

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, October 23, 2024

5:30 P.M. Board of Education Meeting

Sturgeon Bay High School Library

CALL TO ORDER:

1. Roll Call
2. Motion to Adopt Agenda

AGENDA:

1. Budget review & discussion
 - a. General Aid Certification was provided by the Department of Public Instruction on October 15, 2024 [see attachment](#)
 2. Adjourn
-

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."

6:00 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

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

RECOGNITION

Parent/Community Volunteers are recognized in the month of October:

1. Playground Fundraising Group (Brooke Ulrich, Kendra Vandertie, Rachel Maurer, Catherine Poon, Nicole Matson)

PUBLIC HEARING ON 2024-2025 SCHOOL DISTRICT BUDGET

Note: As a unified school district, we do not have an annual meeting as common or union school districts do. Instead, we incorporate the opportunity for members of the public to talk about the budget into a hearing as part of our board meeting when the budget and tax levy are approved. This is separate from the Public Comment period when members of the public are welcome to address the Board as well.

CONSENT AGENDA:

1. Approve Meeting Minutes
 - a. September 18, 2024, Regular Board of Education Meeting
[see attachment](#)

- see attachment**
- b. October 2, 2024, Board Learning Session
- 2. Approve September Bills **see attachment**
- 3. Accept Grants and Donations **see attachment**
- 4. Approve Resignations & Retirements **see attachment**

OPERATIONS AGENDA:

- 1. Consent Agenda items requiring attention (*if any*)
- 2. Approve 2024-2025 Budget **see attachment**
- 3. Approve December 2024 Tax Levy (*for calendar year 2025*)
- 4. Approve Teacher Associates **see attachment**
- 5. Approve Middle School Coaches (8th grade boys and girls basketball) **see attachment**
- 6. 2025-26 School Year Calendar Update (*informational item this month*) **see attachment**
- 7. NEOLA Board Policy Updates Technical Corrections (review one time)
 - a. Policy 0171.4 - Treasurer (Technical Correction)
 - b. Policy 1211/Policy 3211/Policy 4211 - Whistleblower Protection (Technical Correction)
 - c. Policy 2210 - Curriculum Development (Technical Correction)
 - d. Policy 2230 - Curriculum Course Guides (Technical Correction) **see attachment**
 - e. Policy 2370 - Educational Options Provided by the District (Technical Correction)
 - f. Policy 5461 - Children At-Risk of Not Graduating From High School (Technical Correction)
 - g. Policy 8442 - Reporting Accidents (Technical Correction)
- 8. NEOLA Board Policy Updates Regular (review two times) **see attachment**
 - a. Policy 0100 - Definitions (Revised)
 - b. Policy 0122 - Board Powers (Revised)
 - c. Policy 0144.3 - Conflict of Interest (Revised)
 - d. Policy 0171.3 - Clerk (Revised) **see attachment**
 - e. Policy 2250 - Innovative and Pilot Programs (Revised)
 - f. Policy 2413 - Health Education (Revised)
 - g. Policy 2415 - Tutoring for Credit (Rescind)
 - h. Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised)
 - i. Policy 3431/4431 - Employee Leaves (Revised)
 - j. Policy 5517 - Student Anti-Harassment (Revised)
 - k. Policy 5610 - Suspension and Expulsion (Revised)
 - l. Policy 6610 – Non-district-Supported Student Activity Accounts (Revised)
 - m. Policy 6611 - District-Supported/Sponsored Student Activity Accounts (New)
 - n. Policy 7440 - Facility Security (Revised)
 - o. Policy 7540 - Technology (Revised)
 - p. Policy 7544 - Use of Social Media (Initial Adoption)
 - q. Policy 8120 - Volunteers (Revised)
 - r. Policy 8310 - Public Records (Revised)
 - s. Policy 8330 - Student Records (Revised)
 - t. Policy 8431 - Preparedness for Toxic Hazards (Revised)
 - u. Policy 9130 - Public Requests, Suggestions, or Complaints (Revised)
 - v. Policy 9140 - Citizens' Advisory Committees (Revised)
 - w. Policy 5410 – Promotion, Placement, and Retention
- 9. Reports:
 - a. Legislative
 - b. CESA
 - c. Committee/Seminars

- d. Administrative
 - i. High School
 - ii. Middle School **see attachment**
 - iii. Sunrise Elementary School
 - iv. Sawyer Elementary School
 - v. Teaching, Learning, & Technology
 - vi. Special Education/Pupil Services
 - vii. Business Manager
 - viii. Other
 - e. Superintendent **see attachment**
10. 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 and Ann DeMeuse
Date: October 14, 2024
RE: Background Information for the October 23, 2024, Regular Meeting

Reminder: As we usually do, we'll plan to meet at 5:30 P.M. to review any additional budget information since our October 2 learning session discussion, as well as to make sure everyone is fully informed and comfortable when it comes to available options and approving both the budget and also setting the tax levy in the regular meeting this evening.

1. Budget review & discussion **see attachment**
 - a. General Aid Certification was provided by the Department of Public Instruction on October 15, 2024
 2. Adjourn
-

STUDENT COUNCIL REPRESENTATIVE REPORT (Izzy Jimenez-Seyfer):

Student Council President Kiersten Mellen will share updates with the Board and public.

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

RECOGNITION

Employees are recognized in the month of September:

1. Playground Fundraising Group-some members will be joining us at the November meeting (Brooke Ulrich, Kendra Vandertie, Rachel Maurer, Catherine Poon, Nicole Matson)

PUBLIC HEARING ON 2024-2025 SCHOOL DISTRICT BUDGET:

Note: As a unified school district, we do not have an annual meeting as common or union school districts do. Instead, we incorporate the opportunity for members of the public to talk about the budget into a hearing as part of our board meeting when the budget and tax levy are approved. This is separate from the Public Comment period when members of the public are welcome to address the Board as well.

CONSENT AGENDA:

1. Approve Meeting Minutes **see attachment**
 - a. September 18, 2024, Regular Board of Education Meeting
 - b. October 2, 2024, Board Learning Session
2. Approve September Bills **see attachment**
3. Accept Grants and Donations –
 - Clipper Nation Recognition Program
 - \$350 - Baileys Harbor Fish Company
 - \$100 - JP Express
 - \$100- Ahlswede Inc
 - \$100 - Rass Excavating & Materials
 - \$100 - Sturgeon Bay Utilities

- \$77 Shawn Wautier ID/Autism program
- \$115 Shawn Wautier Sunrise ID/Autism program
- \$77 Shawn Wautier for Sunrise ID/Autism program
- \$625 United Way for HS Project 180
- \$70 North Shore Bank for Cheri VandenBogart classroom
- \$22.40 Chuck Schommer for Clipper Clays
- \$450 Lawrie Family (in memory of Bill Lawrie) for Clipper Clays
- \$747 Sturgeon Bay PTO for 3rd grade NEW Zoo field trip
- \$211 SB PTO for 1st grade field trip
- \$200,000 Anonymous Estate Gift for T.J. Walker for low-income family meal assistance
- \$250 Fincantieri Marine Group for HS Tech
- \$250 family of Deanna Vanden Langenberg books for Sawyer School
- Playground Donations
 - \$250 family of Deanna Vanden Langenberg
- Raibrook granted funds to the Vex Robotics Equipment Expansion request from S Hockers

4. Approve Resignations & Retirements – Kadince Will is resigning from her TA position at Sunrise. Hillary Jensen is resigning from her TA position at Sawyer. [see attachment](#)

A motion to approve the consent agenda items as presented, and to thank everyone for their generosity and service to our district, is recommended.

OPERATIONS:

1. Consent Agenda items requiring attention (if any)

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

2. Approve 2024-2025 Budget [see attachment](#)

As you know, by October 15 we receive the Certification of General School Aides needed to finalize figures, as well as any final options available to the Board when it comes to approval of the budget and/or tax levy. Please see the 2024-2025 Budget Adoption document that is part of the meeting packet materials. Much of this is the same information as Business Manager Holtz walked the group through in the October 2 learning session.

The Budget Adoption document considers various items discussed in the October 2 learning session including a \$744,460 increase (6.96%) to the levy as compared to last year, a Fund 39 Levy of \$651,275 and a Fund 41 levy of \$50,000. This would equate to a Mil Rate of \$7.38.

A motion to approve the budget as presented including a \$744,460 increase (6.96%) to the levy as compared to last year, a Fund 39 Levy of \$651,275 and a Fund 41 levy of \$50,000 (this would equate to a Mil Rate of \$7.38) is recommended.

Reminder: The Board will be reviewing the most updated information in the special session at 5:30 P.M.

3. Approve December 2024 Tax Levy (for calendar year 2025)

See notes in previous agenda item regarding approving the 2024-2025 budget and tax levy.

[see attachment](#)

“A motion to approve the tax levy as presented in the Budget Adoption document for a General Fund Levy of \$10,734,406 and

A Fund 39 Referendum Debt levy of \$651,275 and

A Fund 41 Capital Expansion Fund levy of \$50,000 for a total levy of \$11,435,681 is recommended.”

Reminder: The Fund 41 Levy is not in addition to the total levy, but rather is included as part of the total levy and earmarked, if you will, for allowable Fund 41 use.

4. Approve Teacher Associates

- a. **Adeline Kirk Special Education Teacher Associate:** Director of Special Education and Pupil Services and Principal Smullen are pleased to welcome Adeline Kirk to the Special Education team at Sunrise Elementary School. Adeline will be supporting the entire special education team as a special education teacher associate at Sunrise on a part-time basis. Adeline has experience working with children with disabilities. She understands the patience needed to support their learning and is eager to bring her level of compassion and understanding to the team. The team is thankful to have Adeline on the team!

A motion to approve Adeline Kirk as a Special Education Teacher Associate is recommended.

- b. **Abby Struck Special Education Teacher Associate:** Director of Special Education and Pupil Services and Principal Smullen are pleased to recommend Abby Struck to the special education team. Abby will be supporting our learners at TJ Walker Middle School as a special education teacher associate. Abby is a graduate of Sturgeon Bay Schools and has earned her associates degree from Fox Valley Technical College. Abby has fond memories of attending Sturgeon Bay Schools and is eager to come back to the district to support the next generation of learners. Welcome to the team Abby!

A motion to approve Abby Struck as a Special Education Teacher Associate is recommended.

- c. **Rosa Rodriguez Special Education Teacher Associate:** Director of Special Education and Pupil Services and Principal DeVillers are pleased to recommend Rosa Rodriguez to the special education team. Rosa will be supporting the 5k-1st grade special education team at Sawyer Elementary School. Rosa is eager to join the Sawyer Team and build her experience in working with students with disabilities. The past two years, Rosa has owned and operated her own business within the Sturgeon Bay community-and prior to that, she worked as a CNA. The team at Sawyer are excited to work with Rosa and use her compassion and patience to help build student experiences. Welcome to the team Rosa!

A motion to approve Rosa Rodriguez as a Special Education Teacher Associate is recommended.

5. Approve Middle School Coaches

- a. **Corey Ash 8th Grade Basketball Coach:** Principal Smullen and Athletic Director Dupuis recommend Corey Ash as our new 8th grade boys basketball coach. Corey is a graduate of Sturgeon Bay, has coached youth basketball, JV2 basketball at the high school level, and was the NWBBL coordinator for Sturgeon Bay grades 3rd-8th. Corey is currently the president of the Sturgeon Bay fast break club.

A motion to approve Corey Ash as the 8th grade boys' basketball coach is recommended.

- b. **Rachel Miller 8th Grade Girls Basketball Coach:** Principal Smullen and Athletic Director Dupuis recommend Rachel Miller as our new 8th grade girls basketball coach. Rachel is a graduate of Sturgeon Bay, a current teacher within the Sturgeon Bay School District, and has assisted in coaching the High school girls summer league games in years past. Rachel has also served as Vice President and President at UW- Madison for the Women's Rugby team.

A motion to approve Rachel Miller as the 8th grade girls' basketball coach is recommended.

6. 2024-2025 School Year Calendar Update (*informational item this month*) [see attachment](#)

In recent years we have worked off a timeline that strives to approve the next year's school calendar in November so that parents have plenty of time to make the various vacation requests and family plans for the following school year.

In the October learning session, we discussed preferences utilizing a couple of calendar drafts plus some additional feedback I gathered from teachers at each building to help us zero in on a preferred approach for next school year. The way that various requests, items from past calendars and this year's calendar, and the actual calendar fall for next year, a majority of people preferred what was labeled as calendar draft A, with at least one individual also being open to draft B (which is the same as draft A with the exception of a long weekend for both families and staff in late October). Calendar draft A in the meeting packet reflects the following as a summary:

- The first day of classes would be Tuesday, September 2, 2025.
- Winter Break would be 12 days long running from the end of the school day on December 23 to Sunday, January 4. Classes would restart on Monday, January 5, 2026.
- Spring Break would be from the end of a half day of school on March 27 to April 5. Classes would restart on Monday, April 6.
- The last day of classes would be scheduled for Friday, June 5, pending any make-up days due to multiple snow/cold/ice days.
- 180 days of school are reflected in draft A. (Draft B would have 179 days of school with an additional day of teacher in-service in August.)
- As requested a couple of years ago, we're continuing with a "new color" an note in two places on the calendar to try to assist elementary families on the day in fall (October 23, 2025) and spring (February 26, 2026) when we have a full day of school for grades 6-12, but a half day of school Pk-grade 5 due to P/T conferences in the afternoon during what would normally be school time.

Note: After school or evening P/T conference sessions are a different situation and will be communicated directly by the school to families rather than added to the master school calendar.

There is no Board action requested at this time. The Board can discuss this further in the meeting, as needed, and then formal action would be requested in the regular November meeting.

7. NEOLA Board Policy Updates Technical Corrections (review one time) [see attachment](#)

- a. **Policy 0171.4 - Treasurer** This revision includes cross-reference to any designees for the officer which may have been chosen in Bylaw 0152 - Officers, as well as any assignment of duties to appropriate staff.
- b. **Policy 1211/Policy 3211/Policy 4211 - Whistleblower Protection** The policy is revised by removing reference to state law as this reference is confusing given that there is no affirmative obligation and therefore no corresponding legal citation to include.
- c. **Policy 2210 - Curriculum Development** This technical correction provides accurate statutory references.
- d. **Policy 2230 - Curriculum Course Guides** This technical correction provides clarity by specifying curriculum course guides so as not to be confused with high school course selection guides. Additionally, the option for maintaining such guides online is included.
- e. **Policy 2370 - Educational Options Provided by the District** This policy has been revised to reflect the recommended deletion of Policy 2415 - Tutoring for Credit.
- f. **Policy 5461 - Children At-Risk of Not Graduating From High School** This policy has been revised to more clearly identify that a student is at risk for not graduating from high school if they are two (2) or more years behind their age group in at least one (1) basic skill level. The identified skills are math and/or reading.
- g. **Policy 8442 - Reporting Accidents** This technical correction provides more options for reporting accidents that are common practices within schools and Districts.

8. NEOLA Board Policy Updates Regular (review two times) [see attachment](#)

- a. **Policy 0100 - Definitions (Revised)** A definition of "Local Public Office Holder or Official" is added, as well as moving the description of the "District Records Custodian" under its own heading and adding a cross-reference from the existing heading of "Legal Custodian of Records". Titles are added to some of the by-laws referenced in the definitions.
- b. **Policy 0122 - Board Powers (Revised)** This policy is revised to better reflect the scope of District supervision of students and align the language with statutory terminology. Recommended but not required.

[see attachment](#)

- c. **Policy 0144.3 - Conflict of Interest (Revised)** This policy is modified to include recent statutory changes (2023 Wisconsin Act 26) which allow Board members to serve as volunteer bus drivers under certain conditions. Recommended for consistency with current law.
- d. **Policy 0171.3 - Clerk (Revised)** The revisions to this bylaw are consistent with current statutory provisions and now include a cross-reference to any designees for the officer that may have been chosen in Bylaw 0152 - Officers.
- e. **Policy 2250 - Innovative and Pilot Programs (Revised)** This policy has been updated to utilize common terminology in the development of new programs along with the innovative design language in the law. The statutory citation has also been updated. Revisions are recommended.
- f. **Policy 2413 - Health Education (Revised)** These revisions better align this policy (last revised in 2016) with more recent statutory changes reflected in Policy 2414 - Human Growth and Development, which includes notification requirements. No statutory notification requirements apply to the topics within this policy. This revision is recommended for consistency with policy and statutory provisions.
- g. **Policy 2415 - Tutoring for Credit (Rescind)** This is recommended for rescission because this language is not required in policy. While tutoring for credit may be considered as an Educational Option (See Policy 2370), having this policy is not a requirement.
- h. **Policy 2460.03 - Independent Educational Evaluation (IEE) (Revised)** This policy is revised to convert the drafting note in the template to regular policy language. While the language is not required in policy, it is helpful to give full meaning to the concept and therefore improves the policy language to incorporate it as provided here. This revision is recommended.
- i. **Policy 3431 - Employee Leaves (Revised) Policy 4431 - Employee Leaves (Revised)** This policy is updated to reflect recent developments in Federal law about employee pay during covered military leave. Pay is not automatically required; however, it must be provided in a manner that is consistent with similar types of leave. A short legal alert is also provided to further describe the court activity in this regard. Consideration of the revisions is recommended to ensure that a consistent practice is implemented district-wide.
- j. **Policy 5517 - Student Anti-Harassment (Revised)** The policy revision is made to clarify that harassment allegations that relate to harassing conduct directed generally at a group of students based on that group's protected characteristics are included within the prohibited conduct and are to be investigated accordingly. Revision is recommended to more clearly articulate the scope of student nondiscrimination protections afforded in 118.13, Wis. Stats. and Wis. Admin Code PI 9.

- k. **Policy 5610 - Suspension and Expulsion (Revised)** The policy is revised to reflect that the term "principal" is not necessarily limited to the principal, but may include an assistant or associate principal in this context. This revision is recommended and, for smaller districts, strongly recommended. [see attachment](#)
- l. **Policy 6610 - Nondistrict-Supported Student Activity Accounts (Revised)**
This policy is revised to delete the language pertaining to District-supported accounts as that is now incorporated into Policy 6611 - District-Supported/Sponsored Student Activity Accounts. Recommended for internal policy consistency.
- m. **Policy 6611 - District-Supported/Sponsored Student Activity Accounts (New)**
This policy now reflects the policy language pertaining to District-Supported and Sponsored Student Activity Accounts, including the language previously found in Policy 6610 – Nondistrict-Supported Student Activity Accounts. Note: A client's previous 6610, if replaced in update 32.1, can be found by selecting "Retired" under the Policies tab in BoardDocs. Adoption of this new policy is recommended for comprehensive policy language regarding student activities and finances.
- n. **Policy 7440 - Facility Security (Revised)** This policy is revised to clarify the definition of metal detectors to include handheld wands. Also, school event supervisors are authorized to respond to school safety situations when an Administrator is not present as may be the case at after-school and/or evening events. This revision is recommended for school safety.
- o. **Policy 7540 - Technology (Revised)** The policy is revised to incorporate security and usage procedures that had previously been in the administrative guideline into the policy. Revision is recommended.
- p. **Policy 7544 - Use of Social Media (Initial Adoption)** These revisions clarify the public forum options available as to social media platforms/sites and add a prohibition of the use of such sites by staff or volunteers to communicate privately with students. Recommended but not required.
- q. **Policy 8120 - Volunteers (Revised)** This policy is revised to include an option for Board members to serve as volunteer bus drivers under certain conditions consistent with recent statutory changes as a result of 2023 Wisconsin Act 26. Recommended for consistency with options under State law.
- r. **Policy 8310 - Public Records (Revised)** This policy has been revised to highlight the responsibility of the District Records Custodian to provide notice of the public records policy, including identifying in said notice the positions that each district identifies as a local public office.
- s. **Policy 8330 - Student Records (Revised)** This policy now includes an option for directory data available under FERPA but, as stated in the drafting note, it is unclear if it would be considered directory data under Wisconsin law and thus consultation with legal counsel is recommended.

- t. **Policy 8431 - Preparedness for Toxic Hazards (Revised)** Revisions to this policy authorize the District Administrator to designate two required job titles in the District--the Toxic Hazard Preparedness Officer and the Chemical Hygiene Officer. In addition, revised language refers to the State law regarding the application of chemical pesticides on District property. These revisions are strongly recommended for legal compliance. [see attachment](#)
- u. **Policy 9130 - Public Requests, Suggestions, or Complaints (Revised)** This policy is revised to include additional clarification of the procedure and options for review of classroom and, if options are selected, library materials. Recommended but not required.
- v. **Policy 9140 - Citizens' Advisory Committees (Revised)** This policy is revised to account for alternative requirements for committee development in specific cases, for example, a committee to recommend curriculum revisions in human growth and development must be appointed by the Board and must include staff members. This revision is recommended to have consistent policy language.
- w. **Policy 5410 – Promotion, Placement, and Retention (Revised)** This policy is revised. The policy is updated to include new definitions to match the current administrative guideline. Updated drafting notes are also provided. A toolkit is included in this Update with examples of different ways to write this policy in accordance with the State statute. These revisions are recommended for compliance with the current Wisconsin statute and consistency with the guideline.

9. Reports [see attachment](#)

10. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, September 18, 2024

President Stephani called the regular meeting to order at 6:01 PM in the high school library. Present: Meyer, Jennerjohn, Stephani, Kruse, and Spritka. Excused: Haws, Chisholm, Schulz. Absent: Howard. Also present were: Superintendent Tjernagel, J Holtz, K Nerby, L Ferry, M Smullen, K Smullen, K DeVillers, A DeMeuse. The Pledge of Allegiance was recited.

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

STUDENT COUNCIL REPRESENTATIVE REPORT: Student Council President Izzy Jimenez-Seyfer reported that council members volunteered for 3 shifts at the Century ride and made over 1200 sandwiches for the 3,000 bikers that participated. The Homecoming theme is “Under the Sea”. Festivities start September 29 with window painting. There will be dress up days throughout the week with class competitions at lunch as well.

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

CONSENT AGENDA:

1. Approve Meeting Minutes
 - a. August 21, 2024 Regular Board of Education meeting
 - b. September 4, 2024 Learning Session
2. Approve August Bills
3. Grants and Donations
 - Playground Donations
 - \$2,000 Jan Allman
 - \$30 Wayne Denil to lunch program
 - \$77 Shawn Wautier to lunch program
 - \$77 Shawn Wautier to lunch program
 - 115.50 Shawn Wautier to lunch program
 - \$300 Smile Designs (Dr. Gina Grenfell) for Elementary Special Education
4. Resignations & Retirements – Cliff Wind and Rob Tess have provided their notice of their intent to retire from their teaching positions in the high school at the end of the 2024-2025 school year.
5. Overnight Field Trip Request – Choir: Clearwater Choral Festival at UW Eau Claire. The Field Trip Request form is enclosed in the board packet.
6. Approve NEW Health Consortium 66.0301 agreement

This is an annual approval discussed at our August 19, 2024, NEW Health Consortium meeting, which was too late to add to the August 21, 2024 Board of Education meeting. This is simply a part of the annual operation associated with the consortium as we have been reminded by our current insurance broker, M3.

Motion: Jennerjohn/Kruse to approve the consent agenda items as presented. Motion carried unanimously.

