** A correction was made so that the sentence makes sense grammatically.
- b. **Policy 0171.1 – President:** This policy is revised to add language consistent with Section 120.15 Wis. Stats. and is recommended for consistency with the statute.
- c. **Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs and Activities:** The language has been revised regarding the designation of an investigator under certain circumstances.
- d. **Policy 2330 - Homework:** This technical correction removes the requirement of the District Administrator to install a set of administrative guidelines and establishes within the policy some overarching principles or standards related to homework.
- e. **Policy 2340 - District-Sponsored Trips:** This policy has been updated to use the term “administration” as added to definitions in a prior update.
- f. **Policy 2370 - Educational Options Provided by the District:** "Youth Apprenticeship Program" was added as an option to meet the requirements of 118.57 (1). School boards and schools that offer youth apprenticeships must add “the youth apprenticeship program” to the list of educational opportunities the board publishes as a class 1 notice and on its internet site and the high school provides to parents and guardians with its annual accountability report.
- g. **Policy 2430 - District-Sponsored Clubs and Activities:** This policy has been updated for consistent use of the term “district-sponsored” activities that was included in a previous update.
- h. **Policy 3340/4340 - Grievance Procedure:** A grammar correction was made.
- i. **Policy 3440/4440 - Job-Related Expenses:** The technical correction includes a legal citation and clarifies the options available throughout the policy.

- j. **Policy 5335 - Care of Students With Chronic Health Conditions:** Names have been added for the other policies that are referenced within the policy.
- k. **Policy 5461 - Children at-Risk of Not Graduating From High School:** A grammar correction has been made as well as a correction to the legal reference.
- l. **Policy 5512 - Use of Tobacco and Nicotine by Students:** This policy is revised to specifically include the term “possess” within the list of prohibited activities in violation of the policy. The revision is highly recommended for a comprehensive application of the policy to particular incidents.
- m. **Policy 5513 - Care of District Property:** This policy is revised to remove a sentence that is subjective as well as a cross-reference with policy 5540.
- n. **Policy 6146 - Post-Issuance Tax-Exempt Bond Compliance:** Removed the reference to an administrative guideline as there is currently not an active one.
- o. **Policy 6520 - Payroll Deductions:** Legal references have been added to the policy.
- p. **Policy 7543 - Remote Access to the District's Network:** The language that was determined not to be relevant to the policy was removed.
- q. **Policy 8330 - Student Records:** This technical correction clarifies the interplay between the federal use of the term “directory information” and the Wisconsin statutory use of the term “directory data”. These changes are recommended for greater clarification and consistency.

20. Reports:

- a. Legislative – .
- b. CESA – none
- c. Committee/Seminars – none.
- d. Administrative Reports presented.
 - i. Business Manager
 - ii. Community Engagement
- e. Superintendent’s Report presented.

21. Motion: Wood/Chisholm to adjourn at 8:21 PM. Motion carried unanimously.

Respectfully submitted by,
 Ann DeMeuse
 Board Recording Secretary

Date: _____

President’s Signature: _____