

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, May 15, 2024

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

STUDENT COUNCIL REPORT (Keirsten Mellen)

PUBLIC COMMENT SECTION *As noted in Board Policy 0167.3 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.*

BOARD REORGANIZATION:

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

CONSENT AGENDA:

1. Approve Minutes
 - A. Regular Meeting April 17, 2024
 - B. Special Meeting and Learning Session of May 1, 2024
2. Approve April bills
3. Accept grants and donations
4. Approve resignations and retirements
5. Approve Sturgeon Bay High School WIAA Membership Renewal

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. First reading of Professional Handbook & Salary and Supplemental Pay guide
3. First reading of Support Staff Handbook
4. Approve 2024-2025 CESA 7 Service Contract
5. Approve 2024-2025 CESA 8 Service Contract
6. Approve Coaching Position (DCU Girls Varsity Swim)
7. Approve Teaching Positions
 - A. Sunrise Third grade
 - B. Middle School Special Education
 - C. High School English
8. Approve Associate Positions
 - A. Library Media Center Associate at Sawyer
 - B. Library Associate at the high school

9. Approve Registrar Secretary Position
10. Approve 2024-2025 Compensation for Returning Non-teacher Employees
11. Approve Purchase of Water Softener
12. Receive Draft of 2024-2025 Board meeting calendar (informational item)
13. Policy Review Update – First Readings
 - A. 0142.1 Electoral Process
 - B. 0143.1 Public Expression of Board Members
 - C. 0144.3 Conflict of Interest
 - D. 1630.01, 3430.01, 4430.01 Family & Medical Leave of Absence (“FMLA”)
 - E. 2340 District Sponsored Trips
 - F. 3121, 4121 Criminal History Record Check & Employee Self-Reporting Requirements
 - G. 3139, 4130 Staff Discipline
 - H. 5113 Open Enrollment Program (Inter-District)
 - I. 5200 Attendance
 - J. 5215 Missing and Absent Children
 - K. 5517 Student Anti-Harassment
 - L. 6151 Returned/Outstanding-Stale Checks
14. Reports:
 - A. Legislative
 - B. CESA
 - C. Committee/Seminars
 - D. Administrative
 - i. High School
 - ii. Middle School
 - iii. Sunrise Elementary School
 - iv. Sawyer Elementary School
 - v. Teaching, Learning, & Technology
 - vi. Special Education/Pupil Services
 - vii. Business Manager
 - viii. Other
 - E. 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: May 8, 2024
RE: Background Information for the May 15, 2024, Meeting

STUDENT COUNCIL REPORT (Keirsten Mellen – last meeting)

Student Council President will introduce the Board to the incoming President as well as share updates with the Board and public.

PUBLIC COMMENT SECTION- *As noted in Board Policy 0167.3: 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.*

BOARD REORGANIZATION:

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

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

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

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

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

The Board shall, in addition to other statutory requirements:

- A. designate depositories for school funds;*
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;*
- C. designate a day, place, and time for regular meetings which shall be held at least once every month;*
- D. designate an administrator to assume specified responsibilities of the Treasurer and of the Clerk.*

2. Election of Officers, Appointments, and Designations:

- A. Election of President, Vice President, Treasurer, Clerk
- B. Appointment of Board Secretary, CESA Representative, Legislative Representative, EEN Representative
- C. Appointment of Delegate and Alternate to WASB Convention
- D. Designate the official board meeting day

3. Approve Official Depositories - Nicolet Bank and Local Government Pooled Investment Fund became the official depositories in 2017-2018. We also added the Wisconsin Investment Series Cooperative (WISC) during the 2017-2018 year. We kept all three as official depositories since then and would recommend doing so again for 2024-2025.

A motion to approve Nicolet Bank, Local Government Pooled Investment Fund and WI Investment Series Cooperatives as the official depositories for the 2024-2025 year is recommended.

4. **Authorization of Investment Powers** – Business Manager Jake Holtz has Investment Powers for the school district.

A motion to authorize Jake Holtz with the investment powers for the district is recommended.

5. **Designate Official Newspaper** - The *Peninsula Pulse* is the official newspaper for the district. In May of 2021 a bill was signed that removed the requirement that 50% of the newspaper's circulation must be paid in order to qualify to publish legal notices. With that change, we were allowed more flexibility to choose a newspaper.

A motion to approve the Peninsula Pulse as the Designated Official Newspaper for the district is recommended.

6. **Set Board Members' Salaries** - After utilizing a per-meeting payment approach that dated to 2004 and beyond, following discussion at the May 2018 learning session and regular board meeting, we moved to an annual salary approach (beginning in 2018-2019), which would cover all regular meetings, special meetings, learning sessions, the annual Board retreat, and work group sessions as follows. Please note that we have not increased board member salary amounts since shifting to this approach.

- President \$1,200
- Vice-President \$1,050
- All other Board members \$840.

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

A motion to maintain the current pay structure (President - \$1,200, Vice-President - \$1,050 and all other Board members - \$840) as well as a stipend of \$100 per day for attendance at the annual January Education Convention in Milwaukee is recommended.

CONSENT AGENDA:

1. **Approve Minutes**

- A. Regular Meeting April 17, 2024 [See attachment](#)
- B. Learning session of May 1, 2024

2. **Approve April bills** [See attachment](#)

3. **Approve Grants and Donations –**

- \$500 Door County Service Club Coalition for MS Kind Clipper Club's Chemo Care Packages
- \$115.50 Shawn Wautier to Sunrise ID/Autism
- \$13 Jett Ulrich-Micech, River Santy & Kaysen Soucek Lemonade stand sales for playground fund

- \$50 Sue MacLean for families struggling to pay lunch balances
- \$100 Miller Art Museum for the HS Art Department
- PTG
 - \$1,500 for 4th grade Madison Trip
 - \$800 Sunrise end of year picnic
- Clipper Clays
 - \$100 Terry and Rebecca Ullman
 - \$250 Sue Austad
 - \$50 Jeff and Rachel Dahlke
 - \$100 Chris and Amy Konop
 - \$50 Troy and Shelly Krueger

The Clipper Clays team would like to extend a huge thank you to the following businesses and individuals for their donations to the Door County Shootout tournament April 6 and 7th along with the Clipper Clays Fish Fry that was held on April 12th. The DC Shootout tournament welcomed 8 schools from around the state totalling almost 200 athletes. A lot of fun and our Clipper teams did very well!

The fish fry on April 12th was another huge success for the team! The team sold 422 meals in about a 2 hour time period! We want to thank the community for their support and record breaking fundraiser for the team. Thank you's specifically to:

- Bailey's Harbor Fish Company - Todd and Carin Stuth for donating all the fish to the team! Extremely generous!
- Andy Johson for the famous breeding
- Nicolet Bank for donating all the water
- All parents who donated soda and money for beverages
- Dan's Door County Fish - Donations of food and awesome cheese curds!
- Marchant's Meats
- Pack N Ship Plus - Julie Henry with donations for signage
- Lakes Gas - Propane for fryers
- Milton Propane - Propane for fryers
- Ace Hardware - Amy Labott for numerous supplies
- Dave Labott, Todd Stuth, Jason Bartel and Rob Schartner for cooking and prep!
- Michelle Snover – all the desserts
- Whitetails Unlimited - trophies for tournament
- And the many many parents and volunteers for their help that evening!!

Thank you to all from the Clipper Clays team and coaching staff.

Thank you to everyone involved in supporting our students and programs through grants and donations.

4. **Approve Resignations and Retirements:** Ivy Berg has resigned from her elementary teaching position at Sunrise School. Kelly Oram-Rankin is resigning from her head DCU Girls Swim Coach position. Matt Propsom will be stepping down as JV Softball coach after the season. Danielle Tauscher has resigned from her library associate position effective immediately.

[See attachment](#)

5. **Approve Sturgeon Bay High School WIAA Membership Renewal**

The WIAA requires that Boards of member high schools act annually in either their May or June meeting to affiliate with the WIAA. This is to ensure that our school is eligible for the 2024-25 WIAA tournament series as well as other membership benefits. The renewal should be emailed to us in early June. As a reminder, WIAA membership fees were eliminated in 2014.

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

Reminder: If discussion is requested on any topic in the Consent Agenda, the process is that the item be moved to the beginning of the Operations Agenda when the agenda is approved near the beginning of the Board meeting.

OPERATIONS AGENDA:

1. Consent Agenda Items Requiring Attention (if any)

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

2. First Reading of Professional Handbook & Salary and Supplemental Pay Guide

Going back to the 2015-2016 school year, we had a number of changes to the professional staff handbook that dealt with the approval of the new Salary & Supplemental Pay Guide and related appendices. Since then, some years really did not see substantive changes, while some had fairly substantive changes, although nowhere near what occurred for the 2015-2016 school year.

[See attachment](#)

We did approve some updates in the September 2023 Board meeting dealing with longevity pay, adding a paid personal day, and increasing some hourly pay rates in Appendix D. As a quick reminder, we departed from the usual timeline due to the State Budget process. For this next year, some technical corrections were made and references to policy numbers were updated in the handbook itself. Other than that, the proposed changes deal largely with a shift to PTO days and an incentive for unused days that has been discussed the past several years.

As a first reading, no formal action is required by the Board at this time for either the Professional Handbook or the Professional Staff Salary and Supplemental Pay Guide. The Board would conduct a second reading in the June 19, 2024, regular Board meeting.

3. First Reading of Support Staff Handbook

The Board reviews the handbook annually. The primary update to this handbook is to further define immediate family in the sick leave section. This clarification will match the definition used in the Professional Staff Handbook.

[See attachment](#)

As a first reading, no formal action is required by the Board at this time for the Support Staff Handbook. The Board would conduct a second reading in the June 19, 2024, regular Board meeting.

4. Approve 2024-2025 CESA 7 Service Contract

This contract comes to you for review and approval. Members of the administrative team have also reviewed the contract and compared these with services provided in the past year.

By entering into a two-year contract, much like we did two years ago, we basically pay the full amount in year one and lock in better pricing as well.

[See attachment](#)

A motion to approve the 2024-2025 CESA 7 Service Contract is recommended.

5. Approve 2024-2025 CESA 8 Service Contract

Included in the meeting packet is a CESA 8 service summary sheet and also a contract for next school year. Since the services we receive from CESA 8 are for providing exceptional education services to students it is possible that needs can change as IEP's change during the course of the year, but that is nothing new. CESA 8 asks districts to approve the contract at this time of year, since they need to secure staff to provide for the anticipated needs the next school year.

[See attachment](#)

A motion to approve the 2024-2025 CESA 8 services contract is recommended.

6. Approve Coaching Position (DCU Girls Varsity Swim)

Erin Peterson has been assisting the girls swim the past couple of years and has also coached the boys DCU swim team. She is very motivated to take over as the head coach of the girl's swim team. Erin would take over the reins at practices, writing workouts, coaching meets and submit entries for the meets.

A motion to approve Erin Peterson as the DCU Girls Varsity Swim Coach is recommended.

7. Approve Teaching Positions

A. Sunrise Third Grade

Principal K Smullen is pleased to recommend Chantel Duckart as our new Third Grade Teacher at Sunrise Elementary. Chantel graduated from the University of Wisconsin Green Bay on Saturday, May 11, with a Bachelor of Science in Education and a Psychology minor. Ms. Duckart is originally from Casco and student taught at Luxemburg-Casco and Southern Door Middle School. The interview team was so impressed, as was the group of parents and students to whom she taught a lesson as part of the interview. Chantel's references spoke so highly of her, praising her creativity, her kindness and that she developed solid routines with the students that were consistent and fair. We feel very fortunate to welcome her to Sunrise!

A motion to approve Chantel Duckart as a Sunrise School Third Grade Teacher. beginning with the 2024-2025 school year, is recommended.

B. Middle School Special Education:

As of the preparation of the meeting packet, there is no recommendation. This is a work in progress. More information to follow. A motion to approve a middle school special education teacher, beginning with the 2024-25 school year is anticipated.

C. High School English

As of the preparation of the meeting packet, there is no recommendation. This is a work in progress. More information to follow. A motion to approve a high school English teacher, beginning with the 2024-25 school year is anticipated.

8. Approve Associate Positions

A. Library Media Center Associate at Sawyer School:

Stephanie Baumann: Principal Katy DeVillers is pleased to recommend Stephanie Baumann for the Library Media Center Associate Position at Sawyer Elementary School starting in the 2024-2025 school year. Stephanie has an Associate Degree in Early Childhood Education. She has had experience working with children in a day-care setting, and elementary-aged students in both regular and special education environments.

Stephanie h

as also been subbing at Sawyer in many positions, including the library. Stephanie's love for learning and especially reading books to young students makes her a perfect fit for this position. She also has displayed her ability to make positive connections with students and staff during her time as a sub for us. Stephanie is looking forward to using her positive energy and creativity to support all students at Sawyer in her new role in our library. We are excited to welcome Stephanie to Sawyer and congratulate her on your new position!

A motion to approve Stephanie Baumann as the Library Media Center Associate at Sawyer beginning with the 2024-2025 school year is recommended.

B. Library Associate at the High School

Principal Nerby recommends the hiring of Nate Selle as the new Library Associate at Sturgeon Bay High School. Nate graduated with a teaching degree and served as an elementary teacher before leaving the profession to help raise his children. During that time, Nate worked as a Horticultural Technician with the University of Wisconsin, Madison at their Potato farm in Sturgeon Bay. In addition, Nate has served as a reserve Sheriff's Deputy with the Door County Sheriff's Office for the past four years.

Nate has two students who currently attend Sturgeon Bay Schools. Nate has been a strong part of the Door County Community. We are excited to bring his talents to the role of Library Associate at Sturgeon Bay High School.

A motion to approve Nathan Selle at Sturgeon Bay High School as the Library Associate beginning with the 2024-2025 school year is recommended.

9. Approve Registrar Secretary Position

Mrs. Kristen Kratcha has served as a substitute in our office on numerous occasions, filling in as we need support. She has been a welcome addition when she has been here. Kristen served as a Lab Tech/Research Technician at the UW-Madison Potato Genebank for the past four years. In addition, many of our students and families know her from her work at the Door County YMCA as a swim instructor.

In addition to her already knowing many of our students and families, Kristen has four children in the Sturgeon Bay School District. She possesses a positive attitude, a willingness to learn Sturgeon Bay practices and a strong knowledge of our programs and systems.

We look forward to Kristen joining our team and bringing her vast expertise and experience to our district.

A motion to approve Kristen Kratcha at Sturgeon Bay High School as a Registrar Secretary is recommended.

10. Approve 2024-2025 Compensation for Returning Non-teacher Employees.

Last month, the Board approved returning teacher contracts. As we have also discussed, in addition to the changes approved in September of 2023 (ex. personal day, longevity pay, increased hourly rates), we have been working with teacher reps and the Board on implementing a shift to PTO time with an incentive for unused days for professional staff in alignment with conversations over the past several years.

This month, the Board is set to act on the 2024-2025 compensation for our non-teacher employee groups. I will list them below so the Board is able to act on all non-teaching employees at once or take separate action on each of the three categories, if you will.

A. Hourly employees

B. Unclassified employees

C. Administrative employees

As we discussed in the May 1, 2024, learning session, a placeholder of 4.5% has been used for budgeting and projection purposes.

Considering our discussion on May 1 and other discussions over the years, I used an example that was shared by a Board member to try to construct an updated approach on non-teacher compensation for the Board. The updated option uses part of the longevity pay concept approved last fall for professional staff and keeps things simple.

The Board could certainly choose to proceed with a flat percentage increase alone as in the past as well. Before getting into the costs associated with options, let me sketch out the updated approach option a bit more.

Part One – Part of a recommendation on non-teacher compensation involves the cost-of-living increase as we've done in the past. This is the approach that has been used historically, and the administration has prepared options as in the past.

Part Two – The Board has talked about a variety of concepts when it comes to compensation for various employee groups. I won't attempt to capture many of them here, but I will bring up two of the components.

First, the Board has talked about merit-based compensation at times. In a nutshell, we have discussed how this makes sense in theory, but in practice there are a variety of challenges.

Second, the Board has talked about longevity in the district and the importance of wanting to retain employees. In fact, a new longevity pay system was approved in September 2023 that awards additional compensation for teachers once they reach their fifth year in the district, tenth year in the district, and so forth in five-year increments up to the 40th year in the district. For purposes of non-teacher compensation for 2024-2025, I would simply draw your attention to the first two levels—five and ten years of service.

While longevity and merit are certainly not the same thing, there is at least some causality between the two. The Board saw data May 1 on non-teaching staff that do not continue employment with the district either through their own choice or through the choice of the district. Therefore, there is an assumption that can be drawn, even if imperfect, that in many cases staff members entering their fifth year and beyond, or tenth year and beyond, have proven themselves to be solid employees and people our district relies on in a variety of ways.

In a nutshell, we constructed an approach that I'll call **"Option One"** below intended to incorporate both Part One (cost-of-living increase) and Part Two ("new" Longevity recognition) together. As you'll see below, I sketched out a fill-in-the-blank approach to a Board motion much like what has been done in the past. I also included a sample since that might be helpful to some.

As I mentioned earlier in this item, it would also be an option simply to proceed as in the past with a percentage increase for all non-teachers and leave it at that. I'll refer to that below as **"Option Two"** to keep things simple for the Board in our meeting and as you review the meeting materials packet. This approach would not include the longevity additions at the 5th and 10th year points.

Please see the separate document Business Manager Holtz has prepared with a full breakdown of the information below and more, including cost comparisons to the current fiscal year.

"Option One" for simplicity in the meeting – An updated approach.

Part One

Percentage Increase:	3.5%	3.75%	4.0%	4.12%
Wage Total	\$3,538,267.26	\$3,545,436.86	\$3,552,606.47	\$3,556,047.88
Total w/Benefits	\$4,051,316.01	\$4,059,525.21	\$4,067,734.40	\$4,071,674.82
Total Difference vs. 3.5%	--	\$8,209.20	\$16,418.40	\$20,358.81

Part Two

Longevity Percentage Increase:	0.5%	0.75%	1.0%	1.25%
1 st level total – 5 th Year or beyond	\$8,253.03	\$12,379.55	\$16,506.06	\$20,632.58
Total w/ benefits - 34 employees	\$8,624.42	\$12,936.63	\$17,248.83	\$21,561.05
2 nd Level – 10 th Year or beyond	\$4,687.47	\$7,031.20	\$9,374.94	\$11,718.67
Total w/ benefits - 20 employees	\$4,898.41	\$7,347.60	\$9,796.81	\$12,246.01

Motion for "Option One" approach

I make a motion to approve compensation for returning non-teacher employees as presented with a 2024-2025 percentage increase of ____% plus longevity recognition of ____% for staff going into at least their fifth school year and an additional ____% for staff going into at least their tenth school year in our district.

Sample Motion and implications for the "Option One" approach if this helps provide clarity. To be clear, the Board can choose to proceed as Board members see fit:

Sample Motion: I make a motion to approve compensation for returning non-teacher employees as presented with a 2024-2025 percentage increase of 3.5% plus longevity recognition of 0.5% for staff going into at least their fifth school year and an additional 0.5% for staff going into at least their tenth school year in our district.

Sample Motion Implications for non-teacher employees:

- *Staff with four or fewer years in the district as of the start of the 2024-2025 school year would receive a 3.5% increase.*
- *Staff with five to nine years in the district as of the start of the 2024-2025 school year would receive a 4.0% increase. (3.5% + 1st level longevity 0.5% = 4.0%)*

- *Staff with ten or more years in the district as of the start of the 2024-2025 school year would receive a 4.5% increase. (3.5% + 1st level 0.5% + 2nd level 0.5% = 4.5%)*

OR the Board could choose to go with the following approach instead.

“Option Two” for simplicity in the meeting – Basically the approach we’ve used in the recent past.

Percentage Increase:	3.5%	3.75%	4.0%	4.12%
Wage Total	\$3,538,267.26	\$3,545,436.86	\$3,552,606.47	\$3,556,047.88
Total w/Benefits	\$4,051,316.01	\$4,059,525.21	\$4,067,734.40	\$4,071,674.82
Total Difference vs. 3.5%	--	\$8,209.20	\$16,418.40	\$20,358.81

Motion for “Option Two” approach

I make a motion to approve compensation for returning non-teacher employees as presented with a 2024-2025 percentage increase of ____%.

11. Approve Purchase of Water Softener

High School water softener replacement: The High School water softener has had a catastrophic failure. After consulting with our Culligan repairman, it cannot be repaired and needs to be replaced. The current Softener was installed in 2004, making it 20 years old, which is the equipment lifecycle for this size and type of softener. The new water softener will be the same size replacement helping keep the install costs down. It is recommended that we accept the quote of \$8,995.00 for the softener as well as the associated install/programming as outlined on the attached quote and fact sheet by Culligan of Sturgeon Bay. [See attachment](#)

A motion to approve the quote for the replacement of the water softener in the high school, not to exceed \$11,000, is recommended.

12. Receive Draft of 2024-2025 Board meeting calendar (informational item)

Since we just officially set the Board meeting day this evening, I do not have a draft that would reflect any significant changes from past years. However, the meeting calendar draft in your packet does take both our previous approach and the 2024-2025 school and fiscal year calendar into account.

For your review, I have made suggestions about what the 2024-2025 Board of Education calendar could look like. Here are just a few items to note:

- The regular October Board meeting when the Board formally approves the budget and sets the tax levy is scheduled for October 23 (the 4th Wednesday) because of the October 15 aide certification and desire to make sure all the important arrangements are not rushed and the Board meeting packet can include as much of this information as possible.
- With the important meeting on October 23, I did not schedule a learning session November 6.
- The January Board meeting would be January 15, 2025, due to the Education Convention in Milwaukee being the following week. Unless it is a referendum year, we do not have a learning session in January. [See attachment](#)

- 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 for our administrative team members.

This is an informational item, so no Board action is currently requested. The Board can officially approve a meeting calendar in next month's meeting.

13. Policy Review Update – First Readings [See attachment](#)

A. 0142.1 Electoral Process

This policy has been updated to clarify the requirements for a qualified elector to file a Declaration of Candidacy as well as the requirements for incumbents seeking re-election. The legal citations have also been updated. Recommended for consistency with statutes.

B. 0143.1 Public Expression of Board Members

This policy has been updated to include instances when Board members make statements to individuals or members of the community that may cause issues for the Board and/or District if not made clear that those statements do not reflect the views of the Board or their colleagues on the Board.

C. 0144.3 Conflict of Interest

Language has been added to this policy clarifying that Board members may not be a paid employee of the District. Also added is the statutory language that provides an opportunity for Board members to serve as unpaid volunteers. The appropriate legal reference has also been added. Recommended for comprehensiveness and clarity.

D. 1630.01, 3430.01, 4430.01 Family & Medical Leave of Absence ("FMLA")

This policy is revised to remove a potentially confusing reference to the status of full-time staff eligibility for FMLA based on the 1,250 work hours requirement for federal eligibility (this does not effect Wisconsin FMLA, which only requires that an employee be compensated for 1,000 hours in the previous year to be eligible for protected leave). While generally speaking a full time instructional staff member will be employed for more than 1,250 hours in the preceding year and does not track actual hours worked as an exempt employee, the law does not require that such employees be automatically considered eligible. There may be circumstances where an individual employee, perhaps due to leave taken in the preceding year, do not meet the requirement even though they may be full-time by contract.

E. 2340 District Sponsored Trips

The policy is revised to remove reference to non-district sponsored trips from language regarding the trip approval process. The policy language retains reference to the expectations concerning student solicitation for such trips as part of the policy, but moves it to stand alone section. This provides a clearer process and delineation of different types of student trip opportunities that may arise in the school context.

F. 3121, 4121 Criminal History Record Check & Employee Self-Reporting Requirements

The self-reporting requirement language in these policies have been revised for greater clarity.

G. 3139, 4139 Staff Discipline

This policy is revised to include resignation as being covered in either Policy 3140 or Policy 4140. Language has been added with regard to investigations involving potential criminal conduct and issuance of a "Garrity" warning in appropriate circumstances.

H. 5113 Open Enrollment Program (Inter-District) [See attachment](#)

The policy is revised to include additional definitions that are cross-referenced in Policy 5200 - Attendance. Additional language is included that specifies the authority to terminate open enrollment based on habitual truancy and reference to the procedural requirements found in regulations, Wis. Admin PI 36. Further, the provisions for termination in the case of open enrollment into a nonresident school district virtual charter school program as established by the Department of Public Instruction Guidance document, Bulletin 19-05 have been added.

I. 5200 Attendance

Revisions to the policy are made to clarify the types of student absences that require written approval, versus those that may be excused by phone call as is customary practice in many Districts. The policy clarifies that any absence for physical or mental condition (i.e. staying home sick) may be excused by a phone call. In circumstances that justify it, such as prolonged absences, the attendance officer may require a healthcare provider's written statement, which excuses the student for a maximum of 30 days. Separately, a parent may, by written notice, excuse a student for any reason for a pre-planned absence. The pre-planned absences for any reason (not limited to physical or mental condition) must be in writing and may not exceed 10 school days. Wis. Stat. 118.15(3)(c).

J. 5215 Missing and Absent Children

This policy is revised to clarify that consistent with state and federal programs providing for safety and assistance in the case of missing or absent children, the school will provide a safe and secure location for a child, even if not a student, during the school day until authorities can be contacted and take responsibility for the child. Current policy suggests access at any time to school buildings, even if not presently open.

K. 5517 Student Anti-Harassment

The policy is revised to better define the reference to the Garrity warning. A reference to the Neola-provided form has also been included.

L. 6151 Returned/Outstanding-Stale Checks

This policy is updated to include a procedure for handling payments made by check by the district that remain uncashed after a period of time determined by policy. The applicable time period may be dictated by the banking institution if the institution's checks state a period of validity, or by policy if no validity period is established by the institution. The Department of Revenue handles unclaimed property, including payments made by public entities that remain unclaimed. The process specifics may change over time, so that the recommended policy language is to consult the Wisconsin Department of Revenue's current guidance.

14. Reports [See attachment](#)

15. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, April 17, 2024

Vice President Jennerjohn called the regular meeting to order at 7:01 PM in the high school library. Present: Spritka, Schulz, Howard, Kruse, Jennerjohn, Chisholm, Wood and Haus. Excused: Stephani. Also present were: Superintendent Tjernagel, J Holtz, K Nerby, L Ferry, M. Smullen, K Smullen, K DeVillers, J Paye-Weber & A DeMeuse.

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

STUDENT COUNCIL REPRESENTATIVE REPORT: Keirsten Mellen reported that the new officers were announced and set to begin their terms. First item they are tasked with is deciding the Homecoming theme/dates for next year. Incoming President will be Isabella (Izzy) Jimenez Seyfer. Preparations are under way for Teacher Appreciation Week (May 6-10).

PUBLIC COMMENT SECTION—also known as audience to visitors and delegations (as noted in Board Policy 0167.3 Public Participation at Board Meetings): None.

RECOGNITION: Student Recognition of our SBHS High Honors Graduates. The following students have earned above a 4.0: Tori Alger, Gavin Forest, Mercedes Hanley, Jack Henry, Julia Kurek, Amelia Langfeldt, Natalia Michalski, Ellie Propsom, Madeline Propsom, Calvin Richard, Ben Stephens, Jade Tomberlin and Garrett Ulberg.

CONSENT AGENDA:

1. Approve Minutes
 - a. March 20, 2024 Regular Board of Education meeting
 - b. April 3, 2024 Learning Session
2. Approve March bills
3. Accept Grants and Donations:
 - \$115 donated by Shawn Wautier for the lunch program
 - \$3,000 anonymous donation for Rock the Dock
 - \$500 Hainesville Lutheran Church Women's Group to support families with lunch balances owed
 - \$645 Sturgeon Bay PTO for kindergarten field trip to NEW Zoo
 - In Kind donation from Target of a pallet of ice melt

Thank you to everyone associated with providing this support to our district and young people.

4. Approve Resignations and Retirements – Amanda Fruzen has resigned from her Registrar position in the high school. Drew Demeny has provided a revised date for his resignation of April 19, 2024.

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

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. Filing of Oath of Office by Newly Elected Board Members

The Board of Canvassers met April 9, 2024. This is a required step that verifies election results. The group's canvass of the results provided to the district did indeed match what was reported previously.

The new terms of office begin April 22, 2024 (the 4th Monday in April). Board Clerk Beth Chisholm administered the Oath of Office and swore in the elected Board of Education members, so they are ready to begin their service next week. Angela Kruse, Cathy Meyer and Wayne Spritka will serve three-year terms expiring in April of 2027. Damion Howard will serve a two-year term expiring in April of 2026.

3. Appoint Delegate to the CESA 7 Annual Convention
Motion Chisholm/Spritka to appoint Allison Haus as the representative to the CESA 7 annual convention. Motion carried unanimously.
4. Approve Individual Contracts for Returning Teachers
Motion Schulz/Chisholm to approve individual contracts for all returning teachers. Motion carried unanimously.
5. Approve Sub Caller Position
Motion Kruse/Howard to approve Jessica Holtz as the Sub Caller for the district. Motion carried unanimously.
6. Approve Kitchen Employee
Motion Haus/Wood to approve Yordanka Angelova as a Food Service staff member. Motion carried unanimously.
7. Approve Maintenance Employee
Motion Howard/Chisholm to approve Cindy Delchambre as a General Custodian in the maintenance department. Motion carried unanimously.
8. Approve Teaching Positions
 - a. **Motion Haus/Spritka to approve Brinna Rasmussen as the Middle School ELA Teacher beginning with the 2024-2025 year. Motion carried unanimously.**
 - b. Middle School Special Education-tabled
 - c. **Motion Howard/Haus to approve Scott Krumsee as the Door County Alternative Program (DCAP) Teacher beginning with the 2024-2025 school year. Motion carried unanimously.**
 - d. High School English-tabled
 - e. **Motion Spritka/Schulz to approve Brinley Gordon as a First Grade Teacher at Sawyer School beginning with the 2024-2025 school year. Motion carried unanimously.**
9. Approve Associate Positions
 - a. **Motion Chisholm/Haus to approve Kayla Londo as a Special Education Teacher Associate at Sawyer School. Motion carried unanimously.**
 - b. **Motion Kruse/Spritka to approve Lynette Tank as a Safe Harbor Teacher Associate at Sawyer School. Motion carried unanimously.**
10. School Safety Drill Summaries
Summaries reviewed.

11. Reports:

- a. Legislative – none
- b. CESA – none
- c. Committee/Seminars – none.
- d. Administrative Reports presented.
- e. Superintendent's Report presented.

12. Executive Session

Motion: Schulz/Spritka to adjourn to Executive Session, with roll call vote, at 8:40 PM noting the board will be going into closed session per statute 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Items being discussed are: Review of Staff Evaluations for Nomination of 2024 Hervey Hauser Award, Consideration of Professional Staff Member Leave of Absence Request. Present: Commissioners Spritka, Schulz, Howard, Kruse, Jennerjohn, Chisholm, Wood, Haus. Excused: Stephani. Motion carried unanimously.

- 1. Review of Staff Evaluations for Nomination of 2024 Hervey Hauser Award: No action taken.
- 2. **Motion Schulz/Wood to not approve Professional Staff Member Leave of Absence Request. Motion carried unanimously.**

Motion: Chisholm/Kruse to return to open session at 9:05 PM.

13. Adjourn Motion: Wood/Haus to adjourn at 9:06 PM. Motion carried unanimously.

Respectfully submitted,
Ann DeMeuse
Administrative Assistant

Date: _____

President's Signature: _____

THE SCHOOL DISTRICT OF STURGEON BAY
Board of Education Regular Meeting and Learning Session
Wednesday, May 1, 2024

5:00 P.M. Board of Education Meeting

Board Conference Room

REGULAR MEETING

CALL TO ORDER:

1. Roll Call at 5:04 PM. Present: Kruse, Jennerjohn, Chisholm, Schulz, Spritka, Haus and Meyer. Excused: Stephani, Howard. Also present were Superintendent Tjernagel, J Holtz, K Nerby, K Smullen, M Smullen, J Weber, K DeVillers. Also present were Constance Vogel and Lane Hagen (Literacy Update Presentation in learning session).
2. Motion: Haus/Schulz to adopt the agenda, noting we will have items 1,4 and 5. Motion carried unanimously.

AGENDA AND DISCUSSION:

1. Approve Health Insurance Offering for 2024-2025
After discussion, motion Schulz/Chisholm to approve health insurance offerings as presented for the 2024-2025 school year. Motion carried unanimously.
2. Approve High School English Teacher
Tabled.
3. Approve Middle School Special Education Teacher
Tabled.
4. Approve Middle School ID/Autism Special Education Teacher
After discussion, motion Haus/Schulz to approve Lauren Buckzo as the Middle School Special Education Teacher beginning with the 2024-2025 school year. Motion carried unanimously.
5. Motion Chisholm/Haus to adjourn special meeting at 5:08 PM. Motion carried unanimously.

LEARNING SESSION

CALL TO ORDER:

1. Roll Call at 5:09 PM. Present: Kruse, Jennerjohn, Chisholm, Schulz, Spritka, Haus and Meyer. Excused: Stephani, Howard. Also present were Superintendent Tjernagel, J Holtz, K Nerby, K Smullen, M Smullen, J Weber, K DeVillers. Also present were Constance Vogel and Lane Hagen.
2. Motion: Kruse/Haus to adopt the agenda as presented. Motion carried unanimously.

LEARNING SESSION AGENDA

1. Literacy Update Presentation and Discussion: Summary provided by Weber, Hagen and Vogel.
2. Professional Staff Incentive for Unused Sick Days and PTO Follow-up Discussion: Information presented to the board. No action taken.
3. Non-teaching Staff Compensation Discussion in Preparation for Action Taken in the May 15 Regular Board Meeting: Information presented to the board. No action taken.
4. 2024-2025 Budget Update: Information presented to the board. No action taken.
5. Motion: Haus/Chisholm to adjourn at 6:58 PM. Motion carried unanimously.