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any): None
2. Approve Teacher Associates
 - a. **Motion Spritka/Jennerjohn to approve Jena Burlo as a Special Education Teacher Associate at the High School. Motion carried unanimously.**
 - b. **Motion Kruse/Spritka to approve Dan Sallinen as a Special Education Teacher Associate at T.J. Walker Middle School. Motion carried unanimously.**
 - c. **Motion Jennerjohn/Meyer to approve Susan Guthrie as a Community Match Teacher Associate at Sunrise School. Motion carried unanimously.**
 - d. **Motion Jennerjohn/Kruse to approve Barb Luhning as a Community Match Teacher Associate at Sawyer School. Motion carried unanimously.**
 - e. Special Education Teacher Association still in process per Director Ferry. Tabled.
3. **Motion Kruse/Spritka approve Annika Schoeneman as a Youth Apprentice at Sunrise school. Motion carried unanimously.**
4. Approve Coaches: Middle School Volleyball: **Motion Jennerjohn/Meyer to approve Kasee Jandrin as a middle school volleyball coach beginning with the 2024-2025 school year. Motion carried unanimously.**
5. Approve Update to Supplemental Pay Guide – Musical: **Motion Spritka/Jennerjohn to approve the updates to the Supplemental Pay Guide (for the Musical Director, Musical Vocal Director and Musical Set Design) as presented. Motion carried unanimously.**
9. Reports:
 - a. Legislative – None.
 - b. CESA – none
 - c. Committee/Seminars – Stephani summarized ongoing work being done in city with TIF/TID District as it relates to housing opportunities in the city. Increased units for houses and apartments.
 - d. Administrative Reports presented.
 - e. Superintendent’s Report presented.
10. **Motion: Jennerjohn/Kruse to adjourn at 6:58 PM. Motion carried unanimously.**

Respectfully submitted by,
Ann DeMeuse
Board Recording Secretary

Date: _____

President’s Signature: _____

Recordings of the Board meetings can be located at: <https://www.sturbay.k12.wi.us/district/board-of-education>

THE SCHOOL DISTRICT OF STURGEON BAY
Board of Education Regular Meeting and Learning Session
Wednesday, October 2, 2024

5:00 P.M. Board of Education Meeting

Board Conference Room

REGULAR MEETING

CALL TO ORDER:

1. Roll Call at 5:08 PM. Present: Stephani, Kruse, Jennerjohn, Schulz, Spritka and Haus. Excused: Chisholm & Meyer. Absent: Howard. Also present were Superintendent Tjernagel, J Holtz, K Nerby, K Smullen, M Smullen, K DeVillers.
2. Motion: Jennerjohn/Haus to adopt the agenda as presented. Motion carried unanimously.

AGENDA AND DISCUSSION:

1. Budget Planning for 2024-2025 and Beyond: information presented.
2. Professional Staff Salary Ladder & Sick Day Bank Discussion: Dialogue regarding options and goals for how to address these items.
3. Post-employment Benefits for Retirees and Current Employees who could become eligible for a Post-Employment Benefit not already in Category One of Appendix G as described in the Professional Staff Salary and Supplemental Pay Guide Discussion: Dialogue followed.
4. Motion Kruse/Jennerjohn to adjourn meeting at 6:542 PM. Motion carried unanimously.

Date: _____

President's Signature: _____

Clerk's Signature: _____

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
09/05/2024	104728 R	186.05 10 E 800 355 263300 000	AT&T ACCT #92074354939307 Monthly billing Jul 20 - Aug 19
09/05/2024	242500119 A	1,935.10 10 E 800 411 253000 000	BELSON CO Maintenance supplies
09/05/2024	242500119 A	483.00 10 E 800 411 253000 000	BELSON CO Maintenance supplies
09/05/2024	242500120 A	100.00 10 E 800 310 162000 000	BERKOVITZ, PAUL Varsity Football Official (JV game was cancelled)
09/05/2024	242500121 A	6,226.70 27 E 800 386 221300 341	CESA 6 128 - SEEDS annual fee
09/05/2024	242500122 A	225.00 27 E 800 386 221300 341	CESA 7 LEA training for L Ferry, L Pichette, and C Potier
09/05/2024	104729 R	403.85 27 E 800 310 221300 341	DANIEL EDUCATIONAL S Well - Being for All Part 1 Training
09/05/2024	104730 R	44.95 10 E 400 411 136000 000	DOOR COUNTY HARDWARE Account# 96718- August 2024 CHARGES
09/05/2024	104730 R	15.99 10 E 400 450 136431 000	DOOR COUNTY HARDWARE Account# 96718- August 2024 CHARGES
09/05/2024	104730 R	15.94 10 E 800 411 162000 000	DOOR COUNTY HARDWARE Account# 96718- August 2024 CHARGES
09/05/2024	104730 R	1,146.11 10 E 800 411 253000 000	DOOR COUNTY HARDWARE Account# 96718- August 2024 CHARGES
09/05/2024	104731 R	130.00 10 E 800 310 162000 000	DOOR COUNTY MEDICAL CPR Training
09/05/2024	242500123 A	140.00 10 E 800 310 162000 000	DELONG, TINA Girls swim official
09/05/2024	104732 R	100.00 10 E 800 411 239100 000	DOOR COUNTY HEALING Gift certificate
09/05/2024	104733 R	375.00 10 E 800 411 253000 000	EJ WELCH COMPANY REM Carpet puller
09/05/2024	242500124 A	60.00 21 E 400 411 162124 000	ELSMORE SWIM SHOP Swim Gear
09/05/2024	242500125 A	40.00 50 E 800 415 257220 000	EMERALD ACRES FARM L Lunch- tomatoes, cucumbers
09/05/2024	242500125 A	86.00 50 E 800 415 257220 000	EMERALD ACRES FARM L Fresh Produce
09/05/2024	242500126 A	4,102.12 10 E 800 480 222200 031	FOLLETT SCHOOL SOLUT Follett Hosted OPAC
09/05/2024	242500127 A	438.27 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Battle of the Books-SR
09/05/2024	104734 R	1,575.00 27 E 800 310 221300 341	HANDLE W/ CARE BEHAV Handle With Care Training Seminar - Potier, Krebsbach, Louthain
09/05/2024	104735 R	600.00 50 L 000 000 815000 000	HIGGINBOTHAM, AMY Lunch Account Refund
09/05/2024	242500128 A	100.00 10 E 800 310 162000 000	KLAUBAUF, ANTHONY Varsity Football Official (JV game was cancelled)
09/05/2024	242500129 A	100.00 10 E 800 310 162000 000	KOSS, KELLY Varsity Football Official (JV game was cancelled)
09/05/2024	104736 R	500.00 10 E 800 324 253000 000	LAKELAND LAWN CARE Football, Soccer, and Practice areas
09/05/2024	104736 R	550.00 10 E 800 324 253000 000	LAKELAND LAWN CARE 1000 lbs of 33 - 0 - 5
09/05/2024	104737 R	478.50 10 E 800 416 214000 000	MACGILL 24-25 School Nurse Order
09/05/2024	104738 R	240.00 50 E 800 415 257220 549	PINKY PROMISE COFFEE Coffee
09/05/2024	242500130 A	234.36 50 E 800 415 257220 549	PRAIRIE FARMS Monthly Billing ACCT # 2608-2610-2612
09/05/2024	242500130 A	1,087.58 50 E 800 415 257220 549	PRAIRIE FARMS Monthly Billing Acct# 47-471
09/05/2024	242500131 A	6,638.40 10 E 800 417 258000 000	QUILL LLC District Copy Paper
09/05/2024	242500131 A	190.58 10 E 400 411 241000 000	QUILL LLC HS office supplies
09/05/2024	242500131 A	74.78 10 E 400 411 241000 000	QUILL LLC HS Office Supplies
09/05/2024	242500132 A	319.80 10 E 200 411 241000 000	STAPLES ADVANTAGE MS Office Supplies
09/05/2024	242500132 A	5.44 10 E 200 411 241000 000	STAPLES ADVANTAGE MS Office Supplies
09/05/2024	104739 R	65.00 10 E 800 310 162000 000	STOVER, THOMAS Girls Swim Announcer - 3 Hours
09/05/2024	242500133 A	100.00 10 E 800 310 162000 000	TEWS, RANDY Varsity Football Official (JV game was cancelled)
09/05/2024	242500134 A	90.00 10 E 800 411 171000 000	VENTRIS LEARNING LLC Course: English Acquisition for ELL Students. UFLI Foundations Book.

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DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
09/05/2024	104740 R	132.64 10 E 800 411 253000 000	VIKING ELECTRIC SUPP Electrical supplies
09/05/2024	242500135 A	4,309.50 10 E 800 411 221200 000	VOYAGER SOPRIS LEARN Acadience access and renewable materials for the start of the 2024-2025 school year (purchased by Voyager Sopris)
09/05/2024	242500136 A	140.00 10 E 800 310 162000 000	WAHLSTROM, WHITNEY Girls swim official
09/05/2024	104741 R	130.50 50 E 800 415 257220 549	WASEDA FARMS COUNTRY Eggs
09/05/2024	242500137 A	283.34 10 E 800 943 162000 000	WATERSTREET, CARL WPCA Team Membership Reimbursement
09/05/2024	242500138 A	100.00 10 E 800 310 162000 000	WERY, MICHAEL Varsity Football Official (JV game was cancelled)
09/05/2024	104742 R	69.09 10 E 800 411 253000 000	WISCONSIN BUILDING S Radiata pine
09/10/2024	104749 R	28.24 98 L 000 000 811680 000	DEPT OF REVENUE - NC Notice #: 3994 645 240 615
09/10/2024	104750 R	253.99 98 L 000 000 811680 000	MESSERLI & KRAMER PA Case No. 11CV142; File #12-02077
09/10/2024	104751 R	502.75 98 L 000 000 811660 000	SB LUNCH PROGRAM Payroll accrual
09/10/2024	104752 R	34.61 98 L 000 000 811680 000	WISCTF Remittance IDs - 429469
09/10/2024	104753 S	65.00 98 L 000 000 811680 000	WISCTF Annual R&D Withholding - #429469
09/12/2024	104754 R	100.00 10 E 800 310 162000 000	ALFSON, RYAN Football official (V) 9-6-24
09/12/2024	242500139 A	360.00 10 E 800 310 239100 000	ARMATI COLLECTIVE July and August 2024 Memberships
09/12/2024	242500140 A	675.00 10 E 800 411 162000 000	BSN SPORTS REMIT HS Girls Golf Apparel
09/12/2024	242500141 A	74.49 27 E 200 411 158119 341	BUCZKO, LAUREN 8/6/2024-9/27/2024 Classroom Supplies
09/12/2024	242500141 A	8.75 27 E 200 411 158119 341	BUCZKO, LAUREN 8/6/2024-9/27/2024 Classroom Supplies
09/12/2024	242500141 A	21.25 27 E 200 411 158119 341	BUCZKO, LAUREN 8/6/2024-9/27/2024 Classroom Supplies
09/12/2024	242500142 A	3,729.00 27 E 800 386 221300 341	CESA 6 CMS4Schools Annual Fee
09/12/2024	242500143 A	100.00 10 E 800 310 162000 000	CHRISTIENSEN, KYLE Football official (V) 9-6-24
09/12/2024	104755 R	1,400.00 10 E 800 411 253000 000	CULLIGAN SERVICE Bottled water/jug deposit
09/12/2024	104755 R	146.95 10 E 800 324 253000 000	CULLIGAN SERVICE Bottled water/jug deposit
09/12/2024	104756 R	238.00 21 E 140 411 164900 000	DC FIRE CO LLC Pizza for Sunrise Orientation
09/12/2024	104756 R	250.00 21 E 140 411 164900 015	DC FIRE CO LLC Pizza for Sunrise Orientation
09/12/2024	104757 R	1,018.09 10 E 800 411 253000 000	DOOR COUNTY COOPERAT Maintenance supplies
09/12/2024	242500144 A	831.60 10 E 800 310 239000 000	ERC INC August Monthly EAP services
09/12/2024	104758 R	513.20 10 E 800 411 239000 000	FATZO SUBS New teacher luncheon
09/12/2024	242500145 A	511.21 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Battle of the Books-MS
09/12/2024	104759 R	602.69 10 E 800 411 253000 000	HALLMAN LINDSAY QUAL Painting Supplies
09/12/2024	104759 R	114.90 10 E 800 411 253000 000	HALLMAN LINDSAY QUAL Painting supplies
09/12/2024	242500146 A	145.79 10 E 800 411 239000 000	HOLTZ, JACOB 8/1/2024-9/10/2024 New employee bfast, clipper flags and athletics ipad
09/12/2024	242500146 A	409.01 10 E 800 411 239000 000	HOLTZ, JACOB 8/1/2024-9/10/2024 New employee bfast, clipper flags and athletics ipad
09/12/2024	242500146 A	346.49 10 E 800 449 162000 000	HOLTZ, JACOB 8/1/2024-9/10/2024 New employee bfast, clipper flags and athletics ipad
09/12/2024	104760 R	4,000.00 10 E 800 324 253000 000	INNOVATIVE LED SOLUT Maxlite backlit led panels
09/12/2024	104760 R	8,000.00 10 E 800 449 253000 000	INNOVATIVE LED SOLUT Maxlite backlit led panels
09/12/2024	104760 R	2,814.59 10 E 800 449 253000 000	INNOVATIVE LED SOLUT Maxlite backlit led panels
09/12/2024	242500147 A	610.00 10 E 800 310 125000 000	INSTRUMENTAL MUSIC C Summer Instrument Repairs
09/12/2024	242500147 A	120.00 10 E 800 310 125000 000	INSTRUMENTAL MUSIC C Summer Trumpet Repair
09/12/2024	242500147 A	917.99 10 E 400 449 125500 000	INSTRUMENTAL MUSIC C Summer HS Band repairs

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DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
09/12/2024	242500148 A	85.00 10 E 800 310 162000 000	JOHNSEN-DUQUAINE, CO Boys Soccer Official (V) 9-5-24
09/12/2024	242500149 A	6,210.21 10 E 800 310 256240 000	KOBUSSEN BUSES LTD August bussing services
09/12/2024	242500149 A	180.00 27 E 800 310 256251 011	KOBUSSEN BUSES LTD August bussing services
09/12/2024	242500150 A	345.95 27 E 800 310 223300 019	KYLES CONSULTING LLC Contracted SBS/MAC monthly service fee for August 2024
09/12/2024	242500151 A	797.50 10 E 800 411 253000 000	LAFORCE HARDWARE & M Service call- intercom
09/12/2024	242500152 A	100.00 10 E 800 310 162000 000	LEDVINA, PETER Boys Soccer official 9-3-24 (Varsity)
09/12/2024	242500152 A	100.00 10 E 800 310 162000 000	LEDVINA, PETER Boys Soccer Official (V) 9-5-24
09/12/2024	104761 R	140.00 10 E 800 310 162000 000	LINSTAD, AMY Girls swim official
09/12/2024	104762 R	100.00 10 E 800 310 162000 000	LUEDEMAN, STEVE JR Football official (V) 9-6-24
09/12/2024	242500153 A	4,700.95 10 E 800 354 258000 000	METRO SALES INC Meter reads
09/12/2024	242500154 A	416.02 10 E 200 411 121000 000	NASCO Art supplies
09/12/2024	104763 R	206.00 10 E 400 449 125500 000	OREFICE LTD uniform pants
09/12/2024	242500155 A	100.00 10 E 800 310 162000 000	PIVONKA, CASEY Football official (V) 9-6-24
09/12/2024	104764 R	327.00 10 E 800 310 239000 000	PREVEA HEALTH WORKME New employee physicals
09/12/2024	104765 R	678.95 10 E 800 411 162000 000	RIDDELL/ALL AMERICAN Acct #43769 FB helmet
09/12/2024	242500156 A	85.00 10 E 800 310 162000 000	SANCHEZ, ALEXANDER Boys Soccer official 9-3-24 (Varsity)
09/12/2024	242500156 A	85.00 10 E 800 310 162000 000	SANCHEZ, ALEXANDER Boys Soccer Official (JV) 9-3-24
09/12/2024	242500157 A	36.90 10 E 140 411 222200 000	SCHOENEMAN, MANDY 8/28/2024 Purchase for library
09/12/2024	104766 R	2,731.30 10 E 200 449 241000 000	SCHOOL FURNITURE 4 L Desk/tables for 6th grade science
09/12/2024	242500158 A	302.21 10 E 800 355 263300 000	SPECTRUM BUSINESS Acct # 171231301 monthly charges
09/12/2024	242500159 A	540.85 10 E 800 353 263300 000	SUNSHINE HOUSE INC District Mailing S.O 54815
09/12/2024	104767 R	2,250.00 10 E 800 411 239000 000	THE LODGE AT LEATHEM All staff breakfast
09/12/2024	242500160 A	2,089.62 10 E 800 354 258000 000	US BANK Monthly copier lease charges
09/12/2024	242500161 A	150.00 10 E 800 411 221200 000	WI READING COALITION One virtual registration for the coaching team for the Fall Turning the Tide conference (reading stuff).
09/18/2024	104769 R	95.00 10 E 800 943 162000 000	WANDER SPRINGS GOLF HS Girls Golf Fees
09/19/2024	104770 R	349.00 10 E 800 411 122115 141	95 PERCENT GROUP LLC 95% Group Digital Access Codes
09/19/2024	242500162 A	100.00 10 E 800 310 162000 000	ABELLA, DARIO Boys Soccer contest 9-12-24
09/19/2024	242500163 A	515.00 10 E 800 941 239000 000	ASSOC OF WISC SCH AD Membership Renewal - K. Nerby
09/19/2024	104771 R	300.00 10 E 800 943 162000 000	BAY CONFERENCE Bay conference dues
09/19/2024	242500164 A	1,767.40 10 E 800 411 253000 000	BELSON CO Maintenance Supplies
09/19/2024	242500165 A	1,853.75 10 E 800 351 239000 000	BRILLIANT MARKETING Literacy Campaign
09/19/2024	242500166 A	240.00 10 E 800 310 162000 000	CAPTAIN COMMODOES Summer Port-A-Potti rental
09/19/2024	104772 R	74.23 10 E 800 411 231000 000	CARD SERVICES August 2024 Food Supplies
09/19/2024	104773 R	994.74 10 E 800 355 263300 000	CELLCOM WISCONSIN RS ACCT# 003 - 00319495
09/19/2024	104774 R	324.95 10 E 800 411 239000 000	COBORN'S INCORPORATE August 2024 food supplies cust #STURG06
09/19/2024	104774 R	52.41 50 E 800 415 257250 000	COBORN'S INCORPORATE August 2024 food supplies cust #STURG06
09/19/2024	104775 R	25.00 10 E 800 711 270000 000	COMMUNITY INSURANCE Policy # SGL22358-24 Additional Endorsement 7/1/2024 - 7/1/2025
09/19/2024	104776 R	260.00 10 E 800 310 239100 000	DOOR COUNTY YMCA Monthly Memberships - \$10
09/19/2024	104776 R	560.00 10 E 800 310 239100 000	DOOR COUNTY YMCA Monthly Memberships - \$20

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09/19/2024	242500167 A	140.00 10 E 800 310 162000 000	DELONG, TINA Girls swim official on 9-17-24
09/19/2024	242500168 A	3,552.06 10 E 800 360 222200 031	DISCOVERY EDUCATION Discovery Education Experience
09/19/2024	242500169 A	3,025.00 10 E 800 411 253000 000	EAGLE MECHANICAL Culligan Connections
09/19/2024	242500169 A	1,650.00 10 E 800 324 253000 000	EAGLE MECHANICAL Culligan Connections
09/19/2024	242500170 A	27.50 50 E 800 415 257220 000	EMERALD ACRES FARM L Fresh Produce
09/19/2024	242500170 A	53.70 50 E 800 415 257220 000	EMERALD ACRES FARM L Fresh Produce
09/19/2024	242500170 A	171.45 50 E 800 415 257220 000	EMERALD ACRES FARM L Fresh Produce
09/19/2024	104777 R	150.00 10 E 800 943 162000 000	GIBRALTAR AREA SCHOO Chief K Invitational
09/19/2024	242500171 A	210.00 10 E 400 310 221300 000	HERBST, NICOLE 9/15/2024 NAEA National Art Education Convention-- Professional Development
09/19/2024	104778 R	85.50 27 E 140 411 158107 341	HIGH NOON BOOKS Elementary Books
09/19/2024	104779 R	130.29 10 E 200 450 136000 000	IASCO WSDL
09/19/2024	242500172 A	12.00 10 E 200 411 125400 000	J W PEPPER & SON INC Sheet music for fall concert
09/19/2024	104780 R	6,500.00 10 E 800 310 231700 000	KERBERROSE S.C. Audit for year ended June 30, 2024 and federal single Audit
09/19/2024	104781 R	300.00 10 E 800 943 162000 000	KETTLE MORaine HIGH 9-13/14 Girls Volleyball Invitational
09/19/2024	242500173 A	85.00 10 E 800 310 162000 000	LANGE, TRAVIS 9-5 Soccer Varsity AR
09/19/2024	242500174 A	100.00 10 E 800 310 162000 000	LUEDEMAN, STEPHEN II Varsity Football Official 9 -6-24
09/19/2024	104782 R	84.40 10 E 800 411 162000 000	MAAS FLORAL & GREENH Parents night flowers - football
09/19/2024	242500175 A	23.56 10 E 800 411 162000 000	MEDCO SUPPLY COMPANY Athletic Trainer Supplies
09/19/2024	104783 R	525.00 10 E 800 310 125000 000	NEHLSEN, PETER J Piano tuning for district
09/19/2024	242500176 A	125.00 10 E 800 310 162000 000	NEUVILLE, ROBERT Girls Volleyball JV/V official - 9-12-24
09/19/2024	104784 R	300.00 10 E 800 943 162000 000	NOTRE DAME ACADEMY 8-30-24 Volleyball Tournament
09/19/2024	104785 R	240.75 50 E 800 415 257220 000	PAN O GOLD School lunch food ACCT# 40014
09/19/2024	242500177 A	1,601.00 10 E 800 480 295000 000	PARCHMENT LLC Annual Parchment Sender Service K12 (Electronic Transcripts: Current Students)
09/19/2024	104786 R	2,000.00 10 E 800 351 239000 000	PENINSULA PULSE Spring Newsletter
09/19/2024	104786 R	475.00 10 E 800 351 239000 000	PENINSULA PULSE Annual publish school guide
09/19/2024	104786 R	132.43 10 E 800 351 239000 000	PENINSULA PULSE August Legal Notices
09/19/2024	104787 R	200.00 10 E 800 943 162000 000	PREBLE HIGH SCHOOL 9-5-24 Cross Country invitational
09/19/2024	104788 R	375.00 10 E 800 943 162000 000	PRINCETON SCHOOL DIS Cross Country Invitational on 9-13 @ Green Lake/Princeton
09/19/2024	104789 R	123,845.00 21 E 100 310 164908 000	RASS EXCAVATING & MA Sunrise 59 Play Event
09/19/2024	242500178 A	85.00 10 E 800 310 162000 000	SANCHEZ, ALEXANDER Boys Soccer contest 9-12-24
09/19/2024	242500179 A	100.00 10 E 800 310 162000 000	SCHWEITZER, BARBARA Girls swim official on 9-17-24
09/19/2024	104790 R	36.00 10 E 800 943 162000 000	SEYMOUR COMMUNITY SC Girls Golf Meet Fees
09/19/2024	104790 R	150.00 10 E 800 943 162000 000	SEYMOUR COMMUNITY SC 9-3-24 Volleyball tournament
09/19/2024	104791 R	215.76 10 E 800 411 253000 000	SHERWIN WILLIAMS Painting Supplies
09/19/2024	242500180 A	39.46 10 E 800 331 253300 000	SYMMETRY ENERGY SOLU CUST ID # 34642 Natural Gas billing
09/19/2024	104792 R	240.00 10 E 800 943 162000 000	THE PRAIRIE SCHOOL Soccer Quad
09/19/2024	104793 R	1,236.23 10 E 800 411 162000 000	VALLEY ATHLETICS HS Football Jerseys
09/19/2024	104793 R	5,500.00 21 E 400 411 162210 000	VALLEY ATHLETICS HS Football Jerseys
09/19/2024	242500181 A	85.00 10 E 800 310 162000 000	WENDORFF, JAMES Boys Soccer contest 9-12-24
09/19/2024	242500182 A	125.00 10 E 800 310 162000 000	WERY, MICHAEL Girls Volleyball JV/V

