

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, July 19, 2023

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

7:00 P.M. Board of Education Meeting

Sturgeon Bay High School Library

CALL TO ORDER:

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

PUBLIC COMMENT SECTION—*As called for in Board Policy 0167.3 Public Comment at Board Meetings.*

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

CONSENT AGENDA:

1. Approve June Minutes
 - a. Regular Meeting June 21, 2023
2. Approve June Bills
3. Approve grants and donations
4. Accept resignations
5. Accept Seclusion and Restraint Annual Report
6. Board Policy Second Readings:

Reminder: First Readings took place at the June 21, 2023, Regular Board of Education meeting

 - a. Policy 0161 - Parliamentary Authority (Revised)
 - b. Policy 1213/3213/4213 – Student Supervision and Welfare (Revised)
 - c. Policy 1421/3121/4121 - Criminal History Record Check and Employee Self-Reporting Requirements (Revised)
 - d. Policy 2260.02 - Services for Bilingual Students/English Learners (Revised)
 - e. Policy 2416 - Student Privacy and Parental Access to Information
 - f. Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised)
 - g. Policy 2522 - Library Media Centers
 - h. Policy 2700.01 - School Performance and State Accountability Report Cards (Revised)
 - i. Policy 3120.04/Policy 4120.04 - Employment of Substitutes (Revised)
 - j. Policy 5113 - Open Enrollment Program (Inter-District) (Revised)
 - k. Policy 5340 - Student Accidents/Illness/Concussion (Revised)
 - l. Policy 5517.01 - Bullying (Revised)
 - m. Policy 7440.01 - Video Surveillance and Electronic Monitoring (Revised)
 - n. Policy 8146 - Notification of Educational Options (Revised)
 - o. Policy 8500 - Food Services
 - p. Policy 8740 - Protection of District Funds
 - q. Policy 9130 - Public Requests, Suggestions, or Complaints

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)

2. Approve TJ Walker Middle School Band Teacher
3. Approve Special Education/Alternative Teacher
4. Approve Special Education Early Childhood Teacher
5. Approve Sturgeon Bay High School Office Staff Member
6. Approve Library Teacher Associates: Sunrise Library and Sawyer Safe Harbor
7. Approve Coach(es): 7th & 8th Grade; Assistant Football
8. Approve Technology Department Purchases
9. Approve Annual Public Notice of Academic Standards
10. Approve District Portion of Community Sports Complex Feasibility Study
11. Continuation of Free Breakfast Program for 2023-2024 (informational item)
12. Strategic Action Plan Draft for 2023-2024 (informational item)
13. Biennial State Budget Update (informational item)
14. Reports:
 - a. Legislative
 - b. Business Manager
 - c. Food Service
 - d. Superintendent
15. 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 & Ann DeMeuse
Date: July 11, 2023
RE: Background Information for the July 19, 2023, Regular Board Meeting

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

CONSENT AGENDA:

1. Approve June Minutes

- a. Regular Meeting June 21, 2023

2. Approve June Bills

3. Approve grants and donations:

- a. Shawn Wautier donated \$70 to the HS Spec Ed Daily Living Skills classroom.
- b. Raibrook has approved a grant for football sleds.

4. Accept Resignations: Katina Boucher is resigning from her JV1 Volleyball coaching position. Andrea Cress is resigning from her Middle School Band Teacher position. Steven Umentum has resigned from his Special Education Teaching position.

5. Accept Seclusion and Restraint Annual Report

Act 125 requires that schools report annually to the school board by September 1 about any incidents from the previous school year. Most incidents of seclusions and restraint in school districts typically occur at the elementary level.

Director Ferry has prepared the annual report summarizing the information from the past year with a small number of students. That report is included in the meeting packet.

6. Board Policy Second Readings (*Reminder: First Readings took place at the June 21, 2023, Regular Board of Education meeting*):

- a. Policy 0161 - Parliamentary Authority (Revised)
- b. Policy 1213/3213/4213 – Student Supervision and Welfare (Revised)
- c. Policy 1421/3121/4121 - Criminal History Record Check and Employee Self-Reporting Requirements (Revised)
- d. Policy 2260.02 - Services for Bilingual Students/English Learners (Revised)
- e. Policy 2416 - Student Privacy and Parental Access to Information
- f. Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised)
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- h. Policy 2700.01 - School Performance and State Accountability Report Cards (Revised)
- i. Policy 3120.04/Policy 4120.04 - Employment of Substitutes (Revised)
- j. Policy 5113 - Open Enrollment Program (Inter-District) (Revised)
- k. Policy 5340 - Student Accidents/Illness/Concussion (Revised)
- l. Policy 5517.01 - Bullying (Revised)
- m. Policy 7440.01 - Video Surveillance and Electronic Monitoring (Revised)

- n. Policy 8146 - Notification of Educational Options (Revised)
- o. Policy 8500 - Food Services
- p. Policy 8740 - Protection of District Funds
- q. Policy 9130 - Public Requests, Suggestions, or Complaints

A motion to approve the Consent Agenda items, as presented, is recommended.

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)

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

2. Approve TJ Walker Middle School Band Teacher

Principal Mark Smullen and the music staff recommend Noah VanderLoop as the TJ Walker Band Teacher. Noah graduated from the University of Wisconsin - Eau Claire earning a Bachelor of Music Education with a 3.76 grade point average.

This spring, Noah's student teaching assignment included elementary music and secondary band classes at Minnesota's Glenwood City School District. Matt Lamb, Noah's supervising teacher shared this regarding Noah's student teaching experience. "Noah is easily one of the strongest musicians that I ever had as a student teacher. He does a good job relating this to younger students in their speech." During Noah's time at Glenwood, Matt found Noah to be quite reflective, open to feedback, and searching for ways to become a better teacher.

Outside of school, Noah is a foodie who can be found in his kitchen, going to church, and watching sports including the Packers with family and friends.

A motion to approve Noah Vander Loop as the TJ Walker Middle School Band Teacher beginning with the 2023-2024 school year is recommended.

3. Approve Special Education Teacher/Alternative Teacher

Director of Special Education and Pupil Services Lindsay Ferry is pleased to recommend Schye Skinner for the Special Education/Alternative Education Teaching position for the 2023/24 school year. Schye has an earned Master's degree in Occupational Therapy from Concordia University and has experience working in K-12 education in the Janesville/Madison area as an Occupational Therapist. Most recently,

Schye has been working with students and adults in private Occupational Therapy settings where she developed individualized plans to support students in K-12 education. Schye is passionate about providing meaningful learning experiences to students, improving the mental health of children, and working with families to create ongoing learning experiences in the home environment. Schye comes very highly recommended by both her K-12 Administrators and her Supervisor in private practice.

The team is excited to welcome Schye to our community and look forward to her expertise in improving behavioral strategies across the district.

A motion to approve Schye Skinner as the Special Education/Alternative Education Teacher beginning with the 2023-2024 school year is recommended.

4. Approve Special Education Early Childhood Teacher

Director of Special Education and Pupil Services Lindsay Ferry is excited to welcome Sarah Doubeck to the special education team. Sarah has a Bachelor's Degree in Human Services Management and is currently working toward her Master's Degree in Early Childhood Special Education through Grand Canyon University. Sarah has over 20 years of experience in Early Childhood education working as a Director, Parent Educator, and Child and Family Advocate through Encompass Child Care. Sarah is eager to complete her Master's Degree in Early Childhood Special Education in 2024 and begin her dream of working with students in this role.

The Early Childhood team is excited to welcome Sarah and work together to create a welcoming experience for our youngest learners in Sturgeon Bay.

A motion to approve Sarah Doubeck as the Special Education Early Childhood Teacher beginning with the 2023-2024 school year is recommended.

5. Approve Sturgeon Bay High School Office Staff Member

As of Board meeting packet preparation time, interviews have been scheduled for later this week, but have not been held yet. A recommendation from Principal Nerby is anticipated in time for the July 19 Board meeting.

6. Approve Teacher Associates: Sunrise Library and Sawyer Safe Harbor

a. Sunrise Library Teaching Associate: Becky White

From Principal K Smullen - It is with great pleasure, I recommend Becky White as our new Sunrise Library Teacher Associate. Becky comes to us with 6 years of experience as an Assistant Branch Library Manager and Public Services Librarian. Becky earned her Masters of Library and Information Science and so she is extremely qualified to serve in this capacity at her alma mater of Sunrise Elementary! Our committee was very impressed with Becky's energy and creativity.

A motion to approve Becky White as the Sunrise Library Teacher Associate beginning with the 2023-2024 school year is recommended.

b. Sawyer Safe Harbor Teaching Associate: Kayla Derber

Principal Katy DeVillers is pleased to recommend Kayla Derber for the Teacher Associate Position in our Safe Harbor Rooms at Sawyer Elementary School for the 2023/2024 school year. Kayla has had experience in a public school setting as a long-term substitute in a special education program. Most recently, she was the Lead Teacher in the Appleton Area School District Summer Program. She also worked in a day-care setting as the Lead Teacher in a 3-year-old program. Kayla's past supervisor stated that she has effectively supported children in these settings and especially students who struggle with their emotions and behaviors. We are looking forward to having her support our students at Sawyer within our Safe Harbor Rooms!

A motion to approve Kayla Derber as the Sawyer Safe Harbor Teaching Associate beginning with the 2023-2024 school year is recommended.

7. Approve Coaches: 7th and 8th Grade Football, Assistant Football

- a. 8th & 7th Grade Football Coach – Principal Smullen and Athletic Director Meikle recommend Nick Kita. Nick had previously coached the varsity football team as an assistant football coach. Nick is currently an employee with the district in the maintenance department.

A motion to approve Nick Kita as the 8th and 7th grade football coach is recommended.

- b. *High School Assistant Football Coach - As of Board meeting packet preparation time, we're told that there may be a recommendation in time for the July 19 Board meeting.*

8. Approve Technology Department Purchases

During the 22-23 school year the Technology Department replaced the network storage device and are now replacing the rack mount units that run our servers to prepare as they approach end-of-life. These were last replaced in 2016. We also anticipate having to incorporate an add on that will enable the systems to be managed from a single screen and essentially ensure seamlessness in the event of a failover. An updated quote is in process and it is anticipated that this information will be presented at the board meeting.

A motion to approve the Technology Department purchases as presented is recommended.

9. Approve Annual Public Notice of Academic Standards

The 2015-2017 state budget, also known as 2015 Wisconsin Act 55, added several notice requirements for school districts. The items involve notice regarding academic standards, school report cards and ranking levels, educational options, and the special needs voucher program.

As we have been reminded by WASB in the past, “School Boards are reminded that they must include an item on the agenda of the first school board meeting of the school year (the first board meeting after July 1) that clearly identifies the student academic standards . . . that will be in effect for the school year . . . In addition, school boards are required . . . to notify the parents/guardians of students . . . This notice may be provided electronically, including by posting the notice or a link to the specific academic standards on the school district’s website.”

Once a new curriculum for a particular academic area has been adopted, that curriculum stays in place until a change is approved at a later date. Again, the requirement that we need to notify the public annually of these standards began just a few years ago.

In gathering feedback from various individuals and in alignment with our discussion on the topic in the past, it continues to appear that the clearest way of communicating this is that we follow “Sturgeon Bay Standards.” Work in recent years has involved the Wisconsin Academic Standards in most areas. Calling them Sturgeon Bay Standards gives us flexibility to be able to address any areas that may cause concern within our school community and avoids the perception of having to adopt something without the flexibility to adapt if and when concerns may arise when it comes to national or state standards conversations, if you will. Curriculum information is posted on the Sturgeon Bay School District website and can be accessed using the following link: <https://www.sturbay.k12.wi.us/district/curriculum.cfm>

We are also including a link to the DPI website and Academic Standards page for your convenience: <http://dpi.wi.gov/standards>.

A motion to give the required annual notice pertaining to academic standards utilized in the School District of Sturgeon Bay for the 2023-2024 school year is recommended.

10. Approve District Portion of Community Sports Complex Feasibility Study

As I shared in my superintendent's report in June, Mr. Craig Sigl was in contact with Jake Holtz and me. Craig is part of the community effort involving groups from Destination Door County and Destination Sturgeon Bay to the City and the County to the School District and other entities around the concept of bringing a community activity/sports complex that could involve outdoor and potentially indoor facilities. The Board has heard about this before and I shared back in April that Mike Stephani and I attended a meeting at City Hall with a number of individuals representing various groups. Craig shared with Jake Holtz and me that the steering committee for the effort is ready to pursue a formal feasibility study. I'll copy and paste information directly from Craig's June 19 email so you have a sense of who and what would be involved as we consider granting approval for our portion of the study.

The scope of studies will include the following:

A. Scope of Work

1. Project Kickoff
2. Local Market Analysis
3. Analysis of existing and planned local/regional facilities
4. Stakeholder Feedback
5. Remote development planning session
6. Comparable facilities and markets
7. Site analysis
8. Management Analysis
9. Market Conclusions and Recommendations
10. Operating and financial projections
11. Demand & Operating Projections
12. Financial Projections
13. Funding Analysis
14. Economic and Fiscal Impacts Analysis
15. How much should a school district be involved in each plan financially on the front end as well as involvement after completion?

The total cost for indoor and outdoor sports facility studies is \$89,500.

We will be seeking funds from the following partners:

- District
- City
- County
- Destination Door County
- Raibrook
- Door County Medical Center.

The total cost divided by the 6 entities is \$15k each.

A motion to approve \$15,000 toward the sports complex feasibility study as described above is recommended.

11. Continuation of Free Breakfast Program for 2023-2024 (informational item)

In this month's school board packet, Food Service Director, Jenny Spude, has details about school breakfast participation. To recap, this past school year we approached offering free breakfast for all students as a pilot program. Using the pilot year to determine the financial stress of this offering and the ability of Fund 50 to support its funding. Offering as many meals free for all students is one way to enhance food security for families.

In a nutshell, the amount of money "lost" by Fund 50 (food service fund) was about what was expected. This "lost" money is the lost revenue that is not received when full pay eligible families are not charged for breakfast when breakfast is free for all students. Currently, Fund 50 continues to have a strong balance and the use of Fund 50 dollars is limited to specific uses within food service activities. Funding breakfast is one of these allowable expenses, but funding free lunch is not.

Director Spude recommends continuing free breakfast for students for the upcoming school year with reconsideration prior to every school year, based on the financial strength of Fund 50. So that is the plan for 2023-2024 and beyond.

Director Spude has additional details and information in the report she submitted for this month as well as a recap of the year.

12. Strategic Action Plan Draft for 2023-2024 (informational item)

As we have discussed since the February 2017 Board and Administrative Team retreat, putting together a one-page document with identified priorities that can serve as a "strategic action plan" should help us not only with our internal processes and focus areas for a given year, but also should assist our work as we continue to work to communicate with our community.

The strategic action plan process is intended to:

- help provide clarity through annual priority areas for our organization,
- give us targeted items to monitor throughout the year, and
- provide a document for annual review so adjustments can be made for the following year.

As we have said in the past, feedback is welcome on the strategic action plan concept—as is focus as we consider our work, priorities, and overall focus for the upcoming year, as well as our ability to appropriately communicate those priorities to our families, staff members, and community members.

The Core Admin Team and I have spent time especially on the Teaching and Learning area this spring and again in our June meeting. Based on these and other conversations with the Board and Core Team I took a run at updating the two other areas as well.

In most years, the Board approves the updated document for the start of the new year in our August Board meeting, although there was a year where I believe we waited until September. Discussion is welcome, as are potential improvements to the document.

I'll finish by adding a note similar to last year and comments I have shared verbally with a combination of board members and staff members over the years. The approach not only helps provide focus and clarity, it also helps protect the district against people wanting to add initiatives or shift the focus away from agreed-upon priority areas during the course of the year. If there are good ideas/topics worthy of future consideration, we absolutely can and have considered those at a later time.

13. Biennial State Budget Update (informational item)

This agenda item will likely dovetail nicely with the reports section for this meeting, but the State budget is such an important topic I thought it was worth listing as part of the formal agenda this month as well.