Date: _____

President's Signature: _____

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/01/2024	104277 R	518.18 50 E 800 324 257220 000	J.B. TRUCK SERVICE L Food Service Truck Maintenance
04/02/2024	104278 R	531.69 21 E 800 411 161942 000	CROWN TROPHY Clipper Clays Medals
04/04/2024	104279 R	111.00 21 E 140 411 164900 000	AMERICAN HEART ASSOC KIDS HEART CHALLENGE
04/04/2024	104280 R	250.00 10 E 800 310 162000 000	BERLIN HIGH SCHOOL TRACK MEET FEES
04/04/2024	104281 R	13,748.00 10 E 400 449 121000 000	BLICK ART MATERIALS Art Department Stools and Tables
04/04/2024	104281 R	-300.00 10 E 400 449 121000 000	BLICK ART MATERIALS SHIPPING CHARGES CREDIT
04/04/2024	104282 R	309.44 50 E 800 415 257220 549	COUNTRY OVENS LTD CHERRY JUICE
04/04/2024	104283 R	834.73 10 E 800 348 254500 000	DOOR COUNTY TREASURE FEBRUARY 2024 FUEL CHARGES
04/04/2024	104283 R	843.64 10 E 800 348 256510 000	DOOR COUNTY TREASURE FEBRUARY 2024 FUEL CHARGES
04/04/2024	104284 R	1,908.00 21 E 800 411 161942 000	DOOR COUNTY ROD & GU 2024 Clipper Clays Practice Target Fees
04/04/2024	104285 R	550.00 10 E 800 411 239000 000	DESTINATION STURGEON GIFT CERTIFICATES
04/04/2024	232400726 A	29.97 10 E 120 411 110000 000	DOUBECK, SARAH 3/15/2024 Sawyer PBIS Supplies
04/04/2024	104286 R	263.43 50 E 800 324 257220 000	ECOLAB PEST CONTROL SERVICES
04/04/2024	232400727 A	375.29 10 E 200 411 122110 000	EPS OPERATIONS LLC MS Additional Reading Intervention Materials
04/04/2024	232400728 A	45.99 27 E 800 342 223300 341	FERRY, LINDSAY 3/26/2024 Needed recording device for legal meeting - removed tax
04/04/2024	232400729 A	2,131.46 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books-SR
04/04/2024	232400730 A	105.00 10 E 800 310 125000 000	INSTRUMENTAL MUSIC C bari sax repair
04/04/2024	232400731 A	308.41 10 E 200 411 125500 000	J W PEPPER & SON INC Spring Band Pieces, Chorale Books, Standard of Excellence Books
04/04/2024	232400732 A	92.05 10 E 120 472 110000 000	NASCO STEAM Supplies
04/04/2024	232400732 A	68.70 10 E 120 411 126000 000	NASCO Steam Resources and Materials
04/04/2024	104287 R	40.78 10 E 800 411 253000 000	O'REILLY AUTO PARTS WIPER BLADES
04/04/2024	104288 R	200.00 10 E 140 411 125000 000	OPERA FOR THE YOUNG Opera Performance on 04.11.24 for grades 1-5
04/04/2024	104288 R	200.00 21 E 140 310 164900 000	OPERA FOR THE YOUNG Opera Performance on 04.11.24 for grades 1-5
04/04/2024	104288 R	400.00 21 E 100 310 125000 684	OPERA FOR THE YOUNG Opera Performance on 04.11.24 for grades 1-5
04/04/2024	232400733 A	250.00 10 E 800 411 239100 000	RABAS, JENNIFER 4/1/2024 Sturgeon Bay Fall 50 Team
04/04/2024	104289 R	418.88 10 E 400 411 125500 000	RANDALL STANDRIDGE M spring concert music
04/04/2024	104290 R	1,200.00 27 E 800 310 221300 341	RHYTHM IN SYNC LLC BAL-A-VIS-X TRAINING/L.FERRY-C.POTIER-J.LA URENT-K.RANKIN
04/04/2024	232400734 A	13,700.70 10 E 800 336 253300 000	STURGEON BAY UTILITI FEBRUARY 2024 UTILITY BILL
04/04/2024	232400734 A	1,775.89 10 E 800 337 253300 000	STURGEON BAY UTILITI FEBRUARY 2024 UTILITY BILL
04/04/2024	232400734 A	759.19 10 E 800 338 253300 000	STURGEON BAY UTILITI FEBRUARY 2024 UTILITY BILL
04/04/2024	232400734 A	84.64 10 E 800 339 253300 000	STURGEON BAY UTILITI FEBRUARY 2024 UTILITY BILL
04/04/2024	232400735 A	19.80 10 E 400 411 136360 000	SHARS TOOL COMPANY Classroom Supplies-Machining
04/04/2024	232400735 A	166.27 10 E 400 411 136360 000	SHARS TOOL COMPANY Classroom Supplies-Machining
04/04/2024	232400736 A	107.18 10 E 200 411 135200 000	SULLIVAN, PAIGE 1/16/2024-3/8/2024 Classroom materials
04/04/2024	232400736 A	22.24 10 E 200 411 135200 000	SULLIVAN, PAIGE 1/16/2024-3/8/2024 Classroom materials
04/04/2024	232400736 A	6.78 10 E 200 411 135200 000	SULLIVAN, PAIGE 1/16/2024-3/8/2024 Classroom materials
04/04/2024	232400736 A	52.40 10 E 200 450 135200 000	SULLIVAN, PAIGE 1/16/2024-3/8/2024 Classroom materials

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	DESCRIPTION
04/04/2024	232400736 A	71.37 10 E 200 411 135200 000	SULLIVAN, PAIGE 1/16/2024-3/8/2024 Classroom materials
04/04/2024	232400736 A	34.31 10 E 200 450 135200 000	SULLIVAN, PAIGE 1/16/2024-3/8/2024 Classroom materials
04/04/2024	104291 R	55.49 10 E 400 411 123000 000	TEACHERS PAY TEACHER Instruction support materials.
04/04/2024	104292 R	-385.00 10 E 800 411 162000 000	TEAM SPORTING GOODS CREDIT
04/04/2024	104292 R	99.00 10 E 800 411 162000 000	TEAM SPORTING GOODS SOFTBALL SUPPLIES
04/04/2024	104292 R	1,468.18 10 E 800 411 162000 000	TEAM SPORTING GOODS WRESTLING SUPPLIES
04/04/2024	104293 R	216.34 27 E 120 411 158109 341	THE AUTISM HELPER CURRICULUM ACCESS RENEWAL
04/04/2024	104293 R	216.33 27 E 400 411 158110 341	THE AUTISM HELPER CURRICULUM ACCESS RENEWAL
04/04/2024	104293 R	216.33 27 E 140 411 158117 341	THE AUTISM HELPER CURRICULUM ACCESS RENEWAL
04/04/2024	104294 R	834.99 10 E 800 411 253000 000	ULINE CLEANING SUPPLIES
04/09/2024	104295 R	242.52 98 L 000 000 811680 000	MESSERLI & KRAMER PA Case No. 11CV142; File #12-02077
04/09/2024	104296 R	432.00 98 L 000 000 811660 000	SB LUNCH PROGRAM Payroll accrual
04/09/2024	104297 R	34.61 98 L 000 000 811680 000	WISCTF Remittance IDs - 429469
04/11/2024	104298 R	253.00 10 E 400 411 122000 000	95 PERCENT GROUP LLC Reading Intervention Materials
04/11/2024	104299 R	420.91 10 E 400 411 136360 000	AIRGAS USA LLC Welding Gas
04/11/2024	232400737 A	180.00 10 E 800 310 239100 000	ARMATI COLLECTIVE MARCH 2024 MEMBERSHIPS
04/11/2024	104300 R	185.87 10 E 800 355 263300 000	AT&T Acct #920 743-5493 930 7 Monthly Billing (02/20/24 - 03/19/24)
04/11/2024	104301 R	20.00 10 E 800 310 162000 000	BRILLION PUBLIC SCHO GIRLS WRESTLING INVITE FEE
04/11/2024	104302 R	5,054.00 10 E 800 310 231500 000	BUELOW VETTER BUIKEM MARCH LEGAL SERVICES ACCT#3101.86522
04/11/2024	104303 R	615.60 10 E 800 411 253000 000	CULLIGAN SERVICE BOTTLED WATER/SALT
04/11/2024	104304 R	4,272.00 21 E 800 411 161942 000	DOOR COUNTY ROD & GU Door County Shootout Target Fees
04/11/2024	232400738 A	831.60 10 E 800 310 239000 000	ERC INC MARCH 2024 EAP SERVICES/ON SITE SERVICES
04/11/2024	104305 R	2,319.89 10 E 400 449 126000 000	FLINN SCIENTIFIC INC Science Supplies
04/11/2024	232400739 A	1,298.68 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books-SW
04/11/2024	232400739 A	166.70 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books-SW
04/11/2024	232400739 A	1,345.11 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books-SW
04/11/2024	232400739 A	194.40 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Award Books-HS
04/11/2024	232400739 A	274.82 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Award Books-SR
04/11/2024	232400740 A	95.03 10 E 140 411 125000 000	GOPHER SPORTS Jumpbands for music education
04/11/2024	232400741 A	17.00 10 E 800 342 162000 000	GUSTAFSON, JAMES 3/17/2024 Fuel for Boys State Basketball Tournament
04/11/2024	104306 R	69.95 10 E 400 411 125500 000	HAL LEONARD CORP Field Show Music
04/11/2024	232400742 A	270.00 10 E 800 310 162000 000	HELGESON, TROY Triangular girls soccer official at CCU Park
04/11/2024	104307 R	1,425.00 10 E 800 324 253000 000	HOMETOWN PLASTERING MS GIRLS/BOYS LOCKER ROOM REPAIRS
04/11/2024	104308 R	3,253.50 10 E 800 420 239000 000	IMAGE INNOVATORS SUNRISE APPAREL
04/11/2024	104309 R	380.00 27 E 800 370 436000 341	INSPIRED EMPLOYMENT SKILLS DEVELOPMENT SERVICES
04/11/2024	232400743 A	2.06 10 E 400 411 125500 000	INSTRUMENTAL MUSIC C repairs and solo ensemble music
04/11/2024	232400743 A	7.94 10 E 800 310 125000 000	INSTRUMENTAL MUSIC C repairs and solo ensemble music
04/11/2024	232400743 A	9.99 10 E 400 411 125500 000	INSTRUMENTAL MUSIC C SELECTED STUDIES FOR CLARINET
04/11/2024	232400743 A	82.24 10 E 400 411 125500 000	INSTRUMENTAL MUSIC C REEDS/LYRE/TRUMPET VALVE GUARD
04/11/2024	104310 R	423.00 10 E 400 411 125500 000	INSTRUMENTALIST AWAR Senior awards

CHECK		CHE	ACCOUNT				INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER			VENDOR	DESCRIPTION
04/11/2024	232400744	A	270.00	10	E	800 310 162000 000	JOHNSEN-DUQUAINE, CO	Triangular girls soccer official at CCU Park
04/11/2024	104311	R	159.00	21	E	140 411 164900 000	JONES SCHOOL SUPPLY	Reading and Math medals
04/11/2024	232400745	A	490.60	10	E	200 450 125500 000	J W PEPPER & SON INC	Accent on Achievement Beginning Band Books
04/11/2024	104312	R	50.00	10	E	800 310 239000 000	KAYE, JILL	MEMORIAL GIFT
04/11/2024	232400746	A	229.35	10	E	200 450 136000 000	KELVIN LP	Middle School Tech Ed
04/11/2024	232400747	A	345.95	27	E	800 310 223300 019	KYLES CONSULTING LLC	MARCH 2024 SBS/MAC FEE
04/11/2024	232400748	A	104.99	27	E	800 411 218100 341	LAURENT, JILLIAN	3/28/2024 Trampoline receipt for OT room. \$104.99
04/11/2024	232400749	A	251.92	10	E	800 342 264400 000	LAUTENBACH, AMY	3/5/2024-3/7/2024 Mileage Reimbursement for WISEdata conference in Wisconsin Dells
04/11/2024	232400750	A	270.00	10	E	800 310 162000 000	LEDVINA, PETER	Triangular girls soccer official at CCU Park
04/11/2024	104313	R	600.00	10	E	400 310 241000 000	LEMIEUX, TIA-MARIE	CHOREOGRAPHY SERVICES/FOOTLOOSE
04/11/2024	232400751	A	250.00	10	E	800 411 122115 141	LEXIA LEARNING SYSTE	Lexia English
04/11/2024	232400752	A	1,267.68	10	E	800 432 222200 031	LIBRARY IDEAS LLC	Vox Books
04/11/2024	232400753	A	169.23	27	E	120 411 156603 341	NORTHERN SPEECH SERV	Kaufman Workout Books
04/11/2024	104314	R	79.20	10	E	120 411 122000 000	PIONEER VALLEY BOOKS	Literacy supplies
04/11/2024	104314	R	79.20	10	E	120 411 122000 000	PIONEER VALLEY BOOKS	Literacy Supplies
04/11/2024	232400754	A	3,845.36	50	E	800 415 257220 000	PRAIRIE FARMS	MONTHLY BILLING ACCT#47-471
04/11/2024	104315	R	360.00	10	E	800 310 239000 000	PREVEA HEALTH WORKME	NEW EMPLOYEE PHYSICAL
04/11/2024	232400755	A	4,277.47	21	E	400 411 162107 000	PROPSOM, JENNIFER	COSTUME DEPOSIT REIMBURSEMENT
04/11/2024	232400756	A	64.59	10	E	800 417 258000 000	QUILL LLC	11x17 Copy Paper
04/11/2024	232400756	A	118.10	10	E	400 449 241000 000	QUILL LLC	HS supplies
04/11/2024	232400756	A	38.69	10	E	140 411 241000 000	QUILL LLC	Toner for fax machine
04/11/2024	232400756	A	29.74	10	E	800 411 239000 000	QUILL LLC	Business Office Supplies
04/11/2024	232400756	A	76.05	10	E	800 411 252100 000	QUILL LLC	Business Office Supplies
04/11/2024	232400756	A	45.04	80	E	800 411 232201 000	QUILL LLC	Rock the Dock Supplies
04/11/2024	232400756	A	3,199.20	10	E	800 417 258000 000	QUILL LLC	District Copy Paper
04/11/2024	232400758	A	29.99	10	E	800 411 221200 000	RICHARD, AMY	3/5/2024 Math PD / Membership Jen W. asked me to put this into Skyward and then said she would touch base with you. The \$29.99 charge I paid for on my personal credit card for the Math PD/Webinar. This is what I am asking reimbursement for. I did put my math account in but there is not enough money in it. Hence why I asked Jen There is also a charge for \$99 that was put on credit card ending in 6326 (Sawyer). I will put the receipt in the envelope in the office for this one. I just didn't know what account so I wrote in Per Jen W. - In Skyward
04/11/2024	104316	R	279.38	50	E	800 415 257220 549	ROSEWOOD DAIRY INC	CHEESE
04/11/2024	104317	R	558.00	10	E	140 411 241000 000	SCHOOLMATE	ELEMENTARY PLANNERS
04/11/2024	232400759	A	81.79	10	E	140 411 122900 000	SCHOOL SPECIALTY, LL	class supplies

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/11/2024	104318 R	175.00 10 E 800 310 162000 000	SHOREWOOD HIGH SCHOO BOYS SWIM INVITE FEES 1/27/24
04/11/2024	232400760 A	296.45 10 E 200 411 241000 000	STAPLES ADVANTAGE MS office Supplies
04/11/2024	232400760 A	33.42 10 E 200 411 241000 000	STAPLES ADVANTAGE MS office Supplies
04/11/2024	232400761 A	18.01 10 E 800 342 123000 000	STENZEL, SHELLEY 9/6/2023-12/23/2023 Mileage from Sunrise to SBHS. Three times a week for 15 weeks = 45 trips.
04/11/2024	232400762 A	43.69 10 E 200 411 135200 000	SULLIVAN, PAIGE 3/31/2024-4/1/2024 Kitchen lab supplies
04/11/2024	104319 R	43.37 10 E 400 449 241000 000	SUPREME SCHOOL SUPPL Student passes
04/11/2024	232400763 A	225.76 27 E 400 411 158110 341	THINK SOCIAL PUBLISH Superflex Series Getting Started Bundle
04/11/2024	232400764 A	2,089.62 10 E 800 354 258000 000	US BANK MONTHLY COPIER LEASE PAYMENT
04/11/2024	104320 R	60.00 50 E 800 415 257220 549	WASEDA FARMS COUNTRY WHOLESALE EGG CASE FLATS
04/11/2024	104321 R	556.00 10 E 800 943 120000 000	WIS SCHOOL MUSIC ASS STATE FESTIVAL BAND/CHOIR FEES ACCT#10806
04/18/2024	232400765 A	141.00 10 E 800 324 253000 000	A-1 ELEVATOR SERVICE QTRLY ELEVATOR MAINTENANCE-SUNRISE
04/18/2024	232400765 A	212.25 10 E 800 324 253000 000	A-1 ELEVATOR SERVICE QTRLY ELEVATOR MAINTENANCE-TJ WALKER
04/18/2024	232400766 A	1,173.20 10 E 400 450 136431 000	ALGOMA LUMBER COMPAN Lumber for Resale
04/18/2024	104322 R	1,014.98 10 E 800 324 253000 000	AUGUST WINTER & SONS PLUMBING SERVICE CALL/SAWYER
04/18/2024	104323 R	208.50 50 E 800 415 257220 549	BAILEYS HARBOR FISH SMOKED FISH
04/18/2024	232400767 A	485.55 50 E 800 411 257000 000	BELSON CO DISH SOAP
04/18/2024	232400767 A	1,639.50 10 E 800 411 253000 000	BELSON CO SOAP/TOWELS
04/18/2024	232400767 A	1,058.85 10 E 800 411 253000 000	BELSON CO TOWELS/TISSUES
04/18/2024	232400767 A	1,058.85 10 E 800 411 253000 000	BELSON CO TOWELS/TISSUE
04/18/2024	232400768 A	200.00 10 E 800 310 162000 000	BOGACZ, DENNIS Umpire DH baseball vs Oconto
04/18/2024	232400769 A	111.01 10 E 800 432 222200 031	BOUND TO STAY BOUND Library Books-BTSB-SR
04/18/2024	232400769 A	45.42 10 E 800 432 222200 031	BOUND TO STAY BOUND Library Books-BTSB-SW
04/18/2024	104324 R	732.96 21 E 140 310 164900 000	BOYS & GIRLS CLUB OF MARCH 2024 CLUB AT RECESS PROGRAMMING
04/18/2024	104325 R	800.00 21 E 400 310 166325 000	BRASCHNEWITZ, LARS DJ SERVICES-PROM 4.20.24
04/18/2024	104326 R	135.68 10 E 800 310 162000 000	BSN SPORTS REMIT LARGE SERVICE PINS
04/18/2024	232400770 A	3,450.00 10 E 800 480 295000 000	CAMERA CORNER-CONNEC Server and Core cal licenses from Camera Corner
04/18/2024	104327 R	50.11 10 E 200 411 135200 000	CARD SERVICES MARCH FOOD SUPPLIES
04/18/2024	104327 R	263.98 10 E 400 411 135200 000	CARD SERVICES MARCH FOOD SUPPLIES
04/18/2024	104327 R	75.16 10 E 800 411 231000 000	CARD SERVICES MARCH FOOD SUPPLIES
04/18/2024	104327 R	20.39 21 E 200 411 161939 000	CARD SERVICES MARCH FOOD SUPPLIES
04/18/2024	104328 R	992.58 10 E 800 355 263300 000	CELLCOM WISCONSIN RS Acct #003-00319495 Monthly Charges
04/18/2024	232400771 A	600.00 10 E 800 943 219000 000	CESA 7 EWITC DISTRICT MEMBERSHIP RENEWAL
04/18/2024	232400772 A	7,540.00 10 E 800 386 431000 000	CESA #9 WIS VIRTUAL SCHOOL MARCH 2024 ENROLLMENTS (26)
04/18/2024	104329 R	407.18 50 E 800 415 257220 000	COBORN'S INCORPORATE MARCH FOOD SUPPLIES CUST#STURG06
04/18/2024	104329 R	262.76 50 E 800 415 257250 000	COBORN'S INCORPORATE MARCH FOOD SUPPLIES CUST#STURG06
04/18/2024	104329 R	133.94 50 E 800 415 257220 549	COBORN'S INCORPORATE MARCH FOOD SUPPLIES CUST#STURG06
04/18/2024	104330 S	334.00 10 E 800 943 162000 000	COLEMAN SCHOOL DISTR GOLF MEET FEE 4.23.24
04/18/2024	104331 S	80.00 10 E 800 943 162000 000	COLEMAN SCHOOL DISTR GOLF MEET FEES 4.19.24
04/18/2024	104332 R	20.00 10 E 800 411 162000 000	DC ENGRAVING GIRLS BASKETBALL PLATES
04/18/2024	104332 R	70.00 10 E 800 411 162000 000	DC ENGRAVING ENGRAVE AWARD PLATES

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DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/18/2024	104333 R	3,608.08 10 E 800 348 256510 000	DOOR COUNTY COOPERAT #784909 FEBRUARY 2024 MONTHLY BILLING
04/18/2024	104334 R	41.16 10 E 400 411 136000 000	DOOR COUNTY HARDWARE Account# 96718- MARCH 2024 CHARGES
04/18/2024	104334 R	25.98 10 E 400 411 136431 000	DOOR COUNTY HARDWARE Account# 96718- MARCH 2024 CHARGES
04/18/2024	104334 R	118.67 10 E 400 411 163300 000	DOOR COUNTY HARDWARE Account# 96718- MARCH 2024 CHARGES
04/18/2024	104334 R	6.99 10 E 400 411 136360 000	DOOR COUNTY HARDWARE Account# 96718- MARCH 2024 CHARGES
04/18/2024	104334 R	368.19 10 E 800 411 253000 000	DOOR COUNTY HARDWARE Account# 96718- MARCH 2024 CHARGES
04/18/2024	104335 R	7,872.70 10 E 800 310 214000 000	DOOR COUNTY MEDICAL NURSING SERVICES-MARCH 2024
04/18/2024	104336 R	73.13 27 E 800 326 223390 341	DOOR COUNTY YMCA YOUTH ACTIVITY CENTER RENTAL-MARCH
04/18/2024	104336 R	250.00 10 E 800 310 239100 000	DOOR COUNTY YMCA MONTHLY MEMBERSHIPS
04/18/2024	104336 R	540.00 10 E 800 310 239100 000	DOOR COUNTY YMCA MONTHLY MEMBERSHIPS
04/18/2024	104337 R	511.92 10 E 120 472 110000 000	DEMCO Reading Interventionist's Table
04/18/2024	232400773 A	2,075.76 10 E 800 420 239000 000	FLS BANNERS APPAREL-SAWYER SCHOOL
04/18/2024	232400773 A	371.00 80 E 800 411 232201 000	FLS BANNERS ROCK THE DOCK SIGNAGE
04/18/2024	232400774 A	330.77 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Award Books-SW
04/18/2024	104338 R	800.00 10 E 400 310 241000 000	GIBRALTAR AREA SCHOO PROJECT 180 PRESENTER-MICHAEL MCGOWAN FEES
04/18/2024	232400775 A	97.82 10 E 400 411 241000 000	GLOBAL RECOGNITION GRAD HONORS PLAQUE
04/18/2024	104339 R	150.00 10 E 800 310 162000 000	GREEN BAY EAST HIGH GIRLS JV1 VOLLEYBALL INVITE 9.30.23
04/18/2024	232400776 A	200.00 10 E 800 310 162000 000	JENNERJOHN, DEREK Softball Umpire vs Oconto DH
04/18/2024	232400777 A	190.97 10 E 400 411 125400 000	J W PEPPER & SON INC Sheet music for HS choirs, spring concert
04/18/2024	232400777 A	180.65 10 E 400 411 125400 000	J W PEPPER & SON INC Sheet music for HS choirs, spring concert
04/18/2024	232400778 A	38,384.94 10 E 800 310 256210 000	KOBUSSEN BUSES LTD MARCH 2024 BUSSING SERVICES
04/18/2024	232400778 A	1,603.02 10 E 800 310 256270 000	KOBUSSEN BUSES LTD MARCH 2024 BUSSING SERVICES
04/18/2024	232400778 A	808.87 10 E 800 310 256240 000	KOBUSSEN BUSES LTD MARCH 2024 BUSSING SERVICES
04/18/2024	232400778 A	106.76 80 E 800 310 256290 000	KOBUSSEN BUSES LTD MARCH 2024 BUSSING SERVICES
04/18/2024	232400779 A	200.00 10 E 800 310 162000 000	LAINE, BRANDON Baseball Umpire vs Oconto DH
04/18/2024	104340 R	844.49 21 E 800 411 161942 000	MARCHANT'S MEATS 2024 Clipper Clays DC Shootout & Fish Fry
04/18/2024	104341 R	126.88 10 E 400 411 136000 000	MC MASTER-CARR SUPPL Classroom materials
04/18/2024	104342 R	281.50 10 E 400 411 136431 000	MSC INDUSTRIAL SUPPL Classroom Supplies
04/18/2024	104343 R	6,617.75 41 E 800 310 254300 000	NORTHERN METAL & ROO ROOF REPAIRS-TJ WALKER
04/18/2024	104343 R	12,527.50 41 E 800 310 254300 000	NORTHERN METAL & ROO ROOF REPAIRS-TJ WALKER
04/18/2024	104343 R	9,490.00 41 E 800 310 254300 000	NORTHERN METAL & ROO ROOF REPAIRS-TJ WALKER
04/18/2024	104344 R	278.00 21 E 800 411 161942 000	PACK & SHIP PLUS LAWN SIGNS/BANNERS
04/18/2024	104345 R	448.14 50 E 800 415 257220 000	PAN O GOLD SCHOOL LUNCH FOOD ACCT #40014
04/18/2024	104346 R	165.04 10 E 800 351 239000 000	PENINSULA PULSE MARCH LEGAL NOTICES
04/18/2024	232400780 A	116.07 10 E 400 449 241000 000	QUILL LLC HS office supplies
04/18/2024	104347 R	133.37 50 E 800 415 257220 549	ROSEWOOD DAIRY INC CHEESE
04/18/2024	232400781 A	525.89 10 E 120 411 241000 000	SCHOOL SPECIALTY, LL Office/School Supplies
04/18/2024	232400782 A	301.58 10 E 800 355 263300 000	SPECTRUM BUSINESS ACCT #171231301 MONTHLY CHARGES
04/18/2024	104348 R	156.90 10 E 800 324 253000 000	STERICYCLE DOCUMENT DESTRUCTION SERVICES CUSTOMER #1000893652
04/18/2024	232400783 A	1,844.65 10 E 800 331 253300 000	SYMMETRY ENERGY SOLU Customer ID 34642 District Gas Billing

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DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/18/2024	104349 R	1,388.78 50 E 800 415 257220 000	SYSO EASTERN WISCON SCHOOL LUNCH FOOD
04/18/2024	104350 R	225.76 27 E 400 411 158110 341	THINK SOCIAL PUBLISH Superflex Series Getting Started Bundle
04/18/2024	104351 R	131.25 27 E 800 370 436000 341	TURNING POINT DOOR C MARCH SERVICES/PARKER
04/18/2024	104352 R	95.48 10 E 200 411 241000 000	USI INC- EDUCATIONAL Laminating Film
04/18/2024	104353 R	42.64 10 E 800 411 253000 000	VIKING ELECTRIC SUPP MAINTENANCE SUPPLIES
04/18/2024	232400784 A	200.00 10 E 800 310 162000 000	WAHLSTROM, WHITNEY Softball Umpire vs Oconto DH
04/18/2024	104354 R	5,250.00 21 E 800 310 161942 000	WI SCTP FOUNDATION I 2024 State Pre-Registration Fees
04/18/2024	232400785 A	375.00 10 E 800 310 239000 000	WIS DRUG TESTING & C BACKGROUND CHECKS (25)
04/18/2024	232400786 A	3,791.38 10 E 800 354 258000 000	WISCONSIN DOCUMENT I Acct #GB3909 - Contract #3239-02
04/23/2024	104355 R	16.00 98 L 000 000 811690 000	CROSSROADS AT BIG CR Employee Donations
04/23/2024	104355 R	16.00 98 L 000 000 811690 000	CROSSROADS AT BIG CR Employee Donations
04/23/2024	104356 R	4,161.42 98 L 000 000 811634 000	MADISON NATIONAL LIF Group Life - May Coverage
04/23/2024	104357 R	2,721.58 98 L 000 000 811635 000	MADISON NATIONAL LIF LTD & STD - May Coverage
04/23/2024	104357 R	1,258.30 98 L 000 000 811639 000	MADISON NATIONAL LIF LTD & STD - May Coverage
04/23/2024	104358 R	317.00 98 L 000 000 811637 000	MADISON NATIONAL LIF 18 Pay - Voluntary Life - May Coverage
04/23/2024	104358 R	457.94 98 L 000 000 811637 000	MADISON NATIONAL LIF 24-Pay Voluntary Life - May Coverage
04/23/2024	104359 R	246.07 98 L 000 000 811680 000	MESSERLI & KRAMER PA Case No. 11CV142; File #12-02077
04/23/2024	104360 R	477.00 98 L 000 000 811660 000	SB LUNCH PROGRAM Payroll accrual
04/23/2024	104361 R	1,477.68 98 L 000 000 811647 000	SUPERIOR VISION INSU Vision Insurance - May Coverage
04/23/2024	104362 R	198.00 98 L 000 000 811690 000	UNITED WAY Employee Donations
04/23/2024	104362 R	242.00 98 L 000 000 811690 000	UNITED WAY Employee Donations
04/23/2024	104363 R	34.61 98 L 000 000 811680 000	WISCTF Remittance IDs - 429469
04/25/2024	104364 R	73.11 21 E 400 411 165910 000	ANDERSSON, MIRANDA SENIOR NIGHT SUPPLY REIMBURSEMENT
04/25/2024	232400787 A	90.00 10 E 800 310 162000 000	ATKINS, LEN JV Baseball Umpire vs LC
04/25/2024	232400787 A	100.00 10 E 800 310 162000 000	ATKINS, LEN Varsity Baseball Umpire vs LC
04/25/2024	232400788 A	1,058.85 10 E 800 411 253000 000	BELSON CO TOWELS/TISSUES
04/25/2024	232400789 A	200.00 10 E 800 310 162000 000	BOGACZ, DENNIS Varsity Softball Umpire vs Sev
04/25/2024	232400790 A	280.79 10 E 800 432 222200 031	BOUND TO STAY BOUND Library Books-BTSB
04/25/2024	104365 R	380.21 10 E 800 480 295000 000	CDW GOVERNMENT HOVERCAM 13MP USB 3.0 DOC CAMERA
04/25/2024	104365 R	760.42 10 E 800 480 222200 031	CDW GOVERNMENT HOVERCAM 13MP USB 3.0 DOC CAMERA
04/25/2024	104366 R	90.00 80 E 800 411 232201 000	CITY OF STURGEON BAY ROCK THE DOCK SIGN PERMIT FEES
04/25/2024	104367 R	423.96 50 E 800 415 257220 549	COUNTRY OVENS LTD CHERRY JUICE
04/25/2024	104368 R	598.32 10 E 800 348 254500 000	DOOR COUNTY TREASURE MARCH 2024 FUEL CHARGES
04/25/2024	104368 R	606.25 10 E 800 348 256510 000	DOOR COUNTY TREASURE MARCH 2024 FUEL CHARGES
04/25/2024	104369 R	1,081.38 27 E 800 310 218200 011	DOOR COUNTY MEDICAL PT SERVICES-MARCH 2024
04/25/2024	104370 R	1,880.00 21 E 800 411 161942 000	DOOR COUNTY ROD & GU DOOR/KEW TOURNAMENT FEES
04/25/2024	104371 R	40.72 27 E 200 411 158101 341	DISCOUNT SCHOOL SUPP school supplies calculators
04/25/2024	104371 R	73.98 27 E 200 411 158101 341	DISCOUNT SCHOOL SUPP school supplies calculators
04/25/2024	232400791 A	156.92 10 E 200 411 122200 000	EPS OPERATIONS LLC MS Spire Student Bundle Level 3
04/25/2024	104372 R	50.00 10 E 800 310 239000 000	FAMILY OF BEVERLY EL MEMORIAL GIFT
04/25/2024	104373 R	134.80 50 L 000 000 815000 000	FELLNER, CATHERINE REFUND LUNCH ACCOUNT BALANCE
04/25/2024	104374 R	1,385.45 10 E 800 411 253000 000	HALLMAN LINDSAY QUAL PAINTING SUPPLIES
04/25/2024	232400792 A	85.00 10 E 800 310 162000 000	HELGESON, TROY Soccer official vs SG

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DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/25/2024	232400793 A	43.99 10 E 200 450 125500 000	INSTRUMENTAL MUSIC C Clarinet Mouthpiece
04/25/2024	104375 R	4,902.00 21 E 800 411 161942 000	KOBILCA, JENNIFER REIMBURSE CLIPPER CLAY SUPPLY EXPENSES
04/25/2024	232400794 A	15.00 10 E 120 411 110000 000	KROLL, TAMMY 4/24/2024 Beachballs purchased for the PBIS Beach Party
04/25/2024	104376 R	43,003.00 21 E 200 310 166328 000	LAMERS TOUR & TRAVEL 8TH GRADE WASHINGTON DC TRIP
04/25/2024	232400795 A	43.08 10 E 800 432 222200 031	LIBRARY IDEAS LLC Vox Books
04/25/2024	104377 R	47.28 80 E 800 411 310000 000	MC MASTER-CARR SUPPL Supplies for Community Class
04/25/2024	232400796 A	228.00 21 E 400 411 165910 000	MELLEN, LORI 4/18/2024 Futons purchased for Senior Night
04/25/2024	104378 R	125.00 10 E 800 943 162000 000	OCONTO HIGH SCHOOL JV TRACK MEET FEES
04/25/2024	232400797 A	100.00 10 E 800 310 162000 000	OTTENS, RODNEY Varsity Softball Umpire vs SG
04/25/2024	104379 R	1,500.00 10 E 800 310 252100 000	PMA SECURITIES LLC Dissemination Agent Fee- fiscal year ending June 30, 2023
04/25/2024	232400798 A	9.80 21 E 400 411 165910 000	QUILL LLC Senior Night Supplies
04/25/2024	232400798 A	13.99 21 E 400 411 165910 000	QUILL LLC Senior Night Supplies
04/25/2024	232400798 A	48.43 10 E 140 411 241000 000	QUILL LLC planner and 5th grade certificate paper
04/25/2024	232400798 A	32.78 10 E 800 411 252100 000	QUILL LLC Business Office Supplies
04/25/2024	232400798 A	50.39 10 E 800 411 252100 000	QUILL LLC Business Office Supplies
04/25/2024	104380 R	273.06 50 E 800 415 257220 549	ROSEWOOD DAIRY INC CHEESE
04/25/2024	104380 R	283.43 50 E 800 415 257220 000	ROSEWOOD DAIRY INC CHEESE
04/25/2024	232400799 A	11,812.06 10 E 800 336 253300 000	STURGEON BAY UTILITI MARCH 2024 UTILITY BILL
04/25/2024	232400799 A	1,651.47 10 E 800 337 253300 000	STURGEON BAY UTILITI MARCH 2024 UTILITY BILL
04/25/2024	232400799 A	634.36 10 E 800 338 253300 000	STURGEON BAY UTILITI MARCH 2024 UTILITY BILL
04/25/2024	232400799 A	282.64 10 E 800 339 253300 000	STURGEON BAY UTILITI MARCH 2024 UTILITY BILL
04/25/2024	232400800 A	90.00 10 E 800 310 162000 000	SCHARTNER, JEFFREY JV Baseball Umpire vs LC
04/25/2024	232400800 A	100.00 10 E 800 310 162000 000	SCHARTNER, JEFFREY Varsity Baseball Umpire vs LC
04/25/2024	232400800 A	90.00 10 E 800 310 162000 000	SCHARTNER, JEFFREY JV umpire vs Algoma
04/25/2024	232400801 A	200.00 10 E 800 310 162000 000	SEEHAFER, JOEL Varsity Softball Umpire vs Sev
04/25/2024	104381 R	557.20 21 E 400 411 162204 000	TEAM SPORTING GOODS BASEBALL SUPPLIES
04/25/2024	232400802 A	85.00 10 E 800 310 162000 000	TEBON, ROLAN Varsity Softball Umpire vs SG
04/25/2024	232400803 A	125.00 10 E 800 310 239000 000	TJERNAGEL, CARRIE SUB LICENSE REIMBURSEMENT
04/25/2024	104382 R	43.50 10 E 800 353 263300 000	UNITED PARCEL SERVIC Shipper #586902 Monthly Parcel Service
04/25/2024	104383 R	2,835.00 10 E 800 387 431000 000	UNIV OF WISC-GREEN B SPRING 2024 COURSES
04/25/2024	232400804 A	65.28 10 E 800 411 122115 141	VOGEL, CONSTANCE 8/26/2023 Bins for new curriculum storage & organization at Sunrise
04/25/2024	232400804 A	62.16 21 E 140 411 164900 000	VOGEL, CONSTANCE 3/13/2024-4/22/2024 Snacks for Sunrise Forward exam
04/25/2024	104384 R	120.00 50 E 800 415 257220 549	WASEDA FARMS COUNTRY WHOLESALE EGG CASE FLATS
04/25/2024	232400805 A	90.00 10 E 800 310 162000 000	WERY, MICHAEL JV umpire vs Algoma
04/25/2024	104385 R	960.00 21 E 140 411 164900 000	WI TIMBER RATTLERS 5th Grade D.A.R.E. Day
04/25/2024	104385 R	250.00 21 E 140 411 115000 016	WI TIMBER RATTLERS 5th Grade D.A.R.E. Day
04/25/2024	104386 R	300.00 10 E 800 411 162000 000	WOODY'S SIGNS SIGNING BANNERS
04/02/2024	202301757 W	-24.65 10 E 200 449 135200 400	AMAZON.COM Amazon Payment AP Invoice.
04/02/2024	202301757 W	-40.96 10 E 140 411 126000 000	AMAZON.COM Amazon Payment AP Invoice.
04/02/2024	202301757 W	22.60 10 E 140 472 110000 000	AMAZON.COM Amazon Payment AP Invoice.
04/02/2024	202301757 W	23.14 10 E 140 472 110000 000	AMAZON.COM Amazon Payment AP Invoice.
04/02/2024	202301757 W	16.66 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
04/02/2024	202301757 W	22.61 27 E 800 411 223300 341	AMAZON.COM Amazon Payment AP Invoice.
04/02/2024	202301757 W	121.96 50 E 800 415 257220 000	AMAZON.COM Amazon Payment AP Invoice.