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			official - 9-12-24
09/19/2024	104794 R	66.00 10 E 800 943 162000 000	WEST DEPERE HIGH SCH Girls Golf Meet Fee
09/19/2024	242500183 A	1,343.10 10 E 800 360 222200 031	WILS - WIS LIBRARY S WSDL
09/19/2024	242500184 A	225.00 10 E 800 310 239000 000	WIS DRUG TESTING & C Background Checks
09/19/2024	242500185 A	133,137.50 39 E 800 685 281000 000	ZIONS BANCORPORATION Acct #8202052/8202053 School Building & Improvement Bonds
09/24/2024	104795 R	16.00 98 L 000 000 811690 000	CROSSROADS AT BIG CR Employee Donations
09/24/2024	104795 R	16.00 98 L 000 000 811690 000	CROSSROADS AT BIG CR Employee Donations
09/24/2024	104796 R	124.83 98 L 000 000 811680 000	DEPT OF REVENUE - NC Notice #: 3994 645 240 615
09/24/2024	104797 R	4,659.92 98 L 000 000 811634 000	MADISON NATIONAL LIF Group Life Ins. - October Coverage
09/24/2024	104798 R	3,161.25 98 L 000 000 811635 000	MADISON NATIONAL LIF LTD & STD Insurance - October Coverage
09/24/2024	104798 R	1,294.10 98 L 000 000 811639 000	MADISON NATIONAL LIF LTD & STD Insurance - October Coverage
09/24/2024	104799 R	312.00 98 L 000 000 811637 000	MADISON NATIONAL LIF Voluntary Life - 18-Pay - October Coverage
09/24/2024	104799 R	465.44 98 L 000 000 811637 000	MADISON NATIONAL LIF Voluntary Life - 24 Pay - October Coverage
09/24/2024	104800 R	263.36 98 L 000 000 811680 000	MESSERLI & KRAMER PA Case No. 11CV142; File #12-02077
09/24/2024	104801 R	527.75 98 L 000 000 811660 000	SB LUNCH PROGRAM Payroll accrual
09/24/2024	104802 R	1,347.84 98 L 000 000 811647 000	SUPERIOR VISION INSU Vision Insurance - October Coverage
09/24/2024	104803 R	216.00 98 L 000 000 811690 000	UNITED WAY Employee Donations
09/24/2024	104803 R	213.00 98 L 000 000 811690 000	UNITED WAY Employee Donations
09/24/2024	104804 R	34.61 98 L 000 000 811680 000	WISCTF Remittance IDs - 538753 - 555787 - 429469
09/26/2024	242500186 A	339.72 50 E 800 411 257000 000	BELSON CO Liquid Dish Soap
09/26/2024	242500186 A	167.70 10 E 800 411 253000 000	BELSON CO Maintenance Supplies
09/26/2024	104805 R	625.00 21 E 200 310 163901 000	BEYOND THE NOTES MUS 2025 Festival Ensemble Registration Fee/Deposit
09/26/2024	242500187 A	195.00 10 E 800 943 120000 000	BLAHNIK, BROCK 9/23/2024 Mock Trial Registration 2024
09/26/2024	242500187 A	75.00 10 E 400 310 221300 000	BLAHNIK, BROCK 9/23/2024 econ wiconsin conference in march
09/26/2024	242500188 A	119.00 10 E 800 411 162000 000	BSN SPORTS REMIT Scorebooks
09/26/2024	242500189 A	80.00 10 E 800 310 239000 000	BUCKZO, LAUREN 9/24/2024 Reimbursement for New Employee Physical
09/26/2024	242500190 A	3,440.48 10 E 800 386 221300 000	CESA 7 Learning Services Partnerships
09/26/2024	242500191 A	80.00 10 E 800 310 162000 000	CLAFILIN, BRENT MS Football Official 9-24-24
09/26/2024	104806 R	122.16 50 E 800 415 257220 549	COUNTRY OVENS LTD Breakfast: Juice
09/26/2024	104807 R	497.90 10 E 800 348 254500 000	DOOR COUNTY TREASURE August Fuel Charges
09/26/2024	104807 R	381.51 10 E 800 348 256510 000	DOOR COUNTY TREASURE August Fuel Charges
09/26/2024	104808 R	427.53 27 E 800 310 218200 011	DOOR COUNTY MEDICAL PT Services- August 2024
09/26/2024	104808 R	7,925.61 10 E 800 310 214000 000	DOOR COUNTY MEDICAL Nursing Services- August 2024
09/26/2024	104809 R	150.00 21 E 400 310 162121 000	DOOR COUNTY YMCA Pool Rental & Instruction
09/26/2024	242500192 A	140.00 10 E 800 310 162000 000	DELONG, TINA Girls Swim Official 9-19-24
09/26/2024	104810 R	250.00 21 E 800 411 222200 028	DISCOUNT SCHOOL SUPP Hokki Stools
09/26/2024	104810 R	32.22 10 E 140 411 222200 000	DISCOUNT SCHOOL SUPP Hokki Stools
09/26/2024	242500193 A	185.50 10 E 800 324 253000 000	EAGLE MECHANICAL Valve Testing
09/26/2024	104811 R	279.24 50 E 800 324 257220 000	ECOLAB Pest Control
09/26/2024	242500194 A	4,987.50 10 E 800 310 254300 000	ELEVATE97 Master Plan - Creative Concepts
09/26/2024	242500195 A	46.00 50 E 800 415 257220 000	EMERALD ACRES FARM L Lunch - Vegetables

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09/26/2024	242500196 A	1,004.00 21 E 400 411 161923 000	FLS BANNERS Homecoming Shirts
09/26/2024	242500196 A	734.32 21 E 400 411 161923 000	FLS BANNERS Powderpuff Shirts
09/26/2024	242500196 A	508.40 21 E 400 411 162121 000	FLS BANNERS Volleyball Apparel
09/26/2024	242500197 A	59.92 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books: MS
09/26/2024	242500197 A	13.57 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Educational Materials
09/26/2024	104812 R	250.00 10 E 800 386 239000 000	GT CONSORTIUM OF CES 2024-2025 Annual Dues
09/26/2024	242500198 A	2,102.63 10 E 800 321 295000 000	HEARTLAND BUSINESS S CISCO
09/26/2024	242500199 A	14.99 10 E 200 450 125500 000	INSTRUMENTAL MUSIC C Yamaha MS1000 Folding Music Stand
09/26/2024	242500199 A	48.70 10 E 400 411 125500 000	INSTRUMENTAL MUSIC C 24-25 REEDS
09/26/2024	242500199 A	82.80 10 E 400 450 125500 000	INSTRUMENTAL MUSIC C 24-25 REEDS
09/26/2024	104813 R	220.00 10 E 800 943 162000 000	KIEL HIGH SCHOOL Boys Soccer Invitational (VR)
09/26/2024	242500200 A	198.88 10 E 120 411 110500 000	LAKE SHORE LEARNING M Kindergarten Supplies
09/26/2024	242500201 A	85.00 10 E 800 310 162000 000	LANGE, TRAVIS Boys Soccer official 9-23-24
09/26/2024	242500202 A	2,147.50 10 E 800 310 264400 000	MARCIA BRENNER & ASS Tier 1 Hourly Admin Support Plan
09/26/2024	104814 R	168.20 10 E 400 411 136360 000	MC MASTER-CARR SUPPL Sheet Metal for Metals
09/26/2024	242500203 A	100.00 10 E 800 310 162000 000	MILLS, JOSEPH Boys Soccer official 9-23-24
09/26/2024	242500204 A	314.94 10 E 400 411 121000 000	NASCO HS Art Clay
09/26/2024	242500204 A	189.31 10 E 200 411 121000 000	NASCO Art Supplies - Clay
09/26/2024	242500204 A	55.42 10 E 200 411 121000 000	NASCO Art Supplies
09/26/2024	242500204 A	83.52 10 E 200 411 121000 000	NASCO Art Supplies
09/26/2024	104825 S	90.00 10 E 800 943 162000 000	NORTHBROOK GOLF & GR HS Girls Golf 09.27.24
09/26/2024	104826 S	150.00 10 E 800 943 162000 000	NORTHBROOK GOLF & GR HS Girls Golf 10.01.24
09/26/2024	104815 R	125.00 10 E 800 943 162000 000	NOTRE DAME ACADEMY Girls Volleyball JV tournament
09/26/2024	242500205 A	95.00 10 E 800 324 253000 000	OTIS ELEVATOR Elevator Maintenance
09/26/2024	242500206 A	416.77 10 E 800 411 171000 000	PEARSON EDUCATION IN Classroom materials for ELL class.
09/26/2024	104816 R	215.68 10 E 800 432 222200 031	PENWORTHY CO Library Books
09/26/2024	242500207 A	2,500.00 21 E 400 310 162107 000	PROPSOM, JENNIFER Reimbursement Dance Team Choreography
09/26/2024	242500208 A	13.03 10 E 800 411 239000 000	QUILL LLC Business Office/District Office Supplies
09/26/2024	242500208 A	51.34 10 E 800 411 252100 000	QUILL LLC Business Office/District Office Supplies
09/26/2024	242500208 A	3,319.20 10 E 800 417 258000 000	QUILL LLC District Copy Paper
09/26/2024	242500209 A	85.00 10 E 800 310 162000 000	SANCHEZ, ALEXANDER Boys Soccer official 9-23-24
09/26/2024	242500210 A	15,409.00 10 E 800 336 253300 000	STURGEON BAY UTILITI August 2024 Utilities
09/26/2024	242500210 A	3,088.66 10 E 800 337 253300 000	STURGEON BAY UTILITI August 2024 Utilities
09/26/2024	242500210 A	1,207.82 10 E 800 338 253300 000	STURGEON BAY UTILITI August 2024 Utilities
09/26/2024	242500210 A	84.64 10 E 800 339 253300 000	STURGEON BAY UTILITI August 2024 Utilities
09/26/2024	104817 R	120.25 10 E 140 411 241000 000	SCHOOLMATE School Planners & Wall Charts
09/26/2024	242500211 A	100.00 10 E 800 310 162000 000	SCHWEITZER, BARBARA Girls Swim Official 9-19-24
09/26/2024	104818 R	144.93 27 E 120 411 156602 341	SPEECH CORNER Therapy materials
09/26/2024	242500212 A	14.77 10 E 120 411 111000 000	SULLIVAN, PATRICK 8/22/2024-9/23/2024 Classroom Supplies
09/26/2024	104819 R	36.00 10 E 140 411 122900 000	TEACHERS PAY TEACHER CKLA Vocabulary Card Bundle Grade 3
09/26/2024	242500213 A	80.00 10 E 800 310 162000 000	TEWS, RANDY MS Football Official 9-24-24
09/26/2024	104820 R	375.33 10 E 800 353 263300 000	UNITED PARCEL SERVIC Shipper # 586902 Monthly Parcel Service
09/26/2024	104821 R	150.00 10 E 800 943 162000 000	VALDERS HIGH SCHOOL 9-19 Cross Country meet @ Valders (only HS)
09/26/2024	104822 R	130.50 50 E 800 415 257220 549	WASEDA FARMS COUNTRY Breakfast: Eggs
09/26/2024	104823 R	20.00 10 E 800 310 239000 000	WISCONSIN DEPT OF FI Notary Application Fee

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
09/26/2024	104824 R	19.04 21 E 010 411 160999 000	WISCONSIN BUILDING S Lumber
09/06/2024	202400266 W	20.98 27 E 800 411 158100 341	ABBY VANS INC Credit Card Payment AP Invoice.
09/06/2024	202400263 W	400.63 10 E 800 324 253000 000	AIRGAS USA LLC Credit Card Payment AP Invoice.
09/06/2024	202400264 W	403.25 10 E 800 310 162000 000	ATHLETIC.NET Credit Card Payment AP Invoice.
09/06/2024	202400260 W	13.18 10 E 400 411 127000 000	BARNES & NOBLE.COM Credit Card Payment AP Invoice.
09/06/2024	202400261 W	239.70 10 E 400 411 127000 000	BARNES & NOBLE.COM Books for Social Sciences Class
09/06/2024	202400262 W	89.49 10 E 200 411 125400 000	BEST BUY JBL Speaker with microphone for external events (karaoke, open mic, etc)
09/06/2024	202400262 W	89.50 10 E 400 411 125400 000	BEST BUY JBL Speaker with microphone for external events (karaoke, open mic, etc)
09/06/2024	202400253 W	249.00 10 E 400 411 121000 000	CANVA Credit Card Payment AP Invoice.
09/06/2024	202400236 W	45.31 10 E 800 389 431000 000	CENGAGE REMIT Credit Card Payment AP Invoice.
09/06/2024	202400228 W	79.66 27 E 800 411 223300 341	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
09/06/2024	202400228 W	59.50 27 E 800 411 223300 341	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
09/06/2024	202400228 W	68.72 10 E 120 472 110000 000	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
09/06/2024	202400228 W	18.06 27 E 800 411 158100 341	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
09/06/2024	202400228 W	113.88 27 E 800 411 158100 341	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
09/06/2024	202400228 W	76.21 10 E 140 411 241000 000	COBORN'S INCORPORATE Credit Card Payment AP Invoice.
09/06/2024	202400270 W	242.45 27 E 800 310 221200 341	CPI Credit Card Payment AP Invoice.
09/06/2024	202400242 W	-37.65 10 E 800 411 162000 000	CROWN AWARDS Credit Card Payment AP Invoice.
09/06/2024	202400230 W	56.72 27 E 800 411 223300 341	CULVER'S OF STURGEON Credit Card Payment AP Invoice.
09/06/2024	202400256 W	25.47 10 E 120 411 241000 000	DOOR COUNTY COOPERAT Credit Card Payment AP Invoice.
09/06/2024	202400251 W	-129.32 21 E 100 411 164908 000	DOOR COUNTY HARDWARE Credit Card Payment AP Invoice.
09/06/2024	202400251 W	129.32 21 E 100 411 164908 000	DOOR COUNTY HARDWARE Credit Card Payment AP Invoice.
09/06/2024	202400251 W	122.58 21 E 100 411 164908 000	DOOR COUNTY HARDWARE Credit Card Payment AP Invoice.
09/06/2024	202400239 W	770.00 10 E 800 941 239000 000	DESTINATION STURGEON Credit Card Payment AP Invoice.
09/06/2024	202400239 W	625.00 10 E 800 411 239100 000	DESTINATION STURGEON Credit Card Payment AP Invoice.
09/06/2024	202400267 W	100.00 27 E 800 949 159100 341	DPI-TEACHER LICENSIN Credit Card Payment AP Invoice.
09/06/2024	202400267 W	100.00 27 E 800 949 159100 341	DPI-TEACHER LICENSIN Credit Card Payment AP Invoice.
09/06/2024	202400267 W	100.00 27 E 800 949 159100 341	DPI-TEACHER LICENSIN Credit Card Payment AP

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	DESCRIPTION
09/06/2024	202400267 W	100.00 27 E 800 949 159100 341	Invoice. Credit Card Payment AP
09/06/2024	202400244 W	425.91 10 E 200 411 241000 000	Invoice. Credit Card Payment AP
09/06/2024	202400265 W	1,961.76 10 E 800 339 253300 000	Invoice. Credit Card Payment AP
09/06/2024	202400235 W	119.00 10 E 800 342 221300 000	Invoice. Credit Card Payment AP
09/06/2024	202400235 W	223.38 27 E 800 342 264400 341	Invoice. Credit Card Payment AP
09/06/2024	202400258 W	130.76 10 E 800 411 162000 000	Invoice. Credit Card Payment AP
09/06/2024	202400258 W	130.76 21 E 400 411 162112 000	Invoice. Credit Card Payment AP
09/06/2024	202400272 W	151.79 10 E 140 411 241000 000	Invoice. Credit Card Payment AP
09/06/2024	202400241 W	9.76 10 E 800 351 239000 000	Invoice. Credit Card Payment AP
09/06/2024	202400241 W	136.06 10 E 800 351 239000 000	Invoice. Credit Card Payment AP
09/06/2024	202400241 W	515.19 10 E 800 351 239000 000	Invoice. Credit Card Payment AP
09/06/2024	202400241 W	500.33 10 E 800 351 239000 000	Invoice. Credit Card Payment AP
09/06/2024	202400237 W	49.69 21 E 800 411 161926 000	Invoice. Credit Card Payment AP
09/06/2024	202400237 W	116.21 10 E 800 411 231000 000	Invoice. Credit Card Payment AP
09/06/2024	202400237 W	32.60 27 E 800 411 158100 341	Invoice. Credit Card Payment AP
09/06/2024	202400233 W	209.24 21 E 400 411 135300 000	Invoice. Credit Card Payment AP
09/06/2024	202400226 W	133.00 10 E 800 342 162000 000	Invoice. Credit Card Payment AP
09/06/2024	202400268 W	63.24 27 E 800 411 158100 341	Invoice. Credit Card Payment AP
09/06/2024	202400254 W	93.50 10 E 400 411 241000 000	Invoice. Credit Card Payment AP
09/06/2024	202400249 W	-90.51 10 E 800 411 253000 000	Invoice. Credit Card Payment AP
09/06/2024	202400249 W	12.97 10 E 400 411 136000 000	Invoice. Credit Card Payment AP
09/06/2024	202400249 W	93.43 10 E 400 411 136431 000	Invoice. Credit Card Payment AP
09/06/2024	202400249 W	197.51 10 E 400 450 136431 000	Invoice. Credit Card Payment AP
09/06/2024	202400243 W	9.95 10 E 800 355 263300 000	Invoice. Credit Card Payment AP
09/06/2024	202400231 W	2,264.97 27 E 800 480 158100 341	Invoice. Credit Card Payment AP
09/06/2024	202400231 W	1,423.10 27 E 800 480 158100 341	Invoice. Credit Card Payment AP
09/06/2024	202400246 W	69.00 80 E 800 411 239160 000	Invoice. Credit Card Payment AP
09/06/2024	202400250 W	59.90 10 E 120 411 110000 000	Invoice. Credit Card Payment AP

CHECK DATE	CHECK CHE		ACCOUNT		VENDOR	INVOICE
	NUMBER	TYP	AMOUNT	NUMBER		DESCRIPTION
09/06/2024	202400250	W	16.97	10 E 400 411 241000 000	PICK'N SAVE ROUNDYS	Invoice. Credit Card Payment AP
09/06/2024	202400250	W	17.33	10 E 400 411 241000 000	PICK'N SAVE ROUNDYS	Invoice. Credit Card Payment AP
09/06/2024	202400250	W	15.47	10 E 400 411 241000 000	PICK'N SAVE ROUNDYS	Invoice. Credit Card Payment AP
09/06/2024	202400250	W	51.82	10 E 400 411 241000 000	PICK'N SAVE ROUNDYS	Invoice. Credit Card Payment AP
09/06/2024	202400240	W	442.02	10 E 800 353 263300 000	PITNEY BOWES INC	Invoice. Credit Card Payment AP
09/06/2024	202400229	W	123.39	27 E 800 411 223300 341	SCATURO'S BAKING COM	Invoice. Credit Card Payment AP
09/06/2024	202400229	W	23.05	10 E 120 411 241000 000	SCATURO'S BAKING COM	Invoice. Credit Card Payment AP
09/06/2024	202400271	W	179.00	10 E 140 411 241000 000	SMORE	Invoice. Credit Card Payment AP
09/06/2024	202400257	W	79.90	10 E 800 417 258000 000	TARGET	Invoice. Credit Card Payment AP
09/06/2024	202400257	W	15.00	27 E 800 411 158100 341	TARGET	Invoice. Credit Card Payment AP
09/06/2024	202400248	W	599.28	10 E 800 411 253000 000	ULINE	Invoice. Credit Card Payment AP
09/06/2024	202400245	W	817.22	10 E 200 411 241000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2024	202400245	W	-7.65	10 E 800 411 253000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2024	202400245	W	151.98	10 E 800 990 239000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2024	202400245	W	885.50	21 E 400 342 162121 000	US BANK	Invoice. Credit Card Payment AP
09/06/2024	202400245	W	85.00	10 E 800 411 162000 000	US BANK	Invoice. Credit Card Payment AP
09/06/2024	202400245	W	909.09	21 E 200 411 163902 000	US BANK	Invoice. Credit Card Payment AP
09/06/2024	202400245	W	389.61	21 E 400 411 163902 000	US BANK	Invoice. Credit Card Payment AP
09/06/2024	202400245	W	52.14	10 E 800 411 221200 000	US BANK	Invoice. Credit Card Payment AP
09/06/2024	202400245	W	13.42	27 E 800 411 158100 341	US BANK	Invoice. Credit Card Payment AP
09/06/2024	202400259	W	1,777.50	10 E 800 355 263300 000	US CELLULAR	Invoice. Credit Card Payment AP
09/06/2024	202400255	W	1.77	10 E 800 353 263300 000	US POSTMASTER	Invoice. Credit Card Payment AP
09/06/2024	202400269	W	48.00	27 E 800 480 158100 341	VISME	Invoice. Credit Card Payment AP
09/06/2024	202400227	W	390.00	10 E 800 941 239000 000	WISC ATHLETIC DIRECT	Invoice. Credit Card Payment AP
09/06/2024	202400234	W	64.16	50 E 800 411 257000 000	WALMART	Invoice. Credit Card Payment AP
09/06/2024	202400234	W	-39.91	10 E 400 411 222200 000	WALMART	Invoice. Credit Card Payment AP
09/06/2024	202400234	W	5.94	10 E 400 411 241000 000	WALMART	Invoice. Credit Card Payment AP
09/06/2024	202400234	W	39.94	10 E 400 411 241000 000	WALMART	Invoice. Credit Card Payment AP

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	DESCRIPTION
09/06/2024	202400234 W	103.72 10 E 200 411 143000 000	Invoice. Credit Card Payment AP
09/06/2024	202400234 W	48.00 10 E 800 417 258000 000	Invoice. Credit Card Payment AP
09/06/2024	202400234 W	14.06 10 E 140 411 115000 000	Invoice. Credit Card Payment AP
09/06/2024	202400234 W	87.06 10 E 800 417 258000 000	Invoice. Credit Card Payment AP
09/06/2024	202400234 W	36.40 10 E 200 411 121000 000	Invoice. Credit Card Payment AP
09/06/2024	202400234 W	127.52 10 E 800 411 162000 000	Invoice. Credit Card Payment AP
09/06/2024	202400234 W	20.34 10 E 800 411 252100 000	Invoice. Credit Card Payment AP
09/06/2024	202400234 W	90.74 10 E 800 411 239100 000	Invoice. Credit Card Payment AP
09/06/2024	202400234 W	277.18 10 E 120 411 110400 000	Invoice. Credit Card Payment AP
09/06/2024	202400234 W	100.00 27 E 800 411 158100 341	Invoice. Credit Card Payment AP
09/06/2024	202400252 W	140.00 10 E 400 310 221300 000	Invoice. Credit Card Payment AP
09/06/2024	202400232 W	125.00 10 E 800 310 264400 000	Invoice. Credit Card Payment AP
09/06/2024	202400238 W	-5.22 21 E 800 411 161926 000	Invoice. Credit Card Payment AP
09/06/2024	202400238 W	100.02 21 E 800 411 161926 000	Invoice. Credit Card Payment AP
09/06/2024	202400247 W	167.96 10 E 800 411 253000 000	Invoice. Credit Card Payment AP
09/11/2024	202400211 W	540.87 98 L 000 000 811675 000	WEA MEMBER BENEFITS TSA Benefit: Tjernagel \$389.57 & Holtz \$115.11
09/11/2024	202400285 W	61.09 98 L 000 000 811640 000	WEA TRUST ADVANTAGE WEA Auto Insurance
09/11/2024	202400208 W	59.96 98 L 000 000 811641 000	WEA TRUST ADVANTAGE WEA Home Owner's Ins
09/11/2024	202400208 W	895.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth IRA
09/11/2024	202400208 W	16.00 98 L 000 000 811643 000	WEA TRUST ADVANTAGE WEA Umbrella Ins
09/11/2024	202400208 W	3,187.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth TSA
09/11/2024	202400208 W	2,728.33 98 L 000 000 811676 000	WEA TRUST ADVANTAGE WEA Tax Sheltered Annuity
09/11/2024	202400209 W	195.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
09/11/2024	202400209 W	145.16 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
09/11/2024	202400209 W	300.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Roth Employee Contributions
09/11/2024	202400210 W	108.82 98 L 000 000 811680 000	WIS DEPT OF REVENUE Payroll accrual
09/19/2024	202400215 W	223.08 10 E 800 331 253300 000	WISCONSIN PUBLIC SER ACCT # 0401972111-00007
09/23/2024	202400287 W	400.80 10 E 800 411 295000 000	AMAZON.COM Amazon Payment AP Invoice.
09/23/2024	202400287 W	601.08 10 E 800 411 295000 000	AMAZON.COM Amazon Payment AP Invoice.
09/23/2024	202400287 W	89.99 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
09/23/2024	202400287 W	199.99 27 E 800 411 158100 341	AMAZON.COM Amazon Payment AP Invoice.
09/23/2024	202400287 W	35.80 50 E 800 411 257000 000	AMAZON.COM Amazon Payment AP Invoice.
09/23/2024	202400287 W	27.49 50 E 800 411 257000 000	AMAZON.COM Amazon Payment AP Invoice.
09/23/2024	202400287 W	28.99 50 E 800 411 257000 000	AMAZON.COM Amazon Payment AP Invoice.
09/23/2024	202400287 W	692.01 10 E 140 449 241000 000	AMAZON.COM Amazon Payment AP Invoice.
09/23/2024	202400287 W	-0.13 10 E 120 411 213000 000	AMAZON.COM Amazon Payment AP Invoice.