14. Reports

15. Adjourn

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: _____

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/26/2023	202202258	W	24.23	10 E 400 411 136000 000	AMAZON.COM	Shop Supplies
06/26/2023	202202259	W	11.07	10 E 200 411 143000 000	AMAZON.COM	Disc golf discs
06/26/2023	202202260	W	26.90	10 E 200 411 143000 000	AMAZON.COM	Disc golf discs
06/26/2023	202202261	W	111.26	21 E 400 411 162112 000	AMAZON.COM	Golf Putting Greens
06/26/2023	202202262	W	17.07	27 E 800 411 223300 341	AMAZON.COM	books for Jenni O'Handley
06/26/2023	202202263	W	22.81	27 E 800 411 223300 341	AMAZON.COM	books for Jenni O'Handley
06/26/2023	202202264	W	24.18	27 E 800 411 223300 341	AMAZON.COM	books for Jenni O'Handley
06/26/2023	202202265	W	20.29	27 E 800 411 223300 341	AMAZON.COM	books for Jenni O'Handley
06/26/2023	202202266	W	18.05	27 E 800 411 223300 341	AMAZON.COM	books for Jenni O'Handley
06/26/2023	202202267	W	22.76	27 E 800 411 223300 341	AMAZON.COM	books for Jenni O'Handley
06/30/2023	202202212	W	0.77	10 E 800 355 263300 000	CENTURYLINK	MONTHLY CHARGES
06/26/2023	202202213	W	586.43	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS VENDING
06/30/2023	202202271	W	191.99	10 E 800 310 239000 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
06/30/2023	202202271	W	1,070.80	98 L 000 000 811900 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
06/30/2023	202202271	W	1,829.91	10 E 800 248 239000 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
06/30/2023	202202272	W	654.94	10 E 800 248 239000 000	EMPLOYEE BENEFITS CO	EBC HRA Fees
06/30/2023	202202273	W	5,573.02	50 E 800 415 257220 000	GORDON FOOD SERVICE	June 2023 Food Bill
06/30/2023	202202273	W	381.47	50 E 800 415 257220 549	GORDON FOOD SERVICE	June 2023 Food Bill
06/30/2023	202202273	W	413.90	50 E 800 411 257000 000	GORDON FOOD SERVICE	June 2023 Food Bill
06/30/2023	202202269	W	226,050.60	98 L 000 000 811611 000	INTERNAL REVENUE SER	FEDERAL TAXES
06/30/2023	202202269	W	192,929.24	98 L 000 000 811612 000	INTERNAL REVENUE SER	FEDERAL TAXES
06/30/2023	202202270	W	29,880.55	98 L 000 000 811613 000	WISCONSIN DEPARTMENT	STATE TAXES
06/30/2023	202202268	W	80,525.86	98 L 000 000 811621 000	WISCONSIN RETIREMENT	STATE RETIREMENT
06/30/2023	202202268	W	31,713.50	98 L 000 000 811622 000	WISCONSIN RETIREMENT	STATE RETIREMENT
06/01/2023	103409	R	182.63	10 E 800 355 263300 000	AT&T	Acct #920 743-5493 930 7 Monthly Billing (04/20/23 - 05/19/23)
06/01/2023	103410	R	230.92	50 E 800 415 257220 174	BAILEYS HARBOR FISH	SMOKED SALMON
06/01/2023	222300859	A	1,119.55	10 E 800 411 253000 000	BELSON CO	TOWELS/TISSUE/LINERS
06/01/2023	103411	R	752.40	21 E 800 310 161947 000	BILL CONNER ASSOCIAT	THEATRE DESIGN CONSULTING SERVICES
06/01/2023	222300860	A	90.00	10 E 800 310 162000 000	BOSTEDT, JACOB	REGIONAL TRACK WORKER 5.22.23
06/01/2023	222300861	A	100.00	10 E 800 310 162000 000	BOYD, PATRICK	REGIONAL TRACK WORKER 5.22.23
06/01/2023	103412	R	218.70	10 E 800 324 253000 000	CONGER INDUSTRIES IN	MAINTENANCE/WO-266630/MODEL PLC-24PLC
06/01/2023	103412	R	243.92	10 E 800 324 253000 000	CONGER INDUSTRIES IN	MAINTENANCE/WO-266629/MODEL 220TMII
06/01/2023	103412	R	251.01	10 E 800 324 253000 000	CONGER INDUSTRIES IN	MAINTENANCE/WO-270029/MODEL KCPH01A15PV
06/01/2023	103412	R	218.70	10 E 800 324 253000 000	CONGER INDUSTRIES IN	MAINTENANCE/WO-270053/MODEL GS-2632
06/01/2023	222300862	A	100.00	10 E 800 310 162000 000	CULLEN, JAMES	REGIONAL TRACK WORKER 5.22.23
06/01/2023	222300863	A	149.34	10 E 120 342 221300 000	CURTIN, LAUREN	1/3/2023-6/6/2023 Mileage from SW to TJW
06/01/2023	103413	R	181.96	10 E 400 310 126000 000	CUSTOM CRAFT TROPHY	Cunningham math & science awards
06/01/2023	222300864	A	120.00	10 E 800 310 162000 000	DAUPLAISE, MICHAEL	REGIONAL TRACK WORKER 5.22.23
06/01/2023	103414	R	20.00	10 E 800 310 162000 000	DC ENGRAVING	EXCELLENCE IN ATHLETICS AWARD
06/01/2023	103415	R	176.00	10 E 400 310 241000 000	DOOR COUNTY TREASURE	PROM DANCE SECURITY
06/01/2023	103416	R	300.00	10 E 400 310 163300 000	GIBALTAR AREA SCHOO	HS DRAMA COSTUME RENTAL 2022-2023
06/01/2023	103416	R	800.00	10 E 400 310 241000 000	GIBALTAR AREA SCHOO	PROJECT 180 PRESENTER-MICHAEL MCGOWAN FEES

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/01/2023	222300865	A	100.00	10 E 800 310 162000 000	GOSSE, JARED	Packerland Conference Track Worker
06/01/2023	222300866	A	100.00	10 E 800 310 162000 000	GREENLAW, NATHANIEL	REGIONAL TRACK WORKER 5.22.23
06/01/2023	103417	R	761.85	10 E 800 411 253000 000	HALLMAN LINDSAY QUAL	PAINT/MASKING TAPE
06/01/2023	222300868	A	1,326.47	21 E 400 411 161923 000	JANDRIN, JOHN	5/26/2023 I purchased the tickets and parking pass for the combined Student Council, FBLA, Calculas, Physics trip. Some students paid for their tickets and that money was deposited into the Student Council account. Both Student Council and FBLA sponsored all or part of the tickets for their members. *Reimbursement can be made to John Jandrin
06/01/2023	222300868	A	450.00	21 E 400 411 161911 000	JANDRIN, JOHN	5/26/2023 I purchased the tickets and parking pass for the combined Student Council, FBLA, Calculas, Physics trip. Some students paid for their tickets and that money was deposited into the Student Council account. Both Student Council and FBLA sponsored all or part of the tickets for their members. *Reimbursement can be made to John Jandrin
06/01/2023	222300869	A	14.95	10 E 800 419 249000 000	JOSTENS REMIT	DIPLOMA
06/01/2023	222300870	A	125.00	10 E 800 941 239000 000	KNAPP, NANCY	4/11/2023 Short Term Sub License
06/01/2023	222300871	A	100.00	10 E 800 310 162000 000	LEAR, NATHAN	REGIONAL TRACK WORKER 5.22.23
06/01/2023	222300872	A	170.30	10 E 140 342 221300 000	LEWIS, JANE	5/24/2023 Mleage reimbursement for Wisconsin Math Conference on May 205, 2023. 260 miles total. Mileage reimbursement for CESA Math Leaders network on Oct 12, 2022 and on April 12, 2023
06/01/2023	222300872	A	144.10	10 E 140 342 221300 000	LEWIS, JANE	5/24/2023 Mleage reimbursement for Wisconsin Math Conference on May 205, 2023. 260 miles total. Mileage reimbursement for CESA Math Leaders network on Oct 12, 2022 and on April 12, 2023
06/01/2023	222300873	A	100.00	10 E 800 310 162000 000	MATUSZEK, JERRY	REGIONAL TRACK WORKER 5.22.23
06/01/2023	103418	R	2,816.53	10 E 800 389 431000 000	NWTC-GREEN BAY CAMPU	ASSESSMENT/EVALUATION/INSTRUCT ION-ALTERNATIVE HS 2022-23
06/01/2023	222300874	A	100.00	10 E 800 310 162000 000	PAWLITZKY, COLE	REGIONAL TRACK WORKER 5.22.23
06/01/2023	103419	R	625.00	21 E 400 310 166323 685	PROBOOKINGS.COM	HYPNOTIST SERVICES SENIOR NIGHT

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/01/2023	222300875	A	73.67	21 E 200 411 166327 000	PROPSOM, MATTHEW	5/31/2023 Washington D.C. Water Purchase
06/01/2023	103420	R	150.00	50 E 800 415 257220 174	RENARD'S CHEESE STOR	CHEESE CURDS/WHIPS
06/01/2023	103421	R	1,104.00	21 E 400 411 165910 000	SCATURO'S BAKING COM	Senior Night Dinner
06/01/2023	222300876	A	100.00	10 E 800 310 162000 000	SCHUMANN, ANTHONY	REGIONAL TRACK WORKER 5.22.23
06/01/2023	222300877	A	100.00	10 E 800 310 162000 000	SMIDEL, KAARYNA	REGIONAL TRACK WORKER 5.22.23
06/01/2023	222300878	A	100.00	10 E 800 310 162000 000	SMIDEL, KASSIDY	REGIONAL TRACK WORKER 5.22.23
06/01/2023	222300879	A	100.00	10 E 800 310 162000 000	SMITH, ANTHONY	REGIONAL TRACK WORKER 5.22.23
06/01/2023	103422	R	3,060.00	50 E 800 324 257220 000	ST JOHN BOSCO CATHOL	HOT LUNCH HELPER 2022-2023
06/01/2023	222300880	A	22.74	10 E 200 411 135200 000	SULLIVAN, PAIGE	5/9/2023-5/23/2023 Groceries bought from Pick n'Save
06/01/2023	222300880	A	6.43	10 E 200 450 135200 000	SULLIVAN, PAIGE	5/11/2023-5/23/2023 Class Project Supplies
06/01/2023	222300880	A	13.14	10 E 200 450 135200 000	SULLIVAN, PAIGE	5/11/2023-5/23/2023 Class Project Supplies
06/01/2023	222300880	A	48.90	10 E 200 411 135200 000	SULLIVAN, PAIGE	5/24/2023-5/25/2023 Groceries from Walmart
06/01/2023	222300881	A	110.00	10 E 800 310 162000 000	VANDERVEST, JULIA	REGIONAL TRACK WORKER 5.22.23
06/01/2023	222300882	A	110.00	10 E 800 310 162000 000	VANDERVEST, WADE	REGIONAL TRACK WORKER 5.22.23
06/01/2023	103423	R	60.75	50 E 800 415 257220 174	WASEDA FARMS COUNTRY	WHOLESALE EGG CASE FLATS
06/01/2023	222300883	A	164.96	10 E 800 324 253000 000	YOUNG AUTOMOTIVE	DODGE VAN MAINTENANCE
06/02/2023	103424	R	1,200.00	21 E 400 310 162204 000	GREEN BAY AREA BASEB	SUMMER BASEBALL FEE
06/02/2023	103425	R	200.00	80 E 800 310 232201 000	IZBENKO, OLENA	Rock the Dock Photographer
06/02/2023	103426	R	1,500.00	80 E 800 310 232201 000	JILOT, BRIAN	Rock the Dock Entertainment
06/02/2023	103427	R	479.41	21 E 400 411 162204 000	TEAM SPORTING GOODS	BASEBALL SUPPLIES
06/06/2023	222300884	A	15,410.50	27 E 800 370 436000 341	ADVOCATES FOR HEALTH	M.GREER EDUCATIONAL SUPPORT SERVICES MAY 2023
06/06/2023	103432	R	285.00	50 E 800 415 257220 174	CLARIO FARMSTEAD PAS	PASTA
06/06/2023	222300885	A	135.00	80 E 800 411 232201 000	DC PRINTING LLC	ROCK THE DOCK FOAMCORES
06/06/2023	103433	R	60.00	10 E 800 943 219000 000	EQUAL RIGHTS DIVISIO	MAY 2023 WORK PERMITS
06/06/2023	222300886	A	560.70	10 E 800 310 239000 000	ERC INC	MAY 2023 EAP SERVICES
06/06/2023	103434	R	6,112.50	49 E 800 310 239000 000	EUA	Project #318509-01 MAY Billing
06/06/2023	103429	R	255.41	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
06/06/2023	103435	R	250.00	21 R 200 291 166327 000	HECK, ANDREA	WASHINGTON DC TRIP REFUND
06/06/2023	222300887	A	50.96	10 E 400 411 125500 000	HEID MUSIC CO	MUSIC BOOKS
06/06/2023	222300888	A	233.88	10 E 400 411 125500 000	INSTRUMENTAL MUSIC C	SUMMER SCHOOL PIANO BOOKS
06/06/2023	222300888	A	325.00	10 E 800 310 125000 000	INSTRUMENTAL MUSIC C	Instrument Repair
06/06/2023	222300889	A	1,998.00	10 E 800 480 295000 000	ITSAVVY LLC	Network camera viewing stations and monitors
06/06/2023	222300890	A	345.95	27 E 800 310 223300 019	KYLES CONSULTING LLC	MAY 2023 SBS/MAC FEE
06/06/2023	222300891	A	100.00	10 E 800 310 162000 000	LEAR, NATHAN	REGIONAL TRACK WORKER 5.22.23
06/06/2023	222300893	A	40.25	10 E 800 342 253000 000	MAYBERRY, JOHN	9/4/2022-12/31/2022 Mileage for building checks and/or snow removal 9/4 bldg. ck 4.4 mi 10/2 bldg. ck 4.4 mi 11/13 bldg. ck 4.4 mi 9/11 bldg. ck 4.4 mi 10/9 bldg ck 4.4 mi 11/15 snow 4.4 mi 9/18 bldg. ck 4.4 mi 10/16 bldg ck 4.4 mi 11/16 snow 4.4 mi 9/25 bldg. ck 4.4 mi 10/23

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
						bldg. ck 4.4 mi 11/20
						bldg. ck 4.4 10/30
						bldg. ck 4.4 mi 11/27
						bldg. ck 4.4 mi
						11/29 Econo dist. water 2.8 mi
06/06/2023	222300893	A	80.24	10 E 800 342 253000 000	MAYBERRY, JOHN	1/1/2023-3/30/2023 2023 Mileage Reimbursement
06/06/2023	103430	R	715.00	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
06/06/2023	222300894	A	225.00	27 E 120 310 156603 341	SCHINK, POLLY	1/1/2023-12/31/2023 ASHA professional dues reimbursement to maintain Certificate of Clinical Competence
06/06/2023	103431	R	200.30	98 L 000 000 811680 000	WISCTF	Case ID - 2798607 & Case ID - 555787
06/15/2023	103436	R	145.82	10 E 800 449 214000 000	ADVANCED FIRST AID I	AED Replacement pads/batteries
06/15/2023	222300895	A	2,453.70	27 E 800 370 436000 341	ADVOCATES FOR HEALTH	M.GREER EDUCATIONAL SUPPORT SERVICES JUNE 2023
06/15/2023	103437	R	150.00	10 E 800 310 162000 000	ALGOMA SCHOOL DISTRI	TRACK INVITE FEES 5/9/23
06/15/2023	103438	R	725.00	10 E 800 310 231500 000	BUELOW VETTER BUIKEM	MAY LEGAL SERVICES ACCT#3101.00098
06/15/2023	103439	R	5,475.00	10 E 800 480 295000 000	CAN DO U, LLC	1 YEAR ACCESS TO HS VIDEOS/STAFF TRAINING
06/15/2023	103440	R	989.47	10 E 800 355 263300 000	CELLCOM WISCONSIN RS	Acct #003-00319495 Monthly Charges
06/15/2023	103441	R	872.25	10 E 800 411 253000 000	CULLIGAN SERVICE	BOTTLED WATER/SALT
06/15/2023	103442	R	28.97	10 E 800 411 253000 000	DOOR COUNTY COOPERAT	#784909 MAY 2023 MONTHLY BILLING
06/15/2023	103442	R	4,571.65	10 E 800 348 256510 000	DOOR COUNTY COOPERAT	#784909 MAY 2023 MONTHLY BILLING
06/15/2023	222300896	A	69.56	10 E 400 342 221300 000	HAWBAKER, JOSHUA	3/7/2023 CESA 7 Computer Science Curriculum Meeting in Green Bay
06/15/2023	222300897	A	254.42	10 E 200 411 241000 000	JACOBSON, STEPHEN	6/2/2023 PRIDE Breakfast donuts & muffins
06/15/2023	222300898	A	14.95	10 E 800 419 249000 000	JOSTENS REMIT	DIPLOMA
06/15/2023	222300899	A	46,559.18	10 E 800 310 256210 000	KOBUSSEN BUSES LTD	MAY 2023 BUSSING SERVICES
06/15/2023	222300899	A	2,666.20	10 E 800 310 256270 000	KOBUSSEN BUSES LTD	MAY 2023 BUSSING SERVICES
06/15/2023	222300899	A	5,661.51	10 E 800 310 256240 000	KOBUSSEN BUSES LTD	MAY 2023 BUSSING SERVICES
06/15/2023	222300899	A	290.19	80 E 800 310 256290 000	KOBUSSEN BUSES LTD	MAY 2023 BUSSING SERVICES
06/15/2023	222300899	A	8,789.92	10 E 800 310 256210 000	KOBUSSEN BUSES LTD	JUNE 2023 BUSSING SERVICES
06/15/2023	222300899	A	2,383.04	10 E 800 310 256270 000	KOBUSSEN BUSES LTD	JUNE 2023 BUSSING SERVICES
06/15/2023	103443	R	329.31	10 E 400 411 241000 000	MAAS FLORAL & GREENH	GRADUATION FLOWERS
06/15/2023	222300900	A	101.20	10 E 120 310 221300 000	MUELLER, SAMUEL	1/3/2023-6/6/2023 Fuel mileage Between Sawyer and HS
06/15/2023	222300901	A	69.43	10 E 400 342 221300 000	NERBY, KEITH	2/17/2023 CESA 7 Computer Science Consortium Meeting in Green Bay.
06/15/2023	103444	R	310.00	21 E 400 310 162121 000	ONE WISCONSIN	SUMMER VOLLEYBALL LEAGUE FEES
06/15/2023	103445	R	201.88	10 E 800 351 239000 000	PENINSULA PULSE	JOB POSTINGS
06/15/2023	103445	R	166.63	10 E 800 351 239000 000	PENINSULA PULSE	MAY LEGAL NOTICES