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DATE	NUMBER	TYP	AMOUNT	NUMBER	VENDOR			DESCRIPTION	
04/02/2024	202301757	W	39.98	50 E 800 415 257220 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	73.16	50 E 800 415 257220 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	8.38	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	370.00	10 E 800 449 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	59.07	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	197.99	27 E 800 411 159300 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	117.18	10 E 800 411 295000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	220.00	10 E 800 411 295000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	209.90	10 E 800 411 295000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	185.99	10 E 800 449 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	82.69	10 E 800 449 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	369.00	27 E 800 411 223300 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	17.72	50 E 800 415 257220 549	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	27.03	50 E 800 415 257220 549	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	27.04	50 E 800 415 257220 549	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	28.98	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	117.19	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	14.96	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	207.80	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	74.86	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	25.71	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	15.90	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	79.90	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	22.48	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	59.96	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	52.66	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	98.98	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	199.84	10 E 800 411 253000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	39.95	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	41.99	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	28.11	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	68.18	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	140.44	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	20.16	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	79.68	10 E 800 411 295000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	64.00	10 E 800 411 295000 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	26.98	27 E 800 411 158100 341	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	41.97	50 E 800 415 257220 549	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	31.98	21 E 400 411 135300 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	19.89	50 E 800 415 257220 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301757	W	166.26	50 E 800 415 257220 000	AMAZON.COM			Amazon Payment AP Invoice.	
04/02/2024	202301758	W	258.87	27 E 400 411 158110 341	AMAZON.COM			Tricycles	
04/02/2024	202301758	W	299.11	21 E 400 411 158110 689	AMAZON.COM			Tricycles	
04/02/2024	202301759	W	14.74	27 E 140 411 158106 341	AMAZON.COM			supplies	
04/02/2024	202301760	W	18.66	27 E 140 411 158106 341	AMAZON.COM			supplies	
04/02/2024	202301761	W	12.09	27 E 140 411 158106 341	AMAZON.COM			supplies	
04/02/2024	202301762	W	13.51	27 E 140 411 158106 341	AMAZON.COM			supplies	
04/02/2024	202301763	W	9.36	27 E 140 411 158106 341	AMAZON.COM			supplies	
04/02/2024	202301764	W	14.29	27 E 140 411 158106 341	AMAZON.COM			supplies	
04/02/2024	202301765	W	22.86	10 E 120 411 122000 000	AMAZON.COM			Literacy Supplies	
04/02/2024	202301766	W	42.79	10 E 120 411 122000 000	AMAZON.COM			Literacy Supplies	
04/02/2024	202301767	W	5.13	10 E 400 411 121000 000	AMAZON.COM			art supplies	
04/02/2024	202301768	W	28.96	10 E 400 411 121000 000	AMAZON.COM			art supplies	
04/02/2024	202301769	W	74.54	10 E 400 411 121000 000	AMAZON.COM			art supplies	
04/02/2024	202301770	W	21.63	10 E 400 411 121000 000	AMAZON.COM			art supplies	
04/02/2024	202301771	W	59.70	10 E 400 411 121000 000	AMAZON.COM			art supplies	

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04/02/2024	202301772	W	21.35	10 E 400 411 121000	000				AMAZON.COM art supplies
04/02/2024	202301773	W	36.15	10 E 400 411 121000	000				AMAZON.COM art supplies
04/02/2024	202301774	W	25.20	10 E 400 411 121000	000				AMAZON.COM art supplies
04/02/2024	202301775	W	24.06	10 E 400 411 121000	000				AMAZON.COM art supplies
04/02/2024	202301776	W	13.99	10 E 400 411 121000	000				AMAZON.COM art supplies
04/02/2024	202301777	W	29.95	10 E 400 411 121000	000				AMAZON.COM art supplies
04/02/2024	202301778	W	12.91	10 E 120 472 110000	000				AMAZON.COM EL Resources
04/02/2024	202301779	W	21.89	10 E 120 472 110000	000				AMAZON.COM EL Resources
04/02/2024	202301780	W	11.87	10 E 120 472 110000	000				AMAZON.COM EL Resources
04/02/2024	202301781	W	26.28	10 E 120 472 110000	000				AMAZON.COM EL Resources
04/02/2024	202301782	W	14.20	10 E 120 472 110000	000				AMAZON.COM EL Resources
04/02/2024	202301783	W	17.99	10 E 120 472 110000	000				AMAZON.COM EL Resources
04/02/2024	202301784	W	28.38	21 E 800 411 214000	000				AMAZON.COM 23-24 School Nurse Order
04/02/2024	202301785	W	11.66	27 E 140 411 158106	341				AMAZON.COM supplies
04/02/2024	202301786	W	17.63	27 E 140 411 158106	341				AMAZON.COM supplies
04/02/2024	202301787	W	5.66	27 E 140 411 158106	341				AMAZON.COM supplies
04/02/2024	202301788	W	15.44	27 E 140 411 158106	341				AMAZON.COM supplies
04/02/2024	202301789	W	24.16	27 E 140 411 158106	341				AMAZON.COM supplies
04/02/2024	202301790	W	10.76	27 E 140 411 158106	341				AMAZON.COM supplies
04/02/2024	202301791	W	15.31	27 E 140 411 158106	341				AMAZON.COM supplies
04/02/2024	202301792	W	9.99	10 E 800 411 171000	000				AMAZON.COM El Supplies
04/02/2024	202301793	W	12.99	10 E 800 411 171000	000				AMAZON.COM El Supplies
04/02/2024	202301794	W	9.99	10 E 800 411 171000	000				AMAZON.COM El Supplies
04/02/2024	202301795	W	18.95	10 E 800 411 171000	000				AMAZON.COM El Supplies
04/02/2024	202301796	W	11.75	21 E 400 411 162226	000				AMAZON.COM Girls HS Soccer Supplies
04/02/2024	202301797	W	14.99	21 E 400 411 162226	000				AMAZON.COM Girls HS Soccer Supplies
04/02/2024	202301798	W	14.99	21 E 400 411 162226	000				AMAZON.COM Girls HS Soccer Supplies
04/02/2024	202301799	W	23.97	21 E 400 411 162226	000				AMAZON.COM Girls HS Soccer Supplies
04/02/2024	202301800	W	49.99	10 E 400 411 136360	000				AMAZON.COM Welding Supplies
04/02/2024	202301801	W	17.99	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301802	W	11.88	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301803	W	22.98	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301804	W	29.69	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301805	W	31.00	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301806	W	20.78	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301807	W	9.99	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301808	W	29.95	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301809	W	39.98	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301810	W	13.99	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301811	W	13.46	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301812	W	36.98	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301813	W	37.98	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301814	W	88.96	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301815	W	20.60	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301816	W	17.98	27 E 120 411 158109	341				AMAZON.COM Classroom materials
04/02/2024	202301817	W	12.67	21 E 200 411 161939	000				AMAZON.COM Laminating pouches, fidgets
04/02/2024	202301818	W	41.07	21 E 200 411 161939	000				AMAZON.COM Laminating pouches, fidgets
04/02/2024	202301819	W	18.60	21 E 200 411 161939	000				AMAZON.COM Laminating pouches, fidgets
04/02/2024	202301820	W	32.22	10 E 120 411 121000	000				AMAZON.COM Art
04/02/2024	202301821	W	211.40	10 E 120 411 121000	000				AMAZON.COM Art
04/02/2024	202301822	W	7.84	10 E 120 411 121000	000				AMAZON.COM Art
04/02/2024	202301823	W	49.99	21 E 800 411 163998	000				AMAZON.COM Wireless Bluetooth Receiver for Auditorium
04/02/2024	202301824	W	14.64	10 E 400 411 136360	000				AMAZON.COM Welding Supplies
04/02/2024	202301824	W	15.35	10 E 400 411 136431	000				AMAZON.COM Welding Supplies
04/02/2024	202301825	W	15.35	10 E 400 411 136360	000				AMAZON.COM Welding Supplies

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04/02/2024	202301825	W	16.11	10 E 400 411 136431	AMAZON.COM			Welding Supplies	
04/02/2024	202301826	W	15.56	10 E 140 411 113000	AMAZON.COM			classroom supplies	
04/02/2024	202301827	W	14.80	10 E 140 411 113000	AMAZON.COM			classroom supplies	
04/02/2024	202301828	W	18.58	10 E 140 411 113000	AMAZON.COM			classroom supplies	
04/02/2024	202301829	W	39.90	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301830	W	33.30	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301831	W	17.99	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301832	W	6.75	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301833	W	44.91	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301834	W	27.54	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301835	W	5.20	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301836	W	7.65	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301837	W	120.65	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301838	W	12.00	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301839	W	15.08	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301840	W	135.96	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301841	W	115.70	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301842	W	9.99	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301843	W	7.99	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301844	W	23.97	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301845	W	31.26	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301846	W	112.56	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301847	W	39.96	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301848	W	22.38	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301849	W	92.65	10 E 140 411 113000	AMAZON.COM			3rd Grade Supplies	
04/02/2024	202301850	W	16.98	10 E 120 472 110000	AMAZON.COM			PBIS Celebration Purchase	
04/02/2024	202301851	W	8.92	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301851	W	0.57	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301852	W	8.99	10 E 200 411 241000	AMAZON.COM			MS Supplies	
04/02/2024	202301853	W	8.45	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301853	W	0.54	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301854	W	16.08	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301854	W	1.03	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301855	W	15.03	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301855	W	0.96	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301856	W	8.45	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301856	W	0.54	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301857	W	19.97	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301857	W	1.27	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301858	W	185.17	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301858	W	11.82	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301859	W	15.97	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301859	W	1.02	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301860	W	9.39	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301860	W	0.60	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301861	W	37.59	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301861	W	2.40	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301862	W	128.20	10 E 200 411 241000	AMAZON.COM			MS Supplies	
04/02/2024	202301863	W	8.45	10 E 200 411 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301863	W	0.54	10 E 200 450 136000	AMAZON.COM			Middle School Tech Ed	
04/02/2024	202301864	W	22.99	10 E 200 411 241000	AMAZON.COM			MS Supplies	
04/02/2024	202301865	W	26.83	10 E 200 411 241000	AMAZON.COM			MS Supplies	
04/02/2024	202301866	W	66.60	10 E 200 411 241000	AMAZON.COM			MS Supplies	
04/02/2024	202301867	W	12.72	10 E 200 411 241000	AMAZON.COM			MS Supplies	
04/02/2024	202301868	W	38.37	21 E 140 411 164910	AMAZON.COM			Popcorn	
04/02/2024	202301869	W	47.11	10 E 200 411 222200	AMAZON.COM			Library supplies	

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04/02/2024	202301870	W	2.80	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301870	W	8.42	10 E 400 450 136431 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301871	W	9.75	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301871	W	29.24	10 E 400 450 136431 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301872	W	2.80	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301872	W	8.41	10 E 400 450 136431 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301873	W	5.31	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301873	W	15.94	10 E 400 450 136431 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301874	W	3.31	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301874	W	9.94	10 E 400 450 136431 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301875	W	5.75	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301875	W	17.24	10 E 400 450 136431 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301876	W	5.75	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301876	W	17.24	10 E 400 450 136431 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301877	W	40.00	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301877	W	119.99	10 E 400 450 136431 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301878	W	10.41	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301878	W	31.23	10 E 400 450 136431 000	AMAZON.COM			Classroom Supplies for Resale	
04/02/2024	202301879	W	14.97	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301880	W	25.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301881	W	25.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301882	W	53.78	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301883	W	9.41	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301884	W	44.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301885	W	54.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301886	W	16.35	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301887	W	19.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301888	W	32.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301889	W	54.95	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301890	W	14.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301891	W	28.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301892	W	29.95	10 E 800 439 222200 031	AMAZON.COM			Makerspace-HS	
04/02/2024	202301893	W	120.03	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301894	W	91.92	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301895	W	48.28	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301896	W	26.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301897	W	109.90	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301898	W	14.81	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301899	W	56.98	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301900	W	19.18	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301901	W	109.98	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301902	W	129.99	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301903	W	30.58	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SW	
04/02/2024	202301904	W	4.76	10 E 200 411 222200 000	AMAZON.COM			Makerspace-SR	
04/02/2024	202301904	W	105.22	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SR	
04/02/2024	202301905	W	1.73	10 E 200 411 222200 000	AMAZON.COM			Makerspace-SR	
04/02/2024	202301905	W	38.26	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SR	
04/02/2024	202301906	W	3.64	10 E 200 411 222200 000	AMAZON.COM			Makerspace-SR	
04/02/2024	202301906	W	80.34	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SR	
04/02/2024	202301907	W	4.76	10 E 200 411 222200 000	AMAZON.COM			Makerspace-SR	
04/02/2024	202301907	W	105.14	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SR	
04/02/2024	202301908	W	1.82	10 E 200 411 222200 000	AMAZON.COM			Makerspace-SR	
04/02/2024	202301908	W	40.17	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SR	
04/02/2024	202301909	W	5.82	10 E 200 411 222200 000	AMAZON.COM			Makerspace-SR	
04/02/2024	202301909	W	128.63	10 E 800 439 222200 031	AMAZON.COM			Makerspace-SR	
04/02/2024	202301910	W	1.20	10 E 200 411 222200 000	AMAZON.COM			Makerspace-SR	

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04/02/2024	202301910 W	26.58 10 E 800 439 222200 031	AMAZON.COM Makerspace-SR
04/02/2024	202301911 W	6.93 10 E 200 411 222200 000	AMAZON.COM Makerspace-SR
04/02/2024	202301911 W	153.06 10 E 800 439 222200 031	AMAZON.COM Makerspace-SR
04/02/2024	202301912 W	0.49 10 E 200 411 222200 000	AMAZON.COM Makerspace-SR
04/02/2024	202301912 W	10.83 10 E 800 439 222200 031	AMAZON.COM Makerspace-SR
04/02/2024	202301913 W	8.85 10 E 200 411 222200 000	AMAZON.COM Makerspace-SR
04/02/2024	202301913 W	195.65 10 E 800 439 222200 031	AMAZON.COM Makerspace-SR
04/02/2024	202301914 W	14.32 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301915 W	8.61 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301916 W	10.93 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301917 W	8.88 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301918 W	10.48 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301919 W	12.98 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301920 W	8.17 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301921 W	11.10 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301922 W	6.98 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301923 W	13.89 10 E 120 411 112000 000	AMAZON.COM Stickers
04/02/2024	202301924 W	59.84 10 E 200 411 241000 000	AMAZON.COM MS office supplies
04/02/2024	202301925 W	37.28 10 E 200 411 241000 000	AMAZON.COM MS office supplies
04/02/2024	202301926 W	12.91 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301927 W	21.65 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301928 W	10.01 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301929 W	8.99 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301930 W	15.95 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301931 W	10.08 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301932 W	11.05 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301933 W	34.92 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301934 W	13.77 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301935 W	7.14 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301936 W	13.15 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301937 W	16.96 10 E 120 411 112000 000	AMAZON.COM Grade Level Materials
04/02/2024	202301938 W	167.47 10 E 140 411 143000 000	AMAZON.COM Class supplies
04/02/2024	202301939 W	40.64 10 E 140 411 143000 000	AMAZON.COM Class supplies
04/02/2024	202301940 W	40.19 10 E 140 411 143000 000	AMAZON.COM Class supplies
04/02/2024	202301941 W	85.10 10 E 140 411 143000 000	AMAZON.COM Class supplies
04/02/2024	202301942 W	5.97 10 E 140 411 143000 000	AMAZON.COM Class supplies
04/02/2024	202301943 W	24.00 10 E 140 411 143000 000	AMAZON.COM Class supplies
04/02/2024	202301944 W	47.89 10 E 140 411 143000 000	AMAZON.COM Class supplies
04/02/2024	202301945 W	347.95 10 E 140 411 143000 000	AMAZON.COM Class supplies
04/02/2024	202301946 W	13.50 10 E 140 411 115000 000	AMAZON.COM 5th Grade Supplies
04/02/2024	202301947 W	34.09 10 E 140 411 115000 000	AMAZON.COM 5th Grade Supplies
04/02/2024	202301948 W	37.36 10 E 140 411 115000 000	AMAZON.COM 5th Grade Supplies
04/02/2024	202301949 W	154.63 10 E 140 411 115000 000	AMAZON.COM 5th Grade Supplies
04/02/2024	202301950 W	26.91 10 E 140 411 115000 000	AMAZON.COM 5th Grade Supplies
04/02/2024	202301951 W	88.00 21 E 400 411 162121 000	AMAZON.COM Volleyball practice supplies
04/02/2024	202301952 W	39.99 21 E 400 411 162121 000	AMAZON.COM Volleyball practice supplies
04/02/2024	202301953 W	33.98 10 E 120 411 112000 000	AMAZON.COM White bags
04/02/2024	202301954 W	29.59 10 E 120 411 110400 000	AMAZON.COM 4K supplies
04/02/2024	202301955 W	9.75 10 E 120 411 110400 000	AMAZON.COM 4K supplies
04/02/2024	202301956 W	16.64 10 E 120 411 110400 000	AMAZON.COM 4K supplies
04/02/2024	202301957 W	12.25 10 E 120 411 110400 000	AMAZON.COM 4K supplies
04/02/2024	202301958 W	11.97 10 E 120 411 110400 000	AMAZON.COM 4K supplies
04/02/2024	202301959 W	48.46 10 E 200 411 126000 000	AMAZON.COM STEAM Class
04/02/2024	202301960 W	30.08 10 E 200 411 126000 000	AMAZON.COM STEAM Class
04/02/2024	202301961 W	29.92 10 E 400 411 127000 000	AMAZON.COM Handheld Vac for classroom.
04/02/2024	202301962 W	8.60 21 E 140 411 164900 000	AMAZON.COM attendance prizes

CHECK		CHE	ACCOUNT						INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER					VENDOR	DESCRIPTION
04/02/2024	202301963	W	8.35	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301964	W	12.51	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301965	W	10.08	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301966	W	12.34	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301967	W	10.30	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301968	W	10.38	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301969	W	10.26	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301970	W	9.97	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301971	W	8.09	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301972	W	10.28	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301973	W	10.17	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301974	W	8.77	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301975	W	9.67	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301976	W	10.28	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301977	W	9.33	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301978	W	10.32	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301979	W	7.14	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301980	W	10.11	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301981	W	10.26	21 E 140 411 164900 000					AMAZON.COM	attendance prizes
04/02/2024	202301982	W	20.27	21 E 140 411 164910 000					AMAZON.COM	popcorn
04/02/2024	202301983	W	216.62	10 E 400 411 122000 000					AMAZON.COM	English Novels
04/02/2024	202301984	W	38.26	10 E 120 411 213000 000					AMAZON.COM	Supplies
04/02/2024	202301985	W	15.00	10 E 120 411 213000 000					AMAZON.COM	Supplies
04/02/2024	202301986	W	7.99	10 E 120 411 213000 000					AMAZON.COM	Supplies
04/02/2024	202301987	W	8.59	10 E 120 411 213000 000					AMAZON.COM	Supplies
04/02/2024	202301988	W	25.26	10 E 120 411 213000 000					AMAZON.COM	Supplies
04/02/2024	202301989	W	23.62	10 E 120 411 213000 000					AMAZON.COM	Supplies
04/02/2024	202301990	W	15.34	10 E 120 411 213000 000					AMAZON.COM	Supplies
04/02/2024	202301991	W	12.99	10 E 120 411 213000 000					AMAZON.COM	Supplies
04/02/2024	202301992	W	35.99	10 E 200 449 135200 400					AMAZON.COM	Replacement for returned item from Perkins Fund order
04/02/2024	202301993	W	2.70	10 E 400 411 136000 000					AMAZON.COM	Welding Supplies
04/02/2024	202301993	W	20.29	10 E 400 411 136360 000					AMAZON.COM	Welding Supplies
04/02/2024	202301994	W	1.88	10 E 400 411 136000 000					AMAZON.COM	Welding Supplies
04/02/2024	202301994	W	14.11	10 E 400 411 136360 000					AMAZON.COM	Welding Supplies
04/02/2024	202301995	W	2.11	10 E 400 411 136000 000					AMAZON.COM	Welding Supplies
04/02/2024	202301995	W	15.88	10 E 400 411 136360 000					AMAZON.COM	Welding Supplies
04/02/2024	202301996	W	2.52	10 E 400 411 136000 000					AMAZON.COM	Welding Supplies
04/02/2024	202301996	W	18.93	10 E 400 411 136360 000					AMAZON.COM	Welding Supplies
04/02/2024	202301997	W	3.17	10 E 400 411 136000 000					AMAZON.COM	Welding Supplies
04/02/2024	202301997	W	23.82	10 E 400 411 136360 000					AMAZON.COM	Welding Supplies
04/02/2024	202301998	W	1.64	10 E 400 411 136000 000					AMAZON.COM	Welding Supplies
04/02/2024	202301998	W	12.35	10 E 400 411 136360 000					AMAZON.COM	Welding Supplies
04/02/2024	202301999	W	7.45	10 E 400 411 136000 000					AMAZON.COM	Welding Supplies
04/02/2024	202301999	W	56.08	10 E 400 411 136360 000					AMAZON.COM	Welding Supplies
04/02/2024	202302000	W	6.89	27 E 800 411 218100 341					AMAZON.COM	OT Supplies
04/02/2024	202302001	W	15.83	27 E 800 411 218100 341					AMAZON.COM	OT Supplies
04/02/2024	202302002	W	14.29	27 E 800 411 218100 341					AMAZON.COM	OT Supplies
04/02/2024	202302003	W	6.69	27 E 800 411 218100 341					AMAZON.COM	OT Supplies
04/02/2024	202302004	W	6.74	27 E 800 411 218100 341					AMAZON.COM	OT Supplies
04/02/2024	202302005	W	23.98	27 E 800 411 218100 341					AMAZON.COM	OT Supplies
04/02/2024	202302006	W	8.16	27 E 800 411 218100 341					AMAZON.COM	OT Supplies
04/02/2024	202302007	W	8.59	27 E 800 411 218100 341					AMAZON.COM	OT Supplies
04/02/2024	202302008	W	13.08	27 E 800 411 218100 341					AMAZON.COM	OT Supplies
04/08/2024	202302514	W	69.00	27 E 140 310 221300 341					AEP CONNECTIONS	Credit Card Payment AP Invoice.

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DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/08/2024	202302504 W	380.39 10 E 800 324 253000 000	AIRGAS USA LLC Credit Card Payment AP Invoice.
04/08/2024	202302490 W	36.47 21 E 140 411 164900 000	ARTISTS GUILD Credit Card Payment AP Invoice.
04/08/2024	202302501 W	1,299.00 10 E 120 386 221300 000	CESA 7 Credit Card Payment AP Invoice.
04/08/2024	202302501 W	1,299.00 10 E 140 386 221300 000	CESA 7 Credit Card Payment AP Invoice.
04/08/2024	202302495 W	149.00 10 E 400 342 221300 000	CHULA VISTA RESORT Credit Card Payment AP Invoice.
04/08/2024	202302485 W	38.10 10 E 400 449 241000 000	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
04/08/2024	202302485 W	25.35 10 E 140 411 241000 000	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
04/08/2024	202302485 W	28.19 27 E 140 411 158116 341	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
04/08/2024	202302485 W	11.98 10 E 400 449 241000 000	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
04/08/2024	202302511 W	73.83 21 E 140 411 164900 000	DOOR COUNTY COOPERAT Credit Card Payment AP Invoice.
04/08/2024	202302470 W	100.00 10 E 800 310 221300 000	DOOR COUNTY ECONOMIC Credit Card Payment AP Invoice.
04/08/2024	202302492 W	3.75 21 E 800 411 214000 000	THE DOLLAR TREE Credit Card Payment AP Invoice.
04/08/2024	202302492 W	32.97 27 E 140 411 158116 341	THE DOLLAR TREE Credit Card Payment AP Invoice.
04/08/2024	202302492 W	39.56 21 E 800 411 161942 000	THE DOLLAR TREE Credit Card Payment AP Invoice.
04/08/2024	202302492 W	6.07 10 E 800 411 239100 000	THE DOLLAR TREE Credit Card Payment AP Invoice.
04/08/2024	202302474 W	75.00 10 E 800 411 162000 000	DOOR COUNTY SANDBOX Credit Card Payment AP Invoice.
04/08/2024	202302513 W	100.00 27 E 800 949 159100 341	DPI-TEACHER LICENSIN Credit Card Payment AP Invoice.
04/08/2024	202302513 W	100.00 27 E 800 949 159100 341	DPI-TEACHER LICENSIN Credit Card Payment AP Invoice.
04/08/2024	202302513 W	100.00 27 E 800 949 159100 341	DPI-TEACHER LICENSIN Credit Card Payment AP Invoice.
04/08/2024	202302513 W	100.00 27 E 800 949 159100 341	DPI-TEACHER LICENSIN Credit Card Payment AP Invoice.
04/08/2024	202302513 W	100.00 27 E 800 949 159100 341	DPI-TEACHER LICENSIN Credit Card Payment AP Invoice.
04/08/2024	202302510 W	225.00 21 E 400 411 166301 000	GENERATION ESPORTS Credit Card Payment AP Invoice.
04/08/2024	202302506 W	1,961.76 10 E 800 339 253300 000	GFL ENVIRONMENTAL Credit Card Payment AP Invoice.
04/08/2024	202302484 W	-59.88 10 E 200 411 123000 000	GIMKIT, INC Credit Card Payment AP Invoice.
04/08/2024	202302479 W	-32.06 10 E 800 449 253000 000	GLOBAL INDUSTRIAL Credit Card Payment AP Invoice.
04/08/2024	202302496 W	1,007.30 21 E 800 411 161942 000	GORDON FOOD SERVICE Credit Card Payment AP Invoice.
04/08/2024	202302498 W	900.00 10 E 800 411 221300 142	GREEN BAY PARKS Credit Card Payment AP Invoice.
04/08/2024	202302487 W	30.27 10 E 400 411 163300 000	GREEN DOOR THRIFT Credit Card Payment AP Invoice.

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DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/08/2024	202302487 W	61.69 10 E 400 411 163300 000	GREEN DOOR THRIFT Credit Card Payment AP Invoice.
04/08/2024	202302487 W	169.48 10 E 400 411 163300 000	GREEN DOOR THRIFT Credit Card Payment AP Invoice.
04/08/2024	202302517 W	102.23 10 E 800 342 264400 000	HEALTHY WAY MARKET, Credit Card Payment AP Invoice.
04/08/2024	202302509 W	10.78 10 E 800 411 162000 000	HEJA Credit Card Payment AP Invoice.
04/08/2024	202302512 W	68.40 10 E 800 351 239000 000	INDEED, INC. Credit Card Payment AP Invoice.
04/08/2024	202302512 W	501.08 10 E 800 351 239000 000	INDEED, INC. Credit Card Payment AP Invoice.
04/08/2024	202302476 W	121.21 10 E 800 411 231000 000	JIMMY JOHN'S Credit Card Payment AP Invoice.
04/08/2024	202302476 W	60.09 10 E 400 449 241000 000	JIMMY JOHN'S Credit Card Payment AP Invoice.
04/08/2024	202302518 W	98.00 10 E 800 342 264400 000	KALAHARI RESORT Credit Card Payment AP Invoice.
04/08/2024	202302499 W	120.07 10 E 400 449 241000 000	KITTY O'REILLY'S IRI Credit Card Payment AP Invoice.
04/08/2024	202302473 W	10.55 10 E 800 411 221300 000	KRYTERION INC Credit Card Payment AP Invoice.
04/08/2024	202302500 W	29.15 10 E 400 449 241000 000	KWIK TRIP Credit Card Payment AP Invoice.
04/08/2024	202302488 W	60.00 21 E 140 411 164900 000	LAWLSS COFFEE Credit Card Payment AP Invoice.
04/08/2024	202302475 W	9.95 10 E 800 355 263300 000	METROFAX Credit Card Payment AP Invoice.
04/08/2024	202302481 W	-420.71 27 E 800 411 215200 341	NCS PEARSON INC Credit Card Payment AP Invoice.
04/08/2024	202302481 W	436.59 27 E 800 411 215200 341	NCS PEARSON INC Credit Card Payment AP Invoice.
04/08/2024	202302493 W	207.00 10 E 140 411 124900 000	NOETIC LEARNING Credit Card Payment AP Invoice.
04/08/2024	202302502 W	44.22 10 E 120 472 110000 000	NOVEL BAY BOOKSELLER Credit Card Payment AP Invoice.
04/08/2024	202302502 W	156.61 10 E 120 472 110000 000	NOVEL BAY BOOKSELLER Credit Card Payment AP Invoice.
04/08/2024	202302505 W	362.76 10 E 120 411 110000 000	ORIENTAL TRADING COM Supplies for Sawyer School End of the Year Celebration
04/08/2024	202302516 W	51.70 27 E 140 310 221300 341	PESI Credit Card Payment AP Invoice.
04/08/2024	202302477 W	13.58 10 E 800 411 231000 000	PICK'N SAVE ROUNDYS Credit Card Payment AP Invoice.
04/08/2024	202302477 W	39.90 10 E 400 449 241000 000	PICK'N SAVE ROUNDYS Credit Card Payment AP Invoice.
04/08/2024	202302483 W	89.95 27 E 800 411 158100 341	PORTAGE PROJECT Credit Card Payment AP Invoice.
04/08/2024	202302497 W	523.65 10 E 200 449 241000 000	RBS ACTIVEWEAR Credit Card Payment AP Invoice.
04/08/2024	202302478 W	90.00 10 E 800 411 231000 000	SONNY'S PIZZERIA LLC Credit Card Payment AP Invoice.
04/08/2024	202302515 W	10.00 27 E 800 411 223300 341	SOUTHPAW ENTERPRISES Credit Card Payment AP Invoice.
04/08/2024	202302482 W	12.40 27 E 120 411 156603 341	THE GNOSHERY Credit Card Payment AP Invoice.

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DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/08/2024	202302489 W	108.00 21 E 140 411 164900 000	THE PEARL OF DOOR CO Credit Card Payment AP Invoice.
04/08/2024	202302507 W	127.88 10 E 400 411 136000 000	TIMESAVERS LLC Credit Card Payment AP Invoice.
04/08/2024	202302486 W	29.99 10 E 400 411 163300 000	TJ MAXX Credit Card Payment AP Invoice.
04/08/2024	202302491 W	39.97 10 E 400 411 163300 000	TRACTOR SUPPLY CO Credit Card Payment AP Invoice.
04/08/2024	202302471 W	91.75 10 E 800 411 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	62.36 10 E 800 432 222200 031	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	126.95 10 E 400 411 163300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	143.92 10 E 400 411 163300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	118.78 10 E 400 411 163300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	24.98 10 E 400 411 163300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	200.00 21 E 400 411 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	99.00 10 E 800 411 221200 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	375.25 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	375.25 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	375.25 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	125.36 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	55.00 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	131.33 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	11.00 10 E 800 411 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	8.68 10 E 200 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	8.67 10 E 140 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	8.67 10 E 400 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	4.91 10 E 200 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	4.91 10 E 140 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	4.92 10 E 400 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	4.17 10 E 200 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	4.17 10 E 140 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	4.18 10 E 400 342 221300 000	US BANK Credit Card Payment AP Invoice.

CHECK		CHECK CHE		ACCOUNT				INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER				VENDOR	DESCRIPTION
04/08/2024	202302471	W	31.40	10 E 200 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	31.41	10 E 140 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	31.40	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	4.44	10 E 200 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	4.44	10 E 140 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	4.45	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	8.66	10 E 200 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	8.65	10 E 140 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	8.65	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	1.09	10 E 200 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	1.09	10 E 140 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	1.09	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	15.80	10 E 200 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	15.80	10 E 140 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	15.79	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	31.90	10 E 200 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	31.91	10 E 140 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	31.91	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	8.96	10 E 200 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	8.96	10 E 140 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	8.97	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	35.79	10 E 800 348 254500 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	17.37	10 E 200 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	17.38	10 E 140 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	17.38	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	87.97	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	85.97	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.
04/08/2024	202302471	W	75.40	10 E 400 342 221300 000				US BANK	Credit Card Payment AP Invoice.