CHECK		CHE	ACCOUNT						INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER					VENDOR	DESCRIPTION
09/23/2024	202400287	W	26.20	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	35.61	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	30.11	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	20.58	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	36.96	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	9.19	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	46.91	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	91.12	50 E 800 411 257000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	97.93	50 E 800 411 257000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-51.51	10 E 400 411 121000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-67.83	10 E 400 411 121000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-20.24	10 E 400 411 121000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-29.37	10 E 400 411 121000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-3.36	10 E 120 411 112000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-0.29	10 E 120 411 112000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-0.80	10 E 120 411 112000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-0.09	10 E 120 411 112000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-0.07	10 E 120 411 112000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-1.04	10 E 120 411 112000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-1.34	10 E 120 411 112000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-1.68	10 E 120 411 111000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-0.10	10 E 120 411 111000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-4.98	10 E 120 411 111000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	105.98	10 E 140 411 241000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	82.54	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	9.56	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	70.25	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-9.56	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-38.24	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-2.55	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-9.56	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-3.33	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-9.56	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-9.56	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	-17.70	10 E 800 416 214100 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	11.99	50 E 800 411 257000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	12.89	50 E 800 411 257000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	12.99	50 E 800 411 257000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	18.20	50 E 800 411 257000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	18.28	10 E 800 411 253000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	66.96	10 E 800 411 253000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	14.99	10 E 800 411 253000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	71.97	10 E 800 411 253000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	24.74	10 E 400 411 241000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	15.34	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	4.39	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	83.60	27 E 800 411 158100 341					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	13.99	50 E 800 411 257000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	29.99	50 E 800 411 257000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	6.99	50 E 800 411 257000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400287	W	23.17	10 E 400 411 241000 000					AMAZON.COM	Amazon Payment AP Invoice.
09/23/2024	202400288	W	19.99	10 E 120 411 111000 000					AMAZON.COM	Classroom supplies
09/23/2024	202400289	W	7.50	10 E 120 411 111000 000					AMAZON.COM	Classroom supplies
09/23/2024	202400290	W	49.95	10 E 120 411 111000 000					AMAZON.COM	Classroom supplies
09/23/2024	202400291	W	17.08	10 E 200 411 124500 000					AMAZON.COM	Integer Number Lines
09/23/2024	202400292	W	23.98	10 E 200 411 124500 000					AMAZON.COM	Integer Number Lines

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DATE	NUMBER	TYP	AMOUNT	NUMBER				VENDOR	DESCRIPTION
09/23/2024	202400293	W	40.98	10 E 200 449 136000 000				AMAZON.COM	MS Tech
09/23/2024	202400294	W	37.88	10 E 120 411 112000 000				AMAZON.COM	Classroom Vacuum
09/23/2024	202400295	W	63.16	10 E 120 411 112000 000				AMAZON.COM	Book Boxes and zip ties
09/23/2024	202400296	W	17.98	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400297	W	13.80	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400298	W	18.49	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400299	W	20.99	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400300	W	2.12	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400301	W	20.97	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400302	W	9.69	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400303	W	23.99	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400304	W	32.99	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400305	W	64.00	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400306	W	22.81	10 E 120 411 121000 000				AMAZON.COM	steam
09/23/2024	202400307	W	39.33	10 E 140 411 213000 000				AMAZON.COM	Office Supplies
09/23/2024	202400308	W	55.80	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech
09/23/2024	202400309	W	41.23	10 E 120 411 213000 000				AMAZON.COM	Beginning of the year items
09/23/2024	202400310	W	16.39	10 E 120 411 213000 000				AMAZON.COM	Beginning of the year items
09/23/2024	202400311	W	14.91	10 E 120 411 213000 000				AMAZON.COM	Beginning of the year items
09/23/2024	202400312	W	17.22	10 E 120 411 213000 000				AMAZON.COM	Beginning of the year items
09/23/2024	202400313	W	12.89	10 E 120 411 213000 000				AMAZON.COM	Beginning of the year items
09/23/2024	202400314	W	19.99	10 E 800 480 222200 031				AMAZON.COM	Library Supplies
09/23/2024	202400315	W	16.44	10 E 800 480 222200 031				AMAZON.COM	Library Supplies
09/23/2024	202400316	W	57.51	10 E 120 411 122000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400317	W	44.62	10 E 120 411 122000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400318	W	29.05	10 E 120 411 122000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400319	W	100.54	10 E 140 411 114000 000				AMAZON.COM	4th grade materials for the school year
09/23/2024	202400320	W	87.42	10 E 140 411 114000 000				AMAZON.COM	4th grade materials for the school year
09/23/2024	202400321	W	29.36	10 E 140 411 114000 000				AMAZON.COM	4th grade materials for the school year
09/23/2024	202400322	W	12.59	10 E 140 411 114000 000				AMAZON.COM	4th grade materials for the school year
09/23/2024	202400323	W	99.90	10 E 140 411 114000 000				AMAZON.COM	4th grade materials for the school year
09/23/2024	202400324	W	18.99	10 E 140 411 114000 000				AMAZON.COM	4th grade materials for the school year
09/23/2024	202400325	W	67.47	10 E 140 411 114000 000				AMAZON.COM	4th grade materials for the school year
09/23/2024	202400326	W	19.97	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400327	W	15.96	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400328	W	8.37	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400329	W	9.13	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400330	W	19.40	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400331	W	7.01	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400332	W	30.78	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400333	W	11.40	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400334	W	13.53	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400335	W	15.77	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400336	W	5.55	10 E 140 411 114000 000				AMAZON.COM	Classroom Supplies
09/23/2024	202400337	W	209.64	10 E 400 411 121000 000				AMAZON.COM	HS art supplies
09/23/2024	202400338	W	36.68	10 E 400 411 121000 000				AMAZON.COM	HS art supplies
09/23/2024	202400339	W	129.70	10 E 400 411 121000 000				AMAZON.COM	HS art supplies
09/23/2024	202400340	W	20.24	10 E 400 411 121000 000				AMAZON.COM	HS art supplies
09/23/2024	202400341	W	130.56	10 E 400 411 121000 000				AMAZON.COM	HS art supplies

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09/23/2024	202400342	W	261.40	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400343	W	340.44	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400344	W	41.88	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400345	W	53.97	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400346	W	81.60	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400347	W	39.98	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400348	W	20.24	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400349	W	80.96	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400350	W	83.94	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400351	W	92.55	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400352	W	5.99	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400353	W	67.83	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400354	W	29.37	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400355	W	40.48	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400356	W	11.98	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400357	W	699.50	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400358	W	19.99	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400359	W	79.96	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400360	W	12.99	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400361	W	60.72	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400362	W	15.98	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400363	W	9.79	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400364	W	44.99	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400365	W	20.24	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400366	W	16.99	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400367	W	45.99	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400368	W	47.88	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400369	W	67.40	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400370	W	51.51	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400371	W	37.50	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400372	W	123.56	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400373	W	31.60	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400374	W	10.99	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400375	W	15.99	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400376	W	95.85	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400377	W	20.24	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400378	W	89.90	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400379	W	89.60	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400380	W	199.90	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400381	W	127.74	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400382	W	39.96	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400383	W	50.48	10 E 400 411 121000 000	AMAZON.COM			HS art supplies	
09/23/2024	202400384	W	12.14	10 E 120 411 110500 000	AMAZON.COM			Kindergarten Supplies	
09/23/2024	202400385	W	10.16	10 E 120 411 110500 000	AMAZON.COM			Kindergarten Supplies	
09/23/2024	202400386	W	34.87	10 E 120 411 110500 000	AMAZON.COM			Kindergarten Supplies	
09/23/2024	202400387	W	6.81	10 E 120 411 110500 000	AMAZON.COM			Kindergarten Supplies	
09/23/2024	202400388	W	17.32	10 E 120 411 110500 000	AMAZON.COM			Kindergarten Supplies	
09/23/2024	202400389	W	20.53	10 E 120 411 110500 000	AMAZON.COM			Kindergarten Supplies	
09/23/2024	202400390	W	74.28	10 E 120 411 112000 000	AMAZON.COM			Classroom supplies	
09/23/2024	202400391	W	43.79	10 E 120 411 112000 000	AMAZON.COM			Classroom supplies	
09/23/2024	202400392	W	79.24	10 E 120 411 112000 000	AMAZON.COM			Classroom supplies	
09/23/2024	202400393	W	94.27	10 E 120 411 112000 000	AMAZON.COM			Classroom supplies	
09/23/2024	202400394	W	62.33	10 E 120 411 112000 000	AMAZON.COM			Classroom supplies	
09/23/2024	202400395	W	20.05	10 E 120 411 112000 000	AMAZON.COM			Classroom supplies	
09/23/2024	202400396	W	13.58	10 E 120 411 112000 000	AMAZON.COM			Classroom supplies	
09/23/2024	202400397	W	13.33	10 E 400 411 136000 000	AMAZON.COM			Classroom Supplies and	

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09/23/2024	202400397 W	3.66 10 E 400 411 136360 000	AMAZON.COM Materials Classroom Supplies and Materials
09/23/2024	202400398 W	10.97 10 E 400 411 136000 000	AMAZON.COM Classroom Supplies and Materials
09/23/2024	202400398 W	3.01 10 E 400 411 136360 000	AMAZON.COM Classroom Supplies and Materials
09/23/2024	202400399 W	19.60 10 E 400 411 136000 000	AMAZON.COM Classroom Supplies and Materials
09/23/2024	202400399 W	5.39 10 E 400 411 136360 000	AMAZON.COM Classroom Supplies and Materials
09/23/2024	202400400 W	15.67 10 E 400 411 136000 000	AMAZON.COM Classroom Supplies and Materials
09/23/2024	202400400 W	4.31 10 E 400 411 136360 000	AMAZON.COM Classroom Supplies and Materials
09/23/2024	202400401 W	45.40 10 E 120 411 111000 000	AMAZON.COM School Supplies
09/23/2024	202400402 W	68.15 10 E 120 411 111000 000	AMAZON.COM School Supplies
09/23/2024	202400403 W	17.64 10 E 120 411 111000 000	AMAZON.COM School Supplies
09/23/2024	202400404 W	63.77 10 E 120 411 111000 000	AMAZON.COM School Supplies
09/23/2024	202400405 W	14.99 10 E 120 411 111000 000	AMAZON.COM School Supplies
09/23/2024	202400406 W	9.08 10 E 120 411 111000 000	AMAZON.COM School Supplies
09/23/2024	202400407 W	66.89 10 E 120 472 110000 000	AMAZON.COM Student SEL Materials
09/23/2024	202400408 W	20.01 10 E 140 411 114000 000	AMAZON.COM 4th grade supply order
09/23/2024	202400409 W	28.35 10 E 140 411 114000 000	AMAZON.COM 4th grade supply order
09/23/2024	202400410 W	19.90 10 E 140 411 114000 000	AMAZON.COM 4th grade supply order
09/23/2024	202400411 W	16.20 10 E 140 411 114000 000	AMAZON.COM 4th grade supply order
09/23/2024	202400412 W	56.87 10 E 120 449 241000 000	AMAZON.COM Beginning of the School Year Materials
09/23/2024	202400413 W	9.10 10 E 120 449 241000 000	AMAZON.COM Beginning of the School Year Materials
09/23/2024	202400414 W	19.99 10 E 120 411 124000 000	AMAZON.COM Office Supplies
09/23/2024	202400415 W	7.99 10 E 120 411 124000 000	AMAZON.COM Office Supplies
09/23/2024	202400416 W	4.89 10 E 120 411 124000 000	AMAZON.COM Office Supplies
09/23/2024	202400417 W	9.51 10 E 120 411 124000 000	AMAZON.COM Office Supplies
09/23/2024	202400418 W	9.34 10 E 120 411 124000 000	AMAZON.COM Office Supplies
09/23/2024	202400419 W	61.98 10 E 120 411 124000 000	AMAZON.COM Office Supplies
09/23/2024	202400420 W	12.48 10 E 120 411 124000 000	AMAZON.COM Office Supplies
09/23/2024	202400421 W	31.98 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400422 W	104.13 10 E 120 411 112000 000	AMAZON.COM Cup holders, birthday items, etc.
09/23/2024	202400423 W	9.48 10 E 120 411 112000 000	AMAZON.COM Cup holders, birthday items, etc.
09/23/2024	202400424 W	21.98 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400425 W	19.96 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400426 W	59.96 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400427 W	9.99 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400428 W	14.98 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400429 W	7.98 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400430 W	4.96 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400431 W	16.79 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400432 W	31.96 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400433 W	13.60 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400434 W	17.56 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400435 W	18.79 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400436 W	13.98 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order
09/23/2024	202400437 W	11.24 10 E 800 416 214100 000	AMAZON.COM 24-25 School Nurse Order

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09/23/2024	202400438	W	10.46	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400439	W	89.64	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400440	W	14.97	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400441	W	26.24	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400442	W	8.38	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400443	W	6.99	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400444	W	6.99	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400445	W	14.95	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400446	W	9.98	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400447	W	66.60	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400448	W	17.70	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400449	W	23.52	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400450	W	7.75	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400451	W	74.85	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400452	W	9.59	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400453	W	20.89	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400454	W	7.81	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400455	W	39.18	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400456	W	17.98	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400457	W	13.89	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400458	W	26.94	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400459	W	16.98	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400460	W	14.99	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400461	W	31.98	10 E 120 411 112000 000	AMAZON.COM			Cup holders, birthday items, etc.	
09/23/2024	202400462	W	9.21	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400463	W	24.58	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400464	W	22.12	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400465	W	7.99	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400466	W	44.50	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400467	W	10.91	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400468	W	22.77	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400469	W	10.69	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400470	W	11.95	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400471	W	9.98	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400472	W	7.99	10 E 800 416 214100 000	AMAZON.COM			24-25 School Nurse Order	
09/23/2024	202400473	W	9.89	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400474	W	8.99	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400475	W	11.04	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400476	W	10.69	27 E 120 411 158114 341	AMAZON.COM			Classroom supplies	
09/23/2024	202400477	W	1.31	10 E 200 414 120000 000	AMAZON.COM			Middle School Tech Allied Arts	
09/23/2024	202400477	W	22.24	10 E 200 449 136000 000	AMAZON.COM			Middle School Tech Allied Arts	
09/23/2024	202400477	W	16.37	10 E 200 450 136000 000	AMAZON.COM			Middle School Tech Allied Arts	
09/23/2024	202400478	W	1.81	10 E 200 414 120000 000	AMAZON.COM			Middle School Tech Allied Arts	
09/23/2024	202400478	W	30.60	10 E 200 449 136000 000	AMAZON.COM			Middle School Tech Allied Arts	
09/23/2024	202400478	W	22.52	10 E 200 450 136000 000	AMAZON.COM			Middle School Tech Allied Arts	
09/23/2024	202400479	W	0.99	10 E 200 414 120000 000	AMAZON.COM			Middle School Tech Allied Arts	
09/23/2024	202400479	W	16.71	10 E 200 449 136000 000	AMAZON.COM			Middle School Tech Allied Arts	

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09/23/2024	202400479	W	12.29	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400480	W	1.97	10 E 200 414 120000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400480	W	33.34	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400480	W	24.54	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400481	W	1.02	10 E 200 414 120000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400481	W	17.26	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400481	W	12.71	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400482	W	1.22	10 E 200 414 120000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400482	W	20.61	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400482	W	15.16	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400483	W	0.46	10 E 200 414 120000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400483	W	7.79	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400483	W	5.74	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400484	W	0.66	10 E 200 414 120000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400484	W	11.14	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400484	W	8.19	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400485	W	0.30	10 E 200 414 120000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400485	W	5.01	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400485	W	3.68	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400486	W	0.30	10 E 200 414 120000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400486	W	5.01	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400486	W	3.68	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400487	W	1.09	10 E 200 414 120000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400487	W	18.38	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400487	W	13.52	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400488	W	1.22	10 E 200 414 120000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400488	W	20.61	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400488	W	15.16	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech Allied Arts

CHECK		CHECK CHE		ACCOUNT				INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER				VENDOR	DESCRIPTION
09/23/2024	202400489	W	0.39	10	E	200	414 120000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400489	W	6.69	10	E	200	449 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400489	W	4.92	10	E	200	450 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400490	W	5.58	10	E	200	414 120000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400490	W	94.45	10	E	200	449 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400490	W	69.50	10	E	200	450 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400491	W	0.55	10	E	200	414 120000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400491	W	9.24	10	E	200	449 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400491	W	6.80	10	E	200	450 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400492	W	0.23	10	E	200	414 120000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400492	W	3.97	10	E	200	449 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400492	W	2.92	10	E	200	450 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400493	W	0.23	10	E	200	414 120000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400493	W	3.89	10	E	200	449 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400493	W	2.87	10	E	200	450 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400494	W	0.99	10	E	200	414 120000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400494	W	16.70	10	E	200	449 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400494	W	12.29	10	E	200	450 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400495	W	0.66	10	E	200	414 120000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400495	W	11.14	10	E	200	449 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400495	W	8.19	10	E	200	450 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400496	W	0.62	10	E	200	414 120000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400496	W	10.55	10	E	200	449 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400496	W	7.76	10	E	200	450 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400497	W	2.14	10	E	200	414 120000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400497	W	36.21	10	E	200	449 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400497	W	26.64	10	E	200	450 136000 000	AMAZON.COM	Middle School Tech Allied Arts
09/23/2024	202400498	W	9.99	10	E	120	411 112000 000	AMAZON.COM	cup holders for desks, stickers, etc

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
09/23/2024	202400499 W	1.78 10 E 200 414 120000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400499 W	30.07 10 E 200 449 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400499 W	22.13 10 E 200 450 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400500 W	2.63 10 E 200 414 120000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400500 W	44.56 10 E 200 449 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400500 W	32.80 10 E 200 450 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400501 W	0.66 10 E 200 414 120000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400501 W	11.14 10 E 200 449 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400501 W	8.19 10 E 200 450 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400502 W	0.56 10 E 200 414 120000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400502 W	9.47 10 E 200 449 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400502 W	6.96 10 E 200 450 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400503 W	9.98 10 E 120 411 112000 000	AMAZON.COM cup holders for desks, stickers, etc
09/23/2024	202400504 W	0.33 10 E 200 414 120000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400504 W	5.57 10 E 200 449 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400504 W	4.09 10 E 200 450 136000 000	AMAZON.COM Middle School Tech Allied Arts
09/23/2024	202400505 W	139.90 10 E 120 411 112000 000	AMAZON.COM cup holders for desks, stickers, etc
09/23/2024	202400506 W	9.79 10 E 120 411 112000 000	AMAZON.COM cup holders for desks, stickers, etc
09/23/2024	202400507 W	28.49 10 E 400 411 222200 000	AMAZON.COM Library Supplies
09/23/2024	202400508 W	16.43 10 E 400 411 222200 000	AMAZON.COM Library Supplies
09/23/2024	202400509 W	48.99 10 E 400 411 222200 000	AMAZON.COM Library Supplies
09/23/2024	202400510 W	55.98 10 E 400 411 222200 000	AMAZON.COM Library Supplies
09/23/2024	202400511 W	15.57 10 E 400 411 222200 000	AMAZON.COM Library Supplies
09/23/2024	202400512 W	15.98 10 E 400 411 222200 000	AMAZON.COM Library Supplies
09/23/2024	202400513 W	7.66 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400514 W	13.18 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400515 W	20.24 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400516 W	13.99 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400517 W	30.40 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400518 W	12.94 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400519 W	24.10 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400520 W	22.13 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400521 W	8.07 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400522 W	10.00 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400523 W	13.08 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400524 W	22.53 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400525 W	6.04 27 E 120 411 158109 341	AMAZON.COM Classroom supplies
09/23/2024	202400526 W	65.00 21 E 800 411 214000 000	AMAZON.COM School Nurse Order (Loaves &

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	DESCRIPTION
09/23/2024	202400527 W	67.80 21 E 800 411 214000 000	Fish Donation Funds)
09/23/2024	202400528 W	8.00 21 E 800 411 214000 000	School Nurse Order (Loaves & Fish Donation Funds)
09/23/2024	202400529 W	23.97 21 E 800 411 214000 000	School Nurse Order (Loaves & Fish Donation Funds)
09/23/2024	202400530 W	24.00 21 E 800 411 214000 000	School Nurse Order (Loaves & Fish Donation Funds)
09/23/2024	202400531 W	33.99 21 E 800 411 214000 000	School Nurse Order (Loaves & Fish Donation Funds)
09/23/2024	202400532 W	11.33 21 E 800 411 214000 000	School Nurse Order (Loaves & Fish Donation Funds)
09/23/2024	202400533 W	14.99 21 E 800 411 214000 000	School Nurse Order (Loaves & Fish Donation Funds)
09/23/2024	202400534 W	41.09 10 E 120 411 111000 000	School Supplies
09/23/2024	202400535 W	13.41 10 E 120 411 111000 000	School Supplies
09/23/2024	202400536 W	7.95 10 E 120 411 111000 000	School Supplies
09/23/2024	202400537 W	5.38 10 E 120 411 111000 000	School Supplies
09/23/2024	202400538 W	9.25 10 E 120 411 111000 000	School Supplies
09/23/2024	202400539 W	13.64 10 E 120 411 111000 000	School Supplies
09/23/2024	202400540 W	27.06 10 E 120 411 111000 000	School Supplies
09/23/2024	202400541 W	10.18 10 E 120 411 111000 000	School Supplies
09/23/2024	202400542 W	8.77 10 E 120 411 111000 000	School Supplies
09/23/2024	202400543 W	10.24 10 E 120 411 111000 000	School Supplies
09/23/2024	202400544 W	18.09 10 E 120 411 111000 000	School Supplies
09/23/2024	202400545 W	17.53 10 E 120 411 111000 000	School Supplies
09/23/2024	202400546 W	9.33 10 E 120 411 111000 000	School Supplies
09/23/2024	202400547 W	11.22 10 E 120 411 111000 000	School Supplies
09/23/2024	202400548 W	22.98 10 E 120 411 112000 000	Clicker, Paper, etc.
09/23/2024	202400549 W	20.84 10 E 120 411 112000 000	Clicker, Paper, etc.
09/23/2024	202400550 W	14.08 10 E 120 411 112000 000	Clicker, Paper, etc.
09/23/2024	202400551 W	8.42 10 E 120 411 112000 000	Clicker, Paper, etc.
09/23/2024	202400552 W	24.95 21 E 400 411 162210 000	HS Football Supplies
09/23/2024	202400553 W	49.98 21 E 400 411 162210 000	HS Football Supplies
09/23/2024	202400554 W	143.42 10 E 120 411 124000 000	Office Chair
09/23/2024	202400555 W	13.96 10 E 120 411 124000 000	Office Chair
09/23/2024	202400556 W	60.19 27 E 800 411 223300 341	ink
09/23/2024	202400557 W	64.80 10 E 400 411 136360 000	Classroom Supplies-Calipers
09/23/2024	202400557 W	300.00 10 E 400 449 136360 000	Classroom Supplies-Calipers
09/23/2024	202400558 W	24.74 27 E 120 411 158109 341	Classroom supplies
09/23/2024	202400559 W	146.98 10 E 120 472 110000 000	SEL Resources for Students
09/23/2024	202400560 W	12.97 10 E 200 411 126000 000	7th grade science and STEM supplies
09/23/2024	202400561 W	71.02 10 E 200 411 126000 000	7th grade science and STEM supplies
09/23/2024	202400562 W	22.12 10 E 200 411 126000 000	7th grade science and STEM supplies
09/23/2024	202400563 W	6.01 10 E 200 411 126000 000	7th grade science and STEM supplies
09/23/2024	202400564 W	45.55 10 E 200 411 126000 000	7th grade science and STEM supplies
09/23/2024	202400565 W	30.41 10 E 200 411 126000 000	7th grade science and STEM supplies
09/23/2024	202400566 W	14.92 10 E 200 411 126000 000	7th grade science and STEM supplies