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/15/2023	103446	R	8,222.51	10 E 800 411 253000 000	PIKE SYSTEMS INC	MAINTENANCE SUPPLIES
06/15/2023	222300902	A	192.24	50 E 800 415 257220 549	PRAIRIE FARMS	MILK
06/15/2023	222300902	A	5,499.48	50 E 800 415 257220 000	PRAIRIE FARMS	MONTHLY BILLING ACCT #47-471
06/15/2023	103447	R	107.10	21 E 400 310 165910 000	PROBOOKINGS.COM	HYPNOTIST HOTEL REFUND
06/15/2023	222300903	A	16.70	21 E 200 411 161941 000	PROPSOM, MATTHEW	6/2/2023 2023 Fishing Day Snacks Receipt / Outdoors Class
06/15/2023	222300904	A	19.20	10 E 200 449 241000 000	QUILL LLC	MS office Supplies
06/15/2023	222300904	A	177.15	10 E 200 449 241000 000	QUILL LLC	MS office Supplies
06/15/2023	103448	R	1,023.57	10 E 200 411 241000 000	RBS ACTIVEWEAR	PRIDE SHIRTS
06/15/2023	103449	R	5,545.76	80 E 800 411 232201 000	STURGEON BAY YACHT C	ROCK THE DOCK
06/15/2023	222300905	A	800.40	10 E 800 411 122115 141	SCHOOL SPECIALTY, LL	SPIRE Materials for Reading Intervention at Sawyer.
06/15/2023	222300906	A	128.70	10 E 800 342 221300 000	SELLE, HOLLY	1/1/2023-6/7/2023 Mileage
06/15/2023	222300906	A	78.94	10 E 800 342 222200 000	SELLE, HOLLY	1/1/2023-6/7/2023 Mileage
06/15/2023	222300907	A	291.38	10 E 800 355 263300 000	SPECTRUM BUSINESS	Acct #8245 11 120 0173238 Monthly Charges
06/15/2023	222300908	A	3,034.68	10 E 800 353 263300 000	SUNSHINE HOUSE INC	DISTRICT MAILING SO#53549
06/15/2023	222300909	A	1,823.80	10 E 800 354 258000 000	US BANK	MONTHLY COPIER LEASE CHARGES ACCT#1268355
06/15/2023	222300910	A	30.97	10 E 800 310 162000 000	WISC INTERSCHOLASTIC	2023 GIRLS REGIONAL SOCCER FEES
06/15/2023	222300911	A	450.00	10 E 800 310 239000 000	WIS DRUG TESTING & C	BACKGROUND CHECKS (30)
06/15/2023	222300912	A	3,592.70	10 E 800 354 258000 000	WISCONSIN DOCUMENT I	Acct #GB3909 - Contract #3239-01
06/15/2023	103450	R	12.00	10 E 800 943 120000 000	WIS SCHOOL MUSIC ASS	DISTRICT S/E REGIST FEES
06/15/2023	103450	R	232.05	10 E 800 943 120000 000	WIS SCHOOL MUSIC ASS	STATE S/E REGIST FEES
06/15/2023	103450	R	37.70	10 E 800 943 120000 000	WIS SCHOOL MUSIC ASS	STATE S/E REGIST FEES
06/21/2023	103451	R	16.00	98 L 000 000 811690 000	CROSSROADS AT BIG CR	Employee Donations
06/21/2023	103451	R	96.00	98 L 000 000 811690 000	CROSSROADS AT BIG CR	Employee Donations
06/21/2023	103452	R	239.99	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
06/21/2023	103453	R	3,725.56	98 L 000 000 811634 000	MADISON NATIONAL LIF	Group Life Insurance
06/21/2023	103454	R	2,316.99	98 L 000 000 811635 000	MADISON NATIONAL LIF	LTD and STD Insurance
06/21/2023	103454	R	1,001.82	98 L 000 000 811639 000	MADISON NATIONAL LIF	LTD and STD Insurance
06/21/2023	103455	R	332.50	98 L 000 000 811637 000	MADISON NATIONAL LIF	Voluntary Life - 24 Pay
06/21/2023	103456	R	660.00	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
06/21/2023	103457	R	1,388.20	98 L 000 000 811647 000	SUPERIOR VISION INSU	July Vision Insurance
06/21/2023	103458	R	292.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
06/21/2023	103458	R	1,287.00	98 L 000 000 811690 000	UNITED WAY	Employee Donations
06/21/2023	103459	R	200.30	98 L 000 000 811680 000	WISCTF	Case ID - 2798607
06/22/2023	222300913	A	1,622.48	10 E 140 411 121000 000	ARTISTS GUILD	2023 Supplies from Artist's Guild
06/22/2023	103460	R	1,132.22	10 E 800 324 253000 000	AUTOMATED LOGIC - WI	AIR HANDLER MAINTENANCE SERVICES
06/22/2023	222300914	A	1,119.55	10 E 800 411 253000 000	BELSON CO	CUSTODIAL SUPPLIES
06/22/2023	222300915	A	2,276.30	10 E 800 480 295000 000	CAMERA CORNER-CONNEC	HPE DAY 1 SERVICE CONTRACT 11/15/23-7/1/2024
06/22/2023	222300915	A	1,669.80	10 E 800 480 295000 000	CAMERA CORNER-CONNEC	VEEAM ANNUAL BASIC MAINTENANCE RENEWAL 7/13/23-7/12/24
06/22/2023	103461	R	240.00	10 E 800 310 162000 000	CAPTAIN COMMODES	SUMMER PORT-A-POTTI RENTAL
06/22/2023	222300916	A	2,900.00	10 E 800 386 431000 000	CESA #9	WIS VIRTUAL SCHOOL APRIL 2023 (10) ENROLLMENTS
06/22/2023	103462	R	750.00	10 E 800 310 162000 000	CHERRY HILL LODGE/GO	GOLF TEAM ACCESS FEES
06/22/2023	103463	R	145.80	10 E 800 324 253000 000	CONGER INDUSTRIES IN	MAINTENANCE W/O-271849/MODEL

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/22/2023	222300917	A	11.94	10 E 140 411 113000 000	CORNELL, MOLLY	40GPW-4-14 9/9/2022 3rd Grade Math Read Alouds
06/22/2023	222300917	A	6.87	10 E 140 411 113000 000	CORNELL, MOLLY	9/9/2022 3rd Grade Math Read Alouds
06/22/2023	222300917	A	49.93	10 E 140 411 113000 000	CORNELL, MOLLY	9/9/2022 3rd Grade Math Read Alouds
06/22/2023	222300917	A	23.97	10 E 140 411 113000 000	CORNELL, MOLLY	8/28/2022 3rd Grade USB Extensions
06/22/2023	103464	R	150.03	21 E 010 411 160999 000	DOOR COUNTY HARDWARE	Account# 96718- MAY 2023 CHARGES
06/22/2023	103464	R	124.19	10 E 400 450 136431 000	DOOR COUNTY HARDWARE	Account# 96718- MAY 2023 CHARGES
06/22/2023	103464	R	287.58	10 E 800 411 253000 000	DOOR COUNTY HARDWARE	Account# 96718- MAY 2023 CHARGES
06/22/2023	103465	R	8,720.00	10 E 800 310 214000 000	DOOR COUNTY MEDICAL	NURSING SERVICES-MAY 2023
06/22/2023	103465	R	1,744.44	27 E 800 310 218200 011	DOOR COUNTY MEDICAL	PT-MAY 2023
06/22/2023	103466	R	630.00	21 E 800 411 161942 000	DOOR COUNTY ROD & GU	Clipper Clays 2nd Half of Season Ammo
06/22/2023	103467	R	300.00	21 E 140 310 164900 000	DOOR COUNTY YMCA	LIFEGUARDS/POOL FUN DAY
06/22/2023	103467	R	260.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	MONTHLY MEMBERSHIPS
06/22/2023	103467	R	300.00	10 E 800 310 239100 000	DOOR COUNTY YMCA	MONTHLY MEMBERSHIPS
06/22/2023	222300918	A	189.52	10 E 800 411 253000 000	EAGLE MECHANICAL	WO #26687/BALL VALVE
06/22/2023	222300919	A	5,518.06	10 E 800 411 295000 000	HEARTLAND BUSINESS S	ORDER #114054/CISCO 4321 ROUTERS
06/22/2023	222300920	A	6,198.00	10 E 800 480 295000 000	ITSAVVY LLC	Network camera viewing stations and monitors
06/22/2023	222300921	A	117.70	10 E 800 310 162000 000	KRIESE, BRIAN	Center soccer official vs NH
06/22/2023	222300922	A	60.00	10 E 800 310 162000 000	LEITERMAN, ANDY	AR soccer official vs NH
06/22/2023	103468	R	50.00	10 E 800 310 239000 000	MACCOUX, CARLA	Memorial Gift
06/22/2023	103469	R	880.50	50 E 800 415 257220 000	PAN O GOLD	SCHOOL LUNCH FOOD ACCT #40014
06/22/2023	222300923	A	250.00	10 E 800 411 162000 000	PRIMETIME TIMING	Hip Numbers for Track
06/22/2023	222300924	A	136.25	27 E 120 342 221300 341	SCHINK, POLLY	9/1/2022-6/7/2023 Mileage reimbursement for 2022-2023 school year in 2022, 218 miles at \$0.625/mile in 2023, 206 miles at \$0.655/mile Driving between Sunrise, Sawyer, St.John Bosco, Head Start, and home visits in personal vehicle to provide speech therapy services to children on my caseload
06/22/2023	222300924	A	170.30	27 E 120 342 221300 341	SCHINK, POLLY	9/1/2022-6/7/2023 Mileage reimbursement for 2022-2023 school year in 2022, 218 miles at \$0.625/mile in 2023, 206 miles at \$0.655/mile Driving between Sunrise, Sawyer, St.John Bosco, Head Start, and home visits in personal vehicle to provide speech therapy services to children on my caseload
06/22/2023	103470	R	56.00	10 E 800 411 253000 000	SHORE TO SHORE RENTA	MAINTENANCE SUPPLIES
06/22/2023	222300925	A	94.99	10 E 100 411 241000 000	SMULLEN, CATHERINE	6/8/2023 paid for lunch

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
						for BLT, Eric Larsen and CESA 6 colleague
06/22/2023	222300926	A	285.53	10 E 800 331 253300 000	SYMMETRY ENERGY SOLU	Customer ID 34642 District Gas Billing
06/22/2023	103471	R	218.70	10 E 800 411 162000 000	TEAM SPORTING GOODS	BASEBALLS
06/22/2023	103471	R	229.27	10 E 800 411 162000 000	TEAM SPORTING GOODS	RHINO ELITE MEDICINE BALLS
06/22/2023	103471	R	511.80	21 E 400 411 162204 000	TEAM SPORTING GOODS	BASEBALL APPAREL
06/22/2023	222300927	A	60.00	10 E 800 310 162000 000	THILLMAN, PETER	AR soccer official vs NH
06/28/2023	103473	R	15.25	50 L 000 000 815000 000	ANDERSON, ANNETTE	LUNCH ACCOUNT REFUND
06/28/2023	222300928	A	900.00	10 E 800 310 239100 000	ARMATI COLLECTIVE	JAN-MAY 2023 MEMBERSHIPS
06/28/2023	222300929	A	1,119.55	10 E 800 411 253000 000	BELSON CO	TOWELS/TISSUES/LINERS
06/28/2023	103474	R	58.10	50 L 000 000 815000 000	BOHN, KRISTINA	LUNCH ACCOUNT REFUND
06/28/2023	103475	R	51.75	50 L 000 000 815000 000	BRAUER, GREG	LUNCH ACCOUNT REFUND
06/28/2023	103476	R	24.85	50 L 000 000 815000 000	BRAUN, SUSAN	LUNCH ACCOUNT REFUND
06/28/2023	222300930	A	5,432.87	27 E 800 386 156600 341	CESA 7	PERSONNEL CHARGES 5/1-5/31/2023
06/28/2023	103477	R	4,001.25	27 E 800 386 436000 341	CESA 8	4TH QTR SERVICE BILLING
06/28/2023	103478	R	1,074.28	10 E 800 348 254500 000	DOOR COUNTY TREASURE	MAY 2023 FUEL INVOICES
06/28/2023	103478	R	2,485.38	10 E 800 348 256510 000	DOOR COUNTY TREASURE	MAY 2023 FUEL INVOICES
06/28/2023	103479	R	716.21	10 E 120 449 241000 000	DEMCO REMIT	Desks for Sawyer - Quote #T3123019
06/28/2023	222300931	A	240.00	10 E 800 355 263300 000	DEMEUSE, NELSON	CELL PHONE DATA REIMB 1/1/23-6/30/23
06/28/2023	103480	R	1,500.00	10 E 800 355 263300 000	DEPARTMENT OF ADMINI	TEACH SERVICES
06/28/2023	222300932	A	158.33	10 E 800 411 162000 000	DESOTELLE, ROBERT	REIMBURSE GIRLS SOCCER EXP 2023
06/28/2023	222300933	A	240.00	10 E 800 355 263300 000	DEVILLERS, KATHRYN	CELL PHONE DATA REIMB 1/1/23-6/30/23
06/28/2023	222300934	A	240.00	10 E 800 355 263300 000	FERRY, LINDSAY	CELL PHONE DATA REIMB 1/1/23-6/30/23
06/28/2023	222300935	A	240.00	10 E 800 355 263300 000	GORDON, KIM	CELL PHONE DATA REIMB 1/1/23-6/30/23
07/03/2023	103472	R	230.17	98 L 000 000 811680 000	GURSTEL LAW FIRM PC	Case No. 12-CV-224; File #802986
06/28/2023	222300936	A	240.00	10 E 800 355 263300 000	GUSTAFSON, JAMES	CELL PHONE DATA REIMB 1/1/23-6/30/23
06/28/2023	222300937	A	200.00	10 E 800 355 263300 000	HANSON, JENNIFER	CELL PHONE DATA REIMB 1/1/23-6/30/23
06/28/2023	222300938	A	400.00	50 L 000 000 815000 000	HERBST, NICOLE	LUNCH ACCOUNT REFUND
06/28/2023	103481	R	14.55	50 L 000 000 815000 000	HOFFMAN, JEFF	LUNCH ACCOUNT REFUND
06/28/2023	222300939	A	240.00	10 E 800 355 263300 000	HOLTZ, JACOB	CELL PHONE DATA REIMB 1/1/23-6/30/23
06/28/2023	222300939	A	37.98	10 E 800 411 252100 000	HOLTZ, JACOB	6/26/2023 EOY Coffee For the Office
06/28/2023	103482	R	741.20	10 E 800 324 253000 000	JOHNSON CONTROLS	FIRE ALARM TESTING-SUNRISE
06/28/2023	103482	R	1,045.23	10 E 800 324 253000 000	JOHNSON CONTROLS	FIRE ALARM TESTING-SAWYER
06/28/2023	103482	R	149.00	10 E 800 324 253000 000	JOHNSON CONTROLS	TRUCK CHARGE-SAWYER
06/28/2023	103482	R	807.00	10 E 800 324 253000 000	JOHNSON CONTROLS	FIRE ALARM TESTING-MS/HS
06/28/2023	103483	R	736.03	10 E 800 324 253000 000	JOHN'S REFRIGERATION	HS COOLER MAINTENANCE
06/28/2023	222300940	A	110.00	10 E 800 411 253000 000	LAFORCE HARDWARE & M	Customer #39571 Maintenance Supplies
06/28/2023	103484	R	75.00	10 E 800 411 239000 000	MAAS FLORAL & GREENH	FUNERAL FLOWERS/JENNERJOHN
06/28/2023	103484	R	75.00	10 E 800 411 239000 000	MAAS FLORAL & GREENH	FUNERAL FLOWERS/JENNERJOHN
06/28/2023	103484	R	306.00	10 E 200 411 241000 000	MAAS FLORAL & GREENH	8TH GRADE GRADUATION FLOWERS
06/28/2023	222300941	A	240.00	10 E 800 355 263300 000	NERBY, KEITH	CELL PHONE DATA REIMB 1/1/23-6/30/23

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06/28/2023	222300942	A	240.00	10 E 800 355 263300 000	PAYE-WEBER, JENNIFER	CELL PHONE DATA REIMB 1/1/23-6/30/23
06/28/2023	103485	R	45.00	21 E 400 411 161948 000	PDK INTERNATIONAL	EDUCATORS RISING HS CARDS/CERTIFICATES
06/28/2023	103486	R	29.65	50 L 000 000 815000 000	PUDLO, MARK	LUNCH ACCOUNT REFUND
06/28/2023	222300943	A	154.00	50 L 000 000 815000 000	RABAS, JENNIFER	LUNCH ACCOUNT REFUND
06/28/2023	103487	R	11.15	50 L 000 000 815000 000	REINHARDT, STEPHANIE	LUNCH ACCOUNT REFUND
06/28/2023	222300944	A	14,813.86	10 E 800 336 253300 000	STURGEON BAY UTILITI	MAY 2023 UTILITY BILL
06/28/2023	222300944	A	1,372.73	10 E 800 337 253300 000	STURGEON BAY UTILITI	MAY 2023 UTILITY BILL
06/28/2023	222300944	A	880.08	10 E 800 338 253300 000	STURGEON BAY UTILITI	MAY 2023 UTILITY BILL
06/28/2023	222300944	A	121.06	10 E 800 339 253300 000	STURGEON BAY UTILITI	MAY 2023 UTILITY BILL
06/28/2023	103488	R	163.75	50 L 000 000 815000 000	SCHOMMER, CHARLES	LUNCH ACCOUNT REFUND
06/28/2023	222300945	A	240.00	10 E 800 355 263300 000	SMULLEN, CATHERINE	CELL PHONE DATA REIMB 1/1/23-6/30/23
06/28/2023	222300946	A	240.00	10 E 800 355 263300 000	SMULLEN, MARK	CELL PHONE DATA REIMB 1/1/23-6/30/23
06/28/2023	103489	R	1,600.34	10 E 800 310 299000 720	ST JOHN BOSCO CATHOL	PLTW CORE TRAINING REGIST FEES
06/28/2023	103489	R	846.36	10 E 800 310 299000 381	ST JOHN BOSCO CATHOL	PLTW CORE TRAINING REGIST FEES
06/28/2023	103490	R	220.00	10 E 800 310 162000 000	STURGEON BAY YOUTH A	UMPIRES FOR SUMMER LEAGUE
06/28/2023	103491	R	1,600.00	21 E 400 411 162107 000	SULLY'S PRODUCE, LLC	HS DANCE TEAM FUNDRAISER
06/28/2023	103492	R	31.27	10 E 800 353 263300 000	UNITED PARCEL SERVIC	Shipper #586902 Monthly Parcel Service
06/28/2023	222300948	A	124.60	10 E 800 324 253000 000	VANS FIRE & SAFETY I	CUSTOMER # 7900 FIRE EXT INSPECTION-SAWYER
06/28/2023	222300948	A	129.50	10 E 800 324 253000 000	VANS FIRE & SAFETY I	CUSTOMER # 7900 FIRE EXT INSPECTION-TJ WALKER
06/28/2023	222300948	A	47.50	10 E 800 324 253000 000	VANS FIRE & SAFETY I	CUSTOMER # 7900 FIRE EXT INSPECTION-BUS GARAGE
06/28/2023	222300948	A	1,161.80	10 E 800 324 253000 000	VANS FIRE & SAFETY I	CUSTOMER # 7900 FIRE EXT INSPECTION-HIGH SCHOOL
06/28/2023	222300948	A	70.00	10 E 800 324 253000 000	VANS FIRE & SAFETY I	CUSTOMER # 7900 FIRE EXT INSPECTION-SUNRISE
06/28/2023	103493	R	14.00	50 L 000 000 815000 000	ZENO, MARICELIS	LUNCH ACCOUNT REFUND
06/06/2023	202202310	W	339.53	10 E 800 324 253000 000	AIRGAS USA LLC	Credit Card Payment AP Invoice.
06/06/2023	202202300	W	24.78	10 E 200 411 241000 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/06/2023	202202300	W	48.15	10 E 100 411 110100 000	AMAZON.COM	Credit Card Payment AP Invoice.
06/06/2023	202202304	W	274.94	10 E 120 472 110000 000	ANCORA PUBLISHING	Credit Card Payment AP Invoice.
06/06/2023	202202301	W	221.00	21 E 200 310 166327 000	APPLE VALLEY LANES	Credit Card Payment AP Invoice.
06/06/2023	202202286	W	39.99	10 E 800 411 253000 000	BLUETARP FINANCIAL	Credit Card Payment AP Invoice.
06/06/2023	202202289	W	41.12	27 E 800 411 223300 341	BONNIE BROOKE GARDEN	Credit Card Payment AP Invoice.
06/06/2023	202202303	W	45.00	10 E 400 411 241000 000	COBORN'S INCORPORATE	Credit Card Payment AP Invoice.
06/06/2023	202202309	W	36.99	21 E 200 411 161939 000	CULVER'S OF STURGEON	Credit Card Payment AP Invoice.
06/06/2023	202202309	W	141.10	21 E 200 411 161939 000	CULVER'S OF STURGEON	Credit Card Payment AP Invoice.
06/06/2023	202202309	W	22.08	21 E 200 411 161939 000	CULVER'S OF STURGEON	Credit Card Payment AP