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/08/2024	202302471 W	42.52 10 E 400 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	48.76 10 E 400 342 221300 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	1,618.50 10 E 800 411 221300 142	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	11.27 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	19.76 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	27.90 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	14.21 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	25.75 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	26.98 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	12.37 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	14.99 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	29.65 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	20.18 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	12.29 21 E 400 342 163902 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	-7.12 10 E 800 411 239100 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	7.12 10 E 800 411 239100 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	20.08 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	97.88 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	104.30 10 E 800 411 221200 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	104.54 10 E 800 411 221200 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302471 W	14.93 10 E 800 342 264400 000	US BANK Credit Card Payment AP Invoice.
04/08/2024	202302503 W	1,777.50 10 E 800 355 263300 000	US CELLULAR Credit Card Payment AP Invoice.
04/08/2024	202302480 W	110.76 10 E 800 324 253000 000	VALVOLINE INSTANT OI Credit Card Payment AP Invoice.
04/08/2024	202302472 W	41.10 50 E 800 415 257220 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	28.42 21 E 800 411 161926 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	41.21 21 E 800 411 161926 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	31.92 10 E 800 411 231000 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	65.30 27 E 800 411 158100 341	WALMART Credit Card Payment AP Invoice.

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DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
04/08/2024	202302472 W	29.33 10 E 140 411 241000 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	38.55 21 E 140 411 164900 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	-6.00 10 E 400 411 163300 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	83.76 10 E 400 411 163300 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	12.97 10 E 400 450 136431 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	19.56 10 E 400 411 163300 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	10.78 10 E 400 411 126000 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	22.32 10 E 200 411 126000 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	10.80 27 E 140 411 158116 341	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	29.85 10 E 200 411 241000 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	385.96 10 E 200 411 121000 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	-27.58 10 E 800 411 239100 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	81.35 10 E 800 411 239100 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302472 W	137.94 10 E 800 411 239100 000	WALMART Credit Card Payment AP Invoice.
04/08/2024	202302508 W	67.50 10 E 800 411 162000 000	WISC INTERSCHOLASTIC Credit Card Payment AP Invoice.
04/08/2024	202302508 W	432.00 10 E 800 411 162000 000	WISC INTERSCHOLASTIC Credit Card Payment AP Invoice.
04/08/2024	202302469 W	365.00 10 E 800 310 264400 000	WIS ASSOC OF SCHOOL Credit Card Payment AP Invoice.
04/08/2024	202302494 W	180.00 10 E 400 310 221300 000	WSST CONVENTION Credit Card Payment AP Invoice.
04/08/2024	202302494 W	180.00 10 E 400 310 221300 000	WSST CONVENTION Credit Card Payment AP Invoice.
04/10/2024	202301696 W	524.87 98 L 000 000 811675 000	WEA MEMBER BENEFITS TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
04/10/2024	202301694 W	66.06 98 L 000 000 811640 000	WEA TRUST ADVANTAGE WEA Auto Insurance
04/10/2024	202301694 W	59.96 98 L 000 000 811641 000	WEA TRUST ADVANTAGE WEA Home Owner's Ins
04/10/2024	202301694 W	895.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth IRA
04/10/2024	202301694 W	16.00 98 L 000 000 811643 000	WEA TRUST ADVANTAGE WEA Umbrella Ins
04/10/2024	202301694 W	2,027.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth TSA
04/10/2024	202301694 W	3,328.33 98 L 000 000 811676 000	WEA TRUST ADVANTAGE WEA Tax Sheltered Annuity
04/10/2024	202301695 W	270.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
04/10/2024	202301695 W	139.29 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
04/10/2024	202301695 W	300.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Roth Employee Contributions
04/01/2024	202301693 W	904.63 50 E 800 415 257250 000	PEPSI-COLA OF GREEN HS VENDING
04/08/2024	202301692 W	318.85 50 E 800 415 257250 000	PEPSI-COLA OF GREEN HS VENDING
04/15/2024	202301755 W	1,113.57 50 E 800 415 257250 000	PEPSI-COLA OF GREEN HS VENDING
04/12/2024	232400763 V	-225.76 27 E 400 411 158110 341	THINK SOCIAL PUBLISH Superflex Series Getting

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04/17/2024	202301756 W	1,925.96 10 E 800 331 253300 000	Started Bundle Acct #0401972111-00007
04/23/2024	202302027 W	-233.99 10 E 140 411 114000 000	District Gas
04/23/2024	202302027 W	386.98 10 E 800 449 253000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	-36.98 10 E 400 411 241000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	349.00 10 E 800 449 253000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	98.04 10 E 140 411 241000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	23.92 50 E 800 415 257220 549	Amazon Payment AP Invoice.
04/23/2024	202302027 W	14.98 50 E 800 415 257220 549	Amazon Payment AP Invoice.
04/23/2024	202302027 W	269.94 50 E 800 411 257000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	112.14 50 E 800 411 257000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	11.30 27 E 800 411 158100 341	Amazon Payment AP Invoice.
04/23/2024	202302027 W	139.13 27 E 800 411 158100 341	Amazon Payment AP Invoice.
04/23/2024	202302027 W	21.25 10 E 140 411 241000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	26.38 10 E 140 411 241000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	13.33 10 E 140 411 241000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	37.95 10 E 800 411 295000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	43.79 10 E 800 411 295000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	-15.79 21 E 800 411 214000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	28.47 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	39.98 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	16.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	50.20 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	19.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	8.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	23.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	17.39 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	26.32 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	41.90 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	13.18 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	14.42 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	8.12 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	17.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	17.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	23.05 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	8.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	25.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	17.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	19.79 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	20.78 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	9.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	7.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	19.43 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	5.99 10 E 140 411 124900 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	76.60 10 E 800 480 295000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	80.61 10 E 800 411 253000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	44.99 27 E 800 411 158100 341	Amazon Payment AP Invoice.
04/23/2024	202302027 W	48.23 27 E 800 411 158100 341	Amazon Payment AP Invoice.
04/23/2024	202302027 W	-35.00 21 E 800 411 214000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	104.99 10 E 800 480 295000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	499.98 10 E 800 480 295000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	559.98 10 E 800 480 295000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	79.99 10 E 800 480 295000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	149.75 10 E 800 480 295000 000	Amazon Payment AP Invoice.
04/23/2024	202302027 W	511.13 10 E 800 480 295000 000	Amazon Payment AP Invoice.

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04/23/2024	202302027	W	-6.87	10 E 120 411 122000	000			AMAZON.COM	Amazon Payment AP Invoice.
04/23/2024	202302027	W	-0.12	10 E 120 411 122000	000			AMAZON.COM	Amazon Payment AP Invoice.
04/23/2024	202302027	W	35.84	21 E 400 411 135300	000			AMAZON.COM	Amazon Payment AP Invoice.
04/23/2024	202302027	W	128.35	10 E 800 449 253000	000			AMAZON.COM	Amazon Payment AP Invoice.
04/23/2024	202302027	W	275.10	10 E 800 411 253000	000			AMAZON.COM	Amazon Payment AP Invoice.
04/23/2024	202302027	W	18.74	10 E 800 449 253000	000			AMAZON.COM	Amazon Payment AP Invoice.
04/23/2024	202302027	W	540.56	10 E 800 411 253000	000			AMAZON.COM	Amazon Payment AP Invoice.
04/23/2024	202302027	W	17.28	10 E 400 411 122000	000			AMAZON.COM	Amazon Payment AP Invoice.
04/23/2024	202302027	W	56.97	50 E 800 415 257250	000			AMAZON.COM	Amazon Payment AP Invoice.
04/23/2024	202302028	W	130.00	10 E 200 411 125500	000			AMAZON.COM	MS Band Supplies
04/23/2024	202302029	W	116.97	10 E 200 449 125500	000			AMAZON.COM	MS Band Supplies
04/23/2024	202302030	W	17.38	21 E 140 411 164900	000			AMAZON.COM	STEAM Night
04/23/2024	202302031	W	37.79	21 E 140 411 164900	000			AMAZON.COM	STEAM Night
04/23/2024	202302032	W	31.78	21 E 140 411 164900	000			AMAZON.COM	STEAM Night
04/23/2024	202302033	W	64.99	10 E 140 411 241000	000			AMAZON.COM	Headphones for SR Counselor
04/23/2024	202302034	W	17.60	27 E 800 411 218100	341			AMAZON.COM	OT classroom Supplies
04/23/2024	202302035	W	39.97	27 E 800 411 218100	341			AMAZON.COM	OT classroom Supplies
04/23/2024	202302036	W	27.99	27 E 800 411 218100	341			AMAZON.COM	OT classroom Supplies
04/23/2024	202302037	W	6.59	27 E 800 411 218100	341			AMAZON.COM	OT classroom Supplies
04/23/2024	202302038	W	13.46	27 E 800 411 218100	341			AMAZON.COM	OT classroom Supplies
04/23/2024	202302039	W	15.99	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302040	W	39.99	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302041	W	14.25	10 E 400 411 136431	000			AMAZON.COM	Classroom supplies
04/23/2024	202302041	W	10.05	10 E 400 450 136431	000			AMAZON.COM	Classroom supplies
04/23/2024	202302042	W	10.55	10 E 400 411 136431	000			AMAZON.COM	Classroom supplies
04/23/2024	202302042	W	7.44	10 E 400 450 136431	000			AMAZON.COM	Classroom supplies
04/23/2024	202302043	W	33.77	10 E 400 411 136431	000			AMAZON.COM	Classroom supplies
04/23/2024	202302043	W	23.81	10 E 400 450 136431	000			AMAZON.COM	Classroom supplies
04/23/2024	202302044	W	314.70	10 E 400 411 122000	000			AMAZON.COM	English Novels
04/23/2024	202302045	W	33.20	10 E 400 411 122000	000			AMAZON.COM	English Novels
04/23/2024	202302046	W	42.86	10 E 400 411 122000	000			AMAZON.COM	English Novels
04/23/2024	202302047	W	38.52	10 E 400 411 122000	000			AMAZON.COM	English Novels
04/23/2024	202302048	W	32.99	10 E 400 411 122000	000			AMAZON.COM	English Novels
04/23/2024	202302049	W	17.45	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302050	W	44.48	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302051	W	22.99	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302052	W	49.39	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302053	W	19.99	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302054	W	8.49	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302055	W	47.56	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302056	W	18.98	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302057	W	29.99	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302058	W	9.99	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302059	W	54.80	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting on behalf of N. Vanderloop
04/23/2024	202302060	W	6.99	10 E 200 449 125500	000			AMAZON.COM	MS Band supplies - submitting

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04/23/2024	202302061 W	65.00 10 E 200 449 125500 000	on behalf of N. Vanderloop MS Band supplies - submitting
04/23/2024	202302062 W	116.97 10 E 200 449 125500 000	on behalf of N. Vanderloop MS Band supplies - submitting
04/23/2024	202302063 W	199.99 10 E 200 449 125500 000	on behalf of N. Vanderloop MS Band supplies - submitting
04/23/2024	202302064 W	231.74 10 E 200 411 143600 000	on behalf of N. Vanderloop Outdoor Adventures Safety Kits
04/23/2024	202302065 W	40.64 10 E 200 411 126000 000	Postcards to Space Project for Science Department.
04/23/2024	202302066 W	59.80 10 E 200 449 135200 000	Kitchen Supplies
04/23/2024	202302067 W	40.60 10 E 400 450 121000 000	art supplies
04/23/2024	202302068 W	59.24 10 E 400 450 121000 000	art supplies
04/23/2024	202302069 W	8.02 10 E 400 450 121000 000	art supplies
04/23/2024	202302070 W	76.06 10 E 400 450 121000 000	art supplies
04/23/2024	202302071 W	51.09 10 E 400 450 121000 000	art supplies
04/23/2024	202302072 W	7.60 10 E 400 450 121000 000	art supplies
04/23/2024	202302073 W	100.64 10 E 400 450 121000 000	art supplies
04/23/2024	202302074 W	20.08 10 E 400 450 121000 000	art supplies
04/23/2024	202302075 W	23.35 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302075 W	0.03 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302076 W	9.98 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302076 W	0.01 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302077 W	6.98 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302077 W	0.01 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302078 W	205.72 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302078 W	0.27 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302079 W	13.94 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302079 W	0.02 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302080 W	12.96 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302080 W	0.02 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302081 W	26.95 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302081 W	0.04 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302082 W	6.98 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302082 W	0.01 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302083 W	9.98 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302083 W	0.01 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302084 W	9.98 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302084 W	0.01 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302085 W	21.96 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302085 W	0.03 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302086 W	12.97 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302086 W	0.02 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302087 W	21.96 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302087 W	0.03 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302088 W	5.98 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302088 W	0.01 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302089 W	5.55 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302089 W	0.01 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302090 W	10.98 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302090 W	0.01 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302091 W	17.97 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302091 W	0.02 10 E 200 449 136000 000	Middle School Tech Ed
04/23/2024	202302092 W	14.97 10 E 200 411 136000 000	Middle School Tech Ed
04/23/2024	202302092 W	0.02 10 E 200 449 136000 000	Middle School Tech Ed

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04/23/2024	202302093	W	5.33	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
04/23/2024	202302093	W	0.01	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
04/23/2024	202302094	W	3.39	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
04/23/2024	202302094	W	0.00	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
04/23/2024	202302095	W	20.96	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
04/23/2024	202302095	W	0.03	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
04/23/2024	202302096	W	8.51	10 E 200 411 126000	000			AMAZON.COM	Science and STEM supplies
04/23/2024	202302097	W	4.16	10 E 200 411 126000	000			AMAZON.COM	Science and STEM supplies
04/23/2024	202302098	W	15.72	10 E 200 411 126000	000			AMAZON.COM	Science and STEM supplies
04/23/2024	202302099	W	12.69	10 E 200 411 126000	000			AMAZON.COM	Science and STEM supplies
04/23/2024	202302100	W	20.70	10 E 200 411 126000	000			AMAZON.COM	Science and STEM supplies
04/23/2024	202302101	W	18.97	10 E 200 411 126000	000			AMAZON.COM	Science Lab
04/23/2024	202302102	W	29.96	27 E 120 411 158118	341			AMAZON.COM	Special Education Supplies
04/23/2024	202302103	W	13.77	27 E 120 411 158118	341			AMAZON.COM	Special Education Supplies
04/23/2024	202302104	W	17.97	27 E 120 411 158118	341			AMAZON.COM	Special Education Supplies
04/23/2024	202302105	W	16.12	27 E 120 411 158118	341			AMAZON.COM	Special Education Supplies
04/23/2024	202302106	W	23.88	27 E 120 411 158118	341			AMAZON.COM	Special Education Supplies
04/23/2024	202302107	W	9.99	27 E 120 411 158118	341			AMAZON.COM	Special Education Supplies
04/23/2024	202302108	W	19.59	27 E 120 411 158118	341			AMAZON.COM	Special Education Supplies
04/23/2024	202302109	W	206.93	10 E 200 411 126000	000			AMAZON.COM	Solar Eclipse Glasses
04/23/2024	202302110	W	61.40	10 E 800 411 239100	000			AMAZON.COM	Employee Appreciation Gifts
04/23/2024	202302111	W	91.52	10 E 140 411 113000	000			AMAZON.COM	3rd Grade Supplies
04/23/2024	202302112	W	75.96	10 E 140 411 113000	000			AMAZON.COM	3rd Grade Supplies
04/23/2024	202302113	W	48.96	10 E 140 411 113000	000			AMAZON.COM	3rd Grade Supplies
04/23/2024	202302114	W	13.18	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302115	W	4.27	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302116	W	21.99	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302117	W	19.99	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302118	W	9.99	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302119	W	18.99	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302120	W	24.95	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302121	W	6.23	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302122	W	11.99	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302123	W	21.35	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302124	W	24.95	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302125	W	9.79	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302126	W	12.99	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302127	W	28.49	27 E 400 411 158110	341			AMAZON.COM	Daily use supplies
04/23/2024	202302128	W	17.06	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302129	W	8.68	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302130	W	61.63	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302131	W	55.71	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302132	W	9.24	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302133	W	22.19	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302134	W	233.99	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302135	W	19.04	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302136	W	10.33	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302137	W	33.16	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302138	W	10.89	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302139	W	10.04	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302140	W	10.00	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302141	W	21.77	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302142	W	12.56	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302143	W	13.06	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302144	W	9.26	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302145	W	92.79	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order

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04/23/2024	202302146	W	6.74	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302147	W	13.07	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302148	W	20.07	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302149	W	29.96	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302150	W	36.03	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302151	W	13.55	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302152	W	58.26	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302153	W	9.03	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302154	W	42.15	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302155	W	49.00	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302156	W	28.47	10 E 140 411 114000	000			AMAZON.COM	4th Grade Team Order
04/23/2024	202302157	W	42.79	27 E 800 411 223300	341			AMAZON.COM	Toner
04/23/2024	202302158	W	26.96	27 E 140 411 158107	341			AMAZON.COM	Felt tip markers
04/23/2024	202302159	W	17.22	10 E 200 411 123000	000			AMAZON.COM	Teaching podium, large post-it notes, large dice, and scissors.
04/23/2024	202302159	W	0.89	10 E 400 411 123000	000			AMAZON.COM	Teaching podium, large post-it notes, large dice, and scissors.
04/23/2024	202302160	W	12.09	10 E 200 411 123000	000			AMAZON.COM	Teaching podium, large post-it notes, large dice, and scissors.
04/23/2024	202302160	W	0.61	10 E 400 411 123000	000			AMAZON.COM	Teaching podium, large post-it notes, large dice, and scissors.
04/23/2024	202302161	W	73.24	10 E 200 411 123000	000			AMAZON.COM	Teaching podium, large post-it notes, large dice, and scissors.
04/23/2024	202302161	W	3.75	10 E 400 411 123000	000			AMAZON.COM	Teaching podium, large post-it notes, large dice, and scissors.
04/23/2024	202302162	W	25.85	10 E 200 411 123000	000			AMAZON.COM	Teaching podium, large post-it notes, large dice, and scissors.
04/23/2024	202302162	W	1.32	10 E 400 411 123000	000			AMAZON.COM	Teaching podium, large post-it notes, large dice, and scissors.
04/23/2024	202302163	W	89.97	10 E 400 450 136431	000			AMAZON.COM	Items for Resale
04/23/2024	202302164	W	24.99	10 E 400 411 241000	000			AMAZON.COM	HS supplies
04/23/2024	202302165	W	67.89	10 E 400 411 241000	000			AMAZON.COM	HS supplies
04/23/2024	202302166	W	33.89	21 E 400 411 162226	000			AMAZON.COM	HS Girls Soccer Supplies
04/23/2024	202302167	W	32.99	21 E 400 411 162226	000			AMAZON.COM	HS Girls Soccer Supplies
04/23/2024	202302168	W	101.94	10 E 140 411 143000	000			AMAZON.COM	Phy Ed Equipment.
04/23/2024	202302169	W	10.99	10 E 400 411 125400	000			AMAZON.COM	Supplies needed for NY Trip/travel
04/23/2024	202302170	W	27.78	10 E 400 411 125400	000			AMAZON.COM	Supplies needed for NY Trip/travel
04/23/2024	202302171	W	13.05	10 E 400 411 125400	000			AMAZON.COM	Supplies needed for NY Trip/travel
04/23/2024	202302172	W	6.10	10 E 400 411 125400	000			AMAZON.COM	Supplies needed for NY Trip/travel
04/23/2024	202302173	W	8.21	10 E 400 411 125400	000			AMAZON.COM	Supplies needed for NY Trip/travel
04/23/2024	202302174	W	23.20	10 E 400 411 125400	000			AMAZON.COM	Supplies needed for NY Trip/travel
04/23/2024	202302175	W	7.12	10 E 400 411 125400	000			AMAZON.COM	Supplies needed for NY

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04/23/2024	202302176	W	5.11	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302177	W	6.97	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302178	W	6.14	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302179	W	9.02	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302180	W	18.04	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302181	W	6.55	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302182	W	8.47	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302183	W	4.83	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302184	W	12.12	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302185	W	18.03	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302186	W	9.90	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302187	W	9.02	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302188	W	8.46	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302189	W	5.26	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302190	W	8.50	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302191	W	13.10	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302192	W	9.02	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302193	W	18.04	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302194	W	6.45	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302195	W	4.22	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302196	W	20.02	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302197	W	16.26	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302198	W	15.16	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302199	W	4.39	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302200	W	12.06	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302201	W	2.79	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY
04/23/2024	202302202	W	9.04	10	E	400	411	125400 000	AMAZON.COM	Trip/travel
04/23/2024	202302203	W	7.61	10	E	400	411	125400 000	AMAZON.COM	Supplies needed for NY

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04/23/2024	202302204 W	18.21 10 E 400 411 125400 000	Trip/travel Supplies needed for NY
04/23/2024	202302205 W	10.07 10 E 400 411 125400 000	Trip/travel Supplies needed for NY
04/23/2024	202302206 W	17.07 10 E 400 411 125400 000	Trip/travel Supplies needed for NY
04/23/2024	202302207 W	25.97 27 E 400 411 158102 341	Trip/travel Classroom Supplies
04/23/2024	202302208 W	5.99 27 E 400 411 158102 341	Classroom Supplies
04/23/2024	202302209 W	16.99 27 E 400 411 158102 341	Classroom Supplies
04/23/2024	202302210 W	7.49 27 E 120 411 158115 341	Special Education Supplies
04/23/2024	202302211 W	22.97 27 E 120 411 158115 341	Special Education Supplies
04/23/2024	202302212 W	19.98 27 E 120 411 158115 341	Special Education Supplies
04/23/2024	202302213 W	12.99 27 E 120 411 158115 341	Special Education Supplies
04/23/2024	202302214 W	16.50 27 E 120 411 158115 341	Special Education Supplies
04/23/2024	202302215 W	6.49 27 E 120 411 158115 341	Special Education Supplies
04/23/2024	202302216 W	15.58 27 E 140 411 158111 341	Classroom supplies
04/23/2024	202302217 W	5.59 27 E 140 411 158111 341	Classroom supplies
04/23/2024	202302218 W	9.88 27 E 140 411 158111 341	Classroom supplies
04/23/2024	202302219 W	14.33 27 E 140 411 158111 341	Classroom supplies
04/23/2024	202302220 W	41.94 10 E 400 449 125500 000	Gong Chord
04/23/2024	202302221 W	70.12 27 E 800 411 218100 341	OT Supplies
04/23/2024	202302222 W	19.98 27 E 800 411 218100 341	OT Supplies
04/23/2024	202302223 W	15.04 27 E 800 411 218100 341	OT Supplies
04/23/2024	202302224 W	6.91 27 E 800 411 218100 341	OT Supplies
04/23/2024	202302225 W	7.99 27 E 800 411 218100 341	OT Supplies
04/23/2024	202302226 W	8.98 27 E 800 411 218100 341	OT Supplies
04/23/2024	202302227 W	24.49 27 E 800 411 218100 341	OT Supplies
04/23/2024	202302228 W	10.49 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302229 W	9.99 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302230 W	9.97 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302231 W	27.44 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302232 W	13.48 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302233 W	18.99 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302234 W	20.99 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302235 W	17.48 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302236 W	31.99 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302237 W	5.96 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302238 W	66.95 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302239 W	8.99 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302240 W	18.59 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302241 W	7.99 10 E 120 411 122900 000	EL Supplies
04/23/2024	202302242 W	281.05 10 E 120 472 110000 000	Safe Harbor Supplies
04/23/2024	202302243 W	14.37 10 E 120 472 110000 000	Safe Harbor Supplies
04/23/2024	202302244 W	10.16 10 E 120 472 110000 000	Safe Harbor Supplies
04/23/2024	202302245 W	15.69 10 E 120 472 110000 000	Safe Harbor Supplies
04/23/2024	202302246 W	25.92 10 E 120 472 110000 000	Safe Harbor Supplies
04/23/2024	202302247 W	9.16 10 E 120 472 110000 000	Safe Harbor Supplies
04/23/2024	202302248 W	20.60 10 E 120 472 110000 000	Safe Harbor Supplies
04/23/2024	202302249 W	30.95 10 E 120 472 110000 000	Safe Harbor Supplies
04/23/2024	202302250 W	17.97 10 E 120 472 110000 000	Safe Harbor Supplies
04/23/2024	202302251 W	19.98 27 E 200 411 158113 341	Headphones, math manipulatives, pencil lead
04/23/2024	202302252 W	38.99 27 E 200 411 158113 341	Headphones, math manipulatives, pencil lead
04/23/2024	202302253 W	65.94 27 E 200 411 158113 341	Headphones, math

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04/23/2024	202302254 W	4.22 27 E 200 411 158113 341	AMAZON.COM manipulatives, pencil lead Headphones, math manipulatives, pencil lead
04/23/2024	202302255 W	40.92 10 E 120 472 110000 000	AMAZON.COM Birthday Pencils
04/23/2024	202302256 W	46.47 10 E 120 472 110000 000	AMAZON.COM Playground Equipment
04/23/2024	202302257 W	30.63 10 E 120 472 110000 000	AMAZON.COM Playground Equipment
04/23/2024	202302258 W	31.66 10 E 120 472 110000 000	AMAZON.COM Playground Equipment
04/23/2024	202302259 W	30.07 10 E 140 411 241000 000	AMAZON.COM gum for Forward Exam
04/23/2024	202302260 W	43.56 10 E 200 411 126000 000	AMAZON.COM For STEM and Science Class
04/23/2024	202302261 W	7.76 10 E 200 411 126000 000	AMAZON.COM For STEM and Science Class
04/23/2024	202302262 W	30.29 10 E 200 411 126000 000	AMAZON.COM For STEM and Science Class
04/23/2024	202302263 W	8.28 10 E 200 411 126000 000	AMAZON.COM For STEM and Science Class
04/23/2024	202302264 W	10.02 10 E 200 411 126000 000	AMAZON.COM For STEM and Science Class
04/23/2024	202302265 W	29.74 10 E 400 411 136000 000	AMAZON.COM Classroom Supplies
04/23/2024	202302266 W	31.60 10 E 400 411 136000 000	AMAZON.COM Classroom Supplies
04/23/2024	202302267 W	25.18 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302268 W	16.52 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302269 W	15.08 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302270 W	41.02 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302271 W	15.08 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302272 W	22.15 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302273 W	8.03 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302274 W	25.22 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302275 W	21.74 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302276 W	8.11 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302277 W	34.40 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets,

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04/23/2024	202302278 W	19.66 27 E 140 411 158107 341	AMAZON.COM putty, math manipulatives, white board supplies, desk bins, pencils General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302279 W	13.67 27 E 140 411 158107 341	AMAZON.COM General supplies - Fidgets, putty, math manipulatives, white board supplies, desk bins, pencils
04/23/2024	202302280 W	22.31 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302281 W	9.28 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302282 W	12.19 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302283 W	7.18 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302284 W	11.72 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302285 W	8.06 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302286 W	14.82 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302287 W	10.36 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302288 W	8.49 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302289 W	15.07 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302290 W	5.04 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302291 W	9.22 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302292 W	6.26 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302293 W	11.95 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302294 W	8.60 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302295 W	14.85 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302296 W	19.61 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302297 W	13.92 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302298 W	25.99 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302299 W	10.08 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302300 W	10.18 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302301 W	13.45 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302302 W	15.33 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302303 W	25.34 10 E 120 472 110000 000	AMAZON.COM Mentor Resources and Supplies
04/23/2024	202302304 W	126.36 21 E 200 411 161923 000	AMAZON.COM MS Student Council Supplies
04/23/2024	202302305 W	36.98 10 E 400 411 241000 000	AMAZON.COM HS supplies
04/23/2024	202302306 W	27.83 10 E 400 411 241000 000	AMAZON.COM HS supplies
04/23/2024	202302307 W	59.79 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302308 W	139.99 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302309 W	71.99 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302310 W	30.99 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302311 W	5.99 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302312 W	7.19 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302313 W	17.99 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302314 W	4.99 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302315 W	9.99 10 E 800 411 219000 297	AMAZON.COM Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302316 W	19.99 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302317 W	12.30 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302318 W	8.99 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302319 W	9.89 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302320 W	39.99 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302321 W	4.60 10 E 140 411 213000 000	AMAZON.COM Office supplies
04/23/2024	202302322 W	6.25 10 E 140 411 213000 000	AMAZON.COM Office supplies

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04/23/2024	202302323	W	19.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302324	W	7.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302325	W	6.99	10 E 200 411 136000 000				AMAZON.COM	Middle School Tech
04/23/2024	202302326	W	6.49	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302327	W	14.97	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302328	W	12.95	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302329	W	9.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302330	W	15.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302331	W	32.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302332	W	10.69	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302333	W	9.00	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302334	W	24.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302335	W	17.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302336	W	54.87	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302337	W	7.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302338	W	13.61	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302339	W	20.99	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302340	W	20.95	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302341	W	49.99	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302342	W	22.67	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302343	W	7.99	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302344	W	18.95	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302345	W	6.48	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302346	W	13.89	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302347	W	9.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302348	W	38.99	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302349	W	24.95	10 E 800 411 219000 297				AMAZON.COM	Professional Development, Functional Skills Supplies, Classroom Supplies.
04/23/2024	202302350	W	219.80	10 E 400 411 122000 000				AMAZON.COM	Replacement English Novels
04/23/2024	202302351	W	89.10	10 E 400 411 122000 000				AMAZON.COM	Replacement English Novels
04/23/2024	202302352	W	7.33	10 E 200 411 136000 000				AMAZON.COM	Middle School Tech
04/23/2024	202302353	W	8.29	10 E 200 411 136000 000				AMAZON.COM	Middle School Tech
04/23/2024	202302354	W	11.08	10 E 200 411 136000 000				AMAZON.COM	Middle School Tech
04/23/2024	202302355	W	6.99	10 E 140 411 213000 000				AMAZON.COM	Office supplies
04/23/2024	202302356	W	8.80	10 E 200 411 136000 000				AMAZON.COM	Middle School Tech

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04/23/2024	202302357	W	26.99	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302358	W	10.49	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech
04/23/2024	202302359	W	18.99	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech
04/23/2024	202302360	W	10.12	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech
04/23/2024	202302361	W	20.99	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302362	W	75.00	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302363	W	28.99	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302364	W	43.96	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302365	W	26.99	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech
04/23/2024	202302366	W	49.47	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302367	W	12.99	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302368	W	23.75	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302369	W	22.94	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302370	W	11.99	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302371	W	18.49	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302372	W	15.14	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302373	W	25.20	10 E 120 411 112000	000			AMAZON.COM	classroom supplies
04/23/2024	202302374	W	30.87	10 E 120 411 122000	000			AMAZON.COM	Literacy Supplies
04/23/2024	202302375	W	27.11	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302376	W	14.29	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302377	W	87.25	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302378	W	14.29	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302379	W	12.62	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302380	W	14.28	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302381	W	14.28	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302382	W	123.07	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302383	W	70.11	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302384	W	95.95	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302385	W	149.45	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302386	W	57.44	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302387	W	49.20	10 E 120 411 111000	000			AMAZON.COM	School Supplies
04/23/2024	202302388	W	47.03	10 E 120 411 122000	000			AMAZON.COM	Literacy Supplies
04/23/2024	202302389	W	9.11	10 E 120 411 122000	000			AMAZON.COM	Literacy Supplies
04/23/2024	202302390	W	61.32	10 E 120 411 122000	000			AMAZON.COM	Literacy Supplies
04/23/2024	202302391	W	20.92	10 E 120 411 122000	000			AMAZON.COM	Literacy Supplies
04/23/2024	202302392	W	157.76	10 E 140 411 125000	000			AMAZON.COM	general music
04/23/2024	202302393	W	62.02	10 E 140 411 125000	000			AMAZON.COM	general music
04/23/2024	202302394	W	34.78	10 E 140 411 125000	000			AMAZON.COM	general music
04/23/2024	202302395	W	25.11	10 E 140 411 125000	000			AMAZON.COM	general music
04/23/2024	202302396	W	114.19	10 E 140 411 125000	000			AMAZON.COM	general music supplies
04/23/2024	202302397	W	23.21	10 E 140 411 125000	000			AMAZON.COM	general music supplies
04/23/2024	202302398	W	9.24	10 E 140 411 125000	000			AMAZON.COM	general music supplies
04/23/2024	202302399	W	10.23	10 E 140 411 125000	000			AMAZON.COM	general music supplies
04/23/2024	202302400	W	64.44	10 E 140 411 125000	000			AMAZON.COM	general music supplies
04/23/2024	202302401	W	11.23	10 E 140 411 125000	000			AMAZON.COM	general music supplies
04/23/2024	202302402	W	35.00	21 E 800 411 214000	000			AMAZON.COM	School Nurse Supplies
04/23/2024	202302403	W	15.79	21 E 800 411 214000	000			AMAZON.COM	School Nurse Supplies
04/23/2024	202302404	W	83.88	10 E 120 411 125000	000			AMAZON.COM	general music supplies
04/23/2024	202302405	W	63.92	10 E 120 411 125000	000			AMAZON.COM	general music supplies
04/23/2024	202302406	W	125.82	10 E 120 411 125000	000			AMAZON.COM	general music supplies
04/23/2024	202302407	W	69.97	10 E 120 411 143000	000			AMAZON.COM	PE Equipment
04/23/2024	202302408	W	45.43	10 E 120 411 143000	000			AMAZON.COM	PE Equipment
04/23/2024	202302409	W	48.15	10 E 120 411 143000	000			AMAZON.COM	PE Equipment
04/23/2024	202302410	W	61.27	10 E 120 411 143000	000			AMAZON.COM	PE Equipment
04/23/2024	202302411	W	7.02	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302411	W	5.97	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies

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04/23/2024	202302412	W	64.44	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302412	W	54.84	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302413	W	9.18	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302413	W	7.81	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302414	W	6.45	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302414	W	5.49	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302415	W	21.46	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302415	W	18.26	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302416	W	23.02	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302416	W	19.58	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302417	W	36.60	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302417	W	31.15	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302418	W	9.18	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302418	W	7.81	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302419	W	5.36	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302419	W	4.57	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302420	W	13.54	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302420	W	11.52	10 E 400 450 136431	000			AMAZON.COM	Shop Supplies
04/23/2024	202302421	W	198.00	10 E 120 411 110500	000			AMAZON.COM	Supplies for Kindergarten Classroom
04/23/2024	202302422	W	149.75	10 E 120 472 110000	000			AMAZON.COM	Timers for student self-regulation
04/23/2024	202302423	W	144.99	27 E 400 411 158105	341			AMAZON.COM	Standing Desk
04/23/2024	202302424	W	15.20	10 E 200 411 124500	000			AMAZON.COM	Whiteboard cleaning supplies and calculators
04/23/2024	202302425	W	42.22	10 E 200 411 124500	000			AMAZON.COM	Whiteboard cleaning supplies and calculators
04/23/2024	202302426	W	25.56	10 E 200 411 124500	000			AMAZON.COM	Whiteboard cleaning supplies and calculators
04/23/2024	202302427	W	64.99	10 E 200 411 241000	000			AMAZON.COM	supplies
04/23/2024	202302428	W	39.83	10 E 200 411 241000	000			AMAZON.COM	supplies
04/23/2024	202302429	W	10.57	10 E 200 411 241000	000			AMAZON.COM	supplies
04/23/2024	202302430	W	55.39	10 E 200 411 241000	000			AMAZON.COM	supplies
04/23/2024	202302431	W	21.40	10 E 200 411 241000	000			AMAZON.COM	supplies
04/23/2024	202302432	W	23.74	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302432	W	1.25	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302433	W	73.81	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302433	W	3.89	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302434	W	3.31	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302434	W	0.17	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302435	W	7.64	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302435	W	0.40	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302436	W	26.80	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302436	W	1.41	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302437	W	11.30	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302437	W	0.59	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302438	W	9.02	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302438	W	0.47	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302439	W	3.78	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302439	W	0.20	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302440	W	26.56	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302440	W	1.40	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302441	W	25.25	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302441	W	1.33	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302442	W	6.64	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302442	W	0.35	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed

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04/23/2024	202302443	W	12.34	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302443	W	0.65	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302444	W	24.66	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302444	W	1.30	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302445	W	8.06	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302445	W	0.42	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302446	W	11.20	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302446	W	0.59	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302447	W	9.48	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302447	W	0.50	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302448	W	22.48	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302448	W	1.18	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302449	W	28.49	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302449	W	1.50	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302450	W	8.54	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302450	W	0.45	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302451	W	17.94	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302451	W	0.94	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302452	W	9.21	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302452	W	0.49	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302453	W	4.74	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302453	W	0.25	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302454	W	7.31	10 E 200 411 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302454	W	0.38	10 E 200 450 136000	000			AMAZON.COM	Middle Tech Ed
04/23/2024	202302455	W	5.99	10 E 140 411 121000	000			AMAZON.COM	Art Supplies
04/23/2024	202302456	W	2.79	10 E 140 411 121000	000			AMAZON.COM	Art Supplies
04/23/2024	202302457	W	19.79	10 E 140 411 121000	000			AMAZON.COM	Art Supplies
04/23/2024	202302458	W	12.95	10 E 140 411 121000	000			AMAZON.COM	Art Supplies
04/23/2024	202302459	W	16.75	21 E 800 411 214000	000			AMAZON.COM	23-24 School Nurse Order
04/23/2024	202302460	W	18.55	21 E 800 411 214000	000			AMAZON.COM	23-24 School Nurse Order
04/23/2024	202302461	W	18.82	21 E 800 411 214000	000			AMAZON.COM	23-24 School Nurse Order
04/23/2024	202302462	W	26.34	21 E 800 411 214000	000			AMAZON.COM	23-24 School Nurse Order
04/23/2024	202302463	W	16.96	21 E 800 411 214000	000			AMAZON.COM	23-24 School Nurse Order
04/23/2024	202302464	W	8.25	27 E 140 411 158106	341			AMAZON.COM	supplies
04/23/2024	202302465	W	23.71	10 E 800 411 171000	000			AMAZON.COM	El Supplies
04/23/2024	202302466	W	16.78	10 E 800 411 171000	000			AMAZON.COM	El Supplies
04/23/2024	202302467	W	20.99	10 E 800 411 171000	000			AMAZON.COM	El Supplies
04/23/2024	202302468	W	9.99	10 E 800 411 171000	000			AMAZON.COM	El Supplies
04/22/2024	202302016	W	17,723.22	98 L 000 000 811901	000			DEAN HEALTH INC	Health Insurance - May Coverage
04/22/2024	202302016	W	123,909.58	98 L 000 000 811630	000			DEAN HEALTH INC	Health Insurance - May Coverage
04/22/2024	202302016	W	16,866.69	10 E 800 290 292000	000			DEAN HEALTH INC	Health Insurance - May Coverage
04/22/2024	202302015	W	13,785.68	98 L 000 000 811632	000			DELTA DENTAL	Dental Insurance - May Coverage
04/22/2024	202302015	W	2,354.95	98 L 000 000 811902	000			DELTA DENTAL	Dental Insurance - May Coverage
04/22/2024	202302015	W	857.02	10 E 800 290 292000	000			DELTA DENTAL	Dental Insurance - May Coverage
04/22/2024	202302017	W	1,361.42	98 L 000 000 811646	000			STANDARD INSURANCE C	Accident, Critical, Hospital Insurance - May Coverage
04/22/2024	202302017	W	1,509.00	98 L 000 000 811648	000			STANDARD INSURANCE C	Accident, Critical, Hospital Insurance - May Coverage
04/22/2024	202302017	W	474.52	98 L 000 000 811649	000			STANDARD INSURANCE C	Accident, Critical, Hospital Insurance - May Coverage

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04/24/2024	202302014	W	524.87	98 L 000 000 811675	000		WEA MEMBER BENEFITS	TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
04/24/2024	202302012	W	59.96	98 L 000 000 811641	000		WEA TRUST ADVANTAGE	WEA Home Owner's Ins
04/24/2024	202302012	W	935.00	98 L 000 000 811642	000		WEA TRUST ADVANTAGE	WEA Roth IRA
04/24/2024	202302012	W	16.00	98 L 000 000 811643	000		WEA TRUST ADVANTAGE	WEA Umbrella Ins
04/24/2024	202302012	W	2,627.00	98 L 000 000 811642	000		WEA TRUST ADVANTAGE	WEA Roth TSA
04/24/2024	202302012	W	3,428.33	98 L 000 000 811676	000		WEA TRUST ADVANTAGE	WEA Tax Sheltered Annuity
04/24/2024	202302013	W	270.00	98 L 000 000 811672	000		WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
04/24/2024	202302013	W	139.29	98 L 000 000 811672	000		WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
04/24/2024	202302013	W	300.00	98 L 000 000 811672	000		WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
04/30/2024	202302011	W	0.98	10 E 800 355 263300	000		CENTURYLINK	MONTHLY CHARGES
04/22/2024	202302009	W	1,136.69	50 E 800 415 257250	000		PEPSI-COLA OF GREEN	HS VENDING
04/23/2024	202302010	W	650.02	10 E 800 331 253300	000		WISCONSIN PUBLIC SER	Acct #0401972111-00005 March Gas for Bus Garage
04/30/2024	202302023	W	162.74	10 E 800 310 239000	000		EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
04/30/2024	202302023	W	618.03	98 L 000 000 811900	000		EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
04/30/2024	202302023	W	1,148.50	10 E 800 248 239000	000		EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
04/30/2024	202302022	W	19,763.14	50 E 800 415 257220	000		GORDON FOOD SERVICE	April 2024 Food Bills
04/30/2024	202302022	W	780.90	50 E 800 415 257250	000		GORDON FOOD SERVICE	April 2024 Food Bills
04/30/2024	202302022	W	7,464.23	50 E 800 415 257220	549		GORDON FOOD SERVICE	April 2024 Food Bills
04/30/2024	202302022	W	77.98	50 E 800 411 257000	000		GORDON FOOD SERVICE	April 2024 Food Bills
04/30/2024	202302026	W	102,699.86	98 L 000 000 811611	000		INTERNAL REVENUE SER	FEDERAL TAXES
04/30/2024	202302026	W	83,116.65	98 L 000 000 811612	000		INTERNAL REVENUE SER	FEDERAL TAXES
04/30/2024	202302025	W	46,564.21	98 L 000 000 811613	000		WISCONSIN DEPARTMENT	STATE TAXES
04/30/2024	202302024	W	83,274.12	98 L 000 000 811621	000		WISCONSIN RETIREMENT	STATE RETIREMENT
04/30/2024	202302024	W	32,375.96	98 L 000 000 811622	000		WISCONSIN RETIREMENT	STATE RETIREMENT
			941,387.52	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	247,088.11	247,088.11
21	SPECIAL REVENUE - GIFTS	0.00	0.00	75,146.49	75,146.49
27	SPECIAL EDUCATION	0.00	0.00	9,237.39	9,237.39
41	BUILDING FUND	0.00	0.00	28,635.25	28,635.25
50	FOOD SERVICE FUND	134.80	0.00	42,458.51	42,593.31
80	COMMUNITY SERVICE FUND	0.00	0.00	660.08	660.08
98	PAYROLL CLEARING FUND	538,026.89	0.00	0.00	538,026.89
***	Fund Summary Totals ***	538,161.69	0.00	403,225.83	941,387.52

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

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

From: **Kelly Oram-Rankin** <kicor77@gmail.com>

Date: Fri, Apr 26, 2024 at 10:58 AM

Subject: Swim Coaching

To: Todd Meikle <tmeikle@sbsdmail.net>

Cc: Erin Peterson <epeterson919@gmail.com>, Kelsey Smith
<Kelsey.smith0714@gmail.com>

Todd,

Over the last two weeks I have been meeting with both Kelsey and Erin to set up the plan for next season. The season looks great and the regular season schedule will prepare the girls for another phenomenal performance at the State meet. We have planned our usual summer camp in July and have three fundraisers set up for this summer to rebuild our activities account.

As a mom I am also prepared to send Cassie off to college. She will compete on the Quincy University swim team as well as pursue her degree in radiologic sciences. My son Jaxon will be a sophomore in the fall and has many interests but none of them include swimming. His passion is for football. In the 5 years I have been coaching the girls swim team I have only been able to attend three of his football games. I could justify this when Cassie was on the swim team but now I need to focus my time and energy on my son and his academic and athletic pursuits.

I absolutely do not want to leave the girls team entirely. I love coaching and I love swim. I simply need to allow myself more time for the next three years to be a football mom.

Erin, Kelsey and I would like to propose the following plan for the 2024 season. Erin is very motivated to take over as the head coach of the girls swim team, Kelsey would like to do one more year as assistant coach and I will stay on as a volunteer assistant. This will allow for a very smooth transition for the athletes and ensure the continued success of our team. I will continue to manage the behind the scenes work for planning and coordinating the season, hosting team meetings, and managing team equipment. Erin would take over the reigns at practices, writing workouts, coaching meets and submit entries for the meets. Kelsey will continue in her role coaching practices and meets, writing press releases and organizing apparel orders. I will attend as many practices and meets as my football mom schedule allows for.

I want you to know how much I have enjoyed my role as swim coach and truly love every athlete I have had the honor of working with. I am also very grateful for all that you have done to help build this program into the success it is today, a return to glory of sorts.

Please let me know how we need to proceed with the coaching transitions. I believe there will need to be school board action taken and you will have to talk with Erin about her future with the boys program. There will be no pause in the season planning while this occurs. I have my first captains/seniors meeting on May 1st and would like to give the girls a heads up as to what the coaching structure will look like this fall.

Please let me know what the next steps are.

Kelly

May 1, 2024

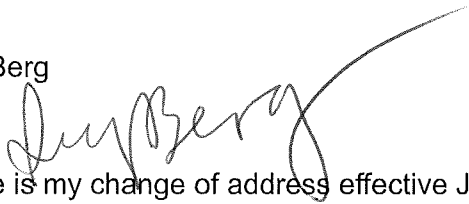
Dear Katie Smullen and the School District of Sturgeon Bay,

Please accept this as my formal resignation from the Sturgeon Bay School District. I plan to complete the school year and Session 1 of Summer School if students are signed up for my class: Everyday is a field trip; therefore my last day will be June 27, 2024. I am grateful for your support and my experiences teaching at Sunrise Elementary School. I've gained many valuable skills and knowledge through my time with the school district. It has been a sincere pleasure working with the excellent team at Sunrise Elementary School and I look forward to what the future brings.

Let me know how this transition will work and what needs to be done with my position.

Thank you,

Ivy Berg

A handwritten signature in dark ink, appearing to read 'Ivy Berg', with a long, sweeping flourish extending from the end of the name.

Here is my change of address effective July 25, 2024:

Ivy Berg
3232 109th Street
Chippewa Falls, Wisconsin, 54729

From: **Danielle Tauscher** <dtauscher@sbsdmail.net>
Date: Wed, Apr 24, 2024 at 6:36 PM
Subject: note for staff
To: Kathryn DeVillers <kdevillers@sbsdmail.net>

Hey Katy,

I just wanted to jot down a note to share, like we had mentioned. I've also sent a private message to Holly.

I realized that my assigned laptop and charger were still at the circulation desk, beside the PC where I normally worked.

Thank you again for all of your help, time, and patience while I sorted this out, and for the incredibly kind thoughts you shared with me today. I appreciate it more than I can express.

-Dani

Note:

My original intention was to stay until the end of the year, but due to some unforeseen issues with my mental health, I have made the tough decision to walk away from the school year now. I want to thank all of you for everything you have done to help me, be it a kind word or making changes in your day-to-day routines. It didn't go unnoticed or unappreciated on my end and I am grateful beyond words.

I feel really lucky to have landed at Sawyer and met the kind, thoughtful, strong, devoted staff that works here. I will miss working with you. I will also miss the kids so, so much and please, feel free to share that with them. I wish all of you the best.

Take care of yourselves,

Dani

Sturgeon Bay School District

EMPLOYMENT HANDBOOK
FOR
PROFESSIONAL STAFF MEMBERS

DATE JULY 1, 2024



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B – Supplemental Pay for Yearly Leadership Opportunities

C – Co-Curricular Pay Schedule

D – Additional Employment Payment Schedule

E – School Year Calendar

F – Cafeteria Plan/Alternative Benefit Plan (ABP)

G – Post-Employment Benefits

I. INTRODUCTION

A. INTRODUCTORY STATEMENT

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

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

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

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

B. DISCLAIMER STATEMENT

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

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

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice. This Employee

Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

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

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

C. STATEMENT OF PHILOSOPHY

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

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

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

D. CHAIN OF COMMAND – ORGANIZATIONAL CHART

The chain of command is the formal line of authority, communication, and responsibility within the District. [Policy 3112](#) – Board-Staff Communications

E. PURPOSE

1. The primary goal is the development and operation of an educational program of the highest quality for the benefit of students and the community.
2. Teaching is a profession, and the quality of the educational program is dependent upon the quality of the teaching service. The ultimate aim of education is the continuing development, continuity and implementation of quality in our educational program and constant welfare of the students.
3. Wisconsin law expressly prohibits strikes at any time by the teaching personnel covered by this Handbook.
4. In the event of any violation of the preceding clause, the Board may take whatever disciplinary action it deems appropriate including immediate discharge and such action shall not be subject to arbitration except on the basis that the employee involved did not participate in the prohibited activity.
5. The Board shall continue to operate and manage the school system and its programs, facilities, properties and school related activities of its employees, and it is expressly recognized that this operational and managerial responsibility includes, but is not limited to, the determination and direction of the teaching force; the right to subcontract for goods, services or work that is deemed desirable by the Board or the District Administrator; the right to plan, direct and control school activities; the right to establish and revise the school calendar; establish hours of employment; to schedule classes and assign workloads; to determine teaching methods, subjects to be taught; to select textbooks, teaching aids and materials, to maintain the effectiveness of the school system, to make necessary assignments for all programs of an extracurricular nature; to determine teacher complement; to create, revise and eliminate positions; to establish and require observance of reasonable rules and regulations; to select, hire and terminate teachers; to determine teacher qualification and conditions of employment; to promote or demote and to discipline and discharge teachers.
6. The foregoing enumerations of the functions of the Board shall not be considered to exclude other functions of the Board not specifically set forth.

II. EMPLOYMENT

A. EQUAL EMPLOYMENT OPPORTUNITY

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

the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to [Policy 3122](#) - Nondiscrimination and Equal Employment Opportunity

B. ANTI-HARASSMENT POLICY

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

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

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

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

For more information employees shall refer to: [Policy 3362](#) - Employee Anti-Harassment, [Policy 3362.01](#) - Threatening Behavior Toward Staff Members

C. JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for professional staff member accountability that each professional staff member is fully aware of the duties and

responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

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

D. IMMIGRATION REFORM ACT COMPLIANCE

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

For more information regarding this compliance, please refer to the following: [Policy 3111](#) - Creating a Position

E. CONFLICT OF INTEREST

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

[Policy 1130](#) – Ethics & Conflict of Interest

[Policy 3210](#) - Staff Ethics

F. OUTSIDE ACTIVITIES OF STAFF

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

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following: [Policy 3231](#) - Outside Activities of Staff

G. COMMUNICATIONS AND SUGGESTIONS

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

Professional staff members should refer to the detailed procedure regarding communication set forth in: [Policy 3112](#) – Board-Staff Communications

H. POLITICAL ACTIVITIES

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

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

I. REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

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

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

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

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

III EMPLOYMENT STATUS AND RECORDS

A. EMPLOYMENT CATEGORIES

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

B. PERSONNEL FILES

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

C. PERSONNEL FILE RECORD CORRECTION

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

D. PERFORMANCE EVALUATION

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

This program shall focus upon the early identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with the following: [Policy 3220](#) – Staff Evaluation & Educator Effectiveness

E. CONFIDENTIALITY

As a result of an Employee's responsibilities with the District, an Employee may have access to confidential student or personnel records or other sensitive information. This may include, without limitation, information concerning the educational and medical status or condition of a student, the medical status or condition of an Employee, Employee records as well as the District's business practices including purchasing and negotiating strategies (collectively "confidential information"). Pupil information obtained as the result of employment with the District is confidential information and protected by law unless such information

has been designated as pupil directory data in School Board policy, and parents or guardians have not otherwise exercised their right to opt out of the release of designated directory data information.

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

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

F. PROFESSIONAL GROWTH REQUIREMENTS

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

[Policy 3242](#) – Professional Growth Requirements

G. STUDENT SUPERVISION AND WELFARE

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

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

H. ASSIGNMENT AND TRANSFERS

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

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

I. STAFF DISCIPLINE

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

J. REDUCTION IN STAFF

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

K. TERMINATION AND RESIGNATION

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

Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

Any decision to terminate a staff member's employment contract shall be subject to review consistent with [Policy 3340](#) - Grievance Procedure. Finally, a staff member may resign in accordance with the terms of his/her individual employment contract.

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

IV. EMPLOYEE PAY AND BENEFITS

A. PAY PERIODS

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

B. COMPENSATION

The Board shall approve the employment, fix the compensation, and establish the term of employment for each professional staff member employed by this District. The District will set compensation for Employees on an annual basis and will provide Employees notice of their salary or wages in accordance with contract dates. The District exclusively reserves the right to provide other compensation, such as merit pay, performance pay, supplemental compensation, or other forms of compensation. Said compensation will be based upon objective evaluations and teacher effectiveness.

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

- Appendix A of the Salary and Supplemental Pay Guide will contain the Salary Ladder that accompanies the new system.
- Appendix B will contain the Supplemental Pay for Yearly Leadership Opportunities. Appendix C will contain the Co-curricular pay schedule established by the Board of Education.
- Appendix D will contain the Additional Employment Payment Schedule.
- Appendix E will contain the School Year Calendar.
- Appendix F will contain Cafeteria Plan/Alternative Benefit Plan (ABP).
- Appendix G will contain Post Employment Benefits.

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

C. BENEFITS

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

[Policy 3425](#) – Benefits

D. LEAVES OF ABSENCE (extended leave)

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

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

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

E. EMPLOYEE LEAVES

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

F. PAID TIME OFF (PTO) BENEFIT

Note: This PTO system does not apply to individuals in Category 3 of Appendix G of the Post Employment Benefits of the Salary and Supplemental Pay Guide.

PTO provides a single bank of leave time for Teachers and Professional Staff covered by the Professional Staff Handbook to use at their discretion when requesting time

away from work. PTO is a benefit designed to increase flexibility and choice by empowering employees to prioritize elements of their compensation. In addition, PTO provides teachers with increased flexibility to positively influence their work-life balance and empowers educators to make more decisions about their personal finances.

All full-time equivalency (1.0 FTE) Teachers and Professional Staff covered by the Professional Staff Handbook shall receive ten (10) Days of PTO annually – one day per month worked during the school year. Any Teacher under a 1.0 FTE shall receive a prorated number of days, based on FTE. PTO is earned for each month an employee physically works 10 days or more, however, the whole benefit is provided at the beginning of the year. In the case of resignation, retirement, termination of employment or any other reason for employment separation, a proration calculation for days earned will be completed. The calculation will determine whether the employee used more leave than they earned and whether a deduction will be made from their last paycheck OR if the employee earned more leave than they used and whether a payment is due to them on their last paycheck. More information about this process can be found below.

New employees who start on or before the first contract day of the year will receive ten (10) PTO days to use immediately. Employees hired after the first month of school will receive a prorated number of PTO days based on the number of remaining months they will work in the year.

Employees with ten (10) years or more of local service will be granted an additional PTO day. Employees with twenty-five (25) years or more of local service will be granted an additional PTO day.

Each PTO day has a cash value, and Teachers may request unused PTO days be compensated at the end of the school year or roll them into their sick leave bank. PTO is an attendance-based program and as such, any time away from work will impact the remaining cash value at the end of the year.

G. PTO GUIDELINES

A reason is not required when requesting PTO. However, in circumstances where more than one employee in the same building/department request the same day off, providing additional information may expedite the approval request.

PTO will be approved by the building administrator based on the needs of each building at the time of the request. The operational needs of the building and District will be taken into consideration prior to approving a request for PTO and may cause a denial or cancellation of the request.

Absence requests for PTO must be entered into Skyward and Frontline at least 48 business hours prior to the day being requested off, unless there are extenuating circumstances (i.e. determined on a situational basis by the building administrator).

Extenuating circumstances may include sudden illness of the employee or close family member, an emergency such as a house fire, etc.

PTO may be requested up to, but not to exceed five (5) consecutive days. Prearranged PTO requests of up to five (5) consecutive days must be submitted and approved with not less than a ten (10) business day notice. Classroom coverage must be pre-arranged and assigned.

In reference to pre-planned absence: no more than two (2) employees per elementary school can take PTO on the same day, three (3) employees in the middle school and four (4) employees in the high school. At the discretion of the principal the daily PTO limit may be exceeded due to extenuating circumstances.

If an employee becomes ill or cannot be at work due to an emergency medical reason, they must enter their absence as soon as possible. If the illness occurs after the Frontline cutoff, employees must call the sub-caller to request emergency coverage.

If an employee utilizes PTO for more than three (3) consecutive days for illness or medical reasons, a written statement from a licensed physician may be required along with any applicable restrictions before returning to work.

In eligible Wisconsin FMLA cases, employees have the right to choose what type of paid leave they would like to apply. PTO is attendance related and any time away from work for any reason will result in loss of PTO attendance bonus correlating to the number of days missed during the year.

Misuse of PTO may result in loss of wages and reimbursement to the District of pro-rated benefits for the time absent.

Employees may have a sick leave balance which can be maintained up to a maximum of sixty (60) days. Employees must use their allotted PTO days in total before utilizing sick leave from their past balance. Sick leave balances may be used for an ill employee or a sick family member. Employee's Immediate family shall include employee's spouse, parents, father/mother-in-law, siblings, brother/sister-in-law, children, grandparents, and grandchild (including step relationships for all listed) or significant other. Additional consideration may be made for another person close to the employee as approved by the employee's Building Administrator and Superintendent.

If pre-planned PTO absences deplete an employee's total balance for the year and prior to those pre-planned absences an employee becomes ill, a PTO day must be cancelled and applied to the sick day. For example, an employee pre-plans and schedules their total allotment of PTO days in advance to go on a vacation in February. In November, the employee calls in sick. A PTO day will be taken from the pre-planned absences and will be applied to the sick day. Employees cannot access their sick leave bank until all PTO has been exhausted (current or pending).

Should a situation arise where all PTO and any remaining sick leave has been depleted, a special request must be submitted on Unpaid Leave/Time Off Request Form (located in Google Drive) to be absent from work. If granted, additional time off will be unpaid and a payroll deduction will be taken including the cost of the employee portion of insurance premium, when applicable.

H. PAYOUT/CONVERSION OF PTO

Employees may request unused PTO days be remunerated at the end of the school year or they may be converted to sick leave in the new fiscal year. Employees have the option to choose a combination of days to be converted and the number of days to be paid out (not to exceed the current year's allotment). Each PTO day has a cash value as defined below (value is subject to change based on district budget allocations) and is only valid during the year they were earned. Employees will be provided with a form near the end of the school year to allocate any remaining cash value which must be submitted before the end of business day (4:00 p.m.) on the last student day of each school year (for school year employees) or by the 15th of June (for full year employees). If the payout form is not submitted on time any remaining balance will be converted into sick leave. The related payout will occur on or before June 30th. If a payout is chosen, the funds may be:

- \$90 Paid out via payroll
- \$100 Contributed to a tax sheltered 403b account (if eligible)
- \$100 Contributed to a tax-sheltered health savings account (if eligible)
- Or a combination of the above

Employees may accumulate up to sixty (60) sick leave days. Payout for unused PTO is only available for the days granted in the year of the payout. If PTO days are converted, they do not retain their cash value.

I. HOW PTO IS TREATED UPON TERMINATION OF EMPLOYMENT

In cases of resignation, retirement, termination of employment or any other reason for employment separation, payout of the unused sick leave bank will not occur. However, if an employee uses more PTO leave days than they have earned for that fiscal year, a contract loss will be administered. A calculation will be used to determine the amount of PTO earned versus used in the fiscal year. If days earned were not used prior to the last date of employment, a payout will occur. If days used exceed the amount of PTO earned, a contract loss will be administered.

J. BEREAVEMENT LEAVE

Bereavement leave will be granted due to death in the immediate family and shall be limited to three (3) days per occurrence but may be extended at the discretion of the Principal and the Superintendent. If more than three (3) days are needed, additional days will come from PTO first. If PTO is exhausted, then additional days will come from sick leave balance.

Employee's Immediate family shall include employee's spouse, parents, father/mother-in-law, siblings, brother/sister-in-law, children, grandparents, and grandchild (including step relationships for all listed) or significant other. Additional consideration may be made for another person close to the employee as approved by the employee's Building Principal and Superintendent.

K. HOLIDAYS

Contracted Teachers receive three paid holidays as part of their contracted 190 days each year. Labor Day, Thanksgiving Day and Memorial Day.

L. MILITARY LEAVE

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

M. LEAVE FOR JURY DUTY WHEN CALLED TO PERFORM THEIR CIVIC RESPONSIBILITY AS A POTENTIAL JUROR OR TO SERVE ON A JURY

Any employee, who shall be called for jury duty or be required to appear as a witness in court, shall receive regular salary or wages for such day or days while serving or appearing. Upon completion of jury duty, the employee shall remit to the District any compensation received from the court for such jury duty. In case of court appearance, required because of a violation by the employee, the section will not apply.

N. NATIONAL BOARD CERTIFICATION ABSENCES

The District will provide 1 day of paid leave for a teacher taking the National Board Certification test.

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

O. OTHER LEAVE CONSIDERATIONS

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

- a. No sick leave will be paid beyond the first day for which a teacher would become eligible for long-term disability whether the teacher applies or not for that benefit.
- b. PTO/Sick leave shall cover absences due to employee illness, including childbearing.
- c. Sick leave for critical illness and/or emergency medical treatment for the employee's immediate family shall be in accordance with the provisions of state and federal Family and Medical Leave Acts (FMLA) for leave requests beyond three (3) days.
- d. Employee's Immediate family shall include employee's spouse, parents, father/mother-in-law, siblings, brother/sister-in-law, children, grandparents, and grandchild (including step relationships for all listed) or significant other. Additional consideration may be made for another person close to the employee as approved by the employee's Building Administrator and Superintendent.
- e. A doctor's certificate is required for any sick leave absences in excess of three (3) days. This requirement may be waived by the Superintendent under certain circumstances.

P. FAMILY MEDICAL LEAVE

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

Q. HEALTH AND DENTAL INSURANCE BENEFITS

Health and Dental Insurance will be provided to all full-time professional staff members in accordance with the District's Health Insurance Plan and Policy 3419 – Group Health Plans and Policy 3425 - Benefits. These benefits will be prorated for

employees less than full-time. An employee must be at least 50% to qualify for health and dental benefits. The district does offer an alternative benefit that is defined in Appendix F of the Salary and Supplemental Pay Guide.

R. PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

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

Policy 3419.02 - Privacy Protections of Fully Insured Group Health Plans.

S. RETIREMENT

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

V. WORKING CONDITIONS AND HOURS OF WORK

A. TEACHING HOURS

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

The District may have a teacher’s workday differ in order to accommodate for before and after school programming.

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

High School and Middle School Teaching Loads

Within an eight-period day:

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

Within a seven-period day:

A. 5 classes 1 duty 1 preparation period

B. 6 classes 0 duty 1 preparation period

Within a four-period day:

A. 3 classes 1 rotating duty 1 preparation

(Duty = 30 minutes) (Preparation = minimum 60 minutes)

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

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

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

It is recognized that a teacher's workload extends beyond the scheduled hours of required in-school attendance. When middle school and high school teachers are required to attend more than one (1) meeting per week that extends beyond 3:45 p.m. these teachers may take an equal amount of release time under a "flexible schedule" arranged with their immediate supervisor (principal), computed from 3:30 p.m. When elementary teachers have more than one (1) meeting per week that extends beyond 3:35 p.m. these teachers may request a flexible schedule to be arranged for an equal amount of time computed from 3:10 p.m. Flexible schedules must be arranged for a mutually agreeable workday and taken before May 1 of the school year. Elementary teachers required to attend non-contract evening meetings may submit a voucher at the hourly rate.

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

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

teachers. Special education teachers at the secondary level may be granted similar privileges in order to work with classroom teachers during their prep time.

B. SCHOOL CALENDAR

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

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

C. DRESS CODE

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

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

D. ATTENDANCE AND REPORTING ABSENCES

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

- a. For all absences, regardless of whether they are absences which may be classified under the leave provision or other types of absences, all employees are required to enter the absence in Skyward and Frontline to be approved by the principal/director.
- b. All requests for leave except illness and death must have prior approval of the principal and the District Administrator. The principal must contact the District Administrator in all questionable cases.
- c. A doctor's certificate may be required for any absence where it appears that sick leave may be abused.
- d. The Board reserves the right to require a physician's report of examination whenever deemed necessary; cost of examination will be paid by the Board
- e. Teachers on leave due to illness, child rearing or child adoption leave who have exhausted sick leave and have exceeded twelve (12) weeks of leave allowable under state and federal FMLA regulations may, at the employee's expense, continue insurance coverage within the district health insurance.

Payment for continued insurance coverage must be received by the District by the 15th day of the month prior to the month of coverage (i.e., February 15th for March insurance coverage, March 15th for April insurance coverage, etc.)

E. USE OF EMPLOYER PROPERTY/EQUIPMENT

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

Policy 7530 – Lending of District-Owned Equipment

F. USE OF PERSONAL PROPERTY AT THE DISTRICT

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

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

G. EMERGENCY CLOSINGS

The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420 – School Safety and Emergency Preparedness.

H. TRAVEL EXPENSES

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

Policy 3440 – Job-Related Expenses

VI. SAFETY AND HEALTH

A. PHYSICAL EXAMINATION AND TB TESTING

All new personnel shall have a physical examination and a tuberculin test (04 70 mm chest X-Ray), with follow-up 14 x 17 X-Ray if necessary, as a condition of entering employment except that a certificate of health examination as prescribed by Statute will be accepted if taken within the two years prior to local employment. (The latter would apply to teachers transferring from another school system.)

1. The procedures employed will be those established by the Statutes.
2. The prescribed examination form will be furnished by the District.
3. The Record of Examination Form will be retained in the physician's file.
4. The Confidential Physician's Recommendation Form will be forwarded by the physician to the office of the Superintendent of the District.

Since there is no physician in the employ of or under contract with the Sturgeon Bay Board of Education, the employee may be examined by any licensed physician.

The physician will forward the statement of charges for the examination at the time he forwards the Recommendation Form to the office of the Superintendent of the District.

Costs of the examination and X-Rays (when they are required) will be paid by the Sturgeon Bay Board of Education.

Orders authorizing examinations shall be signed by the Superintendent of the District.

B. SMOKING

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

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

C. TRAINING

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

- a. The use of automated external defibrillators
- b. The control of blood borne pathogens ([Policy 8453.01](#) - Control of Blood-Borne

Pathogens)

- c. The control of casual-contact communicable diseases ([Policy 8450](#) –Control of Casual Contact Communicable Diseases), and
- d. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases ([Policy 8453](#) – Direct Contact Communicable Diseases).
- e. The authorized use of Seclusion and/or Restraint with/or on students ([Policy 5630.01](#) – Use of Restraint and Seclusion with Students).

D. REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly to the employee's supervisor. The employee and supervisor (if available) must call SFM Work Injury Hotline at 855-675-3501 and report the work injury. When care is needed, the registered nurse will provide treatment recommendation and/or designated medical facilities for work injury treatment.

[Policy 8442](#) – Reporting Accidents.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

A. ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

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

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

B. EMAIL

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

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public

record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

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

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

Employees should be aware of the framework for the proper use of e-mail established in [Policy 7540.06](#) – District Issued Staff Email Account and the District Administrator’s established guidelines regarding e-mail.

SOCIAL MEDIA

In accordance with [Policy 1213](#) – Student Supervision and Welfare and [Policy 3213](#) – Student Supervision and Welfare, professional staff members are discouraged from engaging students in social media and online networking media (such as Facebook, Instagram, Twitter, etc.) for any reason outside of educational use and consistent with [Policy 5722](#) – School Sponsored Publications and Productions.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

A. STAFF DISCIPLINE

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

B. GRIEVANCE PROCEDURE

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

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

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) working days after the employee knew or should have

known of the cause of such grievance. The procedures detailed in [Policy 3340](#) – Grievance Procedure shall be followed when a grievance has been filed.

C. DRUG AND ALCOHOL USE

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

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

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

Employees will annually acknowledge review of the handbook via the school's software training program (i.e., Vector Training/Safe Schools).

School District of Sturgeon Bay



2024-2025 Professional Staff Salary and Supplemental Pay Guide

School District of Sturgeon Bay
1230 Michigan Street
Sturgeon Bay, WI 54235

920-746-2800

www.sturbay.k12.wi.us

First reading planned for May 2024; Second reading/approval planned for June 2024
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Appendices

Appendix A – Salary Ladder

Appendix B – Supplemental Pay for Yearly Leadership Opportunities

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Appendix E – School Year Calendar

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

Appendix G – Post-Employment Benefits

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

Melissa Benzinger, Sunset teacher
Amy Richard, Sawyer teacher & elementary Math coach
Travis Grooters, Sawyer teacher
Aaron Pairolero, Sunrise teacher
Kasee Jandrin, TJ Walker teacher
Matt Propsom, TJ Walker teacher
Mike LeRoy, Sturgeon Bay High School teacher
Gordy Saron, Sturgeon Bay High School teacher (13-14) & retiree (14-15)
John Hauser, Board of Education
Joel Kitchens, Board of Education (13-14)
Keith Miller, Board of Education
Amy Stephens, Board of Education (14-15)
Roger Wood, Board of Education
Joe Stutting, Superintendent (13-14)
Tom Olsen, Business Manager (14-15)
Dan Tjernagel, Superintendent (14-15)

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

History

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

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

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

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

- Growth
- Improvement
- Leadership

Educator Effectiveness & Teacher Evaluation

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

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

Salary Ladder Conversion & History

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

Salary Ladder Conversion (continued)

To be more competitive with beginning salary payment, three steps at the bottom of the previous scale were eliminated. For the 2018-2019 school year, the salary ladder was updated further; the bottom two rungs were removed and a new top rung was added. For the 2019-2020 school year, the salary ladder was updated again by removing the bottom two rungs, effectively moving the starting salary from \$30,231 to \$39,440 in five years. The salary ladder placement of approximately 25 individuals (who were in close proximity to the adjusted base two or three times) was also approved for the 2019-2020 school year. Most recently, the Board approved changes to the ladder that took effect in the April of 2022 thereby awarding some additional compensation to professional staff member at that point. For the 2022-2023 school year, the starting salary amount is \$40,000.