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
09/23/2024	202400567 W	9.02 10 E 200 411 126000 000	AMAZON.COM 7th grade science and STEM supplies
09/23/2024	202400568 W	22.09 10 E 200 411 126000 000	AMAZON.COM 7th grade science and STEM supplies
09/23/2024	202400569 W	10.11 10 E 200 411 126000 000	AMAZON.COM 7th grade science and STEM supplies
09/23/2024	202400570 W	68.18 10 E 200 411 126000 000	AMAZON.COM 7th grade science and STEM supplies
09/23/2024	202400571 W	16.62 10 E 200 411 126000 000	AMAZON.COM 7th grade science and STEM supplies
09/23/2024	202400572 W	10.07 10 E 200 411 126000 000	AMAZON.COM 7th grade science and STEM supplies
09/23/2024	202400573 W	143.40 10 E 200 411 221300 000	AMAZON.COM PD Books
09/23/2024	202400574 W	54.99 10 E 800 411 252100 000	AMAZON.COM Water pitcher for board room
09/23/2024	202400575 W	47.67 10 E 120 411 112000 000	AMAZON.COM Second Grade School various supplies, paper, drink holders, pouches, construction paper
09/23/2024	202400576 W	11.62 10 E 120 411 110500 000	AMAZON.COM Supply Order 2--Amazon
09/23/2024	202400577 W	24.99 10 E 120 411 110500 000	AMAZON.COM Supply Order 2--Amazon
09/23/2024	202400216 W	20,401.88 98 L 000 000 811901 000	DEAN HEALTH INC Health Insurance - October Coverage
09/23/2024	202400216 W	146,417.17 98 L 000 000 811630 000	DEAN HEALTH INC Health Insurance - October Coverage
09/23/2024	202400216 W	21,517.34 10 E 800 290 292000 000	DEAN HEALTH INC Health Insurance - October Coverage
09/23/2024	202400217 W	12,759.27 98 L 000 000 811632 000	DELTA DENTAL Dental Ins. - October Coverage
09/23/2024	202400217 W	2,234.77 98 L 000 000 811902 000	DELTA DENTAL Dental Ins. - October Coverage
09/23/2024	202400217 W	795.08 10 E 800 290 292000 000	DELTA DENTAL Dental Ins. - October Coverage
09/23/2024	202400218 W	1,274.07 98 L 000 000 811646 000	STANDARD INSURANCE C Accident, Critical, and Hospital Ins. - October Coverage
09/23/2024	202400218 W	1,393.90 98 L 000 000 811648 000	STANDARD INSURANCE C Accident, Critical, and Hospital Ins. - October Coverage
09/23/2024	202400218 W	550.80 98 L 000 000 811649 000	STANDARD INSURANCE C Accident, Critical, and Hospital Ins. - October Coverage
09/25/2024	202400222 W	540.87 98 L 000 000 811675 000	WEA MEMBER BENEFITS TSA Benefit: Tjernagel \$421.36 & Holtz \$119.51
09/25/2024	202400222 W	126,000.00 98 L 000 000 811675 000	WEA MEMBER BENEFITS TSA Retirement Benefit
09/25/2024	202400219 W	61.09 98 L 000 000 811640 000	WEA TRUST ADVANTAGE WEA Auto Insurance
09/25/2024	202400219 W	59.96 98 L 000 000 811641 000	WEA TRUST ADVANTAGE WEA Home Owner's Ins
09/25/2024	202400219 W	895.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth IRA
09/25/2024	202400219 W	16.00 98 L 000 000 811643 000	WEA TRUST ADVANTAGE WEA Umbrella Ins
09/25/2024	202400219 W	3,187.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth TSA
09/25/2024	202400219 W	2,728.33 98 L 000 000 811676 000	WEA TRUST ADVANTAGE WEA Tax Sheltered Annuity
09/25/2024	202400220 W	195.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
09/25/2024	202400220 W	145.16 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
09/25/2024	202400220 W	300.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Roth Employee Contributions

CHECK		CHECK CHE		ACCOUNT				INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER				VENDOR	DESCRIPTION
09/25/2024	202400221	W	105.34	98 L 000 000 811680 000				WIS DEPT OF REVENUE	Payroll accrual
09/30/2024	202400223	W	0.62	10 E 800 355 263300 000				CENTURYLINK	Monthly Charges
09/23/2024	202400224	W	1,870.22	50 E 800 415 257250 000				PEPSI-COLA NEW INC	HS Vending
09/25/2024	202400225	W	205.81	10 E 800 331 253300 000				WISCONSIN PUBLIC SER	ACCT # 0401972111-00005
09/30/2024	202400580	W	167.74	10 E 800 310 239000 000				EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
09/30/2024	202400580	W	150.00	98 L 000 000 811900 000				EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
09/30/2024	202400580	W	60.00	10 E 800 248 239000 000				EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
09/30/2024	202400583	W	22,082.42	50 E 800 415 257220 000				GORDON FOOD SERVICE	September 2024 Food Bills
09/30/2024	202400583	W	3,214.70	50 E 800 415 257250 000				GORDON FOOD SERVICE	September 2024 Food Bills
09/30/2024	202400583	W	3,944.49	50 E 800 415 257220 549				GORDON FOOD SERVICE	September 2024 Food Bills
09/30/2024	202400579	W	103,394.14	98 L 000 000 811611 000				INTERNAL REVENUE SER	FEDERAL TAXES
09/30/2024	202400579	W	87,458.30	98 L 000 000 811612 000				INTERNAL REVENUE SER	FEDERAL TAXES
09/30/2024	202400578	W	22,525.04	98 L 000 000 811613 000				WISCONSIN DEPARTMENT	STATE TAXES
09/30/2024	202400581	W	21,062.64	98 L 000 000 811621 000				WISCONSIN RETIREMENT	STATE RETIREMENT
09/30/2024	202400581	W	14,151.18	98 L 000 000 811622 000				WISCONSIN RETIREMENT	STATE RETIREMENT
09/30/2024	202400582	W	197.20	10 E 800 941 239000 000				WISCONSIN RETIREMENT	STATE RETIREMENT
09/30/2024	202400582	W	14,330.58	98 L 000 000 811621 000				WISCONSIN RETIREMENT	STATE RETIREMENT
09/30/2024	202400582	W	12,513.08	98 L 000 000 811622 000				WISCONSIN RETIREMENT	STATE RETIREMENT
			1,145,075.78	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	201,170.17	201,170.17
21	SPECIAL REVENUE - GIFTS	0.00	0.00	138,799.04	138,799.04
27	SPECIAL EDUCATION	0.00	0.00	19,829.35	19,829.35
39	DEBT SERVICE FUND	0.00	0.00	133,137.50	133,137.50
50	FOOD SERVICE FUND	600.00	0.00	34,846.23	35,446.23
80	COMMUNITY SERVICE FUND	0.00	0.00	69.00	69.00
98	PAYROLL CLEARING FUND	616,624.49	0.00	0.00	616,624.49
***	Fund Summary Totals ***	617,224.49	0.00	527,851.29	1,145,075.78

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



Ann Demeuse <ademeuse@sbsdmail.net>

Fwd:

1 message

Lindsay Ferry <lferry@sbsdmail.net>

Mon, Oct 14, 2024 at 9:54 AM

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

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

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

From: **Hillary Jensen** <hjensen@sbsdmail.net>

Date: Thu, Oct 10, 2024 at 4:31 PM

Subject:

To: Lindsay Ferry <lferry@sbsdmail.net>

Cc: Ashley Hansen <ahansen@sbsdmail.net>

Hi Lindsay,

I wanted to let you know that I have decided to leave my position with the school district and have this email serve as my two weeks notice. My last day will be Thursday, October 24th.

This was a difficult decision to make, and I will miss parts of working with the students and supportive staff. I truly appreciate the opportunities and help I've received from you and others on the Special Ed team.

Thank You,

Hillary Jensen

LETTER OF RESIGNATION

From: Kadince Will
Address: 554 S Huron Road Green Bay, WI 54311
Phone: 920-495-5444
E-Mail: kwill@sbsdmail.net

Date: October 11, 2024

To: Whomever it may concern

This letter represents my official resignation from my title of Special Education Teaching Associate with Sunrise Elementary School. I respectfully announce my **two (2) weeks' notice** ending on the 25th day of October, 2024.

It has been with great pleasure to be alongside the individuals I had the opportunity to work with and will always appreciate the experience and knowledge gained during my time here.

I hope two weeks is enough for you to find a replacement. Furthermore, please let me know of any help that I could be to train or assist the person that will take over my position.

Sincerely,

Kadince Will



The School District of Sturgeon Bay 2024-25 Budget and Levy Adoption



Updated as of 10/15/2024

PROPOSED PROPERTY TAX LEVY

FUND	Audited 2022-23	Unaudited 2023-24	Budget 2024-25
General Fund (10)	9,126,354.00	9,321,598.00	10,734,406.00
Referendum Debt Service Fund (39)	1,565,026.00	929,623.00	651,275.00
Non-Referendum Debt Service Fund (38)	0.00	0.00	0.00
Capital Expansion Fund (41)	1,000.00	440,000.00	50,000.00
Community Service Fund (80)	0.00	0.00	0.00
TOTAL SCHOOL LEVY	10,692,380.00	10,691,221.00	11,435,681.00
PERCENTAGE INCREASE --		-0.01%	6.96%
TOTAL LEVY FROM PRIOR YEAR			

BUDGET ADOPTION 2024-25*

	Audited 2022-23	Unaudited 2023-24	Budget 2024-25
GENERAL FUND (FUND 10)			
Beginning Fund Balance (Account 930 000)	4,782,541.09	4,592,537.87	4,642,064.65
Ending Fund Balance, Nonspendable (Acct. 935 000)	0.00	0.00	0.00
Ending Fund Balance, Restricted (Acct. 936 000)	0.00	0.00	0.00
Ending Fund Balance, Committed (Acct. 937 000)	0.00	0.00	0.00
Ending Fund Balance, Assigned (Acct. 938 000)	4,592,537.87	4,642,064.65	4,736,171.07
Ending Fund Balance, Unassigned (Acct. 939 000)	0.00	0.00	0.00
TOTAL ENDING FUND BALANCE (ACCT. 930 000)	4,592,537.87	4,642,064.65	4,736,171.07
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	0.00	101,475.20	0.00
Local Sources			
210 Taxes	9,190,857.41	9,377,469.65	10,794,406.00
240 Payments for Services	0.00	64,664.01	0.00
260 Non-Capital Sales	17,625.40	19,814.25	25,330.00
270 School Activity Income	40,475.06	34,528.34	25,000.00
280 Interest on Investments	141,394.85	136,382.97	90,000.00
290 Other Revenue, Local Sources	66,649.45	79,379.38	45,300.00
Subtotal Local Sources	9,457,002.17	9,712,238.60	10,980,036.00
Other School Districts Within Wisconsin			
310 Transit of Aids	0.00	0.00	0.00
340 Payments for Services	1,652,784.41	1,757,506.41	1,762,227.00
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin	1,652,784.41	1,757,506.41	1,762,227.00
Other School Districts Outside Wisconsin			
440 Payments for Services	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin	0.00	0.00	0.00
Intermediate Sources			
510 Transit of Aids	10,192.86	0.00	0.00
530 Payments for Services from CCDEB	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	1,200.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00
Subtotal Intermediate Sources	10,192.86	1,200.00	0.00
State Sources			
610 State Aid -- Categorical	94,266.81	114,651.03	90,000.00
620 State Aid -- General	4,451,511.00	5,077,117.00	4,911,122.00
630 DPI Special Project Grants	12,458.00	58,175.06	30,000.00
640 Payments for Services	0.00	0.00	0.00
650 Student Achievement Guarantee in Education (SAGE Grant)	379,845.20	377,002.18	385,000.00
660 Other State Revenue Through Local Units	1,854.47	1,779.01	2,100.00
690 Other Revenue	857,084.59	875,315.48	969,050.60
Subtotal State Sources	5,797,020.07	6,504,039.76	6,387,272.60

BUDGET ADOPTION 2024-25*			
	Audited 2022-23	Unaudited 2023-24	Budget 2024-25
Federal Sources			
710 Federal Aid - Categorical	7,770.25	8,929.15	0.00
720 Impact Aid	0.00	0.00	0.00
730 DPI Special Project Grants	898,095.14	923,130.03	42,900.00
750 IASA Grants	194,179.00	218,652.50	199,000.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	253,099.20	141,518.87	115,000.00
790 Other Federal Revenue - Direct	0.00	0.00	0.00
Subtotal Federal Sources	1,353,143.59	1,292,230.55	356,900.00
Other Financing Sources			
850 Reorganization Settlement	0.00	0.00	0.00
860 Compensation, Fixed Assets	0.00	0.00	0.00
870 Long-Term Obligations	0.00	0.00	0.00
Subtotal Other Financing Sources	0.00	0.00	0.00
Other Revenues			
960 Adjustments	32,519.83	42,007.10	0.00
970 Refund of Disbursement	91,232.76	46,717.16	35,000.00
980 Medical Service Reimbursement	0.00	0.00	0.00
990 Miscellaneous	2,376.57	6,319.09	10,000.00
Subtotal Other Revenues	126,129.16	95,043.35	45,000.00
TOTAL REVENUES & OTHER FINANCING SOURCES	18,396,272.26	19,463,733.87	19,531,435.60
EXPENDITURES & OTHER FINANCING USES			
Instruction			
110 000 Undifferentiated Curriculum	3,136,327.25	3,004,195.37	2,437,003.35
120 000 Regular Curriculum	3,437,825.01	3,593,191.17	4,018,649.00
130 000 Vocational Curriculum	519,284.25	552,739.84	550,999.69
140 000 Physical Curriculum	393,281.81	436,492.40	425,588.47
160 000 Co-Curricular Activities	421,191.24	422,787.72	428,632.83
170 000 Other Special Needs	48,866.36	16,680.42	7,000.00
Subtotal Instruction	7,956,775.92	8,026,086.92	7,867,873.34
Support Sources			
210 000 Pupil Services	455,077.09	636,429.02	411,612.71
220 000 Instructional Staff Services	778,344.53	1,067,574.05	840,283.15
230 000 General Administration	569,998.21	551,234.57	506,274.44
240 000 School Building Administration	850,314.13	989,319.28	983,847.60
250 000 Business Administration	2,348,447.71	2,480,716.11	2,663,697.29
260 000 Central Services	89,907.31	110,940.22	166,020.35
270 000 Insurance & Judgments	192,641.00	153,053.00	153,084.00
280 000 Debt Services	21,611.91	21,611.91	0.00
290 000 Other Support Services	984,779.70	919,051.89	1,046,963.24
Subtotal Support Sources	6,291,121.59	6,929,930.05	6,771,782.78
Non-Program Transactions			
410 000 Inter-fund Transfers	2,176,047.06	2,074,678.69	2,261,697.06
430 000 Instructional Service Payments	2,162,297.33	2,382,883.61	2,534,976.00
450 000 Post-Secondary Scholarship Expenditures	0.00	0.00	0.00
490 000 Other Non-Program Transactions	33.58	627.82	1,000.00
Subtotal Non-Program Transactions	4,338,377.97	4,458,190.12	4,797,673.06
TOTAL EXPENDITURES & OTHER FINANCING USES	18,586,275.48	19,414,207.09	19,437,329.18

SPECIAL PROJECT FUNDS (FUNDS 21, 23, 29)	Audited 2022-23	Unaudited 2023-24	Budget 2024-25
900 000 Beginning Fund Balance	381,933.56	547,068.76	866,544.70
900 000 Ending Fund Balance	547,068.76	866,544.70	534,688.70
REVENUES & OTHER FINANCING SOURCES	568,961.72	642,351.38	102,500.00
100 000 Instruction	348,223.34	297,410.42	434,356.00
200 000 Support Services	30,253.18	25,125.02	0.00
400 000 Non-Program Transactions	25,350.00	340.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	403,826.52	322,875.44	434,356.00

BUDGET ADOPTION 2024-25*			
	Audited 2022-23	Unaudited 2023-24	Budget 2024-25
SPECIAL EDUCATION FUND (FUND 27)			
900 000 Beginning Fund Balance	0.00	0.00	0.00
900 000 Ending Fund Balance	0.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	2,121,047.06	2,074,678.69	2,261,697.09
Local Sources			
240 Payments for Services	0.00	0.00	0.00
260 Non-Capital Sales	0.00	0.00	0.00
270 School Activity Income	0.00	0.00	0.00
290 Other Revenue, Local Sources	268.13	13,673.00	0.00
Subtotal Local Sources	268.13	13,673.00	0.00
Other School Districts Within Wisconsin			
310 Transit of Aids	0.00	0.00	0.00
340 Payments for Services	0.00	0.00	0.00
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin	0.00	0.00	0.00
Other School Districts Outside Wisconsin			
440 Payments for Services	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin	0.00	0.00	0.00
Intermediate Sources			
510 Transit of Aids	115.22	0.00	0.00
530 Payments for Services from CCDEB	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	2,250.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00
Subtotal Intermediate Sources	115.22	2,250.00	0.00
State Sources			
610 State Aid -- Categorical	775,056.89	906,991.00	918,400.00
620 State Aid -- General	0.00	14,348.00	0.00
630 DPI Special Project Grants	0.00	0.00	0.00
640 Payments for Services	0.00	0.00	0.00
650 Achievement Gap Reduction (AGR grant)	0.00	0.00	0.00
690 Other Revenue	9,580.10	1,106.65	300.00
Subtotal State Sources	784,636.99	922,445.65	918,700.00
Federal Sources			
710 Federal Aid - Categorical	0.00	0.00	0.00
730 DPI Special Project Grants	362,395.94	357,646.00	330,200.00
750 IASA Grants	0.00	0.00	0.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	0.00	0.00	10,000.00
790 Other Federal Revenue - Direct	0.00	0.00	0.00
Subtotal Federal Sources	362,395.94	357,646.00	340,200.00
Other Financing Sources		0.00	0.00
860 Compensation, Fixed Assets	0.00	0.00	0.00
870 Long-Term Obligations	0.00	0.00	0.00
Subtotal Other Financing Sources	0.00	0.00	0.00
Other Revenues			
960 Adjustments	0.00	0.00	0.00
970 Refund of Disbursement	0.00	0.00	0.00
990 Miscellaneous	0.00	0.00	0.00
Subtotal Other Revenues	0.00	0.00	0.00
TOTAL REVENUES & OTHER FINANCING SOURCES	3,268,463.34	3,370,693.34	3,520,597.09

BUDGET ADOPTION 2024-25*			
	Audited 2022-23	Unaudited 2023-24	Budget 2024-25
EXPENDITURES & OTHER FINANCING USES			
<i>Instruction</i>			
110 000 Undifferentiated Curriculum	0.00	0.00	0.00
120 000 Regular Curriculum	0.00	0.00	0.00
130 000 Vocational Curriculum	0.00	0.00	0.00
140 000 Physical Curriculum	0.00	0.00	0.00
150 000 Special Education Curriculum	2,526,617.75	2,754,455.95	2,811,980.68
160 000 Co-Curricular Activities	0.00	0.00	0.00
170 000 Other Special Needs	0.00	0.00	0.00
Subtotal Instruction	2,526,617.75	2,754,455.95	2,811,980.68
<i>Support Sources</i>			
210 000 Pupil Services	250,854.12	229,361.41	263,924.33
220 000 Instructional Staff Services	231,347.85	319,479.55	339,692.08
230 000 General Administration	0.00	0.00	0.00
240 000 School Building Administration	0.00	0.00	0.00
250 000 Business Administration	12,600.20	15,942.66	40,000.00
260 000 Central Services	5,319.00	5,740.08	5,000.00
270 000 Insurance & Judgments	0.00	0.00	0.00
280 000 Debt Services	0.00	0.00	0.00
290 000 Other Support Services	0.00	0.00	0.00
Subtotal Support Sources	500,121.17	570,523.70	648,616.41
<i>Non-Program Transactions</i>			
410 000 Inter-fund Transfers	0.00	0.00	0.00
430 000 Instructional Service Payments	241,724.42	45,713.69	60,000.00
490 000 Other Non-Program Transactions	0.00	0.00	0.00
Subtotal Non-Program Transactions	241,724.42	45,713.69	60,000.00
TOTAL EXPENDITURES & OTHER FINANCING USES	3,268,463.34	3,370,693.34	3,520,597.09

DEBT SERVICE FUND (FUNDS 38, 39)			
900 000 Beginning Fund Balance	1,232,992.76	1,842,843.76	1,756,470.91
900 000 ENDING FUND BALANCES	1,842,843.76	1,756,470.91	1,498,469.91
TOTAL REVENUES & OTHER FINANCING SOURCES	1,565,026.00	968,427.35	693,275.00
281 000 Long-Term Capital Debt	955,175.00	953,325.00	951,276.00
282 000 Refinancing	0.00	0.00	0.00
283 000 Operational Debt	0.00	0.00	0.00
285 000 Post Employment Benefit Debt	0.00	0.00	0.00
289 000 Other Long-Term General Obligation Debt	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	101,475.20	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	955,175.00	1,054,800.20	951,276.00
842 000 INDEBTEDNESS, END OF YEAR	14,350,000.00	13,675,000.00	12,990,000.00

CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49)			
900 000 Beginning Fund Balance	1,592,494.74	651,974.83	839,911.08
900 000 Ending Fund Balance	651,974.83	839,911.08	504,161.08
TOTAL REVENUES & OTHER FINANCING SOURCES	100,935.19	470,166.52	64,250.00
100 000 Instructional Services	0.00	0.00	0.00
200 000 Support Services	1,041,455.10	282,230.27	400,000.00
300 000 Community Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	1,041,455.10	282,230.27	400,000.00

FOOD SERVICE FUND (FUND 50)			
900 000 Beginning Fund Balance	236,767.08	196,120.24	35,855.68
900 000 ENDING FUND BALANCE	196,120.24	35,855.68	44,732.39
TOTAL REVENUES & OTHER FINANCING SOURCES	872,026.11	853,391.27	1,043,065.34
200 000 Support Services	912,672.95	1,013,655.83	1,034,188.63
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	912,672.95	1,013,655.83	1,034,188.63

BUDGET ADOPTION 2024-25*			
	Audited 2022-23	Unaudited 2023-24	Budget 2024-25
COMMUNITY SERVICE FUND (FUND 80)			
900 000 Beginning Fund Balance	34,771.09	33,591.61	27,800.64
900 000 ENDING FUND BALANCE	33,591.61	27,800.64	25,225.64
TOTAL REVENUES & OTHER FINANCING SOURCES	29,306.00	25,997.50	25,500.00
200 000 Support Services	25,425.63	26,292.74	22,400.00
300 000 Community Services	5,059.85	5,495.73	5,675.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	30,485.48	31,788.47	28,075.00
PACKAGE & COOPERATIVE PROGRAM FUND (FUNDS 91, 93,			
900 000 Beginning Fund Balance	0.00	0.00	0.00
900 000 ENDING FUND BALANCE	0.00	0.00	0.00
TOTAL REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
100 000 Instruction	0.00	0.00	0.00
200 000 Support Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

* The 60 & 70 series funds are "fiduciary" funds. Presentation of these funds taken out of the adoption format to agree with GASB 34 requirements. This change also brings the school district adoption format more into conformity with statute 65.90 requirements used for other Wisconsin governments which specify that information be presented for governmental and proprietary funds, but does not require it for fiduciary funds.

STURGEON BAY SCHOOL CALENDAR FOR 2025-2026

10-9-23 DRAFT A - Similar to previous year

AUGUST 2025				
M	T	W	TH	F
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Term: I 46 days Ends 11/5/25
 II 47 days Ends 1/23/26
 III 44 days Ends 3/27/26
 IV 43 days Ends 6/5/26

TOTAL 180 days

Note: SBHS can adjust quarters, as needed.