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06/06/2023	202202305	W	22.31	21 E 200 411 161939 000	DAIRY QUEEN	Invoice. Credit Card Payment AP
06/06/2023	202202302	W	31.98	10 E 200 411 241000 000	DOOR COUNTY HARDWARE	Invoice. Credit Card Payment AP
06/06/2023	202202279	W	60.00	21 E 800 411 161926 000	DESTINATION DOOR COU	Invoice. Credit Card Payment AP
06/06/2023	202202299	W	220.00	21 E 200 310 161941 000	DEPARTMENT OF NATURA	Invoice. Credit Card Payment AP
06/06/2023	202202291	W	42.50	21 E 400 411 165910 000	THE DOLLAR TREE	Invoice. Credit Card Payment AP
06/06/2023	202202291	W	9.50	21 E 140 411 170006 000	THE DOLLAR TREE	Invoice. Credit Card Payment AP
06/06/2023	202202278	W	37.95	21 E 800 411 161926 000	DOOR COUNTY MARITIME	Invoice. Credit Card Payment AP
06/06/2023	202202308	W	145.60	21 E 200 310 161939 000	THE FARM	Invoice. Credit Card Payment AP
06/06/2023	202202308	W	5.25	21 E 200 310 161939 000	THE FARM	Invoice. Credit Card Payment AP
06/06/2023	202202297	W	290.98	21 E 400 411 161923 000	FATZO SUBS	Invoice. Credit Card Payment AP
06/06/2023	202202297	W	-29.79	10 E 800 411 221200 000	FATZO SUBS	Invoice. Credit Card Payment AP
06/06/2023	202202297	W	29.79	10 E 800 411 221200 000	FATZO SUBS	Invoice. Credit Card Payment AP
06/06/2023	202202297	W	25.80	10 E 800 411 295000 000	FATZO SUBS	Invoice. Credit Card Payment AP
06/06/2023	202202312	W	-4.73	10 E 800 411 295000 000	GET REAL CAFE	Invoice. Credit Card Payment AP
06/06/2023	202202312	W	103.25	10 E 800 411 295000 000	GET REAL CAFE	Invoice. Credit Card Payment AP
06/06/2023	202202311	W	2,007.30	10 E 800 339 253300 000	GFL ENVIRONMENTAL	Invoice. Credit Card Payment AP
06/06/2023	202202292	W	76.74	10 E 400 411 241000 000	GLOBAL RECOGNITION	Invoice. Credit Card Payment AP
06/06/2023	202202295	W	115.75	21 E 200 411 161939 000	GREEN BAY PARKS	Invoice. Credit Card Payment AP
06/06/2023	202202295	W	11.25	21 E 200 411 161939 000	GREEN BAY PARKS	Invoice. Credit Card Payment AP
06/06/2023	202202281	W	24.27	10 E 800 351 239000 000	INDEED, INC.	Invoice. Credit Card Payment AP
06/06/2023	202202281	W	197.29	10 E 800 351 239000 000	INDEED, INC.	Invoice. Credit Card Payment AP
06/06/2023	202202313	W	94.68	10 E 800 411 295000 000	KITTY O'REILLY'S IRI	Invoice. Credit Card Payment AP
06/05/2023	222300871	V	-100.00	10 E 800 310 162000 000	LEAR, NATHAN	REGIONAL TRACK WORKER 5.22.23
06/06/2023	202202307	W	16.48	10 E 400 450 136431 000	MENARDS	Invoice. Credit Card Payment AP
06/06/2023	202202307	W	117.01	21 E 400 411 161924 000	MENARDS	Invoice. Credit Card Payment AP
06/06/2023	202202307	W	2,059.43	21 E 400 411 161924 000	MENARDS	Invoice. Credit Card Payment AP
06/06/2023	202202282	W	9.95	10 E 800 355 263300 000	METROFAX	Invoice. Credit Card Payment AP
06/06/2023	202202287	W	421.09	10 E 800 411 253000 000	NEW PIG	Invoice. Credit Card Payment AP

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/05/2023	202202032	W	868.89	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS VENDING
06/06/2023	202202293	W	17.50	10 E 120 415 110400 000	PICK'N SAVE ROUNDYS	Credit Card Payment AP Invoice.
06/06/2023	202202293	W	8.45	21 E 140 411 170006 000	PICK'N SAVE ROUNDYS	Credit Card Payment AP Invoice.
06/06/2023	202202293	W	34.75	21 E 140 411 170006 000	PICK'N SAVE ROUNDYS	Credit Card Payment AP Invoice.
06/06/2023	202202280	W	442.02	10 E 800 353 258000 000	PITNEY BOWES LEASE	Credit Card Payment AP Invoice.
06/06/2023	202202296	W	160.00	21 E 200 411 161939 000	STURGEON BAY CINEMA	Credit Card Payment AP Invoice.
06/06/2023	202202284	W	1,680.00	21 E 200 411 166328 000	SEROOGYS	Credit Card Payment AP Invoice.
06/06/2023	202202283	W	179.00	10 E 200 411 241000 000	SMORE	Credit Card Payment AP Invoice.
06/06/2023	202202298	W	393.44	21 E 400 411 162204 000	SONNY'S PIZZERIA LLC	Credit Card Payment AP Invoice.
06/06/2023	202202298	W	165.93	21 E 400 411 161920 000	SONNY'S PIZZERIA LLC	Credit Card Payment AP Invoice.
06/06/2023	202202290	W	404.22	21 E 400 411 165910 000	TARGET	Credit Card Payment AP Invoice.
06/06/2023	202202290	W	308.98	21 E 400 411 165910 000	TARGET	Credit Card Payment AP Invoice.
06/06/2023	202202294	W	85.67	10 E 120 411 125000 000	TEACHERS PAY TEACHER	Credit Card Payment AP Invoice.
06/06/2023	202202288	W	92.50	27 E 120 310 156603 341	THE GNOSHERY	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	-72.39	10 E 800 342 264400 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	34.99	50 E 800 310 257900 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	-4.62	10 E 800 411 253000 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	36.12	27 E 800 411 223300 341	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	609.99	27 E 800 411 223300 341	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	50.00	10 E 400 310 221300 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	50.00	10 E 400 310 221300 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	180.00	21 E 140 310 170006 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	367.13	21 E 200 411 161939 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	50.00	21 E 400 411 161916 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	12.99	10 E 800 990 239000 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	45.15	10 E 800 341 162000 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	10.35	10 E 800 342 162000 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	12.55	10 E 800 342 162000 000	US BANK	Credit Card Payment AP Invoice.
06/06/2023	202202275	W	139.81	10 E 800 342 162000 000	US BANK	Credit Card Payment AP Invoice.

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/06/2023	202202275	W	31.60	10 E 140 342 221300 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	31.60	10 E 400 342 221300 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	-31.60	10 E 140 342 221300 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	-31.60	10 E 400 342 221300 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	-121.56	21 E 400 411 165910 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	121.56	21 E 400 411 165910 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	444.71	21 E 400 342 161950 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	107.58	10 E 800 411 162000 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	430.32	10 E 800 411 162000 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	100.00	10 E 800 411 295000 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202275	W	500.00	10 E 140 310 221300 000	US BANK	Invoice. Credit Card Payment AP
06/06/2023	202202306	W	1,738.00	10 E 800 355 263300 000	US CELLULAR	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	56.30	50 E 800 415 257220 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	38.34	50 E 800 415 257220 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	16.00	10 E 200 411 222200 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	19.32	10 E 400 411 222200 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	7.00	21 E 800 411 161926 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	54.18	10 E 800 411 231000 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	143.04	21 E 200 411 161939 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	69.38	10 E 400 411 126000 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	133.91	21 E 200 411 161939 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	101.09	80 E 800 411 232201 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	17.94	10 E 800 411 162000 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	146.73	21 E 200 411 161939 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	206.70	80 E 800 411 232201 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	46.41	10 E 400 411 126000 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	60.13	21 E 400 411 161923 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	26.85	10 E 200 411 241000 000	WALMART	Invoice. Credit Card Payment AP

CHECK DATE	CHECK NUMBER	CHE TYP	AMOUNT	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION
06/06/2023	202202277	W	58.71	10 E 200 411 126000 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	108.10	21 E 200 411 166327 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	35.15	10 E 200 411 126000 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	19.72	10 E 120 411 110000 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	29.58	10 E 120 411 110000 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	20.86	21 E 200 411 161923 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	153.14	10 E 400 411 241000 000	WALMART	Invoice. Credit Card Payment AP
06/06/2023	202202277	W	33.51	10 E 120 411 110000 000	WALMART	Invoice. Credit Card Payment AP
06/07/2023	202202035	W	504.68	98 L 000 000 811675 000	WEA MEMBER BENEFITS	TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
06/07/2023	202202033	W	56.87	98 L 000 000 811641 000	WEA TRUST ADVANTAGE	WEA Home Owner's Ins
06/07/2023	202202033	W	1,135.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
06/07/2023	202202033	W	15.96	98 L 000 000 811643 000	WEA TRUST ADVANTAGE	WEA Umbrella Ins
06/07/2023	202202033	W	2,799.50	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
06/07/2023	202202033	W	3,953.33	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
06/06/2023	202202276	W	614.56	50 E 800 449 257220 000	THE WEBSTRAURANT STOR	Credit Card Payment AP Invoice.
06/06/2023	202202274	W	285.00	10 E 800 310 264400 000	WIS ASSOC OF SCHOOL	Credit Card Payment AP Invoice.
06/07/2023	202202034	W	270.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
06/07/2023	202202034	W	130.12	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
06/07/2023	202202034	W	300.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
06/06/2023	202202285	W	457.63	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
06/06/2023	202202285	W	168.72	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
06/06/2023	202202285	W	2,111.79	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
06/06/2023	202202285	W	235.53	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
06/06/2023	202202285	W	209.49	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
06/06/2023	202202285	W	44.89	10 E 800 411 253000 000	ZORO.COM	Credit Card Payment AP Invoice.
06/12/2023	202202203	W	582.04	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS VENDING
06/21/2023	202202211	W	17,042.28	98 L 000 000 811901 000	DEAN HEALTH INC	July Health Insurance
06/21/2023	202202211	W	121,612.14	98 L 000 000 811630 000	DEAN HEALTH INC	July Health Insurance
06/21/2023	202202211	W	22,869.06	10 E 800 290 292000 000	DEAN HEALTH INC	July Health Insurance
06/21/2023	202202209	W	13,406.61	98 L 000 000 811632 000	DELTA DENTAL	July Dental Coverage
06/21/2023	202202209	W	2,264.65	98 L 000 000 811901 000	DELTA DENTAL	July Dental Coverage
06/21/2023	202202209	W	330.55	10 E 800 290 292000 000	DELTA DENTAL	July Dental Coverage
06/21/2023	202202210	W	1,439.06	98 L 000 000 811646 000	STANDARD INSURANCE C	July Coverage - Accident, Critical, and Hospital
06/21/2023	202202210	W	1,724.80	98 L 000 000 811648 000	STANDARD INSURANCE C	July Coverage - Accident,

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06/21/2023	202202210	W	527.76	98 L 000 000 811649 000	STANDARD INSURANCE C	Critical, and Hospital July Coverage - Accident, Critical, and Hospital
06/07/2023	202202033	W	66.27	98 L 000 000 811640 000	WEA TRUST ADVANTAGE	WEA Auto Insurance
06/21/2023	202202207	W	331.35	98 L 000 000 811640 000	WEA TRUST ADVANTAGE	WEA Auto Insurance
06/21/2023	202202207	W	284.35	98 L 000 000 811641 000	WEA TRUST ADVANTAGE	WEA Home Owner's Ins
06/21/2023	202202207	W	5,035.00	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth IRA
06/21/2023	202202207	W	79.80	98 L 000 000 811643 000	WEA TRUST ADVANTAGE	WEA Umbrella Ins
06/21/2023	202202207	W	9,729.50	98 L 000 000 811642 000	WEA TRUST ADVANTAGE	WEA Roth TSA
06/21/2023	202202207	W	14,366.65	98 L 000 000 811676 000	WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
06/21/2023	202202208	W	895.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
06/21/2023	202202208	W	780.71	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
06/21/2023	202202208	W	1,575.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
06/20/2023	202202204	W	642.16	50 E 800 415 257250 000	PEPSI-COLA OF GREEN	HS VENDING
06/19/2023	202202206	W	670.01	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	Acct #0401972111-00007 District Gas
06/23/2023	202202205	W	302.67	10 E 800 331 253300 000	WISCONSIN PUBLIC SER	Acct #0401972111-00005 May Gas for Bus Garage
06/26/2023	202202214	W	7.56	10 E 400 470 120000 000	AMAZON.COM	U.S. History Textbooks
06/26/2023	202202215	W	7.56	10 E 400 470 120000 000	AMAZON.COM	U.S. History Textbooks
06/26/2023	202202216	W	7.56	10 E 400 470 120000 000	AMAZON.COM	U.S. History Textbooks
06/26/2023	202202217	W	8.95	10 E 400 470 120000 000	AMAZON.COM	U.S. History Textbooks
06/26/2023	202202218	W	43.17	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	96.00	50 E 800 411 257000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	23.12	50 E 800 415 257250 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	23.12	50 E 800 415 257250 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	61.19	10 E 800 411 162000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	-5.99	10 E 120 411 241000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	95.96	10 E 800 411 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	70.04	10 E 800 411 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	104.97	10 E 800 449 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	115.38	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	499.98	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	299.98	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	797.28	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	127.76	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	547.59	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	48.78	27 E 800 411 158100 341	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	-127.76	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	34.95	50 E 800 411 257000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	12.89	50 E 800 411 257000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	15.99	50 E 800 411 257000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	1,099.80	10 E 800 480 295000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	98.63	10 E 800 411 253000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	139.96	50 E 800 415 257250 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	139.96	50 E 800 415 257250 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	13.17	50 E 800 415 257250 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	16.99	50 E 800 411 257000 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202218	W	37.98	50 E 800 415 257250 000	AMAZON.COM	Amazon Payment AP Invoice.
06/26/2023	202202219	W	165.00	10 E 200 449 135200 000	AMAZON.COM	Sewing Machine Foot Pedals
06/26/2023	202202220	W	32.89	21 E 400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202221	W	9.97	21 E 400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202222	W	26.17	21 E 400 411 165910 000	AMAZON.COM	Senior Night Prizes

CHECK		CHE	ACCOUNT				VENDOR	INVOICE
DATE	NUMBER	TYP	AMOUNT	NUMBER				DESCRIPTION
06/26/2023	202202223	W	16.85	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202224	W	22.96	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202225	W	9.44	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202226	W	25.29	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202227	W	15.15	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202228	W	15.26	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202229	W	32.49	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202230	W	34.08	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202231	W	19.70	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202232	W	20.51	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202233	W	43.80	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202234	W	30.58	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202235	W	24.52	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202236	W	40.11	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202237	W	45.58	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202238	W	10.17	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202239	W	36.23	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202240	W	24.50	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202241	W	30.25	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202242	W	30.97	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202243	W	30.36	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202244	W	8.00	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202245	W	22.57	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202246	W	39.14	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202247	W	21.32	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202248	W	43.27	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202249	W	30.20	21	E	400 411 165910 000	AMAZON.COM	Senior Night Prizes
06/26/2023	202202250	W	401.59	21	E	400 411 161908 000	AMAZON.COM	HS art journal summer project donations
06/26/2023	202202251	W	38.92	10	E	120 411 241000 000	AMAZON.COM	End-of-Year STEAM Materials
06/26/2023	202202252	W	36.99	10	E	800 439 222200 031	AMAZON.COM	Chess Sets
06/26/2023	202202253	W	58.90	10	E	800 439 222200 031	AMAZON.COM	Chess Sets
06/26/2023	202202254	W	17.46	10	E	120 411 110000 000	AMAZON.COM	End-Of-Year Supplies
06/26/2023	202202255	W	35.12	10	E	120 411 110000 000	AMAZON.COM	End-Of-Year Supplies
06/26/2023	202202256	W	16.76	10	E	120 411 110000 000	AMAZON.COM	End-Of-Year Supplies
06/26/2023	202202257	W	12.54	10	E	400 411 136000 000	AMAZON.COM	Shop Supplies

1,088,775.69 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	227,101.33	227,101.33
21	SPECIAL REVENUE - GIFTS	0.00	250.00	19,362.84	19,612.84
27	SPECIAL EDUCATION	0.00	0.00	30,873.93	30,873.93
49	CAPITAL PROJECTS FUND	0.00	0.00	6,112.50	6,112.50
50	FOOD SERVICE FUND	937.05	0.00	20,705.12	21,642.17
80	COMMUNITY SERVICE FUND	0.00	0.00	7,978.74	7,978.74
98	PAYROLL CLEARING FUND	775,454.18	0.00	0.00	775,454.18
***	Fund Summary Totals ***	776,391.23	250.00	312,134.46	1,088,775.69

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

Donation Disbursement Report

Current Date: 06/22/2023

Sturgeon Bay High
 1230 Michigan St
 Sturgeon Bay, WI, 54235

Funding Source: Employee
 Payment Date: 06/13/2023
 Payment Method: ACH
 Payment Number: ACH_5856433
 Payment Amount: \$70.00
 Client ID: 6020

This disbursement recognizes the generous donations made at the request of the following donors.

Gift ID	Donation Date(s)	Donor Information	Proposal Type	Designation	Donation Amount	Processing & Merchant Fees	Payment Amount
269644489	04/14/2023	Shawn	Employee Giving				
	-	Wautier	Campaign		\$70.00	\$0.00	\$70.00
	04/28/2023	53202	Recurring Payroll				

Thank you for your dedication to **making incredible happen** in our communities!

[Terms of Service](#) [Privacy Policy](#)

June 26, 2023

Mr. Smullen,

Please accept this letter as my formal resignation from my position at the Sturgeon Bay School District. I appreciate the opportunity I was given to work here for the past two years.

I received an offer from the Kimberly Area School District where I will be teaching 5th and 6th grade band.

I will leave behind documents that will assist the new band director with instrument and music inventories, as well as a timeline of band events throughout the year, and other information that I believe will be helpful as they get settled into the band room. If there is anything else I can do to assist with the transition, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Andrea Cress".

Andrea Cress



Ann Demeuse <ademeuse@sbsdmail.net>

Fwd: Letter of Resignation

1 message

Lindsay Ferry <lferry@sbsdmail.net>

Tue, Jun 27, 2023 at 10:14 AM

To: Kim Gordon <kgordon@sturbay.k12.wi.us>, Jake Holtz <jholtz@sbsdmail.net>, Ann Demeuse <ademeuse@sbsdmail.net>

Cc: Daniel Tjernagel <dtjernagel@sbsdmail.net>

FYI

Sturgeon Bay School District
Director of Special Education and Pupil Services
lferry@sbsdmail.net
920-746-2804

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

From: **Steven Umentum** <sumentum@sbsdmail.net>

Date: Tue, Jun 27, 2023 at 10:11 AM

Subject: Re: Letter of Resignation

To: Lindsay Ferry <lferry@sbsdmail.net>

Good morning, I am resigning from my position as a special education teacher at the Sturgeon Bay School District.

On Mon, Jun 26, 2023, 9:07 AM Lindsay Ferry <lferry@sbsdmail.net> wrote:

Good Morning Steven,

Congratulations on your board approval for Sevastopol.