Supplemental Pay

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

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

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

Longevity Supplemental Pay (approved in September 2023)

- \$500 starting in 5th year teaching for the district.
- \$1,000 starting with the 10th year.
- \$1,500 starting with the 15th year.
- \$2,000 starting with the 20th year.
- \$2,500 starting with the 25th year.
- \$3,000 starting with the 30th year.
- \$3,500 starting with the 35th year.
- \$4,000 starting with the 40th year.

Continuing Educational Support

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

The Supervising Principal and Superintendent must approve in writing all Master's Degree coursework or above and any credits being taken prior to the course(s) beginning, if reimbursement will be requested or if Master's Degree supplemental pay will be requested once the degree is complete. Credits earned shall be graduate credits (a) directly related to the teacher's current teaching assignment (e.g. English, Math, or elementary education) or (b) part of a Master's Degree program in education into which the teacher has

been formally accepted or (c) if (a) and (b) do not apply, in education or any subject matter area in which the teacher is certified, with the prior written approval of the supervising Principal AND Superintendent. In all instances, such credits shall qualify only if taken in an accredited program offered by an accredited graduate school, if they meet Wisconsin Department of Public Instruction Certification requirements, and if the institution is approved by the district. The graduate credits must be in the best interest of the District as determined by the Superintendent.

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

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

National Board Certification Support

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

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

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

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

Continued on next page

Salary & Supplemental Pay Model Review Procedures

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

- Does the model support key concepts, such as the following:
 - Retain quality staff
 - Attract quality staff
 - Establish clear goals and aligning a pathway that links goals to salary
 - A simple system that is not overly complex
 - A system that helps staff continue to develop and provides incentives
 - Growth
 - Improvement
 - Leadership
- Does the model take into account priority areas for the district?
- Is the model sustainable over the next three years?

Effective with the 2022-2023 school year, we would like to move the annual review meeting from April to February. The Board would receive an informational update in a Board meeting, likely the February regular meeting. Professional staff members should watch for information in the annual review meeting minutes and the informational Board meeting update.

Annual review meetings were conducted on the following dates:

April 26, 2016

April 11, 2017

April 12, 2018

April 8, 2019

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

April 15, 2021

April 12, 2022

February 7, 2023

February 1, 2024

Appendix A - Salary Ladder

Y	\$75,121	1.00%
X	\$74,378	1.50%
W	\$73,278	1.50%
V	\$72,195	1.50%
U	\$71,129	1.50%
T	\$70,077	1.50%
S	\$69,042	1.50%
R	\$68,021	2.00%
Q	\$66,688	2.00%
P	\$65,380	2.00%
O	\$64,098	2.00%
N	\$62,841	2.00%
M	\$61,609	2.00%
L	\$60,401	3.50%
K	\$58,359	3.50%
J	\$56,385	3.50%
I	\$54,478	3.50%
H	\$52,636	3.50%
G	\$50,856	4.00%
F	\$48,900	4.00%
E	\$47,019	4.00%
D	\$45,211	4.00%
C	\$43,472	4.00%
B	\$41,800	4.50%
A	\$40,000	4.50%

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

Appendix B – Supplemental Pay for Yearly Leadership Opportunities

A. Mentor program – by building

Educator Effectiveness Mentor	\$900
New Teacher Mentor	\$900
Technology Mentor	\$900

B. Instructional Coaching program

Leader/Coach/Mentor	\$225-\$900 range
---------------------	-------------------

C. Recognition program

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

D. Certified Trainer program

\$ To be determined by administration

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

E. Grant writer & program coordinator

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

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

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

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

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

G. National Board Certification

One-time Reimbursement

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

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

H. Special consideration category

\$ To be determined by administration

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

Appendix C Co-curricular Pay Schedule

Athletic Coaching Pay Schedule Computed Upon a \$ 40,000.00 Base

(Effective beginning with the 2022-2023 School Year)

	% of Base	Amount	After 5 Years	After 10 Years
Athletic Director	22.0%	\$8,800.22	\$9,200.22	\$9,600.22
Baseball (2)				
Head	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Assistant	4.5%	\$1,800.05	\$2,200.05	\$2,600.05
Basketball				
Head	11.0%	\$4,400.11	\$4,800.11	\$5,200.11
Assistant	8.0%	\$3,200.08	\$3,600.08	\$4,000.08
Freshman Assistant	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
8th Grade	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
7th Grade	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Cheerleading	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
Cross Country (Co-Ed)				
Head	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
Assistant	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
Football				
Head	11.0%	\$4,400.11	\$4,800.11	\$5,200.11
Assistant (2)	8.0%	\$3,200.08	\$3,600.08	\$4,000.08
Freshman (2)	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
MS - 8th & 7th grade	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Golf	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Intramurals (1)	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
Soccer				
Head	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Assistant (2) If numbers - approved 8-20-14	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
Softball				
Head	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Assistant	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
Strength and Conditioning Coach	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Swimming (Boys & Girls)				
Head	8.5%	\$3,400.09	\$3,800.09	\$4,200.09
Assistant	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
Track (Co-ed)				
Head	9.0%	\$3,600.09	\$4,000.09	\$4,400.09
Assistant (3)	5.0%	\$2,000.05	\$2,400.05	\$2,800.05
MS - Head (1)	3.0%	\$1,200.03	\$1,400.03	\$1,600.03
- Assistant (3)	1.5%	\$600.02	\$800.02	\$1,000.02
Volleyball				
Head	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Assistant	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
Freshman	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
MS - 8th & 7th Grades	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Wrestling				
Head	9.0%	\$3,600.09	\$4,000.09	\$4,400.09
Assistant	6.0%	\$2,400.06	\$2,800.06	\$3,200.06
MS - Head & Assistant	5.0%	\$2,000.05	\$2,200.05	\$2,400.05

Extra Duties Pay Schedule Computed Upon a \$40,000 Base

Duty	% of Base	Amount	After 5 Years	After 10 Years
Academic Decathlon	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
All Clubs	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
AudioVisual Club Advisor	11.0%	\$4,400.11	\$4,800.11	\$5,200.11
Dance Manager - High School	7.5%	\$3,000.08	\$3,400.08	\$3,800.08
Forensics-Head	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
Forensics-MS	1.0%	\$400.01	\$600.01	\$800.01
Gifted & Talented Coordinator	5.5%	\$2,200.06	\$2,400.06	\$2,600.06
Gifted & Talented Assistants	1.5%	\$600.02	\$800.02	\$1,000.02
HS Yearbook	3.5%	\$1400.04	\$1,600.04	\$1,800.04
Math Team Advisor	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
Math Team Advisor-MS	1.0%	\$400.01	\$600.01	\$800.01
Middle School Publications	2.0%	\$800.02	\$1,000.02	\$1,200.02
Mock Trial Team	4.0%	\$1,600.04	\$1,800.04	\$2,000.04
MS Jazz Band	1.0%	\$400.01	\$600.01	\$800.01
MS Jazz Choir	1.0%	\$400.01	\$600.01	\$800.01
Noon Hour-Middle School Supervisor	6.3%	\$2,520.06	\$2,920.06	\$3,320.06
Noon Hour-Supervisor/Helper (High School)	7.0%	\$2,800.07	\$3,200.07	\$3,600.07
Plays & Musical Productions	5.0%	\$2,000.05	\$2,200.05	\$2,400.05
Public School Music-Instrumental	9.0%	\$3,600.09	\$4,000.09	\$4,400.09
Public School Music-Vocal (Incl. Swing Group)	9.0%	\$3,600.09	\$4,000.09	\$4,400.09
Public School Music-Swing Choir Assistant	4.5%	\$1,800.05	\$2,000.05	\$2,200.05
Senior Activities Counselor	2.0%	\$800.02	\$1,000.02	\$1,200.02
Student Council-High School	3.0%	\$1,200.03	\$1,400.03	\$1,600.03
Student Council-Middle School	2.5%	\$1,000.03	\$1,200.03	\$1,400.03
Ticket Taking Game Day Scheduler	7.0%	\$2,800.07	\$3,200.07	\$3,600.07

Appendix D – Additional Employment Pay Schedule

Hourly Rates from Teachers			
Item		Hourly Rate	
Curriculum Writing, Summer Guidance, In-District Training, Open House, HS & MS Student Orientation, Book Leveling, Saturday School, Study Table, Detention	BA	\$ 23.20	
	MA	\$ 26.15	
Summer School Teaching:			
	BA	\$ 26.00	
	MA	\$ 28.50	
Sporting events, Ticket Selling, Dance Chaperones, Non-teaching teacher employment (painting, moving classrooms, etc.)		\$ 20.00	
Overload pay may be awarded at the discretion of the superintendent, with a recommendation from the principal, provided there is a benefit to students, the school, and the district.			

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

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

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

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

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

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

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

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

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

F. Beginning Eligibility Date for Cafeteria Plan:

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

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

2. Current Employees: Current employees, when permitted by applicable Internal Revenue Code section 125 "cafeteria plan" rules, must make written cafeteria plan election initially prior to the beginning of the subsequent cafeteria plan year. Absent a "qualifying event", i.e. loss of spouse

health coverage, etc., the employee must continue with the chosen option until the end of the cafeteria plan year. Once the employee is eligible to begin cash in lieu of health status contributions will begin with the first paycheck beginning after the cafeteria plan year starts.

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

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

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

Appendix G – Post-Employment Benefits

Eligibility

See the information within **Category One** regarding eligibility criteria for this category.

See the information at the start of **Categories Two and Three** regarding the eligibility criteria for these categories, including 15 years of full-time equivalent experience in the District.

Notification

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

Categories – An Overview

Category One: Teachers with effective start dates of July 1, 2013, or later, following the completion of the 2012-2013 school year.

Category Two: Teachers with one to 14 years of service with the district at the end of the 2012-2013 school year.

Category Three: Teachers with 15 or more years of service with the district by the end of the 2012-2013 school year.

Categories – Details

Category One:

Teachers with effective start dates of July 1, 2013, or later.

Annual employer contribution of \$2,000 into a 403(b) of the teacher's choice.

Eligibility Criteria & Vesting schedule:	0 years of service	0%
	1 year of service	25%
	2 years of service	25%
	3 years of service	50%
	4 years of service	50%
	5 years of service	75%
	6 years of service	100%

Note: The district will transition to the updated system beginning with the 2022-2023 fiscal year. The order of catch-up payments will be based on seniority in the district and available catch-up dollars.

Eligibility for Categories Two and Three

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

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

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

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

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

Category Two:

Teachers with one to 14 years of service with the district at the end of the 2012-2013 school year.

Teachers who have 14 years or less experience in the district at the end of the 2012-2013 school year shall be eligible to retire between the ages of fifty-five (55) and sixty-five (65). Such teachers shall be eligible for three (3) years of health insurance coverage or shall be eligible for health insurance coverage until the retiree becomes eligible for Medicare/Medicaid.

Note: As the district transitions to the updated system beginning with the 2022-2023 fiscal year, teachers in Category Two may voluntarily choose to participate in Category One instead of Category Two. Notification of this choice should be made in writing to the district superintendent and business manager by October 1, 2022. The order of catch-up payments will be based on seniority in the district. *See additional notes regarding the transition below.*

Category Three:

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

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

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

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

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

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

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

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

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

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

The dollar difference between the flat dollar amount of health insurance premium and the actual premium must be paid by the retired teacher on a timely basis, as requested by the District.

Other Contingencies in Category Two or Three

In the event an early retiree, who is receiving a health insurance benefit should die, the surviving spouse may continue to receive a single health insurance plan benefit for a period of time not to exceed four months from the date the retiree died. The District's obligation to the surviving spouse shall not exceed the maximum benefit the retiree would have received had the retiree survived. All other District payments and liabilities will cease.

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

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

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

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

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

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

- A. Waives any rights or claims which the employee may have under the Federal Age Discrimination in Employment Act of 1967 (29 U.S.C 621 et seq.) as amended by the Older Workers Benefit Protection Act (S. 1511 1990) and the Wisconsin Fair Employment Act (§§ 111.31, 111.33, Wis. Stats).
- B. Acknowledges that the employee has been placed on notice by this statement that he/she had the right to consult with his/her attorney before signing this post-employment benefits agreement. The employee, by voluntarily accepting this incentive, unequivocally and explicitly acknowledges that he/she has received the requisite notice.

- C. Acknowledges that the employee has received at least forty-five (45) days to consider whether or not to accept the post-employment benefits incentive contained in this Agreement.

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

Sturgeon Bay School District

EMPLOYMENT HANDBOOK FOR SUPPORT STAFF MEMBERS

DATE JULY 1, 2024



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INTRODUCTION

INTRODUCTORY STATEMENT

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

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

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

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

DISCLAIMER STATEMENT

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

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

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

STATEMENT OF PHILOSOPHY

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

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

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

CHAIN OF COMMAND – ORGANIZATIONAL CHART

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

(See also Policy 4112– Board-Staff Communications)

PURPOSE

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

II. EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

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

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

Policy 4122 - Nondiscrimination and Equal Employment Opportunity

ANTI-HARASSMENT POLICY

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

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

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

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

For more information employees shall refer to:

Policy 4362	Employee Anti-Harassment
Policy 4362.01	Threatening Behavior Toward Staff Members

JOB DESCRIPTIONS

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

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

IMMIGRATION REFORM ACT NOTICE

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

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

Policy 4111 - Creating a Position

CONFLICT OF INTEREST

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

Policy 4210	Support Staff Ethics
Policy 4230	Ethics and Conflict of Interest

OUTSIDE ACTIVITIES OF STAFF

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

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

Policy 4231 - Outside Activities of Support Staff

COMMUNICATIONS AND SUGGESTIONS

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

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

Policy 4112 Board-Staff Communications

POLITICAL ACTIVITIES

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

Policy 4231 – Outside Activities of Support Staff

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

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

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

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

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

III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

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

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

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

PERSONNEL FILES

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

PERSONNEL FILE RECORD CORRECTION

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

PERFORMANCE EVALUATION

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

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

Policy 4220 –Evaluation of Support Staff

CONFIDENTIALITY

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

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

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

STUDENT SUPERVISION AND WELFARE

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

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

ASSIGNMENT AND TRANSFERS

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

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

STAFF DISCIPLINE

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

REDUCTION IN STAFF

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

TERMINATION AND RESIGNATION

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

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

Policy 4140 – Termination and Resignation

IV. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

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

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

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

COMPENSATION

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

OVERTIME AND HOLIDAY PAY

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

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

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

BENEFITS

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

Policy 4425 Benefits

LEAVES OF ABSENCE (Extended Leave)

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

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

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

SUPPORT STAFF EMPLOYEE SICK LEAVE POLICY

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

All school year employees part-time and full-time employees shall be granted "sick leave" credit with full pay not to exceed ten (10) days per year. All 12-month part-time and full-time employees shall be granted "sick leave" credit with full pay not to exceed twelve (12) days per year. Unused days shall be cumulative to a maximum of one hundred twenty (120) days. Part-time employees or employees who have worked less than one year will have their sick leave applied on a proportional basis.

- A. Newly hired school year employees who start at the beginning of the school year will be granted five (5) days of sick leave and another five (5) days after five (5) full months of employment. This is equivalent to one sick day per month worked. If a school year employee resigns prior to completion of the school year and has used sick days beyond the amount earned (one sick day earned per month worked) the unearned time will be deducted from their final paycheck.
- B. Newly hired 12-month employees who start at the beginning of the school year will be granted six (6) days of sick leave and another six (6) days after six (6) full months of employment. This is equivalent to one sick day per month worked. If a 12-month employee resigns prior to completion of the school year and has used sick days beyond the amount earned (one sick day earned per month worked) the unearned time will be deducted from their final paycheck.
- C. Sick leave shall be accounted for in hourly increments.
- D. No sick leave will be paid beyond the first day for which an employee becomes eligible for long-term disability.
- E. Sick leave shall cover absences due to employee's illness, including child bearing, or the employee's medical care.
- F. Sick leave may also be used for critical illness and/or emergency medical treatment for the employee's immediate family. Sick leave use under this clause exceeding three (3) days must qualify under the provisions of state and federal Family and Medical Leave Acts (FMLA).
- G. Employee's immediate family shall include employee's spouse, parents, father/mother-in-law, siblings, brother/sister-in-law, children, grandparents, and grandchild (including step relationships for all listed) or significant other. Additional consideration may be made for another person close to the employee as approved by the employee's Building Administrator and Superintendent.
- H. Sick leave for non-emergency medical treatment and nonemergency medical examination of family or others would be granted only in exceptional cases with prior approval of the Superintendent of the District, and the deduction would be

in full.

- I. A doctor's certificate is required for any sick leave absence in excess of three (3) days. This requirement may be waived by the Superintendent under certain circumstances.

FAMILY AND MEDICAL LEAVE

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

FUNERAL LEAVE

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

Extended family funeral leave: Funeral leave, not to exceed one (1) day, may be granted for aunts, uncles, nieces, and nephews. Funeral leave for extended family is limited to one (1) day per occurrence, but may be extended at the discretion of the Superintendent when a continued emergency exists.

JURY DUTY/COURT SUMMONS

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

MILITARY LEAVE

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

OTHER/UNPAID LEAVE

Other Unpaid Leave: For all absences other than those listed above, or for absences beyond the accumulated sick leave, there shall be no pay granted for each day missed. Unpaid leaves shall be limited to five (5) days per school year. All unpaid leaves of five (5) consecutive days must have prior approval of the Principal/Director. Unpaid leaves beyond five (5) (consecutive or cumulative days) need prior written approval by the Principal/Director as well as the Business Manager/HR Specialist by completing an **Unpaid Leave Request** form. This form is located in Google in the "Shared Drives", "Business Office & Human Resources" drive, "Staff Frequently Used Forms" folder and is titled: Unpaid Leave of Absence Request Form.

VACATIONS

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

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

Vacations will be awarded on anniversary dates as follows:

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

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

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

Three (3) weeks after nine (9) years of continuous service.
Four (4) weeks after fifteen (15) years of continuous service.

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

HEALTH INSURANCE BENEFITS

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

See Appendix A for Specific Benefit Information.

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible support staff employees who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.
See also Policy 4419.02 -Privacy Protections of Fully Insured Group Health Plans

V. WORKING CONDITIONS AND HOURS OF WORK

WORK WEEK

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

CALL-IN TIME

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

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

DRESS CODE

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

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

ATTENDANCE AND REPORTING ABSENCES

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

WORK SCHEDULES/DAILY TIME SHEETS

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

BREAK AND MEAL PERIODS

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

Leave periods of 30 minutes or more shall be unpaid.

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

OVERTIME

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

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

HOLIDAYS AND TIME OFF

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

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

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

C. For teaching associates and kitchen staff who work 20 hours/wk or more when school is in session and the holiday falls on a scheduled work day, payment will be made for *Labor Day (*if school is in session prior to Labor Day), Thanksgiving Day, day after Thanksgiving Day, Christmas Eve Day, Christmas Day, Good Friday, and Memorial Day.

PERFORMANCE EVALUATION

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

EMERGENCY CLOSINGS

The Superintendent shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness.

Policy 8220 – School Days

TRAVEL EXPENSES

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

Policy 4440 – Job-Related Expenses

USE OF PERSONAL PROPERTY AT THE DISTRICT

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

The District does not assume any responsibility for loss, theft or damages to personal property. The District is not liable for vandalism, theft or any damage to cars parked on District property.

The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

VI. SAFETY AND HEALTH

SMOKING

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

Policy 4215 - Use of Tobacco and Nicotine by Support Staff

TRAINING

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

- A. The use of automated external defibrillators
- B. The control of blood borne pathogens (Policy 8453.01 - Control of Blood-Borne Pathogens)
- C. The control of casual-contact communicable diseases (Policy 8450 – Control of Casual Contact Communicable Diseases)
- D. Understanding the method of transmission and prevention of diseases that are direct contact communicable diseases (8453 – Direct Contact Communicable Diseases) and
- E. The authorized use of Seclusion and/or Restraint with/or on students. (Policy 5630.01 – Use of Restraint and Seclusion with Students)

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly to the employee's supervisor. The employee and supervisor (if available) must call EMC OnCall Nurse Phone: 844-322-4668 and report the work injury. When care is needed, the registered nurse will provide treatment recommendations and/or designated medical facilities for work injury treatment.

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

ACCEPTABLE USE OF DISTRICT EDUCATION TECHNOLOGY

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

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

EMAIL

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

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

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

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

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 –District Issued Staff E-mail Account and the Superintendent's established guidelines regarding e-mail.

SOCIAL MEDIA

In accordance with Policy 4213-Student Supervision and Welfare, support staff members are discouraged from engaging students in social media and online networking media (such as Facebook, Instagram, Twitter, , etc.) for any reason outside of educational use, consistent with Policy 5722 – School Sponsored Publications and Productions.

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

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

GRIEVANCE PROCEDURE

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

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

DRUG AND ALCOHOL USE

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

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

IX. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

Employees will annually acknowledge review of the handbook via the school’s software training program (i.e. Vector Training/Safe Schools).

APPENDIX A

Medical and Dental Insurance

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

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

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

1. 1,440 hours and over - eighty-seven point four percent (87.4%) of medical insurance; eighty-seven point four percent (87.4%) of dental insurance (40 hours a week for 36 weeks)
2. 1,188 to 1,439 hours - Seventy-five percent (75%) of the Employer paid amount of the medical and dental insurance. (33 hours a week for 36 weeks)
3. 1,080 to 1,187 hours – The district will cover \$1200 a year the can be applied toward the district's dental insurance. (30 hours a week for 36 weeks)

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

Appendix B

CAFETERIA PLAN/ALTERNATIVE BENEFIT PLAN (ABP)

A.

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

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

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

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

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

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

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

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

F. Beginning Eligibility Date for Cafeteria Plan:

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

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

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

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

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

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

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

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

APPENDIX C

Post-employment Benefits

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

Category A

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

Category B

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

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

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

Category C

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

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

APPENDIX D

STURGEON BAY SCHOOL CALENDAR FOR 2024-2025

Approved 11/15/2023

AUGUST 2024					No school--Full day of in-service				
M	T	W	TH	F	No School--Half day in-service & half day teacher records.				
19	20	21	22	23	No school--New Teacher In-Service				
26	27	28	**29	30	No School--Holidays & Breaks				
					Classes in session				
					Student half day--P.M. Teacher Records/Training				
					Full day for grades 6-12; Half day+P/T conf. PK-grade 5				
SEPTEMBER 2024					FEBRUARY 2025				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6	3	4	5	6	7
9	10	11	12	13	10	11	12	13	14
16	17	18	19	20	17	18	19	20	21
23	24	25	26	27	24	25	26	27	28
30									
OCTOBER 2024					MARCH 2025				
M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4	3	4	5	6	*7
7	8	9	10	11	10	11	12	13	14
14	15	16	17	18	17	18	19	20	21
21	22	23	*24	25	24	25	26	27	28
28	29	30	31		31				
NOVEMBER 2024					APRIL 2025				
M	T	W	TH	F	M	T	W	TH	F
				1		1	2	3	4
4	5	6	7	8	7	8	9	10	11
11	12	13	14	15	14	15	16	17	18
18	19	20	21	22	21	22	23	24	25
25	26	27	28	29	28	29	30		
DECEMBER 2024					MAY 2025				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6				1	2
9	10	11	12	13	5	6	7	8	9
16	17	18	19	20	12	13	14	15	16
23	24	25	26	27	19	20	21	22	23
30	31				26	27	28	29	30
JANUARY 2025					JUNE 2025				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3	2	3	4	5	6
6	7	8	9	10	9	10	11	12	13
13	14	15	16	17					
20	21	22	23	24					
27	28	29	30	31					
					School begins Tuesday, September 3.				
					Pending weather days, school ends Friday, June 6.				
					In-service/No School: Oct. 25, Feb. 21, & May 23				
Quarter: I 44 days Ends 11/4/24					No School due to breaks: Nov. 28 - Dec. 1;				
II 44 days Ends 1/17/25					Dec. 21 - Jan. 1; March 22-30; April 18; May 26				
III 44 days Ends 3/21/25									
IV 47 days Ends 6/10/25					*Elementary Half days+P/T conf. Oct. 24 & March 7				
TOTAL 179 days					*Oct. 24 & March 7 are full school days for grades 6-12				
Note: SBHS can adjust quarters, as needed.					**Staff: Aug. 29 In-service in place 180 school days				

APPENDIX E

TEACHER ASSOCIATE STARTING PAY

Teacher Associate Base Hourly Rate

Beginning with those hired for the 2023-2024 school year, Teacher Associates' starting base wage shall be no less than \$16.00 per hour.

Teacher Associate Supplemental Pay – Level 1

Beginning with those hired for the 2023-2024 school year, Teacher Associates who hold a teaching license, are at least a Licensed Practical (or Vocational) Nurse or, hold a Wisconsin DPI Special Education Aide Certification and are assigned to a Special Education setting will receive supplemental pay of \$1.50 per hour.

Teacher Associate Supplemental Pay – Level 2

Beginning with those hired for the 2023-2024 school year, Teacher Associates who are assigned to a Tier 3 environment in a Special Education setting shall receive supplemental pay of \$0.50 per hour.

Teacher Associates hired prior to the 2023-2024 school year

No Teacher Associate hired prior to the 2023-2024 school year shall receive the supplemental pay as listed above.

Any Teacher Associate hired prior to the 2023-2024 school year who wishes to change positions from a regular education setting to a Special Education setting shall be eligible for an additional \$0.25 per hour in wages.

Conversely, any Teacher Associate hired prior to the 2023-2024 school year who wishes to change positions from a Special Education setting to regular education setting shall see a decrease of \$0.25 per hour in wages.

Note: Any Teacher Associate hired prior to the 2023-2024 school year shall not make less than a Teacher Associate with similar credentials and working in the same educational setting, who was hired for the 2023-2024 school year. To achieve this, their base wage shall be adjusted to what a new colleague would make in the same setting.



2024-2025 DISTRICT CONTRACT
STURGEON BAY SCHOOL DISTRICT

This agreement is made between the Board of Control of Cooperative Educational Service Agency 7 (CESA 7) and the Local Education Agency (LEA)/School District.

STURGEON BAY SCHOOL DISTRICT

1230 Michigan St
Sturgeon Bay, WI 54235-1498

CESA 7 has been authorized to provide services to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors, and other cooperative educational service agencies as provided in Chapter 116, Wisconsin Statutes.

CESA 7 hereby agrees to provide the LEA services to be performed by legally qualified personnel. Information about each service to be performed is included in the 2024-2025 Contract and Shared Services Digital Binder. Services and estimated costs for services are listed below. Please check each box on the right if you plan on using federal dollars for a specific service. Some billings from CESA 7 will be based on estimated costs. If billing is based on estimated costs, the last billing shall reflect the final cost of the service.

Special Education Itinerant Costs will be billed based on a unit cost pricing model. The unit cost of each service listed below is based on projected caseloads. The number of units and unit cost will be regularly evaluated throughout the year and adjusted based on actual caseload data.

Special Education Itinerant Services

*Costs are estimates based on projected caseload and include the overhead fee

Service	Description	Units	Unit Cost	Total Cost
Audiology Services ▾		54	\$71.25	\$3,847.50

Special Education Services

Service	Description	Units	Unit Cost	Overhead Cost	Total Cost
SI Default ▾		-	-	-	-

Special Education Total	\$3,847.50
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Learning Services

Service	Description	Unit Cost	Overhead Cost	Total Cost
Full Learning Services Partnership - 10 Customizable Days... ▾	Year 1 of 2 year contract, \$11,361 per year, paid in full FY24-25	\$22,722.00	\$2,044.98	\$24,766.98
Carl Perkins Consortium ▾	Included with package	\$0.00	\$0.00	\$0.00
English Language Learners Consortium - Title III ▾	Included with package	\$0.00	\$0.00	\$0.00

Learning Services Networks

Service	Description	Unit Cost	Overhead Cost	Total Cost
Digital Learning Network - Full Member Rate ▾	Year 1 of 2 year contract, \$370 per year, paid in full FY24-25	\$740.00	\$66.60	\$806.60
Math Leaders Network - Full Member Rate ▾	Year 1 of 2 year contract, \$430 per year, paid in full FY24-25	\$860.00	\$77.40	\$937.40
Title I Network - Full Member Rate ▾	Year 1 of 2 year contract, \$340 per year, paid in full FY24-25	\$680.00	\$61.20	\$741.20
Curriculum Leaders - Full Member Rate ▾	Included with package	\$0.00	\$0.00	\$0.00
DAC Network - Full Member Rate ▾	Included with package	\$0.00	\$0.00	\$0.00

Other Services - Projected Cost

*Costs are estimates based on projections and will be billed based on actuals

Service	Description	Unit Cost	Overhead Cost	Total Cost
Other Services Default ▾		-	-	-

Other Services - Fixed Cost

Service	Description	Unit Cost	Overhead Cost	Total Cost
CESA Administration - Matching Revenues ▾		\$6,312.00	\$568.08	\$6,880.08
Professional Advisory Committee (PAC) ▾		\$250.00	\$22.50	\$272.50

Learning Services and Other Services Total	\$34,404.76
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Total Contract Amount	\$38,252.26
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CESA 7 agrees to forward federal and/or state funds which are due to the LEA as soon as possible after the receipt of said funds.

The LEA agrees to reimburse CESA 7 for its proportionate share of costs of the services provided under this contract including, but without limitation because of enumeration, unemployment compensation, litigation expense, collective bargaining and monetary awards by courts and agencies as per Sec. 116.03(4).

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

Unless the LEA gives written notice to CESA 7, no later than June 1, 2025, that this contract is not to be renewed as to one or more of the above-listed services, CESA 7 shall have the option to renew the LEA's current contract for the following school year.

Organizational Representative

Date Signed

CESA #7 Board of Control President

Date Signed



2024-2025 CESA 8 SERVICE PROPOSAL

NEW YEAR PROPOSAL

This summary is provided to assist with proposed services being offered by Cooperative Educational Service Agency 8 (“CESA 8”), to the SCHOOL DIST OF STURGEON BAY (“District”) for the 2024-25 school year.

Please note the following:

- The Student Services proposed are based on the caseloads and units of service as set during the current school year’s (2023-24 contract year) 3rd quarter billing snapshot and projected 2024-25 costs.
 - Student Services volume discounts are not applied to this service proposal. Volume discounts will be given on the contract.
- All other services are proposed based on the previous school year’s service agreement or modified agreements and projected 2024-25 costs.
- Detailed service descriptions are available in the [CESA 8 Services/Programs Cost Booklet](#). Please review the booklet as we have increased our service offerings.
- **Districts may accept, decline, and/or modify these services by working with the appropriate CESA 8 staff.**
 - CESA 8 can issue you a modified service proposal at your request if you modify services with CESA 8 staff
- **Final 2024-25 CESA 8 District contracts will be issued in late May and generated using these proposals and 2024-25 budgets.**
 - You are not required to return a copy of this proposal to CESA 8, it is intended for informational and individual district preliminary budget purposes only.

PROGRAMS/SERVICES:	Days/units of service	Service Proposal Amount	Accept Services ✓	Decline Services ✓	Modified Service Units/Days	Notes (Please note the CESA Director with whom services were modified, if applicable.)
Agency Membership Fees	1	\$0.00	Includes Board of Control, Building Maintenance, PAC, & Membership Fees			
CESA Purchasing Discount	1	\$0.00	Annual rebate check from the CESA 2 Purchasing program passed along to districts equally			
For additional information, please contact Nick Curran						
Business/Financial/HR Services						
Licensed Business Manager Services	0	\$0.00				
Financial Management Services	0	\$0.00				
AP/Payroll Services	0	\$0.00				
Human Resources	0	\$0.00				
Licensed Teacher	0	\$0.00				
Other Support Services	0	\$0.00				
Erving Program (non-Agency)		\$0.00	For additional information about the Erving Program please contact Jamie Lane or Nick Curran			
Superintendent Services		\$0.00				
For additional information, please contact Nick Curran						
Communication Services						
Communication Services	0	\$0.00				
For additional information, please contact Dean Liesgang						
Career and Life Ready (formerly E4ED)	Estimate					
Career and Life Ready Services		\$0.00				
Career and Technical Education (CTE)/Carl Perkins		\$0.00				
For additional information, please contact Brooke Holbrook or Val Brooks						
Curriculum, Instruction, and Assessment (CIA) Services						
CIA Direct Services	0	\$0.00				
MyImpact Subscription		\$0.00				
For additional information, please contact Stephanie Feldner						
Student Services Programs and Services	Estimates					
Audiology	0	\$0.00				

Director of Special Education/Pupil Services	0	\$0.00				
Deaf Hard of Hearing	600	\$12,586.08				
Substitute Teachers	0	\$0.00				
Early Childhood (OC)	0	\$0.00				
Program Support	0	\$0.00				
Interpreter	0	\$0.00				
Occupational Therapy	0	\$0.00				
Occupational Therapy Assistant (COTA)	0	\$0.00				
Orientation & Mobility (VI only)	166	\$4,017.33				
Paraprofessional Services	0	\$0.00				
Physical Therapy	0	\$0.00				
Physical Therapy Assistant	0	\$0.00				
School Psychologist	0	\$0.00				
School Nurse	0	\$0.00				
Special Education Teacher - Cross Categorical	0	\$0.00				
Speech/Language	0	\$0.00				
Student Services Contracted Services	0	\$0.00				
Visually Impaired	152	\$3,673.84				
Speciality Services (Assistive Tech, Autism, Behavior, Transition/Vocational)	0	\$0.00				
For additional information, please contact Lisa Misco						
Additional Student Services Programs and Services	<i>Estimates</i>					
Care Solace		\$0.00				
Parent Educator		\$0.00				
Professional Development for SP ED/Student Services		\$0.00				
School-Based Services- Count is Based on 3rd Friday (\$3.80 per Sp Ed student with IEP)	0	\$0.00				
Extended School Year (ESY) Summer 2024						
For additional information, please contact Lisa Misco						
TOTAL SERVICE PROPOSAL		\$20,277.25				

Proposal Term- The term this Proposal shall cover is July 1, 2024 to June 30, 2025.

Proposal Modification- Any and all modifications to this service proposal should be done through a collaborative effort between CESA 8 staff and the District to ensure an accurate issue of the district's service agreement in May.