No school--Full day of in-service
No School--Half day in-service & half day teacher records.
No school--New Teacher In-Service
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

FEBRUARY 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

School begins Tuesday, September 2.
 Pending weather days, school ends Friday, June 5.
 In-service/No School: Oct. 24, Feb. 27, & May 22
 No School due to breaks: Nov. 27 - 30;
 Dec. 24 - Jan. 4; March 28 - April 5; May 25

*Elementary Half days+P/T conf. Oct. 23 & Feb. 26

*Oct. 23 & Fe. 26 are full school days for grades 6-12

STURGEON BAY SCHOOL CALENDAR FOR 2025-2026

10-9-23 DRAFT B - Oct break concept similar to 23-24

AUGUST 2025				
M	T	W	TH	F
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Term: I 45 days Ends 11/5/25
 II 47 days Ends 1/23/26
 III 44 days Ends 3/27/26
 IV 43 days Ends 6/5/26
TOTAL 179 days

Note: SBHS can adjust quarters, as needed.

****Staff: Aug. 28 In-service in place of 180 school days**

No school--Full day of in-service
 No School--Half day in-service & half day teacher records.
No school--New Teacher In-Service
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

FEBRUARY 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

School begins Tuesday, September 2.
 Pending weather days, school ends Friday, June 5.
 In-service/No School: Oct. 23, Feb. 27, & May 22
 No School due to breaks: Oct. 24, Nov. 27 - 30;
 Dec. 24 - Jan. 4; March 28 - April 5; May 25
 *Elementary Half days+P/T conf. Oct. 22 & Feb 26
 *Oct. 22 & Feb. 26 are full school days for grades 6-12

MEMO

To: Board of Education

From: Keith Nerby

Date: October 09, 2024

Re: October 2024 Principal's Report

Teaching and Learning

In-service training. On Friday, October 25, we will have an all staff in-service day. We will spend the start of the day working as a secondary team on Well Being For All. This work centers around providing supports for students to ensure they are ready and able to learn. This will be part two to our training that we started during the August in-service. High school teachers will then continue our focus on updating and reviewing our classroom assessments for students. We have been working to identify best practices that ensure our students are experiencing high level questions on their assessments. We are also working to tie our assessments to the ACT by ensuring the types of questions we ask are also helping to prepare students when they take the ACT. Finally, we will continue to identify our students who are most at risk academically so we can utilize our interventions to help grow and support our students.

SBHS Strategic Plan: Over the summer, we had a group of teacher leaders from the high school help to develop the high school strategic plan. This plan is our guiding goals and action steps for what we feel is most important for our students to demonstrate successes and learning. Our goals are specific and measurable and something that we review at every Building Level Team meeting each month. We are focusing on our student engagement, attendance, and academic opportunities along with teacher engagement and retention and our community and parent support. These goals will continue to drive the work we do and align us with the overall district goals as well.

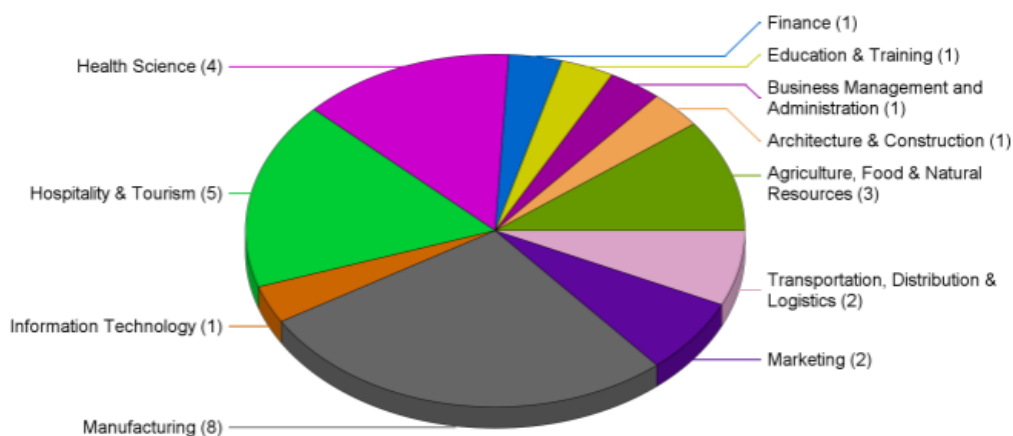
NWTC Partnership: We continue to offer numerous opportunities to our students to participate in Dual Credit and Start College Now opportunities. During the 2023-2024 school year, Sturgeon Bay High School students earned a total of 510 college credits and saved over \$83,200 in tuition costs. This means that our students can start college ahead of their peers as well as save families the cost of earning those credits in college. In addition to the dual credit, we had 16 students earn an industry certification while still in high school. This means that these 16 students secured industry relevant certification and can obtain employment and advance to higher levels of future education and employment in their chosen career field. For each certification, the CTE Incentive Grant provides funding to school districts. As a result, Sturgeon Bay Schools earned \$11,419.36 for Act 59 funding because of these outstanding students.

Community Engagement

Youth Apprenticeship. This year, we currently have 29 students in the Youth Apprenticeship program. That is up from just 4 students four years ago. These students work in 21 different Door County Business that employ YA students. Our students averaged wages anywhere between \$13.00 and \$17.13. This means that given the average number of hours they work, it is estimated that our YA students will have earned a total of \$199,566 by the end of the school year. This is in addition to the number school credits and experience they will earn on the job.

You can see on the graphic below that we had students working in 11 different career clusters. We are excited to continue to offer and expand this program to our students and families.

Enrolled Youth Apprentices by Career Cluster Area



Program Area Name	Student Count	Average Wage	Female
Agriculture, Food & Natural Resources	3	\$16.67	33% Female
Architecture & Construction	1	\$17	0% Female
Business Management and Administration	1	\$10	100% Female
Education & Training	1	\$15	100% Female
Finance	1	\$15	100% Female
Health Science	4	\$15.5	75% Female
Hospitality & Tourism	5	\$13.1	40% Female
Information Technology	1	\$13	0% Female
Manufacturing	8	\$17.13	12% Female
Marketing	2	\$13	50% Female
Transportation, Distribution & Logistics	2	\$16.5	0% Female

Homecoming Activities: We had a very successful Homecoming week at SBHS! All week long, our students participated in school engagement activities through games where each grade earned points to win the sought after Spirit Stick! The week culminated in our pep assembly on Friday to cheer on all of our Fall sports teams. We then held the community parade downtown, followed by the bonfire and football game. Finally, the Homecoming dance was a huge success on Saturday night. Our students had a wonderful time, and it was great to incorporate so many celebrations with our entire community.

Auditorium Update: The steering committee continues to meet regularly to plan the updates for the Robert H. Nickel Auditorium. We have been working with PRA, an architectural firm, on renderings of the design and we have meetings set up with construction companies to finalize the total cost. We held a large fundraising concert on Thursday, October 10 and we have more concerts scheduled in the future. We will be sharing more details with the Board at an upcoming listening session.

Upcoming Events

Here is a list of upcoming events:

SBHS Picture Re-take Day	Thursday, October 17
Fall Choir Concert	Tuesday, October 22
Family/Teacher Conferences (4:00pm – 7:00pm)	Thursday, October 24
Teacher In-service (No School for students)	Friday, October 25
No School	Friday, October 27
Quarter 1 Exams	Thursday, October 31 and Friday, November 1
<i>October 31: Exams for Blocks 1 and 2 with students released at 11:45am. Buses will run at end of day. November 1: Exams for Blocks 3 and 4 with students released at 11:45 a.m. Buses will run at the end of day. Please note that this early release is only for high school students.</i>	
Pre-ACT Day: All Freshmen, Sophomore, Juniors	Friday, November 8
District-wide Early Release Day	Friday, November 8

MEMO

To: Board of Education

From: Lindsay Ferry

Date: September 3, 2024

Re: October Director of Special Education and Pupil Services Report

Special Education:

Our Special Education Team has had a tremendous beginning to the school year. We have welcomed new families into our program, scheduled and held transition meetings, and updated programming options so that all students in the district are supported. Our teachers are collectively working on literacy development and are scheduled to begin a LETRS training (which all elementary regular education staff have attended) on 10/8/24. This is the first of four sessions that our staff will participate in. This learning opportunity will allow our staff to support all learners and provide more effective specially designed instruction to students with disabilities.

Be on the lookout for our community-based instruction and nature-based self-regulation program pictures on FaceBook! The staff have already been exploring our community and students are definitely enjoying learning!

Pupil Services Team:

Our Pupil Services Team has been busy! The School Counselors work within their buildings to provide large group and small group guidance lessons to all students. Our School Counselors have all begun instruction for the school year and are utilizing SAEBRs data to create small group sessions for the first trimester.

Alternative Education:

Door County Alternative Program:

The DCAP team is excited to welcome Sturgeon Bay students this school year as well as students from our neighboring county schools. This September, the team has been spending their time getting to know each building, identifying effective community partners, and touring other Alternative programs in Northeast Wisconsin to gather more ideas of programming options. While there are currently no students enrolled in DCAP, the team is eager to implement instruction and strategies that will, no doubt, play a positive role in shaping and improving student mental well being.

Sawyer Self-Regulation Program:

The Sawyer Self-Regulation program allows students to participate in swim lessons and gymnastics play as well as Nature-Based Learning at Crossroads. The program will continue throughout the 24/25 school year. This program has enrolled one student so far.

Meetings/Workshops:

- October 1: CESA 7 Leadership in Literacy Training
- October 7: Special Education District Leadership Team
- October 8: Special Education LETRS Training
- October 10: Sunrise Special Education PLC
- October 14: Sawyer Special Education PLC
- October 16-18: State Superintendent Special Education Conference Wisconsin Dells
- October 21: District Leadership Team
- October 24: Middle School Special Education PLC
- October 25: Well Being for ALL with Sara Daniels Inservice
- October 28: High School Special Education PLC
- October 29: CESA 7 Special Education Director Meeting

[illegible]

**TJ Walker Board Report
October 23, 2024**

School and District Report Cards

Oct. 26 In-Service Updates:

- All teachers attended Wellness for All training, reviewed curriculum Dr. Kim Pencil to help create differentiated learning tasks, and attended Kami training.

Teaching and Learning

- All teachers met with Principal Smullen and reviewed their 2024-2025 SMART Goals. Staff used tools such as Forward Exam item analysis to set writing, reading and math goals. Individual student's STAR results were used to set 2024-2025 student goals.
- We received the 2023-2024 Forward Exam results back in August and reviewed these with CESA 6's Erik Larson. Additionally, we received our report card. Our focus remains on improving student Growth, supporting our Target Group students, increasing our Academic Achievement in math and reading, and decreasing our absentee rate.

ELL Updates

- Beth VanDeHey, CESA 7 ELL Director, met with selected Elementary staff on September 5. She returns three additional times in November, January, and May.
- Mrs. Lautenbach and Mr. Smullen reviewed and updated our district's EL roster. We have 76 ELL students K-12. Three are set to "graduate" from ELL support in the next two years. Note: in August 2024, a team gathered and met with Beth VanDehey and Individualized Language Plans for our ELL students This is a requirement for all ELL students beginning this year.
- This fall, we are hosting two practice tests prior to ACCESS Testing (Dec. 2 - Jan. 29)
 - HS has four Level 1 students, one Level 2 student, and one student who takes the alternate test (three are newcomers to our district since April 23').
 - MS has one Level 1 student and no Level 2 students.
 - Sunrise has eight Level 1 students and two Level 2 students.
 - Sawyer has four Level 1 students and six Level 2 students.



TJ WALKER MIDDLE SCHOOL

2024 - 2025 BUILDING GOALS

GOAL #1: INCREASE STUDENT ACHIEVEMENT

100% OF STUDENTS WILL HAVE A "C" OR BETTER IN ALL CLASSES
80% OF STUDENTS WILL SCORE PROFICIENT OR HIGHER ON FORWARD EXAM
STAFF WILL HOST MANDATORY STUDY TABLES FOR STRUGGLING STUDENTS

GOAL #2: INCREASE OUR SCHOOL ATTENDANCE

95% ATTENDANCE RATE FOR THE ENTIRE BUILDING
STUDENTS SHOULD MISS LESS THAN 6 DAYS OF SCHOOL FOR THE ENTIRE YEAR

GOAL #3: INCREASE STUDENT INVOLVEMENT

100% OF STUDENTS WILL PARTICIPATE IN SCHOOL SPONSORED CLUB OR SPORT
STAFF WILL ATTEND AT LEAST ONE STUDENT EVENT PER SEMESTER

GOAL #4: INCREASE POSITIVE STUDENT BEHAVIORS

REDUCE OFFICE REFERRALS BY 10% (93 IN 2023)
STAFF WILL WRITE 1,500 C.R.E.W. CARDS THIS YEAR
STAFF WILL MATCH OUR DOJO POINT OUTPUT FROM 2023 (70,000)
STAFF WILL HOST QUARTERLY INCENTIVE BREAKFASTS & FIELD TRIPS
RECOGNIZE STUDENT ACHIEVEMENT PUBLICALLY THROUGH NEWS OUTLETS

THE RISING TIDE RAISES ALL SHIPS.

DO YOUR PART TO RAISE THE STANDARD AT TJ WALKER MIDDLE SCHOOL!

Goal #1 Student Achievement - weekly progress sheets go to students each Monday if they have a D or F. Students are encouraged, some required, to attend Study Tables (Tuesday & Thursday).

Goal #2 Student Attendance - teachers receive weekly updates on student absences and their grade level attendance percentage. Attendance percentages for Sept. 3 - October 10 by grade level:

- 6th Grade - 96.97%; 7th Grade - 96.09%; 8th Grade - 96.39% - above our goal
- Average - 96.48% - above our goal
- 140 TJ Walker students have perfect attendance as of 10/4/24.

Goal #3 Student Involvement Examples

- 140 - 6th - 8th grade students have perfect attendance.
- 100 - 6th - 8th grade students in a fall sport (Esports is undefeated and tied for #1 in the state)
- 93 - 6th and 7th grade students take Spanish.
- 91 - 6th - 8th grade students in Band.
- 77 - 6th - 8th grade students in Choir.
- 33 - 8th Gr. Allied Arts students
- 31 - 8th Grade students in Spanish I (eligible to take Spanish II as a 9th grade student)
- 19 - 8th grade students in Algebra 1
- 1 - As of 10/10 one student was suspended **vs. 10 last year and 5 students were on Behavior Plans with the Principal and Superintendent**

Goal # 4 Positive Behaviors - 145 Clipper C.R.E.W. cards staff wrote from 9/3/24 - 10/10/24.
Total Clipper C.R.E.W. cards earned in 2024 - 145; in 2023 - 214; and 2022 - 68.

Additional Updates:

- Upcoming October Field Trips
 - Oct. 7 8th grade students went mountain biking at Snowkraft.
 - Oct. 11 Outdoor Adventure is visiting the Strawberry Creek Salmon Hatchery.
 - Oct. 16 7th Graders attend Newport State Park to plant trees.
 - Oct. 18 Allied Arts to Northern Sky Theater.

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



Teaching and Learning

Beginning of the Year Data Results

STAR Reading - Fall Scores

	% Proficient
3rd Grade	59%
4th Grade	75%
5th Grade	63%

STAR Math - Fall Scores

	% Proficient
3rd Grade	69%
4th Grade	77%
5th Grade	56%

Community Engagement

Birch Creek Concert

- We welcomed musicians from Birch Creek in September. Students did a great job listening, enjoying, and asking great questions.

Fire Department Visit

- September is Fire Safety Month; we welcomed our local Sturgeon Bay Fire Department, who presented to each grade level. Students were given homework to create fire safety plans for their homes.

Finance, Facilities and Operations

Playground Update

- I am pleased to report that as of the writing of this report, the playground is complete! We cannot wait to get students on it and are so incredibly thankful.

Upcoming Events

- Wednesday October 23 and Thursday October 24 - Family Teacher Conferences

SCHOOL DISTRICT OF STURGEON BAY

ANCHORED IN EXCELLENCE

1230 Michigan Street | Sturgeon Bay, WI 54235

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

Board of Education Report

October 23rd, 2024

Katy DeVillers

Sawyer Principal

Teaching and Learning

- Instructional Staff Members have completed their Self-Reviews and Student Learning Outcome Goals (SLOs) and I have begun my observations and walkthroughs. This year, we have nine teachers in a Summative year and thirteen teachers in the supporting year.
- Our instructional staff members are preparing for Parent-Teacher Conferences on the evening of October 23rd and in the afternoon on October 24th. Our coaches and interventions work hard to supply literacy and math data to our teachers for the conferences and also attend some of the conferences, if requested by a teacher.

Community Engagement

- I had a meeting with Julie LaLuzerene from Raibrook on October 15th to discuss some future projects at Sawyer. Some of the things we discussed were signage in front of the building to better communicate with parents and promote events, landscaping, a sensory walk, and a take-home reading program.
- The Seal-A-Smile Group will be at Sawyer on October 15th and 17th to support our 1st and 2nd grade students with dental hygiene.
- I will be attending a Child Care Summit at the Door County Gala on October 29th. I look forward to connecting with those in our community who care for the children that we hope to see at Sawyer in 4K some day.

Finance/Facilities and Operations

- We have our next Playground Fundraising Meeting on October 29th and we will be reviewing the revised plans from Burke and continuing with our fundraising activities.



Board of Education Report

October 14, 2024

Jennifer Weber

Director of Teaching, Learning and Technology

Teaching and Learning

- The long-awaited October inservice is set to take place on the 25th. Once again, we have a full day packed with professional development for all. During half-day sessions, elementary staff will be working with both literacy and math during data as data digs and Spring Math professional development. Secondary teachers will be working on their assessment data which includes creating and updating unit/lesson plans and formative and summative assessments. Kim Pencil, CESA 7 representative, will be joining the middle school staff for their session as well. The other half day will be dedicated, district-wide, to continued Well Being for All training; professional development dedicated to social and emotional instruction and best practices. There are two voluntary lunch and learn sessions being offered as well and lunch will be provide by Get Real Cafe:
 - Cyber-Security presentation (more information will be shared during my oral report)
 - Door County Land Trust presentation

** Another huge thank you goes out to our academic coaches, interventionists, and teacher leaders who have done an excellent job in their continued learning, planning, and presenting content in each of the buildings!*

- Beginning of the year screening, both with Renaissance/STAR and the new aimswebPlus platform (a.k.a. ACT20 and DPI's chosen screener) began in late September and wrapped up this past week. This is the time during which our literacy and math teachers, coaches, and interventionists gather important diagnostic data and use it to plan teaching and learning. This year is the second year we have administered the important third pillar of Social-Emotional Learning to our system. The universal screener SABERS assessment is

currently being conducted in select elementary grades and at the high school. While the ACT20 screener was new for us and was announced late into the start of the school year, our OVER planning did us a lot of good and we were able to complete the Fall aimswebPlus screening even though it was optional at this point.

Technology Department

- October is cyber-security month! We have a number of events planned this month which are geared toward themes of security for both students and staff. Technology Integration specialist, Jen Hanson, has planned and scheduled our second annual round of Tech Prep Rallies and expanded them to include both MS and HS. She has also added lunch and learns and after school sessions. Listen for more detailed information during my oral report.
- As part of our CESA contract, a number of our professional networks are underway. This includes, specific to technology, both the digital learning and computer science networks. A great deal of new and timely information is shared at these monthly meetings; they help us to bring the most current information in technology back to our staff and students.

Oral Report Topics

- DOJ Special Agent Jed Roffers and invited guests
- First one is an AI product featured in a PD opportunity: Drift provides a free premium version for a number of months if we decide to try it out
- TIS attending a series of AI sessions-
- Literacy Team members take a trip to Madison for WASDA and the Pen Pulse wants to hear all about it
- Secured District and School Report cards and the change in the test/data

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October 23, 2024, Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Updated for the meeting packet October 15, 2024; Additional updates added later are in section four

1. Teaching & Learning

- a. **CESA 7 PAC Meeting** – We had our monthly meeting on October 4 at the Green Bay Botanical Gardens since the CESA 7 parking lot was under construction.
- b. **WASDA Fall Conference** – Thanks to Constance Vogel, Chris Maas, Stacey Martin, and Jen Weber for representing our district at the Fall District Administrator's conference. In September I was contacted by Barb Novak, the Director of the Wisconsin Office of Literacy. Barb was assembling a panel discussion on improving early literacy outcomes and complying with Act 20, and our district was recommended to her as a district that has been doing great work.

Special thanks go not only to our staff who represented the district in Madison, but certainly to all our staff who have been working so hard as part of our literacy journey the past several years. Thank you and keep up the great work! You are clearly making a difference with kids and families.

- c. **WASDA Fall Regional Workshop** – I attended the WASDA fall regional in Green Bay on Monday, October 14. We received a number of updates from key people at DPI, WASDA, SAA.

We engaged in discussion on a variety of topics, with the most spirited dialogue around changes to individual student cut scores and how those may not impact the school and district report cards in the way most parents, residents, and staff members would anticipate.

As we opened the session a presenter shared the following simply as context pertaining to our profession:

- There are 421 school districts in Wisconsin. Currently, 24% of superintendents are female (103) and 76% are male (318).
- There are 71 changes in superintendent leadership statewide, with 46 first-year superintendents.

As election days nears and we think of the impact of school referenda in Wisconsin, here were some referendum-related numbers specific to 2024, whether in last spring's election or the upcoming fall election:

- 192 school districts had/have a referendum question on the ballot in 2024 (46%).

- There are 241 total school referendum questions on the ballot in 2024.
- There are 137 school referendum questions on the November 2024 ballot.

As President Stephani and I were meeting to review the board meeting agenda on October 15, we thought the board may find some of the statistics to be interesting.

2. Community Engagement

- DCEDC Board** - The monthly DCEDC Board meeting is on Monday, October 21.
- YMCA Board meeting** – The regular monthly YMCA Board meeting is on Thursday, October 17.
- Newsletter meeting** – We have picked up where we left off last spring with *The Clipper Connection* newsletter in partnership with the *Peninsula Pulse*. The work group has been in contact, met on September 10, and got together again on October 8. Our hard deadline for the Pulse is October 23.
- Write On, Door County Gala** – On October 3, I participated in the Write On, Door County Gala at the Kress Pavilion. I assisted with emcee duties and ran the auction portion of the evening. SBHS English teachers Jenna Augustson and McKenzie Carlson also attended the event.

3. Finance, Facilities, & Operations

- Sturgeon Bay Rec Facility meeting** – This month's steering committee meeting was held October 8 at City Hall.
- Open Enrollment Study** – I have been in contact with Bill Foster at School Perceptions about doing another Open Enrollment study. As you may recall this intersects with some of the discussion we had with the enrollment portion of Jake's budget presentation at the October learning session.

December of 2020 and January of 2021 was the last time we had a study of the open enrollment numbers done. The cost is \$750 for designing the survey/questions asked, \$600 for assembling a summary report, and \$11 for each parent who responds and engages in the process. (There is no charge when School Perceptions reaches out to a parent and they do not respond.) Bill and his team are ready to conduct the survey yet this fall and have it wrapped up prior to Christmas.

Please let me know if you have any concerns about moving forward with the OE study. Unless there are concerns, I plan to follow up with Bill before the end of October so they can get working on this for us.

- c. **Communications & Marketing** – I have reached out to Brian Nicol at the Donovan Group about the restarting a dialogue on the topic at our district and Board levels. As a quick review for some, and new information for others, Jake Holtz and I spoke with Brian (a former educator in Howard-Suamico) in spring of 2023 and in May of 2023 Brian had sent us a document summarizing things our district may want to look at.

The next school year, the Board and administration examined topics such as the district newsletter, the part-time community engagement coordinator position that had been funded by a generous donor, and the information from Brian and the Donovan Group in discussions including the December 2023 learning session. We have since moved forward with a major change to the district newsletter, decided not to hire for the part-time community engagement coordinator position at that time but could reconsider in the future, and decided not to move forward with the Donovan Group at that time but could reconsider in the future.