In order to finalize your resignation/paperwork, I need a letter of resignation from you. This could be a formal letter, or a response to this email indicating that you are resigning your position as an employee in Sturgeon Bay.

Thank you for your help with this. Please let me know if you have any questions.

Lindsay

Sturgeon Bay School District
Director of Special Education and Pupil Services
lferry@sbsdmail.net
920-746-2804

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Ann Demeuse <ademeuse@sbsdmail.net>

Fwd:

1 message

Todd Meikle <tmeikle@sbsdmail.net>

Thu, Jun 29, 2023 at 5:52 PM

To: Ann Demeuse <ademeuse@sbsdmail.net>, Keith Nerby <knerby@sbsdmail.net>

Hi Ann and Keith,
Here is Katrina's letter (email) of resignation.

Have a great evening,
Todd

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

From: **Katrina Boucher** <katrinalboucher@gmail.com>

Date: Thu, Jun 29, 2023 at 10:33 AM

Subject:

To: Todd Meikle <tmeikle@sbsdmail.net>

Dear Mr. Meikle,

Unfortunately, I am resigning from my position as the girls JV1 volleyball coach due to a career change. I enjoyed my time with all of the players, coaches, managers, parents, and all involved. Thank you for this amazing opportunity. I hope to return as a Clipper once again in the future.

Katrina Boucher

Sent from my iPhone

--

Providing an athletic experience that will be conducted in an environment that teaches values and ethics, strengthens the community, promotes competition without conflict and enriches the lives of our athletes.

Todd Meikle

Sturgeon Bay High School

HS/MS Athletic Director

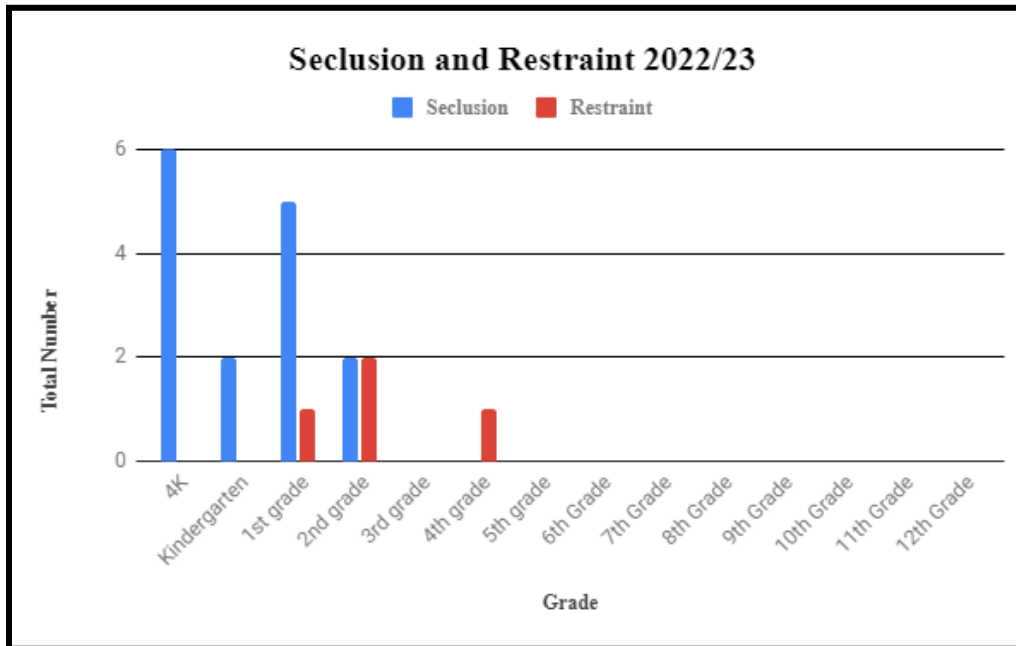
High School PE

(920)746-1830



Sturgeon Bay School District Seclusion and Restraint Report 2022/23

	Seclusion	Restraints	SwD	Same Student	Notes
4K	6	0	1	2 Students	1 Student (4), 2 Student (2)
Kindergarten	2	0	0	Yes	
1st grade	5	1	1	3 Students	1 Restraint SWD
2nd grade	2	2	1	Yes	
3rd grade	0	0	0	0	
4th grade	0	1	0	Yes	
5th grade	0	0	0	0	
6th Grade	0	0	0	0	
7th Grade	0	0	0	0	
8th Grade	0	0	0	0	
9th Grade	0	0	0	0	
10th Grade	0	0	0	0	
11th Grade	0	0	0	0	
12th Grade	0	0	0	0	



During the 2022/23 school year, the school district of Sturgeon Bay had 15 events that included seclusion and 4 events that included restraint. For each event, parents were notified within 24 hours of occurrence, the event was documented, and plans were created to prepare/plan for future situations that may require seclusion or restraint.

Staff members in each event have been trained in Nonviolent Crisis Intervention which is the Department of Public Instruction’s preferred choice in training staff members to de-escalate verbal and physical aggression.

Sturgeon Bay School District continues to view seclusion and restraint as a last resort for any student.

Book	Policy Manual
Section	31.2 for review
Title	Copy of Revised Bylaw - Vol. 31, No. 2, July 2022 - PARLIAMENTARY AUTHORITY
Code	po0161
Status	Second Reading
Adopted	April 17, 2013
Last Revised	July 19, 2023

Revised Bylaw - Vol. 31, No. 2

0161 - PARLIAMENTARY AUTHORITY

[DRAFTING NOTE: It is recommended that the Board select the second option below because selection of option one requires the appointment of a standing parliamentarian for every meeting. Whereas, by selecting the second option, the Board avoids the required appointment of a standing parliamentarian for every meeting as allowed pursuant to Section 49 "Procedure in Small Boards" of Robert's Rules of Order, Newly Revised]

The parliamentary procedure governing the Board, for the orderly conduct of meetings, shall be

OPTION 1

Robert's Rules of Order, Newly Revised, as defined in Chapter XVI, "Boards and Committees" **[END OF OPTION]**

OPTION 2

Robert's Rules of Order, Newly Revised as defined in Chapter XVI, "Boards and Committees" (including such procedural flexibility allowed in Section 49 of Robert's: "Procedure in Small Boards") **[END OF OPTION]**

OPTION 3 [DRAFTING NOTE: This option is provided if the Board has established their own protocols for parliamentary procedure or rules of order for the Board.]

_____ **[END OF OPTION]**

in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.

or the rules of order of this Board.

[DRAFTING NOTE: Select this option if the second option is selected above, as this clarification allows for the appointment of a parliamentarian when necessary.]

[x] When appropriate, the Board President shall appoint the parliamentarian who shall decide any challenges to parliamentary procedure. The parliamentarian need not be a Board member. [END OF OPTION]

Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

[.] Upon request, each Board member shall be provided with a copy of the rules of order specified in this bylaw. [END OF OPTION]

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Last Modified by Ann DeMeuse on April 25, 2023

Book	Policy Manual
Section	31.2 for review
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	Second Reading
Adopted	April 17, 2013
Last Revised	July 19, 2023

1213 - **STUDENT SUPERVISION AND WELFARE**

Administrative staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrative staff member. It is the intent of the Board of Education to direct the preparation of guidelines that would minimize that possibility.

An administrative staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under **Wis. Stats.** 48.981, **Wis. Stats.** and Policy 8462.

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with **their/his/her** assigned duties and responsibilities which include, but are not limited to, the following:

- A. An administrator shall report immediately any accident or safety hazard about which **they are/he is** informed, or **detect/detects**, to **their/his/her** supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Emergency Preparedness.
- C. An administrator should not volunteer to assume responsibility for duties **that theys/he** cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of **their his/her** immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is an administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to **their his/her** his/her health.
- I. Administrative staff members shall not engage students in social media and online networking media for personal reasons but may engage students as part of an approved educational plan by the District Administrator.
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of an administrator's own child or other relative.**
- K.

Since most information concerning a child in school, other than directory information described in policy 8330, is a confidential student record under Federal and State laws. Any administrative staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330).

Pursuant to the laws of the State and Board Policy 8462, each administrative staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 9/16/15
Revised 12/19/18
Revised 6/19/19
Revised 2/17/21

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Legal 48.981, 948, 948.095 Wis. Stats.

Last Modified by Ann DeMeuse on April 25, 2023

Book	Policy Manual
Section	31.2 for review
Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT
Code	po1421
Status	Second Reading
Adopted	March 15, 2023
Last Revised	July 19, 2023

1421 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's administrative staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The District Administrator, as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall notify the Board President in absence of Board President, the Vice President for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses **(e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking)**. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension **or any moving violation** must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Legal 111.335, Wis. Stats.

Last Modified by Ann DeMeuse on April 25, 2023

Book	Policy Manual
Section	31.2 for review
Title	Copy of Revised Policy - Vol. 31, No. 2, July 2022 - SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS
Code	po2260.02
Status	Second Reading
Adopted	April 17, 2013
Last Revised	July 19, 2023

Revised Policy - Vol. 31, No. 2

2260.02 - **SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS** ~~ENGLISH LANGUAGE PROFICIENCY~~

The Board ~~recognizes that there may be students who speak languages other than whose primary language is not English residing within the District. With that in mind, the Board~~ shall provide appropriate identification and transition services for District students who **are identified as English learners.** ~~possess limited English language proficiency.~~ The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration, and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The ~~__Middle School Principal~~ ~~EL Coordinator~~ _____ shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before March 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of EL students to the Department of Public Instruction as required by law.

Assessing English Proficiency

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as ELs **will** be identified by the District using the following process:

- A. Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey **(x)** (see Form 2260.02 F1).
- B. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.
- C. **(x)** If deemed appropriate, the student may undergo an academic assessment to confirm identification.

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.

Students identified above must be given the formal evaluation screening test. Students that score less than ELP 5 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

The District will provide programs for ELs/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

Parental Notification and Consent

If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

No student will be placed in the EL Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in **English and in the non-English language of the EL student.**~~their native language.~~ Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to **be socially and academically successful,**~~compete with mainstream English language speakers,~~ as identified below, and the student may exit the program.

x] The EL student's English proficiency assessment records shall be maintained by the District in accordance with State and Federal laws and District student records policies and procedures. ~~From the Middle School Principal: The EL student's English proficiency records are stored in each student's cumulative folder. The district stores all EL students ACCESS proficiency records in a yearly document stored in teh English Learners Google Drive. Department of Public Instruction provides ACCESS for EL results and Student Growth Percentages in WISEdash Secure. Students enrolled in a district have their complete Wisconsin assessment record available, no matter which Wisconsin district they took assessments in. SGP's are provided for students with at least two successive years of ACCESS for EL tests on file. District employees with the *Student Detail Analyst* level of permissions in WISEdash have access to this data.~~

Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempted from academic assessments based on their EL status. **However, an EL student, who has been enrolled in a U.S. school for less than twelve (12) cumulative months, may be exempted during the first test administration.** The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. ~~If an EL student is exempted from taking a State required test, the student shall be administered a DPI approved alternative assessment.~~

All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.

EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

Exit Procedures

Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to **be socially and academically successful**~~compete with mainstream English speakers~~ in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

EL students with the language skills necessary to compete will:

- A. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
- B. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests; and
- C. meet or exceed District guidelines in their academic subjects.

Students may be identified as reaching these English proficiency standards by either:

- A. receiving an ELP 5 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or
- B. **receiving an overall composite of 4.5-4.9 and re-evaluate with the Multiple Indicator Protocol ('MIP') to determine whether the student demonstrates full English proficiency. If choosing to use the MIP the District must implement it as described in the Department of Public Instruction's English Language Policy Handbook. [DRAFTING NOTE: The Multiple Indicator Protocol is a standardized tool for collecting evidence of a student's English language use within the classroom setting as supporting evidence of English proficiency.]** ~~The _____ [Director of Pupil Services] may also consider reclassification of an EL student in grade four or above as fully English proficient if the District has sufficient evidence on file establishing:~~
 1. ~~the student has attained at least an ELP 4.5 on an annual assessment; and~~
 2. ~~the student can demonstrate his/her understanding of the English language; and~~
 3. ~~the file contains at least two (2) pieces of evidence establishing academic English language proficiency; and~~

4. ~~the parents and educators agree that the student has reached full English proficiency.~~

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be

[NOTE: CHOOSE ONE OF THE FOLLOWING OPTIONS.]

[] [OPTION #1]

() given the opportunity to review the ELP assessment with the

() building principal.

() District Administrator.

() _____.

[] The _____ **[insert title of person selected above]** () shall () may

() recommend additional assessment.

() permit the student to remain in the EL program () for up to _____ additional weeks () for an appropriate amount of time to be determined **[END OF OPTIONS]**.

() provide the student with tutorial support for _____ weeks.

() confirm the formal reclassification of the student.

[] [OPTION #2]

[District shall designate options for what to do if a parent disagrees with an assessment:]

The District shall follow recommendations provided in the Department of Public Instruction's English Learner Policy Handbook, specifically chapter 2 ELP Screening and chapter 15 Multiple Indicator Protocol. _____

[NOTE: END OF OPTIONS]

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. ~~The MIP may be used as one (1) of the multiple monitoring indicators during those two (2) years.~~ The documentation will include, at a minimum, ~~grade level, ELP composite score,~~ and two (2) or more pieces of evidence.

Re-entry

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or EL program.

[x] The Middle School Principal ~~[Director of Pupil Services]~~ will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed, and that EL reclassification/exit and the re-entry decisions abide by Department of Public Instruction standards.

Counseling Services for Students Who Are Limited English Proficient Students ~~and/or Sensory Impaired~~

The District believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency ~~and/or is sensory impaired~~ should be able to communicate ~~their~~ ~~his/her~~ ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficient ~~and/or sensory impaired~~.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient ~~and/or sensory impaired~~.

If a counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

[x] To contact someone regarding limited English proficient ~~and/or sensory impairment services,~~ please contact:

Mark Smullen _____
(Name)

Middle School Principal _____
(School District Title)

920-746-2803 _____
(Telephone Number)

(Fax Number)

19 N 14th Ave. Sturgeon Bay, WI 54235 _____
(Office Address)

Lindsay Ferry _____
(Name)

Special Education/Pupil Services Director _____
(School District Title)

920-746-2804 _____
(Telephone Number)

(Fax Number)

1230 Michigan Street, Sturgeon Bay, WI 54235 _____
(Office Address)

Testing

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

P.I. 13, Wis. Admin Code
115, Wis. Stats.
115.96, Wis. Stats.
118.13, Wis. Stats.
118.30(2), Wis. Stats.
20 U.S.C. 1703(f)

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Legal	P.I. 13, Wis. Admin Code
	115, Wis. Stats.
	115.96, Wis. Stats.
	118.13, Wis. Stats.
	118.30(2), Wis. Stats.
	20 U.S.C. 1703(f)

Last Modified by Ann DeMeuse on May 25, 2023

Book	Policy Manual
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Title	Technical Correction - Vol. 31, No. 2, Technical Corrections, July 2022 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416
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Adopted	July 19, 2023

Technical Correction - Vol. 31, No. 2

2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, ~~their~~his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or ~~their~~his/her parents;
- B. mental or psychological problems of the student or ~~their~~his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or ~~the student's~~his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

[NOTE: The following arrangements to protect privacy or equivalent must be inserted.]

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to

- the Library
- the Instructional Materials Center
- the Guidance Office

(x) a supervised location

where under the supervision of a staff member, the student will be provided with an alternate activity.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

The notice shall provide the following:

- A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
 1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
 2. the administration of any survey by a third party that contains one or more of the items described in A through H above.
- B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

The term "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to student or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazines, and programs providing access to low-cost literary products
- C. curricular and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

~~Parent Rights – Inspection of Materials~~

~~Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.~~

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives or a person who is legally responsible for the welfare of the child).

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Legal 20 U.S.C. 1232g, 20 U.S.C. 1232h

Last Modified by Ann DeMeuse on June 2, 2023

Book	Policy Manual
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Title	Copy of INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
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Adopted	August 17, 2022

2460.03 - INDEPENDENT EDUCATIONAL EVALUATION (IEE)

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

Procedures to Obtain an IEE at Public Expense

- A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
 1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
 2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
 2. The examiner must be located within 100 miles of the CESA 7 region of the District and must conduct the evaluation within District boundaries.
 3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
 4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
 5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
 6. The same criteria apply to both public and independent examiners.

- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Student Services (not to exceed \$400.00). In the unusual event the examiner is one (1) not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.
- E. **If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. [DRAFTING NOTE: If a District determined the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the evaluation obtained by the parent did not meet appropriate agency criteria.]**~~If the parents show that unique circumstances justify an IEE that exceeds the maximum allowable cost, the Board may approve additional expenditures. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.~~

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

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Book	Policy Manual
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Title	Copy of LIBRARY MEDIA CENTERS
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Status	Second Reading
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Last Revised	July 19, 2023

2522 - LIBRARY MEDIA CENTERS

The Board believes that school library media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a library media center in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school library media centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of **good** literature;
- C. To provide a comprehensive and coordinated collection of current **and accurate** resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for **accessing**, interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator **(x) in collaboration with the District's library media specialist** shall establish procedures related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

~~Requests, Suggestions, or Complaints~~

~~Challenges to instructional materials shall be handled in accordance with Policy 9130 – Public Requests, Suggestions, or Complaints.~~

Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

[NOTE: Districts May Select One of the Following Options:]

[OPTION 1]

The District Administrator shall establish procedures (utilizing AG 9130A) for receiving and resolving requests received by the District concerning library materials (see form 9130F2).

The material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for () _____ years before new requests for reconsideration of those items will be entertained.

[END OF OPTION 1]

[OPTION 2]

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator .
- B. The request to the District Administrator shall be made in writing and shall include the following information by filling out form 9130F2 Request for Review of Materials or Course Content.
 1. author;
 2. title;
 3. publisher;
 4. the individual's familiarity with the material;
 5. for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not () age appropriate () developmentally appropriate () age appropriate or developmentally appropriate [END OF OPTION] for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known. [DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that are still in use in State law.]
- C. A Reconsideration Committee will be appointed by the District Administrator, or designee, upon receipt of the formal complaint following AG 9130 Complaint Review Committee Procedures, which shall consist of the following members:
 1. a building level administrator;
 2. (x) a teacher;
 3. (x) a school librarian;
 4. (x) a reading specialist or language arts teacher; and
 5. () a member of the community;
 6. () _____;
 7. () _____;
- D. The procedures for the Reconsideration Committee will be as follows AG9130.