Applicable Law- This Proposal shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. Should a conflict exist, law shall proceed.

For any questions regarding the service proposal, please contact Jessica Kaczmarek via email at jessicak@cesa8.org, and she will forward your question to the appropriate CESA 8 staff member.

From: **Nathan Haslam** <culligandoorcounty@yahoo.com>
Date: Tue, May 7, 2024 at 2:24 PM
Subject: CULLIGAN OF STURGEON BAY
To: JSULLIVAN@SBSDMAIL.NET <jsullivan@sbsdmail.net>

5/07/2024
Sturgeon Bay Schools
1230 Michigan St
Sturgeon Bay, WI 54235

Equipment recommendation for direct size replacement,

One CTM 300,000 grain high flow commercial metered water softener
Purchase price \$8995.00 (billed once equipment is delivered)

Plumber to provide main plumbing of equipment

Start up includes Commercial shipping, assembly, delivery. Once piped mounting brine system, running drain, programing and Solar salt misc parts and labor (8 hours estimated)

Quoted \$1,400.00. (billed once entire job is completed)

Removal/disposal of old equipment \$300.00

Attached, please find the sales brochure for the above equipment.

Culligan will order the equipment as soon as the quote is approved.

Sincerely
Jeff Tebon
Culligan of Sturgeon Bay
920-743-6242



The Culligan® Top Mount Series WATER SOFTENER SYSTEM

Superior Flow. Superior Savings. Superior Water
for Commercial and Industrial Needs.

The Culligan® Top Mount (CTM) Series softener models use the latest control valve technology to offer superior flow rates and long-lasting performance for commercial and industrial applications. The top-mounted control minimizes the system's footprint and is constructed of a corrosion-resistant, heavy duty plastic tested in extreme operating conditions to service all types of problem water (high chloramines, heavy iron, etc.). The CTM valve and system also carry certification for testing and passing the highest drinking water standards. The CTM includes integrated vacuum breakers and pressure relief valves to protect the system in addition to possessing an integrated flow meter for highly accurate reporting. Each CTM operates with a Culligan® Smart Controller which provides users access to the Culligan® technology platform of intercommunicating systems, remote monitoring and water and energy saving accessories.

The CTM Softener Series forms part of the Culligan® Commercial and Industrial product portfolio that has been offering durable, high-quality equipment to the world for over 80 years. For those customers who need a more customized solution Culligan's application engineering and project management team will provide professional, technical expertise through the initial project scope to the expedited delivery and start-up process. Our expansive dealership network will provide aftermarket support and technical expertise and trusted service to users in every market. Contact Culligan® today to learn more about the CTM and other water treatment products.

Markets Served:

Clinics
Educational Facilities
Energy / Power
Food / Beverage Production
Food Service / Restaurants
Grocery
Healthcare / Hospitals / Bio-Pharmaceutical
Hospitality / Lodging
Manufacturing
Municipal Drinking Water
Oil / Gas

CULLIGAN® ADVANTAGES:

- Global Product Platform with Flexible Modular Configurations
- Simple Integration into Existing Systems
- Quick Delivery & Installation
- Exclusive Culligan Features
 - Universal Electronic Controller
 - Aqua-Sensor®, Progressive Flow and Other Operational Cost-Saving Technology
 - Remote Monitoring Capabilities with Multiple Alarm Recognitions
 - Cloud Storage for Historical Data
 - U.S. Standard and Metric Readings with Multiple Interface Languages for Programming Interface



PRE-TREATMENT SOLUTIONS.

SYSTEM SPECIFICATIONS

Warranty

Culligan's CTM Water Softeners are backed by a limited **2-year warranty** against defects in material, workmanship and corrosion. In addition, softener tanks are warranted for a period of 5 years.[†]

[†] See printed warranty for details. Culligan® will provide a copy of the warranty upon request.

Some localities have corrosive water. A softener cannot correct this condition, so its printed warranty disclaims liability for corrosion of plumbing lines, fixtures, or water-using equipment. If you suspect corrosion, your independently operated Culligan® dealer has equipment to help control the problem.

System Specifications

Specification	US	Metric
Inlet Pressure (dynamic)	35–125 psig	240–860 kPa
Power Voltage Frequency	120 Volts ¹ 50/60Hz	
Feed Water Temperature	40–120° F	4–49° C
Vacuum	None ²	None ²
Turbidity Chlorine Iron	5 NTU, max. ³ 1 mg/L, max. ³ 5 mg/L, max. ³	

¹ 120 Volt/24 Volt CUL/UL listed Transformer Included.

² FRP tank warranty is void if subject to vacuum

³ See media specification for details.



Tested and Certified by WQA to NSF/ANSI 61 and 372

Examples of Softener Applications

- Food and Beverage—Improved taste
- Educational Facilities—Boiler and cooling tower make-up water for scale reduction and improved energy costs
- Restaurants—For dishwashing, cleaning material savings, scale reduction
- RO / DI Pretreatment
- Car washes—Quality results, detergent and water heating savings, scale reduction
- Apartment buildings, assisted living facilities and hotels—Quality water for laundry, dishwashers, boilers
- Grocery / Retail—Quality water for aesthetics and help extend equipment life

Standard Features

- Single or Multiple Tank Configurations available for hardness removal capacities up to 450,000 grains per tank*
- Continuous flow rates up to 76 gpm per tank. Peak flow rates up to 104 gpm per tank
- Corrosion-resistant control valve body certified to drinking water applications
- Integrated flow meter, vacuum breaker and pressure relief valve*
- Downflow and upflow (Counter-current) regeneration-type controllers available with your choice of initiation (time clock, meter or Aqua-Sensor® inputs)*
- Telemetric data capabilities with remote monitoring

* Multi-tank, upflow configurations and integrated components are not available for time clock models.

Optional Features & Accessories

- 1.5" or 2" Flow adapters are available to provide every CTM unit the flexibility to use different inlet pipe sizes with minimal impact to flow rates
- Patented Progressive Flow—Culligan's Smart Controller can monitor flow demands bringing additional softening tanks on-line or offline as flows increase or decrease
- Brine Reclaim—reduces operating costs by recycling and making efficient use of brine during regeneration
- Aqua-Sensor® Control—initiates regeneration only when needed based upon water hardness, automatically adjusts to changes in raw water hardness and water consumptions
- No special tools required for servicing
- Robust piston-valve technology uses retained, radial seals in the body for improved longevity and reliability. Ideal for challenging water conditions
- Control complies with CUL, CE, UL 50/50E and UL 746C standards for NEMA 3R enclosure rating
- Remote Display
- RS232, RS485, Modbus PLC Output

Culligan® Top Mount (CTM) Water Softener System

CTM Family Group *	Media Qty.	Pipe Size**	Service Flow Rates		Tank Size***	
			Continuous*	Peak**	Softener	Brine****
	(ft ³ / liters)	(in / mm)	gpm @ 15 psi drop lpm @ 103 kPa drop	gpm @ 25 psi drop lpm @ 172 kPa drop	(in / mm)	(in / mm)
CTM-60	2	1.5" & 2"	51	69	14 x 47	24 x 40
	57	25.4 & 50.8	193	261	356 x 1194	610 x 1016
CTM-90	3	1.5" & 2"	57	75	16 x 53	24 x 50
	85	25.4 & 50.8	216	284	406 x 1346	610 x 1016
CTM-120	4	1.5" & 2"	55	72.5	16 x 65	24 x 50
	113	25.4 & 50.8	208	274	406 x 1651	610 x 1270
CTM-150	5	1.5" & 2"	59	76	18 x 65	24 x 50
	142	25.4 & 50.8	223	288	457 x 1651	610 x 1270
CTM-210	7	1.5" & 2"	65	85	21 x 62	24 x 50
	198	25.4 & 50.8	246	322	553 x 1575	610 x 1270
CTM-300	10	1.5" & 2"	70	95	24 x 72	30 x 50
	283	25.4 & 50.8	265	360	610 x 1829	762 x 1270
CTM-450	15	1.5" & 2"	76	104	30 x 72	30 x 50
	425	25.4 & 50.8	288	394	762 x 1829	762 x 1270

*Each Family Group includes the following control type options:
- Timed-clock only units
- Downflow & Upflow with hard water or no hard water bypass
- Multi-tank with no hard water bypass

** Depending on choice of 1.5" or 2" flow adapter

*** Dimensions are diameter by tank height

**** Brine Systems are optional. Size shown is size most commonly selected

Flow rates shown are per tank using a 2" flow adapter. Flow rates may be slightly lower when using the 1.5" flow adapter. Low flow channeling (flow rates less than 0.5 gpm per cubic foot of resin) may cause hardness leakage into effluent

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Part No. 39010

2024-2025 Board of Education Planning Calendar The School District of Sturgeon Bay

Updated 4/01/2024

July 2024	August 2024	September 2024
Board Meeting 7-17 at 7 P.M.	Budget Mtg 8-21 at 6:15 PM With Board Meeting at 7 PM New teacher breakfast on Tues, 8-20 at 7:30 A.M. @ HS Commons All-staff breakfast on Tue, 8-27 at 7:30 A.M. @ HS Commons New Teachers in Aug. 20-22 Regular In-service Aug. 26 –29	<i>School Begins Tuesday, Sept. 3</i> Board Meeting 9-4, 9-18 Employee Recognition
October 2024	November 2024	December 2024
Budget Hearing; Approve final budget; Certify tax levy <i>Aide certification Oct. 15</i> Board Meeting 10-2,**10-23 <i>**Bumping to 4th Wed. with the 3rd Wed. being in proximity to the Oct. 15 aide certification.</i> <i>Start w/ budget session at 6:15 P.M.</i> Parent/Community Volunteers Recognition	Board Meeting 11-20 Student Recognition	Notice of School Board Election Terms expire April 2025: Chisholm, Stephani, Schulz Board Meeting 12-4,12-18 Employee Recognition <i>Holiday gathering Dec. 13, '25)</i> <i>Winter Break: Dec. 21 – Jan. 1</i>
January 2025	February 2025	March 2025
WASB Convention – Milw. January 22-24, 2025 Probationary Teacher Reports District Administrator Evaluation Board Meeting 1-15 Parent/Community Volunteers Recognition	<i>Primary Election (?)</i> Administrative Contract Renewal District Administrator Evaluation Daylong Board Retreat & Goal Setting on 2-5 (Wednesday) Board Meeting 2-19 Student Recognition	Board Meeting 3-5, 3-19 Employee Recognition <i>Note: Informal reception at 6:30 P.M. on March 19 for retirees & 25-years of service</i> <i>Spring Break: March 22 – 30</i>
April 2025	May 2025	June 2025
Election Day - April 1 School Board Hervey Hauser Award recipient consideration New Terms of Office Begin April 28, 2024 Teacher Contract Renewal Board Meeting 4-2, 4-16 Parent/Community Volunteers Recognition	Board Reorganizational Meeting Non-teacher compensation <i>Board of Education Self Eval. (?)</i> Board Meeting 5-7, 5-21 Student Recognition	High School Graduation TBD <i>School Ends June 6</i> Board Meeting *6-4 (?), 6-18 <i>*Learning session only if needed</i>

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

- The October meeting sometimes shifts to the 4th Wednesday depending on the October 15 aide certification and proximity to the 3rd Wednesday (final budget approval and setting the tax levy).
- The January meeting sometimes shifts to the 2nd Wednesday depending on the timing of the Annual Education Convention in Milwaukee.

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

- If we need to move the October Board meeting, we try not to have a November learning session.
- We do not have a learning session in January but make an exception in a referendum year.
- The daylong February Board Retreat replaces the February learning session.



May 2024 School Board Report

Sturgeon Bay
Schools-Food Service

High School Charcuterie Bar (left and center) and Baked Potato Bar (right)

All cheese offered on charcuterie is purchased from Renard's and Sartori utilizing a WI Local Foods Grant

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

Providing Free Breakfast for Families

During COVID months, all meals were free of charge to families due to a specifically designed USDA School Meal Program. Our school district continued the benefit of free breakfast for families with the cost absorbed within Fund 50.

We continued with free breakfast as providing for all eliminated a negative stigma associated with school breakfast. In times past students, staff and families thought that breakfast was only for students who "needed it". We felt providing free breakfast was important for at least two main reasons: free breakfast helps to support a family's food budget and continues the habit of school breakfast participation.

Looking historically, in SY 2021-22 we averaged 770 breakfasts/d, as the COVID meal program we were enrolled in allowed for multiple service times. In SY 2022-23, we returned to a traditional meal program, we averaged 373 breakfasts/day. In our current SY we are averaging 406 breakfasts/day. As we move forward into SY24-25 we expect to again offer free breakfast with food service fund, providing its sole financial support.

Background: Fund 50 is a separate fund that has specific governing rules. All food service staff time/benefits, materials, equipment, and food are supported through families paying for meals as well as government reimbursement. When we talk about "offsetting" expenses and providing free breakfast it means in a nutshell that Fund 50 is operating without the regular pay portion that a family would have been paying for each breakfast. We still receive reimbursements (SY23-24 reimbursement rates) for each meal: \$2.73 per meal for free meal eligible families, \$2.43 per meal for reduced meal eligible families and \$0.38 for full pay meal eligible families. We expect to end the

year with an estimated loss revenue of \$48,000. By school year end we will have a best idea of current fund balance.

Active Grants

This school year we completed purchases within several grants.

1. State administered Supply Chain Assistance Funds (\$36K) trailed into this school year. We were required to exhaust this funding with purchases of minimally processed foods. Foods needed to be processed within a 400-mile radius of our district. We exhausted this grant exclusively on the purchase of ½ pints of milk offered at meal services.
2. State administered Wisconsin Local Foods for Schools (\$25K) also trailed into this SY. With this grant we expanded our purchasing from local growers and processors. Foods were to be unprocessed or minimally processed from small businesses and/or socially disadvantaged farmers or producers. We expanded purchasing with 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), Emerald Acres Farms (veggies) and by purchasing Lifeway Kefir milk from Tadych's Marketplace Foods.
3. We received a National School Lunch Program USDA Equipment Grant from FY22 (yes, they were 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.

MEMO

To: Board of Education

From: Keith Nerby

Date: May 6, 2024

Re: May 2024 Principal's Report

Teaching and Learning

Testing. We recently completed the state-mandated testing for the 2023-2024 school year. This year, we did a great deal of work on our ACT and Pre-ACT prep with students. The data is just starting to come in and it looks like our students increased their ACT scores year over year. I will share more information at the Board meeting as we continue to go through the data and numbers.

Scheduling. Scheduling for the 2024-25 school year continues. We are getting closer to finalizing student schedules for next year and we plan to hand out schedules to students in the next two weeks.

Commencement ceremony update. We are excited that we are only weeks away from our Senior Night on Thursday, May 30. We have had a dedicated and supportive group of parents who have been busy raising funds, donations, and giveaways for all our seniors. We will also be holding our Academic Awards the same night for our seniors. The commencement ceremony is scheduled for Saturday, June 1, at 10:00 a.m. and tickets will be given to students at the Senior Meeting I will be holding on May 13. We are moving forward with continuing our Boat Parade that has now become an annual graduation tradition at SBHS. The parade is scheduled to launch from Madelyn Marina at 11:30 a.m. on Saturday, June 1. Special thanks to Matt Propsom for coordinating the event on the school side and all of the community reps playing a role in making this event happen.

Upcoming Events

Here is a list of upcoming events:

Memorial Day / No Classes	Monday, May 27
Senior Awards Ceremony	Thursday, May 30 – 6:30 p.m.
High School Commencement Ceremony	Saturday, June 1 – 10:00 a.m.
Quarter 4 / Semester 2 Exams	Wednesday, June 5, and Thursday, June 6
Last Day of School	Thursday, June 6

MEMO

To: Board of Education

From: Lindsay Ferry

Date: May 6, 2024

Re: April Director of Special Education and Pupil Services Report

Special Education:

The Special Education Team just met for their Spring Workshop. During this time, staff:

- Created 24/25 Caseloads
- Made 24/25 Class list recommendations
- Collaborated on annual transitions-scheduled opportunities for students to tour new buildings
- Completed Student Profiles

The team is so pleased with the progress students have made this school year and while sad to see the year ending, excited to watch continued student growth!

Pupil Services Team:

The Pupil Services Team finished a very busy assessment season as well as scheduling for the 24/25 school year. Staff continue to meet the needs of every learning individually and in small groups on a daily basis.

Alternative Education:

Door County Alternative Program:

There are five students currently enrolled in the Door County Alternative Program.

The 24/25 Alternative Education Team has scheduled biweekly work sessions throughout the summer to ensure a successful transition to full day programming.

Sawyer Self-Regulation Program:

The team has 2 students currently participating in this program. This program will allow students to participate in swim lessons and gymnastics play as well as Nature-Based Learning at Crossroads.

Meetings/Workshops:

May 6: High School Planning Session

May 7: District-Wide Insurance Meeting

May 8: Sawyer/Sunrise Special Education Meeting

May 10: Goody Duathlon

May 14: CORE Admin Meeting
May 14: Hospital Program Meeting
May 16: Middle School Sped Team Meeting
May 20: District Leadership Team Meeting
May 21: High School Sped Team Meeting
May 23: Kayaking with CBI Group
May 24: DCAP Full Day Planning
May 28: Related Service Provider Meetings
May 29: Large Group Admin Meeting
May 30: SLP Meeting

TJ Walker Board Report May 2024

Teaching and Learning

- 5th to 6th grade transition parent and child meeting was held Wednesday, May 2 at 6:30 PM in the high school auditorium. Families asked our three member student panel(Violet Barlament, Zander Jandrin, and Ella Nerby) questions about the biggest differences they experienced as new 6th grade students. Students who attended met with their core and elective teachers, toured the building, and were introduced to middle school expectations.
- Middle school math teachers (Deb Jeanquart -6th Grade and Craig Sigl - 7th Grade) attended the Green Lake Math conference. They learned more about Building A Thinking Math Classroom, a book that we have been studying with our CESA 6 staff member, along with math skills critical to selected careers, and reasons why Algebra should not be introduced as an 8th grade course.
- STAR Math and Reading testing is the week of May 13th - 16th.

May Updates:

- Monday, May 6th - NJHS Induction Ceremony - 6:30 PM SBHS Auditorium
- Thursday, May 9th - Track Conference Meet @ Kewaunee 3:30 PM
- Monday, May 13 - Summer School class list gets mailed out to parents
- Tuesday, May 14th - MS Band Spring Concert @ Auditorium 7:00 PM
- Thursday, May 16 - MS/HS Choir Spring Concert
- Sunday, May 19th to 24th - 8th grade DC Students depart/returns
- Monday, May 20th - 2024-2025 Allied Arts Parent Meeting @ 6:00 - 6:30 PM in MS Commons
- Friday, May 24 - Inservice (no school)
- Thursday, May 30 - Outdoors Class goes fishing @ 10:45 AM.

	Sept (9/11/23)	Oct (10/3/23)	Nov (11/6/23)	Dec (12/7/23)	Jan	Feb (1/29/24)	Mar (3/11/24)	Apr (4/1/24)	May (5/2/24)	June
Total Students	190	187	187	187		192	192	193	193	
Student Primary Disability Areas										
LD	43	43	42	42		42	39	39	37	
ID	5	5	5	5		4	4	4	5	
SDD	30	28	29	29		29	28	28	27	
AUT	26	25	25	25		26	27	27	27	
EBD	19	19	19	18		21	22	22	23	
S/L	35	35	35	36		37	39	39	39	
HI	1	1	1	1		1	1	1	1	
VI	0	0	0	0		0	0	0	0	
D/B	0	0	0	0		0	0	0	0	
TBI	1	1	1	1		1	1	1	1	
OHI	30	30	30	30		32	32	33	33	
Related Services										
S/L	40	41	42	43		44	44	45	46	
OT	49	48	48	46		45	44	42	44	
PT	7	7	7	6		6	5	5	6	
Private School Students	9	9	9	10		10	10	10	10	
Evaluations initiated										
Initial Evaluations (incl pvt school)	2	2	6	6		3	2	6	0	
of above #, how many are B-3	0	1	0	0		0	1	0	0	
Re-Evaluations (incl re-eval to dismiss)	1	7	4	4		7	13	1	2	
No-Re-evaluation needed (No 3 Yr)	2	2	8	5		3	8	1	0	
Initial Mtgs held	1	0	0	2		3	5	4	1	
Re-Eval Mtgs held	0	0	0	5		3	5	4	4	
New Placements offered	1	0	0	2		3	3	2	0	
Transfer in students (includes students coming back from homeschool)	11	1	2	0		2	1	1	0	
Exits (includes grads, dismissals & students going to homeschool)	6	3	2	3		1	1	0	2	
Revocation of Services	3	0	0	0		0	0	0	0	
Non Eligible									1	
Moved during Eval	0	0	0	0		0	0	0	0	
504/Health Plans										
Current 504 Plans	27	27	26	26		27	27	27	27	

To: Board of Education
From: Katie Smullen, Principal, Sunrise Elementary School
Date: May 2024
Re: May Report to the Board



Teaching and Learning

3rd Grade Hiring

With the large incoming 2nd grade class (77 students), we are adding another 3rd grade classroom. To hire a new staff member, we did some shifting around. Mr. Deggendorf will teach 5th grade, in what was Ms. Berg's position. STEAM class (what Mr. Deggendorf was teaching) will then shift into the afternoon WIN (What I Need) Time. We will convert that STEAM block into a Learning Centers rotation, where students will have the opportunity to read, work on IXL, and participate in a novel study. This flexible time will also allow Ms. Knapp (who will be leading the Learning Centers) to progress monitor students and for interventionists to pull students for small group work if they need it. Our Building Leadership Team is also looking at a 4 day specials rotation in place of our current 5 day rotation. Stay tuned!

Band Fittings

The 4th graders traveled to the high school to observe the band in action. Parents were then invited to a meeting to learn more about the band program. In the last step to joining the band, students and parents were invited to try different instruments last Friday, May 3rd in the Sunrise Multi-purpose room. There was a long line of interested 4th (and some 5th) grade students as they tried the flute, clarinet, tuba, etc. The school is now buzzing with excitement as to what instrument students will play next year!

Community Engagement

Field Trips

The season of field trips has officially begun! 5th graders traveled to the University of Wisconsin at Green Bay to tour and learn about the school. They also traveled to Appleton for a Timber Rattler game as part of their D.A.R.E. graduation. 4th graders traveled to Madison to tour the capitol, the Historical Museum and the Veteran's museum. This was an awesome way to solidify all of the learning they have done about Wisconsin history in their Social Studies unit.

Finance, Facilities and Operations -

No updates at this time

Upcoming Events

- Thursday, May 16 - Sunrise School-Wide Earth Day Field Trip to Crossroads
- Friday, May 17 - Bike to School!
- Friday, May 31 - Talent Show - Show portion at 8:00 and Talent portion at 9:00 a.m.
- Wednesday, June 5 - Family Picnic and 5th Grade Graduation

SCHOOL DISTRICT OF STURGEON BAY

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1230 Michigan Street | Sturgeon Bay, WI 54235

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

Board of Education Report

May 2024

Katy DeVillers

Sawyer Principal

Teaching and Learning

- Our classlist creation activities for next school year have begun and we are following the same process as last year. This process ensures that all staff members have input into the best placement for every student.
- Transition activities for our 2nd graders who are moving onto 3rd grade will be taking place this month. All students will have an opportunity to visit Sunrise and meet staff. Our 2nd grade special education students will have additional time to meet their special education teachers for next year. These visits help to make the big transition from 2nd grade to 3rd grade more comfortable for our students.
- Our End-of-Year Celebration is scheduled for **May 23rd from 12:45-1:45pm** when we welcome families to enjoy some time with their child(ren) participating in family-fun activities and enjoying an ice-cream treat.

Community Engagement

- There are many field trip experiences planned for our students this month, including: 4K to Cherryland Airport, Kindergarten to Crossroads, 1st grade to Strawberry Creek, and 2nd grade to the Maritime Museum.

Finance/Facilities and Operations

- We conducted our final Lockdown Drill on **Tuesday, May 7th**. The staff has done an amazing job all year of preparing students for these drills as well as implementing them effectively. We appreciate Officer Jennerjohn's support with these drills.



Board of Education Report

May 6, 2024

Jennifer Weber

Director of Teaching, Learning and Technology

Teaching and Learning

- The High School Science Department, special education teacher Alexis Potvin, along with Coach Abby Jacobson, and Principal Nerby have been working as a review team since late winter to evaluate a number of sets of curriculum materials. The end goal of the work is for the group to choose a program that supports our goal of continued improvement but will also appeal to the learning of our students while helping to support any new staff member joining the science department in the future. The team followed our established review process and worked to understand the underlying models, pedagogies, and materials of each product (please see attached Curriculum Review Process graphic). Having clearly identified the outcomes we expect the curriculum to address enabled us to examine each program as a whole while also considering the latest research and learning experiences of our students. After completing the process, the team will recommend a set of materials for adoption. Additionally, we are excited about how continued work in these teams will serve as a model and help to reignite work across the district in connected areas - specifically, professional learning communities and technology integration.
- Progress is being made as we plan for the first official High School Data Team meeting. You have heard us talking about Data Digs at the elementary levels and that our goal is to replicate what we learn about best practices in data-driven decision making at the secondary levels. With the implementation of schedule changes, administration of the PreACT in both the Fall and Spring semesters, and the district-wide adoption of Spring Math we are in a position to pull a team of high school teachers together to dig into our student data and use that to plan for our students' needs to start the 2024-2025 school year.

Department of Technology

- The returning student registration window for the 2023-2024 school year opened May 1.

This is a change from previous years when the registration window began in early August via “snapcodes”. Snapcodes are no longer required to register. The District has now implemented a new, more streamlined option to register all returning students which can be accessed via PowerSchool Parent Portal accounts.

- As we bring the 2023-2024 school year to a close, we reflect upon our goals and successes and use that information to plan for the upcoming summer and school year ahead. There have been a number of items we launched as a team in order to better serve the district, the staff, and our students and families. Teams were created to collaboratively tackle scheduling at the middle and high schools, state mandated testing across the district, Career and Technical Education (CTE), and the important administrative tasks our building secretarial teams undertake. While many of these items don’t automatically fall in the “Technology Department category,” the crossover shows the necessity of working together toward common goals, capitalizing on the strengths of colleagues, and opening and maintaining clear lines of communication. We look forward to planning another successful school year!
- With the end of the school year approaching, it is time for the technology team to begin refresh and maintenance of staff, classroom, and student devices. This summer, we will be refreshing approximately 300 computers and 1,000 Chromebooks!
[Google's announcement](#) of its support for Chromebooks increasing to 10 years will grant us unprecedented flexibility in our management of these important staff and student devices.



1. Health Insurance Update

After your approval of the updated health insurance plans, our open enrollment officially kicked off on May 2nd and will run through May 20th. Our benefits meeting, for all staff will have been held after school, on May 8th. To date, there continues to be little to no pushback on our total increase. I'm sure we'll have much more in the way of actual increase news come next month's meeting.

2. Destination Sturgeon Bay Meeting

On Tuesday, May 7th, Dan and I attended the annual meeting for Destination Sturgeon Bay. This is the first time anyone from SBSB has attended as a member/representative of the district. While the business portion of the meeting was relatively ho-hum (especially compared to the exciting nature of our board meetings), we were really there for the networking opportunities; and that felt very successful.

We were able to touch base with people we knew and meet a few new people. The biggest benefit, though, seemed to be meeting and talking with people in their environment and starting to form those relationships, rather than constantly asking them to come and meet us where we're at. I left with at least a couple of ideas to follow up on both in the short term and in the long term.

3. Teacher Salary Ladder follow up

After talking through the new rules from the Department of Labor at the learning session earlier this month, we did get word from a lawyer (via a presentation at a regional superintendents' meeting) that those overtime rules are not applicable to teachers or administrators (I believe our non-represented office staff would also be exempt). Really, the only staff categories we would have to consider would be our head of buildings and grounds (which we have), and potentially a school nurse or social worker (we don't have these but that doesn't mean we would never have them).

With that said, I will stand by my recommendation that, in the coming year or years, we consider looking at the bottom of our salary ladder. While we don't have to move those salaries around based on the new rules, it makes sense to consider those, along with where we are at with both neighbors and other districts in our region.

4. Yet to come

As usual, I expect that we will have our monthly reconciliation and year end projections for you in the coming days.

SCHOOL DISTRICT OF STURGEON BAY

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1230 Michigan Street | Sturgeon Bay, WI 54235

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

May 15, 2024, Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Updated for the meeting packet May 6, 2024; Additional updates added later are in section four

1. Teaching & Learning

- a. May 3 CESA 7 PAC Meeting** – The final monthly regional superintendent meeting of the school year occurred at CESA 7 and covered a wide variety of topics.
- b. May 24 In-service Day** – The final professional staff in-service day of the school year is on Friday, May 24. There will be no classes for students on that day as we also hit the Memorial Day weekend. We will plan to share a finalized agenda for the day with the Board so you can stay informed.
- c. WASDA Spring Conference** – As planned, I did attend the WASDA Spring conference in late April. The two breakout sessions I found most informative were a session on Recent Referendum Trends and a session on AI. I'll share just a few nuggets below if either or both topics interest you.

Recent Referendum Trends –

- 58% of Wisconsin school districts have held non-recurring (NR) referenda (like what we call educational programming operational referenda here in Sturgeon Bay) in the past 10 years. 196 districts have passed a NR referendum with 90 districts being unsuccessful in this effort. Overall, there has been a 70% passage rate.
- 95 districts have passed a recurring (RR) referendum with 44 districts being unsuccessful. Overall, there has been a 71% passage rate. (The presenters also commented that there is a higher concentration or pocket, if you will, of districts that have passed RR in the greater Madison area.
- Overall, there is a 72% passage rate on capital referenda.
- Fall vs Spring Elections.
 - Each community has its own dynamics to keep in mind. From what we've heard and seen previously, we have a higher voter turnout rate than many districts or communities.
 - The best time to go to referendum is when your district/community is ready.
 - Overall, higher voter turnout generally has a positive impact on school referenda. Therefore, some districts try to time their referenda around November elections, especially with the high turnout of presidential elections. However, that timing does not

always work for districts, plus as noted earlier districts need to be in tune with their local community.

AI –

- Time examples to give perspective on AI advancements
 - In 2024, AI is able to manage email.
 - By 2026, people should assume AI has touched all writing.
 - By 2027, Generative AI should have worked out all the “bugs” such as bias, inaccuracy, etc.
 - By 2036, the time when our 5K students graduate, AI will likely be one billion times smarter than a human.
- Brisk Teaching was a resource referenced multiple times as a good source for educators navigating AI. <https://www.briskteaching.com/>
- A district’s acceptable use policy is likely just fine. Over time, districts will want to start working on “ethics guidelines” to help guide staff, students, and families.
 - Idea: In Sturgeon Bay, just as our “tech committee” was so active and guided the district for a number of years, revisiting an updated approach along these lines in conjunction with tech mentors and tech leaders could be a good approach for us.
- One of the presenters, Tony Spence, (who I happen to know and used to work with) highlighted platforms such as Chat GPT Plus, Copilot Pro, and Gemini Advanced.
- A new Dove commercial was discussed. That commercial was done entirely through AI.
- Mobile versions of your preferred AI tools were also recommended.

2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Monday, May 20. There is also a Business and Education Committee meeting on Tuesday, May 7.
- b. **YMCA Board meeting** – The regular monthly YMCA Board meeting is Thursday, May 16. I will also assist with the YMCA Dining by the Bay event on May 8 by running the auction for several experiences up for bid that night.
- c. **Destination Sturgeon Bay Annual meeting** – Jake Holtz and I plan to represent the district and attend the meeting on the evening of Tuesday, May 7.
- d. **Newsletter Update** – We are plodding along with this project. The work group approach worked well overall for bringing together information and submissions from a variety of individuals and groups; however, getting a few remaining details finalized with a work group concept has been challenging and is taking longer than I would have anticipated. We’ll keep at it.

Dave Elliot from the *Pen Pulse* has been very helpful and easy to work with. So that has been great. The plan is for the issue to be out before the end of the school year.

3. Finance, Facilities, & Operations

- a. **School Nursing Cost Increase** – During the week of April 29 – May 3 we received word that DCMC has been running quite a deficit with the school nursing program across the districts in the County. To account for this and what was evidently a very large market adjustment for nurse pay I the past year, the hourly rate for next fiscal year would increase to \$56.21 per hour for all districts. What was not shared at the meeting, but Jake did calculate for us, is that this would be a 21.4% increase. While we all realize nothing is getting less expensive in our personal or professional lives, the district is not looking at 20+% increases in revenue for next fiscal year either.

We have begun to discuss what options there are for the district as we look to the future. The district used to employ our own school nurse, which is an option and the model that I believe Algoma utilizes. It has already been suggested that we consider other providers and an RFP process as well. As I finish my report it is too early to say what will occur, but since this came to a head just a couple of business days prior to our board meeting packet deadline, I wanted to give you a heads up. Stay tuned.

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

Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Bylaw - Vol. 32, No. 2, July 2023 - ELECTORAL PROCESS
Code	po0142.1
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 22, 2024

Revised Bylaw - Vol. 32, No. 2

0142.1 - ELECTORAL PROCESS

~~Members of the Board~~ elections are held ~~shall be elected annually at~~ during the spring election on the first Tuesday in April in a manner that is consistent with State law.

Declaration of Candidacy

Any qualified elector desiring election to the Board must file a Declaration of Candidacy with the Board Clerk, using forms provided by the District, no later than 5:00 P.M. on the first Tuesday in January. Qualified candidates shall then be placed on the ballot.

Incumbent Board members may file a Declaration of Non-Candidacy by 5:00 P.M. on the 2nd Friday preceding the deadline for filing ballot access documents, as specified in the preceding paragraph, to avoid an extension of time for filing such papers.

If an incumbent fails to file a Declaration of Candidacy ~~(→) and nomination papers~~ **[END OF OPTION]** by the 5:00 P.M. deadline on the first Tuesday in January, candidates may file a Declaration of Candidacy ~~(→) and nomination papers~~ **[END OF OPTION]** within seventy-two (72) hours following the original Tuesday deadline.

~~In addition, if an incumbent files written notification that the incumbent is not a candidate for reelection to their office or fails to file a declaration of candidacy within the time prescribed by this paragraph, the District Clerk shall promptly provide public notice of that fact on the District's website or, if the District does not maintain a website, by posting notices in at least three (3) different locations within the District.~~

The order of names on the ballot shall be determined by lot, in the event more than one (1) person seeks office from a representative area.

Declaration of Non-Candidacy

If an incumbent files a Declaration of Non-Candidacy no later than 5:00 P.M. on the 2nd Friday preceding the Tuesday deadline, there is no extension of the Tuesday deadline.

When the first Tuesday in January is a holiday the deadline becomes 5:00 P.M. the next day.