As Jake and I have dialogued about the October learning session discussion, it appears appropriate to reconsider how tools described in the May 2023 document from the Donovan Group could benefit our district and community now and into the future.

Since I first added this item to my report, Brian, Jake and I have arranged a meeting on October 21. From there, I anticipate having information we can discuss at the Admin Team and Board levels. Stay tuned.

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

Book	Policy Manual
Section	Vol. 33, No. 1, Technical Corrections, Dec. 2023
Title	Technical Correction - Vol. 33, No. 1, Technical Corrections, Dec. 2023 - WHISTLEBLOWER PROTECTION
Code	po1211
Status	First Reading
Adopted	August 17, 2022
Last Revised	October 23, 2024

Technical Correction - Vol. 33, No. 1, Technical Corrections

1211 - WHISTLEBLOWER PROTECTION

The Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and administrative procedures. ~~Pursuant to State law, the~~ **The** Board expects ~~administrators~~ **employees** to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, ~~pursuant to State law, administrators~~ **employees** are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an administrator who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of **the** ~~employee's~~ **his/her** immediate supervisor. If the administrator's immediate supervisor is not responsive or is the employee whose behavior is in question, the administrator should report the alleged misconduct to the District Administrator.

After such a report is made by the administrator, the immediate supervisor or the District Administrator will ask that the report be put in writing.

Any administrator making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the administrator made such a report based on a reasonable and good faith belief that the report is accurate and not based on the administrator's intent to harm, harass, intimidate, or retaliate against another individual.

Administrators are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, administrators are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor or to the District Administrator, as appropriate.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the administrator shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by ~~an instructional~~ **a** staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

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Last Modified by Ann DeMeuse on September 18, 2024

Book	Policy Manual
Section	Vol. 33, No. 1, Technical Corrections, Dec. 2023
Title	Technical Correction - Vol. 33, No. 1, Technical Corrections, Dec. 2023 - CURRICULUM DEVELOPMENT
Code	po2210
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 23, 2024

Technical Correction - Vol. 33, No. 1, Technical Corrections

2210 - CURRICULUM DEVELOPMENT

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, a District curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and shall provide for the review of the evaluation process at least every five (5) years. The District curriculum plan shall include sequential curriculum plans, which provides an organized set of learning experiences that build upon previously acquired knowledge and skills.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined to include:

- A. (x) the courses of study, subjects, classes, and organized activities provided by the school;
- B. (x) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. (x) learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. (x) the plan for learning necessary to accomplish the educational goals of the District;
- E. (x) all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum shall be developed and evaluated by the District Administrator, and that curriculum plans and courses of study incorporated into the curriculum of this District:

- A. provide instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensure, consistent with 115, Wis. Stats., and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. (x) be consistent with and designed to achieve the District's philosophy and goals;
- D. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. (x) allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;

- F. ☒) provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. ☒) utilize a variety of learning resources to accomplish the educational goals;
- H. encourage students to utilize school counseling services in their academic and career planning;
- I. in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- J. in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. provide regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- N. ~~incorporates~~ incorporate instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides;
- P. provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. provide for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

The District Administrator shall make progress reports to the Board () annually () periodically.

The District Administrator may propose programming using innovative instructional design as deemed to be beneficial or necessary to the continuing growth of the instructional program and to better promote the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with State law and implemented consistent with the District's curriculum as approved by the Board.

☒] The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

118.01, 118.24, 118.30, ~~121.01(1)(k)~~ 121.02(1)(k) and (L), ~~121.02(1)(L)~~, Wis. Stats.

PI 8.001(6g)

PI 8.01(2)(L), PI 8.01(2)(K), PI 8.01(2)(k)(4)

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Legal 118.01, 118.24, 118.30, 121.02(1)(k) and (L), Wis. Stats.

PI 8.001(6g)

PI 8.01(2)(L), PI 8.01(2)(K), PI 8.01(2)(k)(4)

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Book	Policy Manual
Section	Vol. 33, No. 1, Technical Corrections, Dec. 2023
Title	Technical Correction - Vol. 33, No. 1, Technical Corrections, Dec. 2023 - CURRICULUM COURSE GUIDES
Code	po2230
Status	First Reading
Adopted	April 17, 2013
Last Revised	October 23, 2024

Technical Correction - Vol. 33, No. 1, Technical Corrections

2230 - CURRICULUM COURSE GUIDES

The Board of Education recognizes that the District must develop and maintain curriculum course guides in order to better accomplish learning results with students.

As appropriate to the course of study, each guide shall contain:

- A. ☒ the intended learning outcome(s), defined in terms of how the learning is applied;
- B. ☒ knowledge and skills needed to achieve those outcomes;
- C. ☒ learning activities needed to achieve the outcome;
- D. ☒ appropriate materials and resources;
- E. ☒ suggested methods of instruction;
- F. ☒ evaluation criteria, standards, and methods which will confirm the extent to which learning outcomes have been achieved;
- G. ☒ a list of supplemental materials for the guidance of teachers.

The District Administrator shall be responsible for the preparation of curriculum course guides ☒ and shall establish administrative guidelines related to their preparation **[END OF OPTION]**.

~~**[]** All new curriculum course guides and revisions of existing curriculum course guides shall be submitted to the Board for approval. ☒ before they are implemented. **[END OF OPTION]**~~

~~**[]** Copies of all current curriculum course guides shall be kept on file ☒ in the office of the District Administrator ☒ in the District's online software ☒ on the District's website **[END OF OPTION]**.~~

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Book	Policy Manual
Section	Vol. 33, No. 1, Technical Corrections, Dec. 2023
Title	Technical Correction - Vol. 33, No. 1, Technical Corrections, Dec. 2023 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT
Code	po2370
Status	First Reading
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Technical Correction - Vol. 33, No. 1, Technical Corrections

2370 - EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT

The Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students developed and approved through the Board and the administration.

The District program includes a variety of opportunities using both on-site and distance learning. The availability of educational options varies depending on the school of attendance and individual student circumstances, and the District is frequently evaluating and updating its programs. Students and parents are encouraged to consult with the school administration to discuss programs best suited for them. The following contains brief descriptions of the educational options available through the District's program, but is not intended to be an exhaustive list:

Early College Credit Program

High school students may take college courses for high school and/or college credit in accordance with Policy 2271 - Early College Credit Program.

Start College Now Program

Students enrolled in grades eleven (11) and twelve (12) may take technical college courses for high school and/or college credit in accordance with Policy 2271.01 - Start College Now Program.

☒] Advanced Placement (AP) Courses

Students may enroll in AP courses that prepare students for the College Board's annual AP Exams offered in the spring. Students may earn college credit based on their AP Exam score.

~~[] International Baccalaureate Program~~

~~[] Magnet, Specialized, and Immersion schools~~

~~[] Instrumentality Charter Schools~~

~~[] Cooperative Academic Partnership Program (CAPP) Courses~~

~~Students may enroll in CAPP courses offered in conjunction with UW-Oshkosh for college credit.~~

~~[] Partners in Education (PIE) Courses~~

~~Students may enroll in PIE courses offered in conjunction with UW-Whitewater for college credit.~~

☒] Dual Credit Programs

Students enrolled in grades eleven (11) and twelve (12) may take approved dual credit programs with _____
Northeast Wisconsin Technical College in accordance with State law and District procedures.

~~[] Tutorial Programs~~

~~Eligible students may receive tutoring from staff or designated student tutors in accordance with Policy 2415. Qualified students may be appointed to serve as tutors for service credit or academic credit.~~

[x] Independent Study

Independent study provides the opportunity for students to explore career options or to take a course not available as an offered course. Independent studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

~~[] Advanced Study~~

~~Advanced study offers students the opportunity to go beyond the curriculum of a course or to integrate two (2) or more content areas. Advanced studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.~~

[x] Online Courses

Students may enroll in online courses when such course is not otherwise available or as an educational alternative better suited to the diverse learning needs of students.

[x] Work-Study Programs

Students may enroll in the District's cooperative education program offered with a course or in a work-study program designed to the individual needs of the student.

[x] Summer School

The District offers a summer school program that includes both enrichment and credit recovery options.

[x] Youth Apprenticeship Program

The District offers a Youth Apprenticeship program as part of the Statewide School-to-Work initiative.

Full-Time Open Enrollment Program

The District offers a full-time open enrollment opportunity to students in accordance with Policy 5113 - Open Enrollment Program (Inter-District).

Part-Time Open Enrollment Program

The District offers a part-time open enrollment opportunity to students in accordance with Policy 5113.01 - Part-Time Open Enrollment.

Courses for Home-Based Private Education Students

Students enrolled in home-based private education programs may take up to two (2) courses per semester in the District in accordance with Policy 9270 - Home-Based, Private, or Tribal Schooling.

~~[] _____~~

~~[] _____~~

Notification of Educational Options

Annually, the District shall provide a list of educational options to parents in accordance with Policy 8146 - Notification of Educational Options.

Book	Policy Manual
Section	Vol. 33, No. 1, Technical Corrections, Dec. 2023
Title	Technical Correction - Vol. 33, No. 1, Technical Corrections, Dec. 2023 - WHISTLEBLOWER PROTECTION
Code	po3211
Status	First Reading
Adopted	April 15, 2015
Last Revised	October 23, 2024

Technical Correction - Vol. 33, No. 1, Technical Corrections

3211 - WHISTLEBLOWER PROTECTION

The Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and administrative procedures. Pursuant to State law, the Board expects instructional staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of their immediate supervisor. If the employee's immediate supervisor is not responsive or if the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by a staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

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Book	Policy Manual
Section	Vol. 33, No. 1, Technical Corrections, Dec. 2023
Title	Technical Correction - Vol. 33, No. 1, Technical Corrections, Dec. 2023 - WHISTLEBLOWER PROTECTION
Code	po4211
Status	First Reading
Adopted	April 15, 2015
Last Revised	October 23, 2024

Technical Correction - Vol. 33, No. 1, Technical Corrections

4211 - WHISTLEBLOWER PROTECTION

The Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies, and administrative procedures. ~~Pursuant to State law, the~~ **The** Board expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, ~~pursuant to State law, staff members~~ **employees** are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of ~~their~~ **the employee's** immediate supervisor. If the employee's immediate supervisor is not responsive or ~~if~~ **is** the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employees intent to harm, harass, intimidate, retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by a staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

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Book	Policy Manual
Section	Vol. 33, No. 1, Technical Corrections, Dec. 2023
Title	Technical Correction - Vol. 33, No. 1, Technical Corrections, Dec. 2023 - CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL
Code	po5461
Status	First Reading
Adopted	March 15, 2023
Last Revised	October 23, 2024

Technical Correction - Vol. 33, No. 1, Technical Corrections

5461 - CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL

The Board shall establish programs to serve children in the District who are identified as "children-at-risk" in compliance with State statutes. This policy meets the requirements of State law which includes identifying and serving "children-at-risk" students as defined below:

Students who are at risk of not graduating high school because they are dropouts or are at least two (2) of the following:

- A. one (1) or more years behind their age group in the number of high school credits attained;
- B. two (2) or more years behind their age group in at least one (1) basic skill level (math and/or reading);
- C. habitually truant;
- D. parents;
- E. adjudicated delinquents; and
- F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade.

The District shall identify all children at-risk enrolled in the District. The District shall annually develop a plan describing how the Board will meet the needs of such students. Each plan shall be completed on or before August 15th of each year.

All programs and services developed for "children-at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed.

☒ [OPTION #1]

The Board uses a () Response to Instruction (RtI) Model ☒ Equitable Multi-Level System of Supports (EMLSS) Model **[END OF OPTION]** that is designed as a continuum for Literacy, Mathematics, and Behavior. () RtI ☒ EMLSS **[END OF OPTIONS]** is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

- A. multi-level, high-quality instructional approach for general, at-risk, advanced learners and special education student needs;

- B. a balanced assessment system;
- C. collaborative practices.

The Board will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of a course or subject area they are enrolled in through systemic practices of () RtI (☒) EMLSS. Student capabilities will be identified for () RtI (☒) EMLSS **[END OF OPTIONS]** using multiple criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction’s recommendations.

The District will maintain () an RtI Continuum (☒) a EMLSS Framework **[END OF OPTION]** and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually.

[END OF OPTION]

[] [OPTION #2] [DISTRICT-SPECIFIC]

The Board directs the District Administrator to establish a District specific plan that meets the following criteria: _____.

[END OF OPTION]

Parent involvement will be actively solicited to improve student success. Community service agencies’ participation and partnerships will be encouraged and actively sought to meet student needs.

Students shall be identified and referred to these programs and services in accordance with State regulations and guidelines established by the administration. (☒) An annual report concerning "children-at-risk" shall be made to the Board. **[END OF OPTION] [DRAFTING NOTE: An annual report shall be made if the Board applied for aid pursuant to 118.153, Wis. Stats.]**

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Legal 118.153, Wis. Stats.
P.I. 25

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Book	Policy Manual
Section	Vol. 33, No. 1, Technical Corrections, Dec. 2023
Title	Technical Correction - Vol. 33, No. 1, Technical Corrections, Dec. 2023 - REPORTING ACCIDENTS
Code	po8442
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Adopted	April 17, 2013
Last Revised	October 23, 2024

Technical Correction - Vol. 33, No. 1, Technical Corrections

8442 - REPORTING ACCIDENTS

The Board ~~of Education~~ directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the ☒ school office ☐ District ~~Business~~ Office **[END OF OPTION]**. Injured persons shall be referred immediately to the

☐ school nurse

☒ appropriate personnel

for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; **witness(es) of the accident;** and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the ~~principal~~ Principal or job supervisor, as appropriate, ☐ **in accordance with the Employee Handbook** ☒ as soon as possible following the occurrence of the injury **[END OF OPTION]**. The failure of an employee to comply with this ~~mandate~~ **reporting requirement** may result in disciplinary action in accordance with applicable policy ☒ or contractual standards **[END OF OPTION]**.

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Book	Policy Manual
Section	33.1 for review
Title	Copy of DEFINITIONS
Code	po0100
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

0100 - DEFINITIONS

The bylaws of the Board of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these **bylaws and policies** ~~bylaws, policies, and administrative guidelines~~ they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Administrator

An employee who holds a position of leadership over a defined function or department of the District, is employed with an administrative contract, and/or who reports directly to the ~~() District Administrator~~ **(x) Superintendent**.

x] Administrators may include the following positions: **(x) School Business Manager, (x) Director of Special Education and Pupil Services, ~~() Director of Instruction, () Instructional Program Coordinator, (x) Principal, ~~() Associate/Assistant Principal, (x) Director of Teaching, Learning and Technology, Food Service Director and 7-Manager of Building and Grounds~~~~.**

Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

Board

The Board of Education also commonly referred to as the School Board **shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.).**

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.3 - Clerk) ~~0170~~

District

The School District is the territorial unit for school administration. Districts are classified as common, union high, unified, and 1st class city school districts. A joint school district is one the territory of which is not wholly in one municipality. Sturgeon Bay is a Unified School District. (Chapter 115, Wis. Stats.)

Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

District Administrator

The administrative head of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities, ~~also~~ appropriate, ~~to~~ staff members.

District Records Custodian

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

~~Legal Custodian of Records~~

~~The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.~~

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

Local Public Office Holder or Official

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w) (f) and (g), Wis. Stats.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)

Meeting

Any gathering which is attended by, or open to, all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

Official Newspaper

A newspaper may be designated by the Board under 985.05, Wis. Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must, or may, be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board. (See Bylaw 0171.1 - President)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities to appropriate staff members of his/her staff. ~~implies authority to delegate~~

Professional Staff Member

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an

administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, dependent, or member of the immediate household.

School Nurse

A school nurse is a registered nurse who meets the requirements of 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

School Official

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks (including volunteers).

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Social Media

Social media are online platforms where users engage with one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license or permit.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board. (See Bylaw 0171.4 - Treasurer⁹)

Vice-President

The Vice-President of the Board. (See Bylaw 0171.2 - Vice President⁹)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes their presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 8/19/15

Revised 11/15/17

Revised 2/1/21

Revised 8/17/22

Revised 1/11/23

Revised 3/15/23

Revised 11/15/23

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Book	Policy Manual
Section	33.1 for review
Title	Copy of BOARD POWERS
Code	po0122
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024
Prior Revised Dates	6/19/24

0122 - **BOARD POWERS**

The power of this Board extends to those matters expressly or implicitly granted by the constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education unless prohibited by Federal or State law.

The Board shall be a body corporate, and, as such, capable of suing and being sued, levying and collecting taxes, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the District, any grant or devise of land and any donation or bequest of money or other personal property.

The Board shall also authorize the development and promulgation of rules and guidelines by the District Administrator for the proper operation and management of the District, including the conduct of students while in school, at school functions, ~~or~~ en route on school buses, **or otherwise under the supervision of school authorities.**

T.C. 12/21/22

T.C. 6/19/24

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Legal	118.001, Wis. Stats.
	120.13, Wis. Stats.
	120.44, Wis. Stats. (applies to Unified School Districts only.)

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Book	Policy Manual
Section	33.1 for review
Title	Copy of CONFLICT OF INTEREST
Code	po0144.3
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

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 their position as a Board member to obtain financial gain or anything of substantial value for themselves, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which 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 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, the Board member should, prior to the matter being considered, disclose 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. ~~However, a Board member may serve as a volunteer coach, or supervisor of an extra-curricular activity, or bus driver if the provision of in accordance with~~ 120.20, Wis. Stats., Policy 8120 - Volunteers, ~~and this policy are satisfied.~~

Revised 6/18/14
Revised 2/17/21
Revised 8/17/22
Revised 1/11/23
Revised 6/19/24

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Legal 19.42(7), Wis. Stats.
19.59, Wis. Stats.
120.20, Wis. Stats.

946.13, Wis. Stats.

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Book	Policy Manual
Section	33.1 for review
Title	Copy of CLERK
Code	po0171.3
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

0171.3 - **CLERK**

The Clerk of the Board of Education shall be responsible for the following duties, which may be completed with the assistance of appropriate staff.

- A. act as clerk and record the proceedings of all meetings of the Board;
- B. enter the proceedings of the Board in proper record books;
- C. enter in the record book copies of all Clerk's reports sent to municipal clerks;
- D. draw and record orders on the Treasurer as directed by the Board;
- E. be the chief election officer of the District with authority to report the name and post-office address of each Board member, within ten (10) days after his/her election or appointment, to the clerk and treasurer;
- F. appoint qualified electors of the District to serve on the School District Board of Canvassers for each election in accordance with 7.53(3)(a), Wis. Stats.;
- G. perform other duties as prescribed by law or the Board.

Revised 4/17/23

7.53, Wis. Stats.

120.17, Wis. Stats.

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Legal 7.53, 120.17, Wis. Stats.

Legal 120.17, Wis. Stats.

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Book	Policy Manual
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Title	Copy of INNOVATIVE PROGRAMS
Code	po2250
Status	Second Reading
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2250 - INNOVATIVE AND PILOT PROGRAMS

The Board of Education wishes to promote the continued improvement of the instructional and curricular program of the schools through all appropriate means. The Board will encourage members of the school staff and of the student body who wish to pursue a promising program for school improvement. (x) The Administration shall evaluate the data to determine the effectiveness of any innovative/pilot program and provide such information to the Board before broader implementation.

An innovative/pilot program design shall address the steps below when appropriate to the project:

- A. rationale
- B. specific objectives
- C. supportive research
- D. budgeting
- E. in-service requirements
- F. plans for broader implementation
- G. methods for evaluation

Each innovative program shall be consistent with the District's objectives and long range plans. Programs designed for disabled students with disabilities must comply with Federal and State guidelines law.

118.13, Wis. Stats.

PI 8

Legal 118.13, Wis. Stats.

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Title	Copy of HEALTH EDUCATION
Code	po2413
Status	Second Reading
Adopted	April 17, 2013
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2413 - HEALTH EDUCATION

The Board of Education, in compliance with State law, has adopted a comprehensive program of health education which that will prepare students to maintain good health and enable them to adapt to changing health problems of our society.

The Board recognizes that this program, like others the District offers, may contain content and/or activities that some parents find objectionable. ~~The District shall notify the parents, in advance of the instruction and about the content of the instruction and give the parents an opportunity to review the materials to be used.~~ A

- student may not be required to take instruction in physiology and hygiene, sanitation, the effects of controlled substances pursuant to State law and alcohol upon the human system, symptoms of disease, and the proper care of the body if the student's parent files with the teacher a written objection.

If a student does not take instruction in these subjects as a result of parental objection, the student may not be required to be examined in the subjects and may not be penalized in any way for not taking such instruction, and the Board authorizes the District Administrator to determine if the student shall complete an alternative assignment that is similar to the subjects in the length of time necessary to complete.

If the subjects receive credit toward graduation

() the Board authorizes the District Administrator to determine the alternative assignment to be completed by the student that is similar to the subjects in the length of time necessary to complete.

(x) the Board authorizes the District Administrator to determine if an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.

() the Board will not require an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.

[END OF OPTIONS]

Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.

The District Administrator shall notify parents of planned instruction in the health education curriculum regarding human growth and development topics as identified and in accordance with Policy 2414 - Human Growth and Development.

Students in grades seven (7) through twelve (12) will be provided instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation including instruction on the psychomotor skills necessary to perform both skills as part of any health education course offered.

Students in grades seven (7) through twelve (12) will be provided instruction about automated external defibrillators as identified in Policy 8452 - Automated External Defibrillators.

The District Administrator shall prepare administrative guidelines that require:

- A. the health education program includes appropriate learning experiences related to such topics as use, abuse, and effects of drugs, alcohol, and tobacco; mental, physical, and dental health; disease prevention and control; accident prevention; and related health and safety topics;
- B. periodic evaluation of student understanding;
- C. continual analysis of the effectiveness of the program and the accuracy, completeness, and relevancy of the information and instructional procedures.

In implementing the program, the District Administrator may use whatever District and outside resources, including Department of Education guidelines and consultants, ~~s/he~~ **she** deems appropriate.

115.35, 118.01(2)(d)2.c., 118.076, Wis. Stats.

Chapter 961, Wis. Stats.

Revised: 6/14/2017

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Legal 115.35, 118.076, Wis. Stats.

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Book	Policy Manual
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Title	Copy of INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
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Adopted	August 17, 2022
Last Revised	November 20, 2024

2460.03 - INDEPENDENT EDUCATIONAL EVALUATION (IEE)

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

Procedures to Obtain an IEE at Public Expense

- A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
 1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
 2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
 2. The examiner must be located within 100 miles of the CESA 7 region of the District and must conduct the evaluation within District boundaries.
 3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.

4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
 5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
 6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Student Services (not to exceed \$400.00). In the unusual event the examiner is one (1) not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.
- E. If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. **If the District determines the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the cost did not meet appropriate agency criteria.** ~~[DRAFTING NOTE: If a District determined the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the evaluation obtained by the parent did not meet appropriate agency criteria.]~~

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

34 C.F.R. Sec. 300.502

Revised 7/19/23

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Book	Policy Manual
Section	33.1 for review
Title	Copy of EMPLOYEE LEAVES
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Adopted	April 17, 2013
Last Revised	November 20, 2024

3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 (Unrequested Leaves of Absence/Fitness for Duty), Policy 3430.01 (Family & Medical Leaves of Absence ("FMLA")), Policy 3432 (Employee Sick Leave/Paid Time Off), and Policy 3430 (Leaves of Absence).

A. Bereavement Leave

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

Bereavement leave may not be used for any other purposes and does not accrue unless there is a qualifying death in the family.

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as a potential juror shall be excused for any days or portion of days on which the staff member is required to report. Staff members required to serve on a jury will not be penalized for doing so. Staff members shall inform their Principal/Director when they are called for jury duty or a court appearance and shall call in on each morning to report whether ~~she~~ ~~he~~ ~~they~~ ~~is~~ ~~are~~ required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date.

Exempt employees will receive full pay and are required to endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

Teaching staff will be paid regular pay during any work days missed due to jury duty. Teaching staff who receive pay for any time spent on jury duty are required to turn over any pay received from the court to the District.

While on jury duty, staff members are required to report on a daily basis their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the Principal/Director a record from the court of the number of days served.

D. **National Board Certification Leave

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

E. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

F. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days¹ notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

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Revised 2/17/21

Revised 6/15/22

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6.76, 7.33, 103.88, Wis. Stats.