1. ~~The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.~~
2. ~~The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.~~
3. ~~The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available.~~
4. ~~The requestor may make an initial verbal presentation concerning the request or may choose to rely on the written request already submitted. The complainant is asked to provide sources for quotes used during this presentation.~~
5. ~~During the initial or subsequent meetings, the committee will issue a majority approved recommendation to the District Administrator whether to retain the materials, move the resources to a different level, or remove the resource.~~
6. ~~The committee's recommendation shall be reported to the District Administrator in writing within [OPTION 1] () five (5) [OPTION 2] () _____ () [END OF OPTIONS] business days following the committee's decision.~~

~~The District Administrator will advise the requestor, in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and the decision.~~

- E. ~~The requestor may submit an appeal of the District Administrator's decision in writing to the Board President within [OPTION 1] () ten (10) [OPTION 2] () _____ () [END OF OPTIONS] business days of the date the decision is transmitted to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will review the appeal and may choose to receive additional information or to proceed on the record provided to it.~~
- F. ~~The decision of the Board is final.~~

~~Material being reviewed based on a request under this policy shall remain available in the library during the review process. unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not solely because it presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.~~

~~Decisions on reconsidered materials will stand for (x) 4 years before new requests for reconsideration of those items will be entertained.~~

~~END OF OPTION 2]~~

~~[] OPTION 3~~

~~All requests under this policy for reconsideration of library materials shall be addressed as follows:~~

- A. ~~Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed below.~~
- B. ~~() The request is to be addressed to the () school library media specialist () building principal () District Administrator () _____, in writing and shall include the following information:~~
 1. ~~() author;~~
 2. ~~() title;~~
 3. ~~() publisher;~~
 4. ~~() the individual's familiarity with the material;~~
 5. ~~() for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g.-contains content that is harmful to minors or prohibited under State law, violates the District's policy on non-discrimination, is not () age-appropriate () developmentally appropriate () age-appropriate or developmentally appropriate [END OF OPTIONS] for the grade level for which the material is used, or~~

some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.

[DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that still in use in State law.]

- C. () The request shall be reviewed and evaluated in consultation with the District's library media specialist(s) and appropriate administrative personnel. The District official first presented with the request shall provide a response to the requestor advising that individual of the decision on the request to reconsider library materials, including an explanation of the reason for the decision. The matter may be referred to the Board upon the determination of the District Administrator prior to any decision being communicated.
- D. () The requestor may appeal a decision, within thirty (30) business days, to the Board through a written request to the District Administrator, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request. The Board may receive additional evidence or reach a determination based on the record.

The decision of the Board shall be final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for () _____ years before new requests for reconsideration of those items will be entertained.

END OF OPTION #3

Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;
- J. demonstrate physical format, appearance, and durability suitable for their intended use;
- K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

Parental/Police Access to Library Information

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources and services students choose to use at the District's libraries.

Parents of a student under the age of sixteen (16) have the right to review, upon request (see Form 2416.01 F1), library records relating to the use of the library's documents or other materials, resources or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the library shall disclose to the officer records produced by a surveillance device under the control of the library that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges.

~~43.30~~**43.70**, 43.72, 121.02(1)(h) Wis. Stats.

~~PI 6, 8~~

PI 8.01(2)(h) and PI 9.03(1)(e)

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Legal 43.30, 43.72, 121.02(1)(h) Wis. Stats.

PI 6, 8

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Book	Policy Manual
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Title	Copy of SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS
Code	po2700.01
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Last Revised	July 19, 2023

2700.01 - **SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS**

The Board believes that a vital component of the District’s educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the school district. To this end, the Board has adopted this policy.

School Performance Report (SPR)

The Board will publish an annual school and school district performance report including all information prescribed by statute. By January 1st of each year, the Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report.

Per the Wisconsin Department of Public Instruction, the District may use links to the [WISEdash Public Portal](#) to meet the electronic State School Performance Report requirements.

Title I Provisions of the School/District Accountability Report Card

In any year that the District receives Title I funding, its school/District accountability report card(s) must also include the information regarding the delivery of Title I services as described in Policy ~~2261.03~~ **2261.02 TITLE I SERVICES**.

State Accountability Report Card

A copy of each school's accountability report card, as prepared by the Wisconsin Department of Public Instruction, shall be provided **by the District** to the parent of each student enrolled in or attending the school on an annual basis. The report shall be ~~provided sent simultaneously~~ with the ~~notice required in Policy 8146~~ Notification of Educational Options.

- Revised 6/18/14
- Revised 11/16/16
- Revised 6/19/19
- Revised 2/17/21
- Revised 8/17/22

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Legal	115.38, Wis. Stats.
	115.385, Wis. Stats.
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3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. **This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.**

The District Administrator shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily-absent regular staff members and to temporarily fill new positions. The Board shall approve all arrangements for the provision of substitutes. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set by the Board.

Revised 12/19/18

Revised 8/17/22

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Legal 118.19, Wis. Stats.
 P.I. 3.03(8), Wis. Adm. Code

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3121 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses **(e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking)**. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension **or any moving violation** must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

Revised 6/15/22

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Legal 111.335, Wis. Stats.

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3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under ~~Wis. Stats.~~ 48.981, ~~Wis. Stats.~~ and Policy 8462.

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with ~~their~~ assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which ~~they are~~ informed or ~~detects~~ to ~~their~~ supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A professional staff member should not volunteer to assume responsibility for duties ~~that they~~/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of ~~their~~his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the professional staff member's family member.
- I. A student shall not be required to perform work or services that may be detrimental to ~~their~~his/her health.
- J. Staff members () are discouraged from engaging (x) shall not engage [END OF OPTIONS] students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only. **[Must be consistent with selection made in Policy 7540, Policy 7540.03, Policy 7540.04.]**
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of a professional staff member's own child or other relative.**

Staff members shall not engage students in social media and online networking media, such as Facebook, Twitter, for personal reasons but may engage students as part of an approved educational plan by the Principal.

Since most information concerning a child in school, other than directory information described in policy 8330, is a confidential student record under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Legal 48.981, 948, 948.095 Wis. Stats.

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Book	Policy Manual
Section	31.2 for review
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po4120.04
Status	Second Reading
Adopted	April 17, 2013
Last Revised	July 19, 2023

4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the District.

The employment of substitute support staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District.

Prior to the end of the school year, District-employed substitutes ~~Substitutes, who the District intends to employ for the ensuing school year,~~ will receive ~~in June~~ a letter/email of reasonable assurance of continued employment.

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 P.I. 3.03(8), Wis. Adm. Code

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Book	Policy Manual
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Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT
Code	po4121
Status	Second Reading
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4121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's support staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

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Last Revised	July 19, 2023

4213 - STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under ~~Wis. Stats.~~ 48.981, **Wis. Stats.** and Policy 8462.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with ~~their/his/her~~ assigned duties and responsibilities which include, but are not limited to, the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which ~~they are/his~~ informed or ~~detects~~ **detects** to ~~their/his/her~~ supervisor as well as to other authorities or District staff members as may be required by established policies and procedures. ~~(-) Further, each support staff member shall also promptly report to the Principal any accident or safety hazard s/he detects.~~
- B. A support staff member shall report immediately any accident or safety hazard about which s/he is informed or detects to his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- C. A support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons, or to interfere with familial relationships that may exist between staff and students.
- E. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- F. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of ~~their/his/her~~ his/her immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the support staff member's family member.
- G. A student shall not be required to perform work or services that may be detrimental to ~~their/his/her~~ health.
- H. Staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc. except for approved educational purposes.
- I. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social networking media or similar forums, such as YouTube except for approved educational purposes. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of a support staff member's own child or other relative.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330).

Pursuant to the laws of the State and Board Policy 8462, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Title	Copy of OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
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5113 - OPEN ENROLLMENT PROGRAM (Inter-District)

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Non-Resident District

A school district located in Wisconsin which is not a student's district of residence.

B. Non-Resident Student

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who attends school in the District and pays tuition in accordance with State law.

D. Full-Time Enrollment

A student is enrolled for the entire school day and receives all required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

FULL-TIME OPEN ENROLLMENT

A. Annual Space Determinations

During a January meeting, the Board shall establish the availability of space by determining the number of regular education and special education spaces in the schools, programs, classes, or grades. In setting space availability, the Board may choose to set no limitations or may set limits on availability using the following criteria:

1. District practices, policies, procedures, or other factors regarding class size ranges for particular programs or classes.
2. District practices, policies, procedures, or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
3. Enrollment projections, which account for factors that include but are not necessarily limited to, likely short and long term economic development in the community, housing starts, current and future needs for special programs, laboratories, or other initiatives.

In establishing current enrollment numbers for open enrollment availability purposes, the Board shall include the following as guaranteed open enrollment approvals:

- a. Students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats.
- b. All currently attending students.
- c. All siblings of currently attending students.
- d. If the District is a union high school district, the number of students who have applied under 118.51(3)(a) or (3m)(a), Wis. Stats., and are currently attending an underlying elementary school district.

B. ~~Procedures for~~ Processing of Open Enrollment Applications

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the District Administrator shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following: ~~If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to nonresident students already attending District schools and their siblings () and, if the District is a union high school district, to students who are attending an underlying elementary school district.~~

~~If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District () and if the District is a union high school district an applicant who is attending an underlying elementary school district.~~

~~[] The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.~~

~~After the date specified in s. 118.51(3)(a)3, Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:~~

1. Specific reason(s) for denial (x) and whether the student has been placed on the waiting list. [Select only if use of a waiting list is selected below.] ~~A parent notifies the nonresident school board that the student will not attend the nonresident school district~~
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal. ~~A parent fails to provide the notification required in s. 118.51(3)(a)6, Wis. Stats.~~
3. ~~The Board determines that additional spaces have become available since its determination at the January Board meeting.~~

~~Application of Space Determinations and Random Selection Process In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1, on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.~~

If there are more applications than spaces, the Board will fill the available spaces by random selection. Random selection shall be conducted among the student applications for each grade level. The order of grade level selection shall also be randomly determined. The following considerations will be included in the random selection process:

1. Preferences

- a. If the Board has not guaranteed approval in its determination of space availability to currently attending students, it shall grant preference to such students in the random selection process.
- b. If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.

If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.

2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.

3. [x] The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

After the date specified in 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

- a. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
- b. A parent fails to provide the notification accepting open enrollment as required in 118.51(3)(a)6., Wis. Stats.
- c. The Board determines that additional spaces have become available since its determination at the January Board meeting.

The District shall notify the parent of a student accepted from the waiting list of that student's eligibility to attend the District, unless the student has already enrolled in a different nonresident school district or has since become a resident of the District. The notice shall state the following:

- a. the school or program the student has been assigned to;
- b. a date, at least ten (10) calendar days from the date of the notice, by which the parent must accept the open enrollment approval. Failure to timely accept shall be considered rejection and the approval shall be considered rescinded.

C. Decisional Criteria for Nonresident Applications

Decisions on nonresident open enrollment applications will be based only on the following criteria:

1. ~~Space availability as defined in this policy. Whether the Board has determined that there is space in the schools, programs, classes, or grades within the District for nonresident students. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or (3m)(a) and are already attending public school in the District.~~

~~Other factors the District Administrator may consider in determining the availability of space includes:~~

- a. ~~District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.~~
- b. ~~District practices, policies, procedures or other factors regarding faculty student ratio ranges for particular programs, classes or buildings.~~

- c. ~~Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of nonresident open enrollment students, and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.~~
 - d. ~~(-) If the District is a union high school district, the number of students who have applied under 118.51(3)(a) or (3m)(a), Wis. Stats., and are currently attending an underlying elementary school district. [END OF OPTION]~~
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
 3. Whether the nonresident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety, or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in ~~Section~~ 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a nonresident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident student will attend a school in the District, the student is determined to fall under paragraph ~~C.B.~~ 3.

The Board may request a copy of a nonresident student's disciplinary records from the resident school board.

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the nonresident student's Individualized Education Program ("IEP") are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the ~~District~~ district has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the nonresident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the nonresident student has been referred to the nonresident student's resident board under ~~Wis. Stat.~~ 115.777(1), ~~Wis. Stats.~~ or identified by the nonresident student's resident school board under ~~Wis. Stat.~~ 115.77(1m)(a), ~~Wis. Stats.~~, but not yet evaluated by an individualized education program team.
7. If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the nonresident may be transferred to their resident school district.
8. If the Board has made a determination that a nonresident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

The ~~habitual~~ habitual truancy determination shall be made on the sole basis of enrollment in the nonresident district. Open enrollment may not be denied based on the student's truancy from any other district.

D. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

E. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation, if space is available, with parent transporting student to and from a regularly-scheduled in-District bus stop. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by the student's IEP.

The Board will not permit a neighboring district to bus resident students from within its boundaries for attendance at the non-resident neighboring district. The District Administrator shall develop procedures for implementing this provision.

[SELECT ONE OF THE OPTIONS BELOW:]

[OPTION #1]

The Board ~~()~~ will ~~() will not~~ permit a neighboring district to bus resident students from within its boundaries for attendance at the nonresident neighboring district. The District Administrator shall develop procedures for implementing this provision.

[OPTION #2]

The Board will not permit a neighboring district to bus resident students from within its boundaries for attendance at the nonresident neighboring district.

[END OF OPTIONS]

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) non-resident school districts. (See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.)

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level ~~that which~~ were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

DELEGATION TO DISTRICT ADMINISTRATOR

The Board delegates to the District Administrator the authority to approve or deny open enrollment applications including under the alternative procedures consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.
- C. The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages. Such guidelines shall address at least the following matters:
 1. participation in interscholastic athletics
 2. District transportation services
 3. transfer of academic credit
 4. assignment within the District
 5. payment of fees and other charges

Application of Emergency Orders

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the District Administrator.

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5340 - STUDENT ACCIDENTS & SUDDEN CARDIAC ARREST

The Board believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for ~~their~~his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the District Administrator on all accidents.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG 5330.

Concussion

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a health care professional is provided.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

Sudden Cardiac Arrest

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age 12 and older and to coaches prior to participation on youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction:

- A. **information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;**
- B. **information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and**
- C. **information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.**

The District shall provide the information regarding sudden cardiac arrest developed by the Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.

118.29, 118.293, **118.2935**, Wis. Stats.
Revised 6/18/14

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Legal 118.29, 118.293, Wis. Stats.

Last Modified by Ann DeMeuse on June 7, 2023

Book	Policy Manual
Section	31.2 for review
Title	Copy of BULLYING
Code	po5517.01
Status	Second Reading
Adopted	April 17, 2013
Last Revised	July 19, 2023

5517.01 - **BULLYING**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions

"Bullying"

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;

5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on websites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation ~~or~~ physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

Any student that believes they have been or **are** the victim of bullying should immediately report the situation to the building principal or dean of students, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President or the District Administrator, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

If the matter or complaint involves the District Administrator or a member of the Board, it is appropriate to engage outside legal counsel to conduct the investigation consistent with this policy. Legal counsel shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation/False Reports

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District, **and** their parents ~~and/or guardians, and employees~~. The policy will also be **provided distributed** to organizations in the community having cooperative agreements with the schools. Additionally, the policy **or a summary** will be ~~posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as~~ incorporated into the teacher, student, and parent ~~guardian~~ handbooks. ~~All new hires will be required to review and sign off on this policy and the related complaint procedure.~~

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records **of investigations** will be maintained ~~on the number and types of reports made and sanctions imposed for incidents found to be in violation of the bullying policy in accordance with Policy 8330 - Student Records and State law.~~

[DRAFTING NOTE: An annual summary report is not required by statute, however, this provision was included in the initial model bullying policy that the Department of Public Instruction (DPI) was required to develop by law. If your District does not provide this report annually to the Board, do not include this language.]

[] An annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. **[END OF OPTION]**

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

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Legal

118.46, Wis. Stats.

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Book	Policy Manual
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Last Revised	July 19, 2023

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. Wherever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed.

Wherever ~~the terms~~ video surveillance or electronic monitoring are used, such ~~notification shall reference includes identify~~ ~~that both~~ video ~~or electronic ()~~ and audio ~~[END OF OPTIONS]~~ surveillance ~~as~~

is possible technology

are possible technologies

~~[END OF OPTIONS]~~ being employed.

DRAFTING NOTE: If opting to employ audio surveillance, this should be done with legal consultation. Whether notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin].

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. The Board authorizes security personnel to use body-worn video cameras while on duty, but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools, which may include either video or audio footage, or both. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

Additionally, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform ~~their~~**the employee's/his/her** job responsibilities through means of a live-stream that includes both video and audio.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation.

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

Retention, Secure Storage, Access to and Disposal of Video Recordings

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within thirty (30) days of the event/incident in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a recording is separated and maintained for some reason by the District, any recording may be destroyed after thirty (30) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire-resistant cabinet or room in an area to which students and the public do not normally have access. The recordings **should must** be clearly and properly labeled and ~~stored~~**entered into a storage log**. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. () The ~~Administrator~~**building principal** is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The ~~Administrator~~**building principal** shall approve requests for access to recorded and stored video images **[END OF OPTION]. [DRAFTING NOTE: Caution should be exercised in selecting the option that requires the creation and maintenance of a log regarding access to the video recordings. Once created, the log is subject to open records requests. A log of video recordings, unlike pupil record logs, is not required by Wisconsin law and the Board is not required to create written policies regarding retention or the creation of a storage log in this instance. If this option is selected, then the logs must be created and maintained.]**

Video footage should not be removed from school officials' custody except as required by law or upon a request from law enforcement. [] All video recordings to be taken off-site in any portable format must be signed out by the requestor and the building principal. When returned, the requestor who originally signed the recording out and the building principal shall sign the recording back in. () Video files should not be transmitted electronically to sources outside the District except as required or permitted by law () and only with the approval of the District Administrator **[END OF OPTION]. [DRAFTING NOTE: If the District creates a log for signing in/out video recordings, this log may also be subject to open records requests.]**

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Revised 6/19/19

Revised 2/17/21

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Legal 19.31 – 19.39, 118.125 Wis. Stats.
 FERPA 20 U.S.C. 1232g
 34 C.F.R. 99.1-99.67
 Title I of the Electronic Communication Privacy Act of 1986
 18 U.S.C. 2510-2521

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Book	Policy Manual
Section	31.2 for review
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Code	po8146
Status	Second Reading
Last Revised	July 19, 2023

Revised Policy - Vol. 31, No. 2

8146 - NOTIFICATION OF EDUCATIONAL OPTIONS

The Board recognizes the need to provide alternative means by which students achieve the goals of the District.

Annually, by January 31 ~~On an annual basis~~, a list of all educational options available to children who reside in the District will be provided to parents as a class 1 notice and on the District's website. These options include, including public schools, school, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, Early College Credit Program, Start College Now Program, part-time open enrollment in a nonresident school district, youth apprenticeship programs offered under 106.13, Wis. Stats. and options for students enrolled in a home-based private education program, will be provided to parents. (See ~~see~~ Policy 2370 - Educational Options Provided by the District)

In the class 1 notice, as well as the notice on the District website, the Board shall identify the most recent report card accountability rating that has been assigned to each school within the District boundaries, including charter schools and private schools participating in a parental choice program. This notice shall also inform parents of the availability of the full school and School District accountability reports. (See also Policy 2700.01 - School Performance and State Accountability Report Cards)

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Legal	115.385(4), Wis. Stats.
	118.15, Wis. Stats.
	118.55, Wis. Stats.
	118.57, Wis. Stats.