In addition, if an incumbent files written notification that the incumbent is not a candidate for reelection to their office or fails to file a declaration of candidacy within the time prescribed by this bylaw, the District Clerk shall promptly provide public notice of that fact on the District's website or, if the District does not maintain a website, by posting notices in at least three (3) different locations within the District.

120.06 (1), ~~10.68 (5)(2b)~~, Wis. Stats.

120.06 (6)(b), Wis. Stats.

120.06(6)(b)3m, Wis. Stats.

Legal

120.06 (1), Wis. Stats.

120.06 (6)(b), Wis. Stats.

120.06(6)(b)3m, Wis. Stats.

Last Modified by Ann DeMeuse on February 29, 2024

Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Bylaw - Vol. 32, No. 2, July 2023 - PUBLIC EXPRESSION OF BOARD MEMBERS
Code	po0143.1
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 22, 2024

Revised Bylaw - Vol. 32, No. 2

0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS

The Board President functions as the official spokesperson for the Board. (x) (see Bylaw 0144.5 - Board Member Behavior and Code of Conduct)

From time-to-time, however, individual Board members make public statements, or statements to individuals, on school matters:

- A. to local media;
- B. on social media;
- C. to members of the community;
- D. to local officials and/or State officials.

Sometimes the public statements, or statements to individuals, by Board members imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents may cause issues for the member, the Board, as well as the District. Therefore, Board members should, when writing or speaking on school matters on social media, to the media, members of the community, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

- A. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
- B. routine, not for publication, correspondence of the District Administrator and other Board employees
- C. routine "thank you" letters of the Board
- D. statements by Board members on non-school non-school matters (providing the statements do not identify the author as a member of the Board)
- E. personal statements not intended for publication

~~f-1~~ Copies of this bylaw shall be sent annually to local media by the Board President.

Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Bylaw - Vol. 32, No. 2, July 2023 - CONFLICT OF INTEREST
Code	po0144.3
Status	
Adopted	April 17, 2013
Last Revised	May 22, 2024

Revised Bylaw - Vol. 32, No. 2

0144.3 - CONFLICT OF INTEREST

Board members shall perform their official duties in an ethical manner and free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use ~~his/her~~their position as a Board member to obtain financial gain or anything of substantial value for ~~himself/herself~~themselves, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which ~~s/he~~the Board member is associated;
- B. no Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the Board member's actions;
- C. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~the Board member's duties and responsibilities in the school system and as a public officer;
- D. when a member of the Board determines that the possibility of such a personal or financial interest conflict exists, ~~s/he~~the Board member should, prior to the matter being considered, disclose ~~his/her~~their interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon. In the event that the potential conflict involves a program or activity in whole or in part financed through Federal grant funds, the potential conflict of interest must be disclosed to the Federal granting agency consistent with the requirements of the particular granting agency;
- E. Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the District in an amount that exceeds \$15,000 annually or by participating in making or performing some function as a Board member with respect to a contract in which the Board member has a private pecuniary interest, unless statutory exceptions apply;
- F. no member of the Board shall hold a paid position within the School District, regardless of the type or level of position or manner of pay. (x) However, a Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provision of 120.20, Wis. Stats., (x) Policy 8120 - Volunteers, [END OF OPTION] and this policy are satisfied. [END OF OPTIONAL SENTENCE] [DRAFTING NOTE: Selecting this option should be consistent with Policy 8120 - Volunteers.]

19.42(7), Wis. Stats.

19.59, Wis. Stats.

120.20, Wis. Stats.

946.13, Wis. Stats.

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Legal 19.42(7), Wis. Stats.

19.59, Wis. Stats.

120.20, Wis. Stats.

946.13, Wis. Stats.

Last Modified by Ann DeMeuse on February 29, 2024

Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po1630.01
Status	
Adopted	April 15, 2015
Last Revised	May 22, 2024

Revised Policy - Vol. 32, No. 2

1630.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to administrative staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven(7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. ~~All full-time instructional staff members are deemed to meet the 1,250 hour requirement.~~

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for ~~himself/herself~~ **themselves** due to a physical or mental disability or, for leave under State law only, unable to care for ~~himself/herself~~ **themselves** due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of ~~his/her~~ the staff member's position
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for ~~his/her~~ the staff member's own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The District Administrator will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, ~~s/he~~ the staff member is entitled to a total of twelve (12) work weeks of leave in a (x) a calendar year () a fiscal year running from July 1 to the following June 30 () a twelve (12) month period marked by each employees' date of hire () a rolling twelve (12) month period

measured forward from the date of any employee's first FMLA usage **[END OF CALENDAR OPTIONS]** for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

[DRAFTING NOTE: If a decision is made to change the manner of counting Federal leave entitlement usage, the change must be made following at least sixty (60) days notice to employees and in a manner such that any employee qualifying for leave during the transition period is afforded whichever counting method during the leave that affords the employee the greatest benefit.]

~~(-) Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care. **[Drafting Note: this option is available under Federal law, but should only be selected upon the advice of District legal counsel for compliance with Wisconsin's marital status discrimination law].**~~

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, ~~she~~ the staff member is entitled to ten (10) work weeks of leave in a **calendar year** as follows:

- A. a total of six (6) weeks of leave for the birth of ~~his/her~~ the staff member's natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- 1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
- 2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or his/her/their family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the District Administrator with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under the WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

x] Staff members must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the District Administrator (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with his/her/their supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her/their supervisor in order to work out a treatment schedule which best suits his/her/their needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he/they must notify the District Administrator within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her/their own serious health condition or the serious health condition of his/her/their spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the District Administrator within fifteen (15) calendar days of the date that the certification is provided to the staff member unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the District Administrator as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The District Administrator will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the District Administrator doubts the validity of a certification, the District Administrator may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The District Administrator may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the District Administrator to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and ~~his/her~~ **their** rights and responsibilities under this policy.

The District Administrator will give the staff member the notice on each occasion that ~~she~~ **the staff member** notifies ~~his/her~~ **their** supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one (1) notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the District Administrator will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the District Administrator sufficient to enable ~~him/her~~ **the District Administrator** to determine that the leave is being taken for an FMLA-qualifying reason.

The District Administrator will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with ~~his/her~~ **their** supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the District Administrator may offer a staff member a temporary transfer to another position for which ~~s/he~~the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the District Administrator for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member () must (x) may **[END OF OPTION]** use the following leaves provided by the Board, if available:

- A. vacation or personal leave, if available, for any family or medical leave;
- B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and
- C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which ~~s/he have~~the staff member **has** earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying ~~his/her~~their portion of health insurance premiums regardless of whether ~~his/her~~the staff member's family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the District Administrator for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position ~~s/he~~they held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if ~~s/he~~the staff member had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, ~~s/he~~the staff member is not entitled to be reinstated.

A staff member who exceeds ~~his/her~~the FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify ~~his/her~~their supervisor immediately. Upon such notice, the District Administrator will promptly reinstate the staff member to active employment, provided ~~s/he~~the staff member has the present skill and ability to perform the essential functions of ~~his/her~~their job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of ~~his/her~~their ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, ~~s/he~~the staff member must present certification to return to work to ~~his/her~~their supervisor upon returning to work. The staff member's Principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, ~~s/he~~the staff member may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The District Administrator may designate another administrator to perform ~~his/her~~ their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The District Administrator shall see that the policy is posted properly.

The District Administrator shall provide a copy of the policy upon the request of a staff member.

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Legal	29 U.S.C. 2601 et. seq.
	29 C.F.R. Part 825
	103.10, Wis. Stats.
	Wis. Admin. Department of Workforce Development (DWD) 225
	National Defense Authorization Act of 2010

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Book	Policy Manual
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Revised Policy - Vol. 32, No. 2

2340 - DISTRICT-SPONSORED TRIPS

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by ☒ Administration ☐ the Board **[END OF OPTIONS]** and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. ☒ supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. ☒ ~~arouse~~ cultivate new interests among students;
- C. ☒ help students relate school experiences to the reality of the world outside of school;
- D. ☒ bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. ☒ afford students the opportunity to study real things and real processes in their actual environment.

~~**[]** Out of state field trips that do not include an overnight stay must be approved by ☐ the Administration ☐ the Board.~~

~~**[]** Field trips to destinations more than _____ miles from the District must be approved by the ☐ District Administrator ☐ Board.~~

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 ☒ Administration ☒ athletic director ☐ Board **[END OF OPTIONS]** 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 ☐ athletic director ☒ building administrator ☐ District Administrator ☐ Board **[END OF OPTIONS]** 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 first be approved by the (x) Principal () District Administrator [END OF OPTIONS] in accordance with the District's overnight travel guidelines. In the case of foreign travel, the request shall be submitted to the Board for final approval. , () and then must be submitted to the Board for final approval.

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

[] Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip no matter the type unless the trip has been approved in the manner prescribed in this policy.

[] Any staff member may propose a trip by presenting details of the proposed trip to the principal. [END OF OPTION]

[] Proposals shall include the details of the trip, the cost of the trip, identify any third party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised. [END OF OPTION]

[] Any trip included in curriculum guides shall be considered to have been approved in advance. All field trips not listed in the curriculum guide must each be approved.

[] A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved.

General Trip Provisions

[] The Board shall assume the costs of field trips; no regularly enrolled student shall be charged a fee for participation in field trips () except that the school may require reimbursement for the cost of transportation [END OF OPTION]. Students may be charged fees, however, for other District-sponsored trips which are not part of a course of study.

x] Students may be charged fees for District-sponsored trips.

[z] Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or District Administrator. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the District Administrator. Permission to solicit neither grants nor implies approval of the trip. (x) Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips. [END OF OPTION]

[x] The District Administrator shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. (x) the safety and well-being of students;
- B. (x) parental permission is sought and obtained before any student leaves the District on a trip;
- C. (x) each trip is properly planned and, if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;

- D. ☒ the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. ☒ each trip is properly monitored;
- F. ☒ student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. ☒ a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- H. ☐ all necessary arrangements for transportation are made and any cost of transportation which will be charged to participants is approved.

☒ A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's charge is imperiled ☐ or where changes or substitutions beyond their control have frustrated the purpose of the trip **[END OF OPTION]**.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Trips Not Sponsored by the District

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the ☐ principal ☒ District Administrator **[END OF OPTIONS]** to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

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Legal 121.54(7), Wis. Stats.

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Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po3121
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Last Revised	May 22, 2024

Revised Policy - Vol. 32, No. 2

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

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 (x) 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.~~

The requirement to report a conviction or deferred adjudication applies to major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported.

However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets).

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.

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Revised Policy - Vol. 32. No. 2

3139 - STAFF DISCIPLINE

The Board retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary, such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator may issue discipline when ~~s/he deems~~ **deemed** appropriate; however, student performance on examinations may not form the basis for staff discipline. This policy does not cover decisions to terminate or nonrenew a staff member's employment **or accepting a staff member's resignation** (see Policy 3140 - **Non-Renewal, Resignation, and Termination**).

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees, **and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigation**. Such investigations ~~may still~~ require that the employee **truthfully** answer questions relating to the activity, **and refusal to answer may result in discipline up to and including termination**. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional rights against self-incrimination that may apply during the course of a criminal investigation. As appropriate, employees will be informed of this right, through what is often referred to as a "Garrity Warning". ~~Employees may be required to answer such questions. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform~~ **The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that** answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. ~~Employees must also be informed that refusal to answer questions may be considered in determining discipline.~~ **(see Form 3139 F1 - "Garrity" Warning)**

[] OPTION #1

Staff may be disciplined for violations of Board policy or for other failures to meet the expectations and obligations of their position. Discipline may only be issued when just cause exists to issue discipline. Just cause as used in this policy shall mean that the District has concluded through a preponderance of evidence that a violation has occurred and the level of discipline is appropriate under the circumstances, considering the employee's disciplinary record, **and other pertinent factors**.

☒] OPTION #2

Staff may be disciplined for violations of Board policy or for other failures to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law ~~or public policy~~.

[END OF OPTIONS]

[] OPTION #1

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:

- A. oral reprimand, with a written record placed in the employee file;
- B. written warning;
- C. suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and
- D. termination, pursuant to the process established for termination as set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.

The District Administrator may skip one or all steps in the progressive discipline model when s/he deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines that the conduct is so egregious as to require the staff members immediate termination of employment, consistent with the process established for termination as set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.

[x] OPTION #2

The District Administrator may issue discipline to staff members when s/he deems deemed appropriate. The level of discipline may range from oral reprimands to suspension or termination and may lead to termination consistent with Policy 3140 - Non-Renewal, Resignation, and Termination. consistent with the process established for termination as set forth in Policy 3140. The level of discipline shall be consistent with the seriousness of the offense as determined by the District Administrator.

[END OF OPTION 2]

(x) Management efforts engaged to improve an employee's job performance or address specific performance concerns, including letters of direction, performance improvement plans, mandatory training, etc., are not disciplinary in nature and are not subject to this policy or to Policy 3340 - Grievance Procedure.

[END OF OPTIONS]

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 3340 - Grievance Procedure.

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Legal 66.0509(1m)(a), Wis. Stats.
Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)
Garrrity v. New Jersey, 385 U.S. 493 (1967)

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Revised Policy - Vol. 32, No. 2

3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to professional staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. ~~All full-time instructional staff members are deemed to meet the 1,250 hour requirement.~~

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for ~~himself/herself~~ **themselves** due to a physical or mental disability or, for leave under State law only, unable to care for ~~himself/herself~~ **themselves** due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of ~~his/her~~ the staff member's position
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for ~~his/her~~ the staff member's own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The District Administrator will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, ~~s/he~~ the staff member is entitled to a total of twelve (12) work weeks of leave in a (☒) a calendar year (☐) a fiscal year running from July 1 to the following June 30 (☐) a twelve (12) month period marked by each employees' date of hire (☐) a rolling twelve (12) month period measured backward from the date of usage (☐) a twelve (12) month period measured forward from the date of any

employee's first FMLA usage **[END OF CALENDAR OPTIONS]** for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above. **[DRAFTING NOTE: If a decision is made to change the manner of counting Federal leave entitlement usage, the change must be made following at least sixty (60) days notice to employees and in a manner such that any employee qualifying for leave during the transition period is afforded whichever counting method during the leave that affords the employee the greatest benefit.]**

~~(-) Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care. **[DRAFTING NOTE: This option is available under Federal law, but should only be selected upon the advice of District legal counsel for compliance with Wisconsin's marital status discrimination law.]**~~

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, ~~she~~ the staff member is entitled to ten (10) work weeks of leave in a calendar year as follows:

- A. a total of six (6) weeks of leave for the birth of ~~his/her~~ the staff member's natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or ~~his/her~~their family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the District Administrator with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under the FMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

x] Staff members must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the District Administrator (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with ~~his/her~~their supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with ~~his/her~~their supervisor in order to work out a treatment schedule which best suits ~~his/her~~the staff member's needs, as well as the District's.

If a staff member must take more leave than originally anticipated, ~~s/he~~they must notify the District Administrator within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to ~~his/her~~their own serious health condition or the serious health condition of ~~his/her~~their spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the District Administrator within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the District Administrator as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The District Administrator will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the District Administrator doubts the validity of a certification, the District Administrator may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The District Administrator may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the District Administrator to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and ~~his/her~~ their rights and responsibilities under this policy.

The District Administrator will give the staff member the notice on each occasion that ~~s/he~~ the staff member notifies ~~his/her~~ their supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the District Administrator will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the District Administrator sufficient to enable ~~him/her~~ the District Administrator to determine that the leave is being taken for an FMLA-qualifying reason.

The District Administrator will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with ~~his/her~~ their supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the District Administrator may offer a staff member a temporary transfer to another position for which ~~s/he~~ the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the District Administrator for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The District Administrator may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member () must (x) may [END OF OPTION] use the following leaves provided by the Board, if available:

- A. vacation or personal leave, if available, for any family or medical leave;
- B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and
- C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which ~~s/he have~~ the staff member has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying ~~his/her~~ their portion of health insurance premiums regardless of whether ~~his/her~~ the staff member's family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the District Administrator for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position ~~s/he~~they held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if ~~s/he~~the staff member had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, ~~s/he~~the staff member is not entitled to be reinstated.

A staff member who exceeds ~~his/her~~the FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member **may** be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify ~~his/her~~their supervisor immediately. Upon such notice, the District Administrator will promptly reinstate the staff member to active employment, provided ~~s/he~~the staff member has the present skill and ability to perform the essential functions of ~~his/her~~their job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of ~~his/her~~their ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, ~~s/he~~the staff member must present certification to return to work to ~~his/her~~their supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, ~~s/he~~the staff member may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The District Administrator may designate another administrator to perform ~~his/her~~their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The District Administrator shall see that the policy is posted properly.

The District Administrator shall provide a copy of the policy upon the request of a staff member.

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Legal	29 U.S.C. 2601 et. seq.
	29 C.F.R. Part 825
	103.10, Wis. Stats.
	Wis. Admin. Department of Workforce Development (DWD) 225
	National Defense Authorization Act of 2010

Last Modified by Ann DeMeuse on March 4, 2024

Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po4121
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 22, 2024

Revised Policy - Vol. 32, No. 2

4121 - CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS

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 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 (x) 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.~~

The requirement to report a conviction or deferred adjudication applies to major traffic offenses (e.g., operating under the influence of an intoxicant or other drug, reckless driving, operating after suspension/revocation, failure to report an accident, refusal to take a breath test). Minor traffic offenses (e.g., non-moving violations, speeding, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking) do not need to be reported.

However, if an employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff, other than the staff member's own family, in any vehicle they must report any traffic offense (not including parking tickets).

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.

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Book	Policy Manual
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Revised Policy - Vol. 32, No. 2

4139 - STAFF DISCIPLINE

The Board retains the right and the responsibility to manage the ~~work force~~ workforce. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The District Administrator may issue discipline, ~~() except termination, () including termination unless Board action is required by law~~ when s/he deems deemed appropriate. This policy does not cover decisions to terminate a staff member's employment or accepting a staff member's resignation (see Policy 4140 - Termination and Resignation).

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees, and such wrongdoing in some cases may involve potential criminal conduct and/or co-occurring law enforcement investigations. Such investigations may still require that the employee answer questions relating to the activity and employees who refuse to answer such questions may be disciplined for failure to cooperate in the investigation. Employees required to respond to questions regarding potential criminal activity are permitted to do so without waiving any Constitutional right against self-incrimination that may apply during the course of a criminal investigation. Employees should be advised of this right, often referred to as a "Garrity Warning". ~~Employees may be required to answer such questions. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform~~ The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. ~~Employees must also be informed that refusal to answer questions may be considered in determining discipline. (see Form 4139 F1 - "Garrity" Warning)~~

[] OPTION #1

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. Discipline may only be issued when just cause exists to issue discipline. Just cause as used in this policy shall mean that the District has concluded through a preponderance of evidence that a violation has occurred and the level of discipline is appropriate under the circumstances, considering the employee's disciplinary record, and other pertinent factors.

☒] OPTION #2

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law.

[END OF OPTIONS]

[] OPTION #1

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of staff members. Progressive discipline will generally progress as follows:

- A. oral reprimand, with a written record placed in the employee file
- B. written warning
- C. suspension, the length of which is determined by the administration to effect the corrective goal of discipline; and
- D. termination, pursuant to Policy 4140 - Termination and Resignation

The District Administrator may skip one or all steps in the progressive discipline model when s/he deems that the severity of the offense requires more substantial discipline, or in the case of termination, where the District Administrator determines that the conduct is so egregious as to require the staff members immediate termination of employment, consistent with Policy 4140 - Termination and Resignation.

[x] OPTION #2

The District Administrator may issue discipline to staff members when s/he deems deemed appropriate. The level of discipline may range from oral reprimands to suspension or termination and may lead to termination consistent with Policy 4140 - Termination and Resignation. The level of discipline shall be consistent with the seriousness of the offense as determined by the District Administrator.

[END OF OPTIONS]

[x] Management efforts engaged to improve an employee's job performance or address specific performance concerns, including letters of direction, performance improvement plans, mandatory training, etc., are not disciplinary in nature and are not subject to this policy or to Policy 4340 - Grievance Procedure. **[END OF OPTION]**

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 4340 - Grievance Procedure.

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Legal 66.0509(1m)(a), Wis. Stats.
Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)
Garrrity v. New Jersey, 385 U.S. 493 (1967)

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Book	Policy Manual
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Revised Policy - Vol. 32, No. 2

4430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the Board will provide family and medical leave to support staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. ~~All full-time instructional staff members are deemed to meet the 1,250-hour requirement.~~

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depends upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for ~~himself/herself~~ **themselves** due to a physical or mental disability or, for leave under State law only, unable to care for ~~himself/herself~~ **themselves** due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of ~~his/her~~ the staff member's position
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for ~~his/her~~ the staff member's own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The District Administrator will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, ~~s/he~~ the staff member is entitled to a total of twelve (12) work weeks of leave in (☒) a calendar year () a fiscal year running from July 1 to the following June 30 () a twelve (12) month period marked by each employees' date of hire () a rolling twelve (12) month period measured backward from the date of usage () a twelve (12) month period measured forward from the date of any

employee's first FMLA usage **[END OF CALENDAR OPTIONS]** for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above. **[DRAFTING NOTE: If a decision is made to change the manner of counting Federal leave entitlement usage, the change must be made following at least sixty (60) days notice to employees and in a manner such that any employee qualifying for leave during the transition period is afforded whichever counting method during the leave that affords the employee the greatest benefit.]**

~~(-) Spouses who are both employed by the District may take a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care. **[DRAFTING NOTE: This option is available under Federal law, but should only be selected upon the advice of District legal counsel for compliance with Wisconsin's marital status discrimination law.]**~~

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, **she** the staff member is entitled to ten (10) work weeks of leave in a calendar year as follows:

- A. a total of six (6) weeks of leave for the birth of **his/her** the staff member's natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or ~~his/her~~their family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the District Administrator with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under the FMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

x] Staff members must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the District Administrator (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with ~~his/her~~their supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with ~~his/her~~their supervisor in order to work out a treatment schedule which best suits ~~his/her~~the staff member's needs, as well as the District's.

If a staff member must take more leave than originally anticipated, ~~s/he~~they must notify the District Administrator within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to ~~his/her~~their own serious health condition or the serious health condition of ~~his/her~~their spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the District Administrator within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the District Administrator as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The District Administrator will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare to clarify illegible answers and to authenticate the Certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the District Administrator doubts the validity of a Certification, the District Administrator may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The District Administrator may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the District Administrator to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and ~~his/her~~their rights and responsibilities under this policy.

The District Administrator will give the staff member the Notice on each occasion that ~~s/he~~the staff member notifies ~~his/her~~their supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the District Administrator will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the District Administrator sufficient to enable ~~him/her~~the District Administrator to determine that the leave is being taken for an FMLA-qualifying reason.

The District Administrator will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with ~~his/her~~their supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the District Administrator may offer a staff member a temporary transfer to another position for which ~~s/he~~the staff member is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff

member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member () must (x) may [END OF OPTION] use the following leaves provided by the Board, if available:

- A. vacation or personal leave, if available, for any family or medical leave;
- B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and
- C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which ~~s/he have~~ the staff member has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying ~~his/her~~ their portion of health insurance premiums regardless of whether ~~his/her~~ the staff member's family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the District Administrator for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position ~~s/he they~~ held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any

accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he the staff member had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he the staff member is not entitled to be reinstated.

A staff member who exceeds his/her the FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member **may** be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her their supervisor immediately. Upon such notice, the District Administrator will promptly reinstate the staff member to active employment, provided s/he the staff member has the present skill and ability to perform the essential functions of his/her their job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her their ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he the staff member must present certification to return to work to his/her their supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he the staff member may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The District Administrator may designate another administrator to perform his/her their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The District Administrator shall see that the policy is posted properly.

The District Administrator shall provide a copy of the policy upon the request of a staff member.

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29 C.F.R. Part 825

103.10, Wis. Stats.

Wis. Admin. Department of Workforce Development (DWD) 225

National Defense Authorization Act of 2010

Last Modified by Ann DeMeuse on March 4, 2024

Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 22, 2024

Revised Policy - Vol. 32, No. 2

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.

x] DEFINITIONS

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

A. Nonresident District

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

B. Nonresident 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 nonresident 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/Nonresident Students.

H. Absences (Excused and Unexcused)

See Policy 5200 - Attendance.

I. Truancy and Habitual Truancy

See Policy 5200 - Attendance.

J. Part of the School Day

See Policy 5200 - Attendance.

K. Tardiness

See Policy 5200 - Attendance.

[END OF OPTION]

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.

[] Option 1

In establishing current enrollment numbers for open enrollment availability purposes, the Board does not guarantee open enrollment approvals to any non-resident students.

[END OF OPTION 1]

[x] Option 2

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 by written agreement with the resident district under 121.78(1)(a), Wis. Stats.
- b. (x) All currently attending students.
- c. () All siblings of currently attending students.

[END OF OPTION 2]

[Drafting Note for options b and c: If a nonresident school board's open enrollment policy guarantees approval of currently-attending students and siblings of currently-attending students, it means that all applications for these students must be approved. If a student with a disability is a currently-attending student or a sibling of a currently-attending student and the Board guarantees approval of either or both of those groups of students, the Board must approve their

open enrollment application, even if the Board has determined that there is no space available in a specific program for students with disabilities, but may be able to deny the application if a particular service required in the student's IEP is not available in the District.]

4. ~~(-) 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. 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:

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.]**
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.

Application of Space Determinations and Random Selection Process

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. **[END OF OPTION]**

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.
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 **is currently under an order of expulsion for any reason; or** has been expelled from any school district within the current school year or the two (2) preceding school years **but the period of expulsion has ended**, 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 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. 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 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 115.777(1), Wis. Stats. or identified by the nonresident student's resident school board under 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 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 require accepted nonresident students to reapply under the open enrollment policy when the nonresident student enters ☐ middle school, ☐ junior high school or ☐ high school. A nonresident student may be required to reapply only once. **[END OF OPTION]**

☒ The Board will not require accepted nonresident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District. **[END OF OPTION]**

E. Termination of Open Enrollment

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding semester or school year. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09.

If the parent or nonresident student believes the student has been marked absent, tardy, or truant in error, the parent or student may contact the school attendance officer and provide a written explanation of the circumstances believed to be in error. The attendance officer shall review the matter and provide a response to the parent or student either correcting the attendance record, confirming the accuracy of the record, or requesting additional information upon which a decision will then be made. If additional information is requested, it must be provided within five (5) school days of the request or no additional information will be considered in the decision.

Open enrollment of a student in a virtual charter school may also be terminated if, on three (3) occasions during a single semester, the student has failed to respond to a school assignment or directive within five (5) school days not counting any days excused by the student's parents up to a maximum of ten (10) school days per year, and after each occurrence the virtual charter school notified the student's parents. After the third incident, the virtual charter school program shall notify the Board of the nonresident student's failure to participate in the program. The Board may terminate the student's open enrollment.

F. Transportation

The parents of a student attending a nonresident school district will be solely responsible for providing transportation to and from the school site. ☒ The District will permit a nonresident student to ride District transportation if space is available on a regularly-scheduled bus route. **[END OF OPTION]** The District will provide transportation for a nonresident student with an identified disability for whom transportation is required by the student's IEP.

☐ The Board may provide transportation to nonresident students from their resident district provided the student's resident district approved. The District Administrator shall develop procedures for implementing this provision.

[SELECT ONE OF THE OPTIONS BELOW:]

[OPTION #1]

() The Board will 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 nonresident 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) nonresident school districts. (See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.)

Applications from a nonresident 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 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 **[END OF OPTION]** consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

[END OF OPTION]

~~ANNUAL REVIEW~~ AND REVISION OF POLICY

~~The Board shall review its~~ If, in the course of reviewing the Board's Open Enrollment Program ~~annually~~, it opts to modify the policy, any changes shall be made by resolution and be adopted prior to the first application date of the open enrollment period to which the revisions shall apply.

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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Legal

118.51, Wis. Stats.

Wis. Adm. Code Ch. P.I. 36

Last Modified by Ann DeMeuse on March 4, 2024

Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - ATTENDANCE
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Last Revised	May 22, 2024

Revised Policy - Vol. 32, No. 2

5200 - ATTENDANCE

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent **or guardian** of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, **except a parent-excused, pre-planned absence requires written notification as indicated below**. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. ☒ single absence;
- B. ☒ prolonged absence;
- C. ☐ absence of more than ____ (__) days duration;
- D. ☒ repeated unexplained absence and tardiness; or
- E. ☐ _____.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether

the absence is excused.

- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent. () To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent/guardian. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) days.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. ~~Permission of Parent~~ Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent before the absence for any ~~or no~~ reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. (x) professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. (x) to attend a funeral
3. (x) legal proceedings that require the student's presence
4. (x) college visits
5. (x) job fairs
6. (x) vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school

equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

A. ☒ Quarantine

Quarantine of the student's home by a public health officer.

B. ☒ Illness of an Immediate Family Member

The illness of an immediate family member.

C. ☒ Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

D. ☐ Work at Home Due to Absence of Parents

To work at home due to the absence of the student's parents. Absences under this section shall not exceed ____ (__) days nor be granted to any student younger than ____ (__) years of age.

E. ☐ _____ [other]:

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

~~[] The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.~~

Definitions

A. Truancy

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

B. Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

☒] As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

☒ written (including e-mail)

☒ personal (phone or face-to-face)

request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District

- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - **Open Enrollment Program (Inter-District)**, which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests

administered to the student within the previous year indicate that the student is performing at grade level

- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Coursework and Examinations

[NOTE: How make-up work and course examinations will be dealt with must be in policy.]

☒] OPTION #1

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

[END OF OPTION #1]

[] OPTION # 2

Excused Absences

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up coursework and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Unexcused Absences

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up coursework and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

[NOTE: END OF OPTION # 2]

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118.15, Wis. Stats.

118.153, Wis. Stats.

118.16, Wis. Stats.

118.162, Wis. Stats.

Last Modified by Ann DeMeuse on March 4, 2024

Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - MISSING AND ABSENT CHILDREN
Code	po5215
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 22, 2024

Revised Policy - Vol. 32, No. 2

5215 - MISSING AND ABSENT CHILDREN

It is the intent of this Board to cooperate with local, State, and National efforts to decrease the number of missing children. For purposes of this ~~Policy~~ policy, the following definitions apply:

"Absent child" means a child that left the child's parents or approved placement through social services and whose whereabouts are known, but who refuses to return. This involves children who are runaways, but not known to be missing.

"Missing child" means a child whose whereabouts are unknown, which may include abducted children who have been abducted by a non-custodial parent, a victim of human trafficking, or another unknown circumstance.

The District Administrator and/or ~~building principals~~ Principals shall permit ~~during the school day the~~ entrance into the school a student lacking records or identification as a student, and shall ~~assure that~~ allow the child ~~remains to remain~~ in the building office area until law enforcement or social services is notified and takes custody of the child. Such a procedure reduces the risk of removal of a missing or absent child from the area before intervention by law enforcement or social services.

Procedures in this policy are to be implemented in coordination with Policy 5111.01 - Homeless Students.

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Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - STUDENT ANTI-HARASSMENT
Code	po5517
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Revised Policy - Vol. 32, No. 2

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender 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 (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

~~[] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.~~

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties

Sexual Harassment covered by Policy 2266 ~~(-)/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266 ~~(-)/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means individuals, students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words 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. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266 ~~(-)/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266 ~~(-)/AG 2266 [END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266/~~(C)~~ AG-2266 ~~[END OF OPTION]~~ - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;

5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior:

- a. () _____
- b. () _____
- c. () _____

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- L. (x) a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

~~[] In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.~~

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

[DRAFTING NOTE: Neola suggests the Board appoint both a male and a female Compliance Officer in order to provide Complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. The Compliance Officers may also serve as the District's Section 504 Compliance Officer(s)/ADA Coordinator(s) and/or Title IX Coordinators. Additionally, by appointing two (2) Compliance Officers, there should also be a Compliance Officer available to investigate a claim of harassment that pertains to the other Compliance Officer, as appropriate.]

Lindsay Ferry _____
(Name)

Director of Special Education and Pupil Services _____
(School District Title)

920-746-2804 _____
(Telephone Number)

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

lferry@sbsdmail.net _____
(E-mail Address)

Dan Tjernagel _____
(Name)

Superintendent _____
(School District Title)

920-746-2801 _____
(Telephone Number)

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

dtjernagel@sbsdmail.net _____
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B. ☒ in the parent and staff handbooks.
- C. ☐ in the School District Annual Report to the public.
- D. ☐ on each individual school's website.
- E. ☐ in the School District's calendar.
- F. ☐ _____.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) ☒ and the building principal or District Administrator **[END OF OPTION]** within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or ☒ **Option 1** the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. **[END OF OPTION 1] [] Option 2** the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. **[END OF OPTION 2]** The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for ☒ **the Board President and** _____ ☒ **the Board Attorney** **[END OF OPTION]** who has been designated to serve as the decision-maker for such complaints. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator, or Board President if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.

Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the () Principal (x) District Administrator **[END OF OPTION]** prior to any action being taken, except for complaints against the District Administrator, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

Generally, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

The investigation generally will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

() The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

Generally, within five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation ~~should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution~~ may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. (see Form 5517 F3 - "Garrity" Warning)

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;

- J. dated written determinations to the parties;
 - K. dated written descriptions of verbal notifications to the parties;
 - L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
 - M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
 - N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
 - O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
 - P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**
- [DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]**
- Q. ☐ documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
 - R. ☐ copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
 - S. ☐ copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing;
 - T. ☐ copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal	48.981, Wis. Stats.
	118.13, Wis. Stats.
	P.I. 9, Wis. Admin. Code
	P.I. 41 Wis. Admin. Code
	20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)
	29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

34 C.F.R. Part 104, Section 504 Regulations

34 C.F.R. Part 300, IDEA Regulations

Last Modified by Ann DeMeuse on March 5, 2024

Book	Policy Manual
Section	Vol. 32, No. 2, July 2023
Title	Revised Policy - Vol. 32, No. 2, July 2023 - RETURNED/OUTSTANDING-STALE CHECKS
Code	po6151
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 22, 2024

Revised Policy - Vol. 32, No. 2

6151 - RETURNED/OUTSTANDING-STALE CHECKS

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the District Administrator shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board authorizes the District Administrator to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the student and/or the parents. The parent or student may be charged any cost charged by the District's banking institution for a returned check.

Outstanding (Stale Dated) Checks - Unclaimed Property Process

Checks that are outstanding, meaning they have not been cashed by the payee, after () the period of time established by the banking institution for the validity period of the check (x) a period of 180 days after issuance () a period of _____ days after issuance **[END OF OPTIONS] [DRAFTING NOTE: Neola recommends that District's consult with their banking institution to determine if the bank has established a period of time after which a check is no longer valid.]** shall be deemed to be a "stale" check. Any stale check shall be treated as unclaimed property consistent with the guidance provided by the Wisconsin Department of Revenue's (WI DOR) "Unclaimed Property Holder Report Guide" for locating the owner and/or remitting the unclaimed property to the WI DOR.

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