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Title	Copy of FOOD SERVICES
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8500 - **FOOD SERVICES**

The Board shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The Board does not discriminate on the race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

Dietary Modifications

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts ~~their his/her~~ diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b.

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b., must be submitted within ten (10) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. 15b.3. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents who have student or school affiliations in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, ~~and surplus food~~. The Board shall assist the program by furnishing available space, ~~initial major equipment, and utensils~~, and all utility expenses. Purchasing, ~~m~~Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Food Service Director and the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines,

and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using a food service account. Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. A student may be allowed to incur a negative food service account balance subject to the following conditions:

- A. A student shall not be permitted to purchase a la carte items without sufficient account balance.
- B. If a food service account balance is below ~~-\$200~~, Food Service Director or District Administrator will contact families ~~monthly and a deposit into the lunch account will be required every month the balance is negative~~ quarterly to assure weekly automated calls/emails are being received and to determine Free and Reduced eligibility or set up a payment plan.
- C. Families will be encouraged to apply or reapply for free/reduced meal benefits.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and any implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy and any implementing guidelines will be posted to the District website.

The food-service program ~~may~~ participates in the "Farm to School Program" using locally grown food in school meals and snacks. No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator, or designee, is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender status, change of sex, sexual orientation, or gender identity), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Revised 7/15/15
Revised 8/16/17
Revised 12/19/18

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Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758 15.137, Wis. Stats.

93.49, 115.34 -115.345, 120.10(16), 120.13(10), Wis. Stats.

7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245

42 U.S.C., Chapter 13

Last Modified by Ann DeMeuse on April 27, 2023

Book	Policy Manual
Section	31.2 for review
Title	Revised Policy - Vol. 31, No. 2, July 2022 - PROTECTION OF DISTRICT FUNDS
Code	po8740
Status	Second Reading
Adopted	July 19, 2023

Revised Policy - Vol. 31, No. 2

8740 - PROTECTION OF DISTRICT FUNDS ~~BONDING~~

The Board of Education recognizes that prudent trusteeship of the resources of this District dictates that employees responsible for the safekeeping of District monies (**x**) and property **[END OF OPTION]** be bonded or alternatively be covered by an insurance policy issued by a Board-approved and accredited insurance carrier or joint self-insurance pool.

An insurance policy must cover the Board from losses caused by the fraudulent or dishonest actions of, and the failure to perform a duty prescribed by law of, the employee. Coverage must be equal to or greater than the amount required by the Board for a surety bond.

The District shall be indemnified against loss of money (**x**) and property **[END OF OPTION]** by bonding of employees holding the positions and in the amounts determined by the Board and in accordance with State law or by providing adequate coverage through the issuance of an insurance policy.

(**x**) All other employees handling money shall be covered under a blanket bond or insurance policy to an amount determined by the Board. **[END OF OPTION]**

The Board shall bear the cost of insuring or bonding each employee required to be covered ~~bonded~~ by this policy.

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Legal 120.13(23), Wis. Stats.

Last Modified by Ann DeMeuse on June 2, 2023



We have prepared a quote for you

DL380 Gen11 Servers

Quote # CCCP017287
Version 1

Prepared for:

Sturgeon Bay Schools

Nelson Demeuse
ndemeuse@sbsdmail.net



DL380 G11 Servers

Description	Price	Qty	Ext. Price
HPE DL380 Gen11 8SFF NC CTO Server	\$1,619.00	2	\$3,238.00
HPE Intel Xeon Gold 6426Y / 2.5 GHz processor	\$1,652.00	2	\$3,304.00
HPE 32GB DDR5 SDRAM Memory Module - For Server, Rack Server, Blade Server - 32 GB (1 x 32GB) - DDR5-4800/PC5-38400 DDR5 SDRAM - 4800 MHz Dual-rank Memory - 1.10 V - Registered - 288-pin - DIMM	\$271.00	12	\$3,252.00
HPE ProLiant DL380 Gen11 2U 8SFF x1 Tri-Mode U.3 Drive Cage Kit	\$249.00	2	\$498.00
HPE Broadcom BCM57414 Ethernet 10/25Gb 2-port SFP28 Adapter for HPE - PCI Express 3.0 x8 - 2 Port(s) - Optical Fiber - 25GBase-X - SFP+ - Standup	\$179.00	2	\$358.00
HPE Broadcom BCM57414 Ethernet 10/25Gb 2-port SFP28 OCP3 Adapter for HPE - PCI Express 3.0 x8 - 2 Port(s) - Optical Fiber - 25GBase-X - SFP28 - Mezzanine	\$163.00	2	\$326.00
HPE Broadcom BCM5719 Ethernet 1Gb 4-port BASE-T OCP3 Adapter - PCI Express 2.0 - 128 MB/s Data Transfer Rate - Broadcom BCM5719 - 4 Port(s) - 4 - Twisted Pair - OCP3 Bracket Height - Plug-in Card	\$71.00	2	\$142.00
HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit - Hot-pluggable - 96% Efficiency	\$91.00	4	\$364.00
HP Standard Power Cord - 6ft	\$7.00	4	\$28.00
HPE ProLiant DL360 Gen11 CPU1 to OCP2 x8 Enablement Kit	\$19.00	2	\$38.00
HPE ProLiant DL380/DL560 Gen11 2U High Performance Fan Kit	\$214.00	2	\$428.00
HPE NS204i-u Gen11 - storage controller (RAID) - NVMe PCIe - PCIe 3.0	\$437.00	2	\$874.00
HPE ProLiant DL380/DL560 Gen11 2U High Performance Heat Sink Kit	\$60.00	2	\$120.00
HPE ProLiant DL380 Gen11 NS204i-u Internal Cable Kit	\$54.00	2	\$108.00
HPE ProLiant DL3XX Gen11 Easy Install Rail 3 Kit	\$38.00	2	\$76.00
HPE iLO Advanced 3 Year License	\$233.00	2	\$466.00
HPE GreenLake for Compute Ops Management Enhanced 5-year Upfront ProLiant SaaS	\$1,381.00	2	\$2,762.00



DL380 G11 Servers

Description	Price	Qty	Ext. Price
HPE iLO Advanced Non Blade Suppor - 5 Year - Service - 9 x 5 x Next Business Day - On-site - Maintenance - Parts & Labor	\$38.00	2	\$76.00
HPE 5 Year DL380 Gen11 Support - Tech Care Basic Service	\$3,256.00	2	\$6,512.00
Subtotal:			\$22,970.00



DL380 Gen11 Servers

Bill To:

Sturgeon Bay Schools

Nelson Demeuse
1230 Michigan St
Sturgeon Bay, WI 54235-1431
(920) 746-2800
ndemeuse@sbsdmail.net

Ship To:

Sturgeon Bay Schools

Nelson Demeuse
1230 Michigan St
Sturgeon Bay, WI 54235-1431
(920) 746-2800
ndemeuse@sbsdmail.net

Quote Information:

Quote #: CCCP017287

Version: 1
Delivery Date: 07/11/2023
Expiration Date: 07/31/2023

Sales Rep:
Jeremiah Dorn
jeremiah.dorn@cccp.com

Quote Summary

Description	Amount
DL380 G11 Servers	\$22,970.00
Subtotal:	\$22,970.00
Shipping:	\$328.00
Total:	\$23,298.00

IMPORTANT: Any legal document should refer to us as ACP CreativIT, LLC d/b/a Camera Corner Connecting Point or CCCP.

Additionally, all deliveries, especially LFD (Large Format Displays)/TV's, need to be opened, turned on and inspected thoroughly for concealed damage within 5 days of receipt to ensure full value replacement.

Orders converted from this quote, as authorized by the customer, acknowledges the customer has read our Return Policies and Conditions located on the Company Info page of the Camera Corner/Connecting Point website www.cccp.com

Please note: Quotes do not reflect tax. Shipping, handling, and other fees may apply. Contact your Account Executive with any questions. We reserve the right to cancel orders arising from pricing or other errors.



July 2023 School Board Report

Sturgeon Bay
Schools-Food Service

Cherry Chicken Salad (left) and a Protein Box (middle and right)
Two examples of our featured local products purchased through a Local Foods to Schools Grant

FOR MORE INFORMATION CONTACT
JENNY SPUDE, RDN, CD
Food Service Director
746.3877 jspude@sturbay.k12.wi.us

Free Breakfast for All Students

During COVID months, our school district enrolled in a federal food program that allowed meals to be free of charge. During those months, most students participated. We observed the fading away of a negative stigma associated with breakfast; a stigma in which families felt that breakfast was only for students who “needed it”. Once COVID months ended, there was the return to a normal meal pay structure based on income. Over the past several years the food service fund, Fund 50 has been in a strong financial status. There are very limited ways to spend Fund 50 surplus funds. As district leaders we felt using Fund 50 to continue to provide free breakfast for all would be justifiable to support a family’s food budget, continues the habit of school breakfast participation which in turn decreases stigma and normalizes participation.

Last SY 2021-22 we continued within a COVID meal reimbursement structure, we averaged 770 breakfasts/d, as program rules allowed for multiple service times. This SY 2022-23 we averaged 373 breakfasts/day and served 65,964 breakfasts across the district. We have observed students participate regardless of family pay structure, in fact 41% of breakfasts served were to full pay families’ students. As we move forward into SY23-24 Fund 50, the food service fund, has again a strong enough balance to provide the sole support in offering free breakfast for all students.

Background: financial support means that Fund 50 is operating without the regular pay portion that a family would have been paying for each breakfast. We still receive reimbursements (SY22-23 reimbursement rates)

for each meal: \$2.67 per meal for free meal eligible families, \$2.37 per meal for reduced meal eligible families and \$0.50 for full pay meal eligible families. We ended the year with 27,290 full pay breakfasts and a lost revenue of \$48,030. Fund 50 can support this loss of revenue, even as we move into SY23-24.

Active Grants

This school year we applied for and received several grants.

1. State administered Supply Chain Assistance Funds (\$36K) in which purchases of minimally processed foods can be made from processing facilities within a 400-mile radius of our district. We exhausted this grant exclusively on the purchase of ½ pints of milk served at meals.
2. State administered Wisconsin Local Foods for Schools (\$25K) in which we expand our purchasing from local growers and processors. Foods must be unprocessed or minimally processed food from small businesses and/or socially disadvantaged farmers or producers. We expanded purchasing from Waseda Farms, Jorns Sugar Bush and Marchant’s and began new partnerships with Country Ovens (dried cherries and tart cherry juice), Bailey’s Harbor Fish Company (smoked salmon) and by purchasing Lifeway Kefir milk from Tadych’s Marketplace Foods.

During COVID service years, Bailey’s Harbor Fish Company loaned to us, free of charge, a refrigerated truck. You see we had maxed out storage space at school, so we used the truck to provide additional

storage. As a refresher, in regard to milk alone, we sent home 9000 half pints of milk (envison 180 crates of milk) a week to students. It's awesome we now had the opportunity and funding to move us forward in providing such a high-quality protein and partner with a local company who in a time of need supported us. As an aside, their sons attend SBSD. In June they mentioned SB Food Service offering their smoked fish for school lunch on Facebook. ❤️



This was a picture from us during COVID times by their truck – we used this picture as a thank you to them.

3. We have applied for and are in the second round of the application process for a National School Lunch Program USDA Equipment Grant from FY22 (yes, they are behind). In this grant we requested \$18,000 in equipment upgrades in a new hot Hatco food holding cabinet (glass/pass through doors) and a new 20qt Hobart Mixer. Expected notification is the end of July 2023.
4. We received a grant from Dairy Farmers of Wisconsin for increasing dairy in schools. We requested and have purchased 4 hot chocolate machines. This school year we increased milk consumption by teens when we heated chocolate milk and served it as hot chocolate (from ~16 milks served at mid-morning break to ~80 milks). The idea is simplistic but not the process. The only way we were successful in not scalding chocolate milk was to continuously whisk while heating. So, to make 80 hot chocolates this complete process took one staff member about 50 minutes/day. Too long!



As part of my board report I am including the documents I sent at the end of June, recapping state budget projections as well as putting together some more concrete numbers and thoughts on updating teacher pay and benefits. Note that with this report I am including some updated numbers for our five year budget projection with the only notable update coming from the line item veto from the Governor that currently has us getting \$325 per pupil increases annually.

1. Updated Budget Projections

As noted above, there were no real changes between the five year forecast I sent you in June and this one, only that (as the law currently sits) we are set to get \$325 per pupil increases for our revenue limit for a while.

Looking back to the narrative I typed up for you in June, I noted that I feel comfortable recommending an increase of \$150,000 in *recurring* costs, specifically as it relates to the salary and benefit updates we've had on hold for teaching staff since this spring. I believe this projection reinforces that position. You'll see that in fiscal years 2025-26 and 2026-27 we show projected surpluses of at least \$270,000.

As a reminder, please let me know if you have any questions or comments regarding the salary and benefit thoughts I shared; or if you would like to see something different. We are continuing to target September for action on any or all of salary updates, PTO and curriculum writing hourly rate, while also knowing that we could theoretically have something for you, for approval at the August board meeting.

2. Destination Sturgeon Bay

I would expect that by the time we meet I will have registered the School District and paid for a membership with Destination Sturgeon Bay. Being a member of the local chamber of commerce is probably more common than not among school districts and that's what Destination Sturgeon Bay is – our local chamber of commerce. Becoming a member gets us a number of benefits. Some that are listed on their website (<https://sturgeonbay.net/membership/>) include:

- Inclusion in the Sturgeon Activity Guide (80,000 copies are distributed annually)
- Networking meetings with other members twice a year (an easy opportunity to get in front of those businesses we don't always get a chance to talk to for various reasons)
- Member first referrals to visitors and residents

The bottom line is that this is a great way to help increase our visibility among the community, with not much investment (\$495 annually for the membership).

3. 22-23 year end projections

As usual, we do not have these ready quite yet – with June being the last month, there's a bit more that's going into these projections than normal. So, I will have some detailed projections to you, I expect, by Tuesday next week.

State and SBSB Budget Update

Jake Holtz

6/29/23



Board, as I type this, our state assembly is officially debating the state budget bill that was approved by the senate last night. We do not expect any surprise changes from the assembly, with the only potential surprises coming from the Governor's (powerful) veto pen; and any changes Governor Evers might make with a line item veto, we would expect to be positive for our budget.

Considering that and the fact that we are asking you (if you are so inclined) to approve some salary and benefit updates for teachers within the next few months, I felt it appropriate to share these updated projections with you.

In working with our friends at Forecast5, we took the approved preliminary budget expenses and dropped them into our forecasting tool. Then we took the budget numbers we expect the state to approve and dropped those into the same scenario, to get a nice four year projection (there is a fifth year with the projection that would be our first year of the next operational referendum cycle).

As we look at updating our teachers' salary guide and benefits, at first look with this state budget, I feel very comfortable in saying that, at this point, we have \$150,000 we can add in recurring costs, understanding that amount will grow with inflation over time.

I'm sure I'll have more detailed updates for you as we move forward and we get more information on the state budget but, here are some highlights for now:

- We currently project to have a \$775,000 surplus if we levy the maximum allowed to us under the revenue limit (which, at this point, I would recommend we do) AND not change anything with expenses or how we levy. With that \$775,000, I would anticipate that I'll recommend something (VERY broad brush strokes at this moment) along the following lines:
 - Levy at least \$400,000 into Fund 41 (Capital Maintenance Fund) after skipping that levy this past year.
 - Use \$150,000 towards recurring salary costs.
 - Use the remaining to help with post-employment benefit catch up payments (note: we already have \$120,000 budgeted for that, with about \$790k remaining)
- The biggest increase in revenue we are seeing is under the revenue limit. We will be able to increase by \$1,000 per pupil this year and another \$325 next year. Because of the way the new law is written, it is important that we take advantage of that full \$1,000 this year as that resets our base. This will give us access to that \$325 next year, as well as flexibility going forward. It seems silly but, if we don't take full advantage of that \$1,000 this year, we don't necessarily get the full \$1,325 next year.
- In FY-2025 (24/25 school year) you can see the ESSER (COVID Relief) funds dropping off as our federal revenue goes down by 75%.
- In Salary and Benefits this year, we are showing a relatively small increase of .63%. That is because this year we budgeted an extra \$275,000 for post-employment benefit catch up payments and that is not in the budget (yet) for next year.

- FY-2026 and FY-2027 will be the next state biennial budget. So, those surplus numbers may look low right now but, as we get closer and get a new state budget in two years, those numbers WILL get better. For example:
 - After this school year we will see \$35,000 drop off our obligated payments towards post-employment health insurance (a number of retired teachers' benefits will expire), plus \$56,500 the following year. These numbers dropping off are NOT reflected in the projections you see. The extra \$120,000 for TSA Catch-up payments is also budgeted in each fiscal year you see.
 - I have not updated health insurance numbers for new staff. I currently have most (if not all) of them budgeted to take the base family plan, which is the most expensive plan.
- In terms of the tax-levy, that is still hard to tell at the moment. We'll get preliminary equalization aid numbers on Monday, from the state (I believe – that could change as the state budget changes). These are never terribly accurate but can give us some kind of direction. Where we will need to talk with you, as a board, is what you want to do with the increased private school voucher amounts. I anticipate the dollar amount we will owe and can levy to increase somewhere between \$50,000 and \$75,000 – a 25% to 30% increase. At this point, I believe that this year we should be able to continue on our path of keeping the levy level or ever so smaller year over year while absorbing the voucher levy (we would just decrease the over-levy amount we have in Fund 39) but I can't promise that this year or in subsequent years as these voucher costs increase.

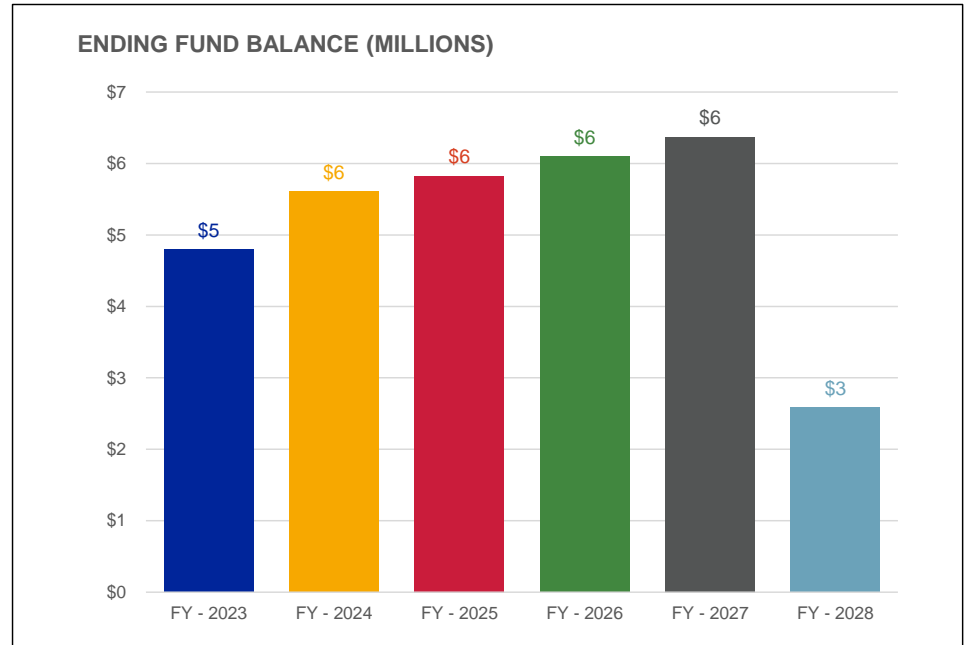
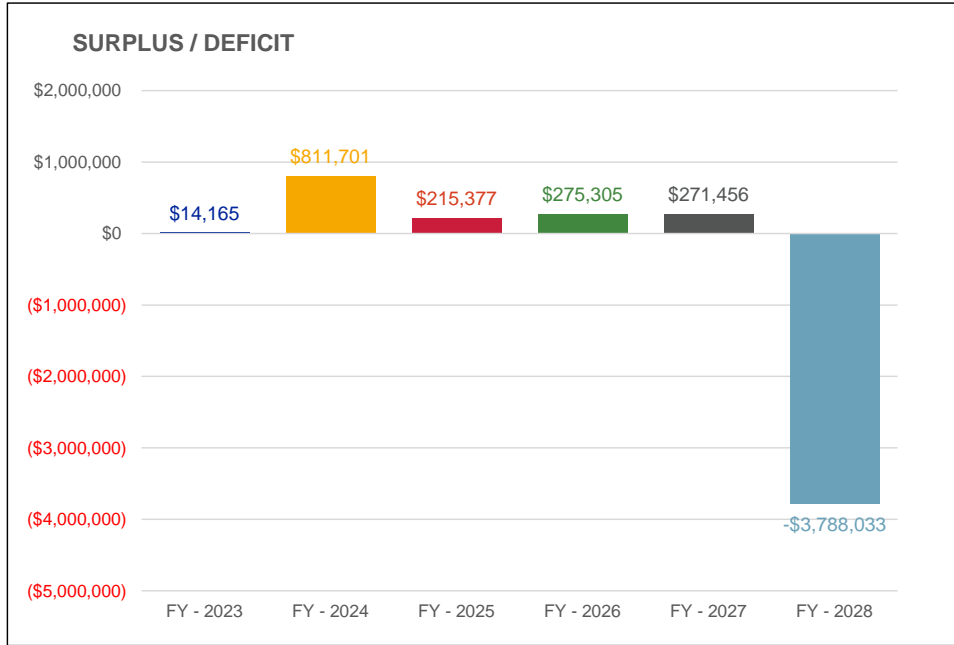
Fund 10 - General Fund - Projection Summary

Sturgeon Bay School District | Biennial budget base forecast with Skyward FY24 Budget V2 JH

	BUDGET	REVENUE & EXPENDITURE PROJECTIONS									
	FY - 2023	FY - 2024	% Δ	FY - 2025	% Δ	FY - 2026	% Δ	FY - 2027	% Δ	FY - 2028	% Δ
REVENUE											
Local Sources	\$9,298,484	\$9,869,241	6.14%	\$10,570,431	7.10%	\$11,251,384	6.44%	\$11,743,937	4.38%	\$8,261,373	-29.65%
State Sources	\$5,875,694	\$6,580,765	12.00%	\$6,740,388	2.43%	\$6,640,658	-1.48%	\$6,809,191	2.54%	\$6,853,027	0.64%
Federal Sources	\$1,154,820	\$1,154,820	0.00%	\$296,000	-74.37%	\$296,000	0.00%	\$296,000	0.00%	\$296,000	0.00%
Other	\$1,665,838	\$1,682,831	1.02%	\$1,732,674	2.96%	\$1,784,077	2.97%	\$1,837,094	2.97%	\$1,891,773	2.98%
TOTAL REVENUE	\$17,994,836	\$19,287,657	7.18%	\$19,339,493	0.27%	\$19,972,119	3.27%	\$20,686,222	3.58%	\$17,302,173	-16.36%
EXPENDITURES											
Salary and Benefits	\$10,712,857	\$10,729,508	0.16%	\$11,075,355	3.22%	\$11,430,194	3.20%	\$11,796,807	3.21%	\$12,175,604	3.21%
Other Objects	\$7,267,814	\$7,746,447	6.59%	\$8,048,761	3.90%	\$8,266,621	2.71%	\$8,617,960	4.25%	\$8,914,602	3.44%
TOTAL EXPENDITURES	\$17,980,671	\$18,475,956	2.75%	\$19,124,116	3.51%	\$19,696,814	2.99%	\$20,414,766	3.65%	\$21,090,206	3.31%
SURPLUS / DEFICIT											
	\$14,165	\$811,701		\$215,377		\$275,305		\$271,456		(\$3,788,033)	
Change over Previous Year		\$797,536		(\$596,324)		\$59,928		(\$3,849)		(\$4,059,489)	
BEGINNING FUND BALANCE											
	\$4,782,541	\$4,796,707		\$5,608,408		\$5,823,785		\$6,099,090		\$6,370,545	
ENDING FUND BALANCE											
	\$4,796,707	\$5,608,408		\$5,823,785		\$6,099,090		\$6,370,545		\$2,582,513	
FUND BALANCE AS % OF EXPENDITURES											
	26.68%	30.36%		30.45%		30.96%		31.21%		12.25%	

Fund 10 - General Fund - Projection Summary

Sturgeon Bay School District | Biennial budget base forecast with Skyward FY24 Budget V2 JH



Personal Leave Narrative

Jake Holtz

6/29/23



Board, accompanying this narrative you will find a proposed update to our professional staff handbook, as it pertains to personal leave or, PTO. We have spoken about this or, at least kept it on your radar for a number of months, going back to winter when the consensus was that you wanted to wait to approve anything until we saw what the state budget looked like for Sturgeon Bay.

With positive news coming out of Madison (an updated budget projection and narrative will be included as well), we as an administration felt it was appropriate to officially bring this back to the table for your consideration. The included proposed handbook wording is based off of Dan's board update the past few months where, in part, it read:

"...The Board understands that this has been a priority of the last couple compensation annual review meetings and wants to be able to try something for next year. Based on the various conversations and suggestions thus far, it wouldn't surprise me if we talk more about providing two PTO days as part of the annual allotment, move away from the two sub-deduct days for reasons pointed out when we met March 14, and continue to provide the additional paid personal days after the particular numbers of years in the district as we have been doing..."

In short, if you were to approve the updated handbook language, as written, our teachers would receive the following in sick and personal leave:

- 10 Paid sick leave days
- 2 Paid personal leave days
- 1 extra personal leave day for those who have worked for SBSB 10 years or more
- 2 total extra paid personal leave days for those who have worked for SBSB 25 years or more

This would replace what our teachers are currently receiving:

- 10 Sick leave days
- 2 Personal days where they are deducted \$125 for substitute teacher cost
- 1 extra paid personal leave day for those who have worked for SBSB 10 years or more
- 2 total extra paid personal leave days for those who have worked for SBSB 25 years or more

As a note, the ten sick days and two personal days would match what staff at Sevastopol are given. The extra personal days for tenured staff would exceed what Sevastopol staff receive.

In terms of cost, if ALL staff were to use one personal leave day, we would be looking at \$16,061.16 for substitute teacher coverage. If ALL staff were to request a TSA or HSA contribution for one day the cost would be about \$7,992.75.

Therefore, the total range in cost for this added benefit would be somewhere between \$15,985.50 and \$32,122.32.

CURRENT PERSONAL LEAVE WORDING – to be removed

A. Personal leave

1. When a request has been submitted, and when satisfactory arrangements can be made, the District Administrator may grant leave for professional, semi-professional, community service, personal and family business; for three such leave days per year the deduction shall be for the cost of a substitute or equivalent (regardless of whether or not a substitute is required for the absence); for each day over three days per year, the deduction shall be in full. For teachers with ten years or more of local service, the first personal day shall be at no deduction. For teachers with twenty-five (25) or more years of local service the teacher will be eligible for four (4) days of personal leave, the first two (2) days shall be at no deduction.

PROPOSED CHANGES FOR PERSONAL LEAVE WORDING IN PROFESSIONAL STAFF HANDBOOK

Strike A-1 as written replace with:

A. Personal leave

1. All regular part time and full time employees shall be granted "personal leave" credit with full pay not to exceed two (2) days per year; Unused days shall not be cumulative.
2. For teachers with ten (10) years or more of local service, an additional day of personal leave with full pay shall be credited. For teachers with twenty-five (25) years or more of local service, an additional two(s) days (four days total) of personal leave with full pay shall be credited. Unused days shall not be cumulative.
3. Personal leave may not be used to extend a holiday, vacation or break during the first or last two weeks of the school year.
4. Personal leave may not be used during in-service with the exception of emergencies or pre-approval from one's supervising administrator and the District Administrator prior to the start of the school year.
5. Unless otherwise avoidable, three days' notice shall be given for personal leave.
6. All personal leave requests must be processed through Skyward.
7. Personal leave may be used in lieu of or in combination with sick leave. If personal leave is used in combination with sick leave, point G under the 'Employee Sick Leave' section of this handbook shall remain in effect – A doctor's certificate is required for any sick leave absences in excess of three (3) days.
8. Upon request from the employee between May 15 and June 15 of each fiscal year, the district will convert unused personal leave to a \$75 cash contribution towards the employee's 403(b) or HSA. The \$75 will be prorated based on the employee's contracted FTE.

SCHOOL DISTRICT OF STURGEON BAY

ANCHORED IN EXCELLENCE

1230 Michigan Street | Sturgeon Bay, WI 54235

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

July 19, 2023, Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Updated for the meeting packet on July 7, 2023; Additional updates added later are in section four

1. Teaching & Learning

- a. **Strategic Action Plan and Priorities for 2023-2024** – While this item deals with all three priority areas, I'll address it in this area, as well as an informational item in the Board agenda and packet. The current plan is to have a draft for the Board as an informational item in the July 19 Board meeting, so then the Board can give it the official stamp of approval in the August 16 Board meeting.

2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Monday, July 17.
- b. **YMCA Board meeting** – The regular monthly YMCA Board meeting is Thursday, July 20.
- c. **WDOR Year in Review** – On Tuesday, June 27 I joined Eddie Allen for the district's monthly radio spot.
- d. **Pulse Interview & Information** – Both Jake Holtz and I corresponded with Craig Sterrett from the Pulse in mid to late June. The three of us sat down to talk about the State Budget, summer maintenance, and more on the afternoon of June 27.
- e. **Potential Marketing Discussions** – I shared information about this in my report the last couple of months. I have nothing new to add at this time, but will keep it in my report as a reminder of future Board-level discussions about topics ranging from newsletter to communication plans and more this coming fall and/or winter.

3. Finance, Facilities, & Operations

- a. **Local Compensation Topics pertaining to Professional Staff and Ongoing Conversations** - I've shared this a number of times, but why reinvent the wheel
 - **Teacher Salary Ladder** - Jake has assembled a couple of scenarios the Board has now seen this month and last month. Alternate Scenario A updates salary ladder percentage increases to try to reflect the original percentage throughout the ladder. Alternate Scenario B updates salary ladder percentage increases in the bottom half of the ladder. Further discussion at the Board level would have to occur for these or any other potential updates to the ladder to occur.

Jake has also been in contact with the compensation committee after talking with some staff members about the strategy/idea of awarding a longevity pay stipend for professional staff that recognizes staff with x number of dollars for teachers who have been here 10 years, for example, and increase the number at 15 years, 20 years, and so forth. Again, nothing is set in stone, but it would be

another way to look at compensation for staff and would certainly align with the retention concept as part of the “attract and retain” wording we’ve had on our strategic action plan and priorities document.

- **Appendix D/Curriculum Writing, etc. Rate** - Jake has assembled a couple of scenarios and the Board looked at these last night. In a nutshell, one scenario utilizes the formula from the last master agreement which would result in updated rates of \$23.20 and \$26.15. The other scenario utilizes an inflation-related calculator which would result in updated rates of \$22.25 and \$25.10. No vote was taken of course, but there were board members who preferred the version with the higher rates dating back to the calculation used at one point. Again, we'll await the state budget news.
- **PTO time & starting some sort of incentive for unused days** - Jake priced out some substitute costs for PTO usage, as well as the cost of we would provide an incentive for an unused PTO day (ex. \$75) payable into a person's 403b account, etc. The Board understands that this has been a priority of the last couple compensation annual review meetings and wants to be able to try something for next year. Based on the various conversations and suggestions thus far, it wouldn't surprise me if we talk more about providing two PTO days as part of the annual allotment, move away from the two sub-deduct days for reasons pointed out when we met March 14, and continue to provide the additional paid personal days after the particular numbers of years in the district as we have been doing. Again, this or anything along these lines would need further discussion once more is known on the state budget front, but I wanted to give you a decent sense of where things would appear to be at least right now. (I'll also note that we did talk about any potential changes being for the majority of the group and "grandfathering" the small group of teachers who have been here long enough to be part of the years of health insurance with an incentive for unused sick days already.)

Jake has run the numbers on these various items, and he has included the information and visuals as recently as his June Board report, and some of this goes back to spring learning sessions. I'll include a very brief summary below not only for the Board, but for staff since my report goes out to everyone as well.

- Salary Ladder - Scenario A Total Cost: \$105,099.28
- Salary Ladder – Scenario B Total Cost: \$55,100.42
- Longevity Supplemental Pay Total Cost: \$100,843.75
- Appendix D/Curriculum Writing, etc. Rate Total Cost: Range of \$21,766.48 to \$25,834.77
- PTO day(s) & Incentive for Unused day(s): The maximum cost for two PTO/personal days would be about \$32,122.32. The cost for “buying back” one day via a TSA contribution of \$75 would about \$7,992.75.
- *Reminder: Even though we have not included it in the various notes since higher summer school pay rates were approved as part of the Summer School 2023 Pilot, we will want to look at the actual summer school numbers and then consider summer school pay rate on an ongoing basis (which could then be updated in the pay guide document). In theory, the additional student FTE will then benefit the district and could also be viewed as funding, if you will, the summer school pay increase.*

Our intent is that the Board can consider the information along with the total district budget implications based on the State Budget and be able to take action on one or more of these items no later than the September 20 regular Board meeting, since we'll need to focus on the overall budget adoption and tax levy in the October 25 regular Board meeting.

This gives us the July 19 meeting to make sure we have any updates following the approval of the State Budget, and can allow for Board discussion as desired in the August 16 Budget-focused learning session, the August 16 regular meeting, the September 6 learning session, and/or the September 20 regular meeting.

- b. **State Budget Signed** – Governor Evers signed the 2023-2025 State Budget on July 5. As I added this note on July 6, there were already quite a few articles out with plenty more to come. I'll simply copy and paste from today's SAA website update for now:

Governor Evers Signs 2023-25 Budget

By Dee Pettack | July 6, 2023

Governor Evers signed the \$99 billion 2023-25 state budget on July 5, 2023. He utilized his veto pen on 51 provisions included in the plan passed by legislative republicans.

From Wispolitics.com:

Evers called the document Republican lawmakers sent him "incomplete," but rejected calls to nix the entire two-year plan. He cited the various priorities he achieved in the budget, including increases in funding for education and local governments.

"Vetoing this entire budget would mean abandoning priorities and ideas I've spent four years advocating for," he said ahead of signing. The impact of other vetoes included extending through 2425 an annual increase in the per-pupil spending limit of \$325 a year. The budget included increases of \$325 in each year of this biennium as part of a deal GOP lawmakers reached with the Governor on state aid to local governments, as well as increasing the size of state-funded vouchers for private schools. The governor's action, though, seeks to extend that annual increase by four centuries. Future legislatures, though, can change that number.

Read the veto message [here](#).

- c. **State Budget Recap** – Here is a summary Dee Pettack from SAA sent out on Friday, July 7. Since it hit on a number of topics, I thought it was worth adding to my report as well.

Budget Recap

By Dee Pettack | July 7, 2023

Comprehensive summaries of the biennial budget are still being drafted. Below is a quick summary for the 2023-25 budget bill ([2023 Act 19](#)).

1. **Revenue limits:** All districts will get +\$325 per pupil, and districts that are still below \$11,000/pupil after that, and that are not subject to a freeze on their low revenue ceiling (LRC) threshold, will be able to raise their revenue limit to \$11,000. *
2. **Per Pupil Aid** for school districts **remains at \$742/pupil** (same as for 2022-23).
3. **July 1 aid estimates** are listed on this [SFS page](#) (not per pupil amounts).
4. There will be **no High Poverty Aid** (which will reduce the levy in eligible school districts); the Governor vetoed the statutory language changes (i.e., preserved the High Poverty Aid statutes), but \$0 is appropriated for High Poverty Aid under the budget.
5. The funding for **mental health (school-based services)** remains as the JCF motion specified – it will go out on a **per pupil basis** (\$25 M divided by total current year enrollments** in school districts and in Independent Charter Schools). The Legislative Fiscal Bureau estimated \$31/pupil – at this time that is the best estimate we have.
6. **Special Education Aid** – the assumption is a 33.3% reimbursement rate (\$97 million) for FY24 and FY25. Estimates will be made available by DPI for payments in the fall, and the final payments and reimbursement rate will be available at the end of the 2023-24 school year.
7. **Sparsity Aid** – the per pupil amount did not change (still \$400 or \$100 per pupil, depending on district’s membership) – but there is more funding in the appropriation with intention to fully fund aid eligibility. Once the aid run is completed this month by DPI, we will know whether any proration is needed.
8. **BLBC, High-Cost Spec Ed, and High-Cost Transportation aids** – The budget bill provided increases to raise reimbursement rates for these aids. At this time, we don’t have per pupil estimates, they are all based on reimbursement of eligible expenditures and not all districts are eligible for these aids.
9. **Transportation** – The reimbursement rate for the 12+ miles category for Transportation Aid was raised to \$400/member.
10. The estimated funding for **School Library Aids** increased by \$7 M each year; this aid goes to districts based on total headcount (ages 4-21) living in the district. These estimates will likely not be available until early in the calendar year.

*The Governor’s veto allows school districts to receive \$325/pupil each year, continuing after 2024-25 ... for 400 years (unless changed by a future Legislature).

**For school districts, the language specifies that DPI is to use the current year revenue limit membership, as defined under [s. 115.437](#) [for Per Pupil Aid) – so it will be the current year’s 3-year rolling average FTE). For ICS, it is the current year enrollment, which people suspect will be the 3rd Friday in September numbers or the school year average w/ January counts (still awaiting confirmation of this).

4. **Additional Items and/or Updates** (added after I submitted my report for the Board packet)