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4431 - EMPLOYEE LEAVES

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4161 (Unrequested Leaves of Absence/Fitness for Duty), Policy 4430.01 (Family & Medical Leaves of Absence ("FMLA")), Policy 4432 (Employee Sick Leave/Paid Time Off), and Policy 4430 (Leaves of Absence).

A. Bereavement Leave

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as a potential juror shall be excused for any days or portion of days on which the staff member is required to report. Staff members required to serve on a jury will not be penalized for doing so. Staff members shall inform their Principal/Director when they are called for jury duty or a court appearance and shall call in each morning to report whether s/he is required to report to jury duty that day. Staff members who miss work due to jury duty must provide verification from the court that they attended on that date.

Staff members will receive full pay and are required to endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the Principal/Director a record from the court of the number of days served.

D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance

service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

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A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return, or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

F. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days¹ notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;

2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

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T.C. 6/19/24

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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, including at a group of 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 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 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 - 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 **or group of students**, 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 - 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 - 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 **or group of students** based on one or more of the student's **or group of students** Protected Class that:

- A. places a student **or group of students** in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student's **or group of students** 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 **or group of students** 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 - 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.

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. 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.

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").

Lindsay Ferry
Director of Special Education and Pupil Services
920-746-2804
1230 Michigan Street Sturgeon Bay, WI 54235
lferry@sbsdmail.net

Dan Tjernagel
Superintendent
920-746-2801
1230 Michigan Street Sturgeon Bay, WI 54235
dtjernagel@sbsdmail.net

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.

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 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 the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. 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 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 District Administrator 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.

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 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.

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.

Revised 10/16/13
 Revised 6/18/14
 Revised 3/18/15
 Revised 11/15/17
 Revised 6/19/19
 Revised 2/17/21
 Revised 3/15/23
 Revised 11/15/23
 Revised 6/19/24

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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 October 7, 2024

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5610 - SUSPENSION AND EXPULSION

The Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, ~~the any~~ principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, ~~the any~~ principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or ~~legal~~ guardian may, within five (5) school days following the commencement of the suspension, have a conference with an ~~a~~ administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record shall be removed if the ~~a~~ administrator finds that the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. **The administrator shall make a finding within fifteen (15) days of the conference.**

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or ~~legal~~ guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the ~~School~~ District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to their parent(s) or **legal** guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or **legal** guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents or **legal** guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

Revised 6/19/19

Revised 10/25/23

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Legal	119.25, 120.13, Wis. Stats.
	18 U.S.C. 921(a)(3)
	20 U.S.C. 7151
	42 U.S.C. 11431 et seq.

Last Modified by Ann DeMeuse on October 8, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS
Code	po6610
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

6610 - NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS

The Board authorizes the maintenance of approved student activity accounts for nondistrict-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for a nondistrict-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the District Administrator before monies can be collected or disbursed in the name of said activity.

Definitions

The following definitions are provided for these terms within the context of this policy:

- A. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and nondistrict-supported student activities. (See Policy 2430 - District-Sponsored Clubs and Activities and Policy 6611 - District-Supported/Sponsored Student Activity Accounts)
- B. **District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over dispersal of the activity's funds. (See Policy 6611 - District-Supported/Sponsored Student Activity Accounts)
- C. **Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

Nondistrict-supported Student Activities

Nondistrict-supported student activity accounts are intended to provide a custodial account for an approved student activity for which the District does not provide funds (i.e., have financial involvement) or exercise administrative control over the funds. Such nondistrict-supported student activities may not be required by any course or provide any academic credit. These student activities are established for District students and may have a District-assigned and/or a District-compensated staff advisor/coach for supervisory purposes. While these student activities may use District facilities, equipment, and materials, the funds for these activities are self-managed by the students. Assistance from parents or other volunteers is permissible (see Policy 8120 - Volunteers). Fund-raising is permissible in accordance with District policies (see Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups). Equal access shall be provided in accordance with Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities. A District staff member may serve as an advisor/coach, but decisions regarding money must be made by the students, as long as such expenditures do not violate District policies (e.g., purchase of illegal items, purchase of nonconforming technology, purchase from a non-approved vendor). As a fiduciary in accordance with GASB 84, the District maintains custodial accounts for the student activity, but does not determine or approve how account monies are used since financial decisions are made by the students without administrative control or endorsement from District staff.

Criteria for Nondistrict-Supported Student Activity Accounts

Nondistrict-supported student activity accounts may be established if all of the following criteria are met:

- A. The student activity account has been approved in accordance with this policy.
- B. The activity's students or student officers make all decisions regarding revenues, budgeting, and expenditures.
- C. Any request to expend money from the account must be endorsed in writing by the activity's President and Treasurer.
- D. The activity's advisor/coach is NOT permitted to make decisions regarding money, nor may the advisor/coach initiate or endorse any expenditure request.
- E. The student activity account is not under the District's control, nor subject to District oversight.

~~Accounts for District-Supported Clubs, Activities, and Athletics~~

~~District-supported clubs, activities, and athletics are supported, at least in part, with District funds and are therefore subject to District oversight and management. In addition, any club, activity, or athletic team that does not directly receive designated District funds but is required for a course or provides academic credit is also considered District-supported and is subject to District oversight and management.~~

~~District-supported clubs, activities, or athletics are not affected by this policy.~~

~~Typically, District-supported student co-curricular activities have designated activity funds established either in Fund 10 or Fund 21 in accordance with GASB 84, DPI regulations, and auditor recommendations. Financial support includes, but is not limited to, budgeted funds allocated by the District or school, an advisor/coach paid for by the District or school who exercises control over the activity's fund, some activities offered to students paid for by the District or school, and transportation paid for by the District or school. Also, financial support includes indirect financial assistance as part of the District's educational program when student participation is required by a course or academic credit is awarded for participation in the activity.~~

General Provisions

The purpose of District-sponsored activities is to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131 - Educational Outcome Goals and Expectations. District-sponsored activities must be approved in accordance with Policy 2430 - District-Sponsored Clubs and Activities or Policy 2431 - Interscholastic Athletics.

District-sponsored student activities are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policies.

Student fund-raising shall be conducted in accordance with Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups.

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity monies, which includes theft or any other misuse of monies, will result in discipline up to and including suspension, expulsion, and/or termination of employment.

Discontinued Student Activities

After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the Student Council's account unless the discontinued student activity had provided other instructions for dispersal of its unexpended funds.

After one (1) full school year of inactivity, the unexpended funds of a discontinued District-supported student activity shall be transferred to the District's General Fund - Fund 10.

Revised 12/18/19

Revised 8/17/22

Revised 7/17/24

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Book	Policy Manual
Section	33.1 for review
Title	Copy of New Policy - Vol. 33, No. 1, Dec. 2023 - DISTRICT-SUPPORTED/SPONSORED STUDENT ACTIVITY ACCOUNTS
Code	po6611
Status	Second Reading
Adopted	November 20, 2024

New Policy - Vol. 33, No. 1

6611 - DISTRICT-SUPPORTED/SPONSORED STUDENT ACTIVITY ACCOUNTS

The Board authorizes the maintenance of approved student activity accounts for District-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for District-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the ~~()~~ **Board (x)** District Administrator ~~()~~ Business Manager ~~()~~ School Administration ~~()~~ _____ **[END OF OPTION]** before monies can be collected or disbursed in the name of said activity. **[DRAFTING NOTE: For consistency, it is recommended to make the selection of the approval entity consistent with Policy 2430 - District-Sponsored Clubs and Activities.]**

District-supported clubs, activities, and athletics are supported, at least in part, with District funds and are therefore subject to District oversight and management. In addition, any club, activity, or athletic team that does not directly receive designated District funds but is required for a course or provides academic credit is also considered District-supported and is subject to District oversight and management. Typically, District-supported student co-curricular activities have designated activity funds established either in Fund 10 or Fund 21 in accordance with GASB 84, DPI regulations, and auditor recommendations. Financial support includes, but is not limited to, budgeted funds allocated by the District or school, an advisor/coach paid for by the District or school who exercises control over the activity's fund, some activities offered to students paid for by the District or school, and transportation paid for by the District or school. Also, financial support includes indirect financial assistance as part of the District's educational program when student participation is required by a course or academic credit is awarded for participation in the activity.

Definitions

The following definitions are provided for these terms within the context of this policy:

- A. District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and District-supported student activities. (see Policy 2430 - District-Sponsored Clubs and Activities)
- B. District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over the dispersal of the activity's funds.
- C. Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over the dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

All activities described in this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District provided such use is consistent with other applicable District policy.

~~**[]** The District Administrator is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each activity account prior to the start of the new fiscal year. **[END OF OPTION]**~~

~~**[]** The Board will review the list upon submission to determine if the objective of each activity account serves a continuing District need. **[END OF OPTION]**~~

All activities shall be on a self-sustaining basis.

The ____Bookkeeper____ shall be the Treasurer of the student activities activity account. The Treasurer may delegate responsibility to

(x) the principal.

() a financial secretary.

() _____ [other].

~~**[]** There shall be established in the activity account(s) an account for the use of needy students to be disbursed at the discretion of the _____. **[END OF OPTION]**~~

[x] Fund-raising for all student activities will be in accordance with Board Policy 5830 - Student Fund-Raising and Policy 9700 - Relations with Non-School Affiliated Groups. **[END OF OPTION]**

~~**[]** Interest earned on the account of a specific class or activity will be credited to that class or activity. **[END OF OPTION]**~~

~~**[]** Interest earned on the activity account will be allocated to each class or activity. **[END OF OPTION]**~~

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity accounts, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion, and/or termination.

[Administrative Guideline Clients]

~~All monies accumulated in the account of a specific class or activity will be disposed of in accordance with the procedures set forth in the administrative guidelines established by the District Administrator.~~

[Policy Only Clients]

[x] Following graduation, the unexpended activity accounts of the Senior-graduating cClass can maintain a \$300 balance. Funds in excess of the \$300 will be donated to an organization designated by the graduating class. will be transferred to the Freshman Class.

~~After one (1) year of inactivity, the unexpended activity accounts of discontinued student organizations shall, on the recommendation of the~~

~~**(-)** District Administrator and the approval of the Board,~~

~~**(-)** principal and the approval of the District Administrator,~~

~~be transferred to the General Fund.~~

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Legal 120.16(2) Wis. Stats.

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Book	Policy Manual
Section	33.1 for review
Title	Copy of FACILITY SECURITY
Code	po7440
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

7440 - FACILITY SECURITY

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

Appropriate authorities may be contacted in the case of serious offenses.

The District Administrator is authorized to ~~install~~ utilize metal detectors (e.g., walk through detectors and hand-held wands), and video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, ~~and other security devices that would assist in the detection of guns and dangerous weapons:~~

- A. in school buildings;
- B. on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.

- C. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age-appropriate, a student from the class. School office staff must contact the classroom teacher to verify that the visitor is expected.
- D. All visitors are expected to sign out prior to departing the building.
- E. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510 - Use of District Facilities.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator or event supervisor determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, including all school-sponsored events, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator or event supervisor, the building administrator or event supervisor shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have a record of such visitor properly checking in, the office staff shall immediately contact an Administrator or, if an Administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the school main office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of the person's visit to any school facility and must notify the District Administrator of their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of their status as a registered sex offender and that they have a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

Revised 6/18/14
Revised 4/15/15
Revised 12/19/18
Revised 6/19/19
Revised 11/15/23
T.C. 6/19/24

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Legal	120.13(35), Wis. Stats.
	175.32(2), (3), Wis. Stat.
	301.475, Wis. Stat.
	State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

Last Modified by Ann DeMeuse on October 7, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY
Code	po7540
Status	Second Reading
Adopted	April 17, 2013
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The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations.

Students' use of District technology resources (see definition in Bylaw 0100 - Definitions) is a privilege not a right. Students and their parents must comply with Policy 7540.03 - Student Technology Acceptable Use and Safety.

The District Administrator shall develop ~~()~~, recommend for approval by the Board, **[END OF OPTION]** and implement a written District Technology Procedure (DTP). One of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations. **(x)** The Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff. **[END OF OPTION]**

~~**[]** The District Administrator shall create a Technology Governance Committee to oversee and guide the development of the DTP. The District Administrator shall appoint individuals to the Technology Governance Committee that include representatives of all educational, administrative, and business/operational areas in the District. **[END OF OPTION]** **[DRAFTING NOTE: Establishment of such committee in policy requires compliance with the Open Meeting Law and Policy 8309 - Open Meetings for Non-Board Committees.]**~~

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students concerning making safe, appropriate and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 ~~()~~ and AG 7540.03 **[END OF OPTION]** - Student Education Technology Acceptable Use and Safety, and Policy 7540.04 ~~()~~ and AG 7540.04 **[END OF OPTION]** - Staff Education Technology Acceptable Use and Safety)

The District Administrator ~~()~~, in conjunction with the ~~_____~~, **[END OF OPTION]** shall review the DTP and () report **(x)** recommend the approval of **[END OF OPTION]** any changes, amendments, or revisions to the Board **(x)** annually.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 - Personal Communication Devices and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 - Definitions, to interact with others online;

interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Equipment Security and Retention Procedures

The District invests significant resources in making current technology available for staff and students. Individual usage of devices that are not in a fixed location must be in accordance with these guidelines. The term "device" for purposes of this guideline includes District-owned computers, tablets, smart devices, and any other hardware or software systems or equipment owned or leased by the District.

A. Identification:

1. ☒ A label with the District's name and an identification number will be placed on each device owned by the District.
2. ☐ In addition, an indelible marking shall be used to write the following on each device:
District, school name, and storage location, if applicable
3. ☒ Records of the identification number, serial number, model, etc. for each device shall be maintained in the Asset Management System_____.
4. ☐ Records on each piece of software and software license, organized by title and course or program, shall be maintained in the _____.
5. ☐ District devices are assigned, identified, and tracked through an online management system.
6. ☐ _____

[DRAFTING NOTE: If none of the above choices are selected or a District specific method of identification is not provided, the "Identification" portion of this list will be removed in its entirety.]

B. Use of District-owned Devices:

All devices to be used either in the District or off-school premises shall be checked out through the Asset Management Program or other assigned tracking database_____. ~~(☐ See Form 7530A F1) Devices may not be used for the purpose of copying materials in violation of copyright laws. (☐ See AG 2531 Copyrighted Works)~~

~~The person signing the request (☐ form (☐ Form 7530A F1 is responsible for the condition of the device until checked back in.~~

No device may be used to access any material that is prohibited by the District's technology usage policies, Policy 7540.03 - Student Education Technology Acceptable Use and Safety and Policy 7540.04 - Staff Education Technology Acceptable Use and Safety. Devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.

C. Requests for Personal Use:

Personal use of devices by students, staff, and ~~[☐ District residents [END OF OPTION]~~ shall be in accordance with Policy 7530 - Lending of District-Owned Equipment.

Additionally, a device shall not be used to access any material that is prohibited by the District's technology usage policies. (See Policy 7540.03 - Student Education Technology Acceptable Use and Safety and Policy 7540.04 - Staff Education Technology Acceptable Use and Safety)

If allowed for personal use, devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.

No business use shall be made of any borrowed devices. Software shall not be used in violation of any licensing agreement, nor shall it be copied.

No software or other applications may be downloaded onto any device except by the District's ~~() Information Technology Director~~ (x) _Director of Teaching, Learning and Technology_____ [END OF OPTIONS] and only as authorized by the District Administrator.

Users will be responsible for arranging safe transportation and housing for use off school premises.

D. Staff Services:

Media staff will instruct the user on the correct operation of devices. Media staff may assist other staff members in obtaining materials for instructional use by recording and/or copying within copyright guidelines.

E. Equipment Inventory and Repair:

All devices will be inventoried pursuant to Policy 7450 - Property Inventory.

If a piece of equipment requires repair, it will be sent to the Department of Technology_____.

F. Report of Loss:

If any device is lost, the Principal and the _Department of Technology_____ shall be notified. The Principal may notify the police if deemed appropriate.

[] Access to Social Media NOTE: CHOOSE ONE OF THE THREE OPTIONS, IF DESIRED]

[x] OPTION #1]

x] Staff use of District-approved social media platforms/sites shall be consistent with Policy 7544 - Use of Social Media.

Students must comply with Policy 7540.03 - Student **Education** Technology Acceptable Use and Safety and Policy 5136 - Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Similarly, staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff **Education** Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

OR

[] OPTION #2] [DRAFTING NOTE: Choose this option if the District intends to prohibit staff and students from accessing social media using District technology resources. If so, Policy 7544 is not necessary.]

[] The Board prohibits students and staff members from using District technology resources to access and/or use social media.

OR

[] OPTION #3]

The Board prohibits students from using District technology resources to access and/or use social media for other than instructional purposes.

~~Staff may use District approved social media platforms/sites in accordance with Policy 7544 - Use of Social Media [] and, pursuant to Policy 7540.02 - Staff and School Officials Use of Personal Communication Devices, may use web content, apps, and services for one-way communication with the District's constituents [END OF OPTION]. Authorized staff may use District technology resources to access and use District approved social media platforms/sites to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the District Administrator approves, in advance, such access and use. Use of District approved social media platforms/sites for business-related purposes is subject to Wisconsin's public records laws and, as set forth in Policy 7544 - Use of Social Media, staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 - Public Records () and AG 8310A [END OF OPTION] - Public Records.~~

[DRAFTING NOTE: Retain this provision if the District has chosen an option in Policy 7544 permitting staff to access social media from District technology resources or from personal technology resources.]

x] Staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources (**x**) or personally-owned PCDs **[END OF OPTION]** to access and/or use social media for personal purposes.

[END OF OPTIONS]

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Last Modified by Ann DeMeuse on October 8, 2024

Book	Policy Manual
Section	33.1 for review
Title	Revised Policy - Vol. 33, No. 1, Dec. 2023 - USE OF SOCIAL MEDIA
Code	po7544
Status	Second Reading
Adopted	November 20, 2024

Revised Policy - Vol. 33, No. 1

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff (x) (including District-approved volunteers) [END OF OPTION], and the general public. Social media is defined in Bylaw 0100 - Definitions.

The District Administrator is charged with designating the District-approved social media platforms/sites (x), which shall be listed on the District's website [END OF OPTION].

~~(-) In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members. [END OF OPTION]~~

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

[DRAFTING NOTE: Districts should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1, 2, 3, or 43.]

~~[] [Option 1]~~

~~The District maintains its approved social media platforms/sites as non-public forums and not as interactive forms of communication; therefore, comments are not allowed.~~

~~[] [Option 21]~~

~~The District uses approved social media platforms/sites as interactive forms of communication; however, although the District approved social media platforms/sites are considered limited public forums, the District will not respond to or engage in dialogue about any comments received.~~

x] [Option 32]

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered limited public forums. District authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

~~[] [Option 43]~~

~~The District uses approved social media platforms/sites as interactive forms of communication and () accepts () invites () welcomes [END OF OPTIONS] public comments. The District approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.~~

[END OF OPTIONS]

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

(x) The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members **(-x)** or volunteers **[END OF OPTION]** wish to post information or announcements to a District social media platform, the staff member **(x)** or volunteer **[END OF OPTION]** may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the () Principal, **(x)** District Administrator, () _____, **[END OF OPTIONS]** use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722 **(-)/AG 5722 [END OF OPTION]** – School-Sponsored Student Publications and Productions, Policy 7540.03 **(-)/AG 7540.03 [END OF OPTION]** – Student Education Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

[END OF OPTION]

[DRAFTING NOTE: Select either Option 14 or 25, or, at the District's discretion, choose neither option.]

~~[] [Option 14]~~

~~Staff members () (including District-approved volunteers) [END OF OPTION] must provide parents of students involved in a school sponsored activity the ability to opt out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school sponsored activity.~~

~~[] [Option 52]~~

~~Staff members () (including District-approved volunteers) [END OF OPTION] must obtain parental consent for students to participate in the use of social media platforms/sites related to a school sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school sponsored activity.~~

[END OF OPTIONS]

Expected Standards of Conduct on District-Approved Social Media

Employees **(x)** and District-approved volunteers **[END OF OPTION]** who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees **(x)** and volunteers **[END OF OPTION]** are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). **Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately with individual students.**

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members' **(x)**/volunteers' **[END OF OPTION]** use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. **(-)** ~~(See AG 8310A – Public Records)~~ **[END OF OPTION]**

[DRAFTING NOTE: Districts should only choose the following Option if they intend to approve individual District employees/volunteers using social media platforms, like Facebook or Twitter, that require professional pages to be linked to personal pages as District-approved social media platforms. Districts are advised to discuss this Option with their local legal counsel before selecting it. Selection of this option is not covered by Neola's warranty.]

~~(-) Staff members (-) and District approved volunteers [END OF OPTION] cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees (-) and volunteers [END OF OPTION] who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.~~

[END OF OPTION]

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

[DRAFTING NOTE: Select Option 61, 72, 83, 94, or 105]

Employees' Use of District Technology Resources to Access Social Media for Personal Use

~~(-) OPTION 16~~

~~Employees (-) and District approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100 – Definitions) to access social media for personal use.~~

~~(-) OPTION 27~~

~~Employees (-) and District approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100 – Definitions) to access social media for personal use during work hours.~~

~~They are reminded that the District may monitor their use of District technology resources.~~

(x) OPTION 38

Employees () and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

They are reminded that the District may monitor their use of District technology resources.

(-) OPTION 49

~~Employees (-) and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during work hours, provided it does not interfere with the employee's(-)/volunteer's **[END OF OPTION]** job performance.~~

~~They are reminded that the District may monitor their use of District technology resources.~~

(-) OPTION 510

~~Employees (-) and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use, provided the employee's(-)/volunteer's **[END OF OPTION]** use during work hours does not interfere with their job performance.~~

They are reminded that the District may monitor their use of District technology resources.

[END OF OPTIONS]

[DRAFTING NOTE: Select Option 111, 122, or 133]

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

(-) OPTION 111

~~Employees are prohibited from using personal communication devices to access social media for personal use during work hours.~~

(x) OPTION 122

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

(-) OPTION 133

~~Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.~~

[END OF OPTIONS]

Employees (x) and District-approved volunteers **[END OF OPTION]** are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with their ability to effectively perform their job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated

(x) as necessary

() on an annual basis.

Legal

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Last Modified by Ann DeMeuse on October 8, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of VOLUNTEERS
Code	po8120
Status	Second Reading
Adopted	September 16, 2015
Last Revised	November 20, 2024

8120 - VOLUNTEERS

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Any individual who volunteers to work in the schools or on any school-sponsored activity shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.

A Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of Wis. Stats. 120.20 and this policy are satisfied.

The District Administrator is to inform each volunteer that the volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;
- D. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.
- E. ~~[-] A Board member may serve as a volunteer bus driver for the District if the provisions of 120.20, Wis. Stats., and the policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)~~

The District Administrator shall also ensure that each volunteer is properly informed of the District's appreciation for their time and efforts in assisting the operation of the schools.

Policy 9800.01 - **Veterans as Classroom Volunteers** outlines veteran volunteers' requirements for recognition from the District and the Department of Veterans Affairs.

Revised 12/21/16
T.C. 2/15/23

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Legal 120.20, Wis. Stats.

Book	Policy Manual
Section	33.1 for review
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

8310 - PUBLIC RECORDS

The Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records, including providing the notice required under 19.34(1) Wis. Stats., identifying the positions of the District that constitute a local public office pursuant to 19.32(1dm), and 19.42 (7w), Wis. Stats., and other required information. The DRC may deny access to records only in accordance with the law. The DRC is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her the office held; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her the originator's recollection and as a matter of convenience (not part of his/her assigned job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The District may impose a fee upon the requester of a copy of a record of \$.08 per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.). The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her/their duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator is authorized to develop administrative guidelines to provide for proper compliance with the intent of this policy and the public records law.

Records Retention Schedule

19.21(6), Wis. Stats. requires that school districts retain public records, other than student records, for seven (7) years, unless a shorter period is fixed by the Public Records Board (PRB) in a records retention schedule subsequently adopted by the Board.

The Board has approved the following records retention schedules developed by the Wisconsin Historical Society and PRB: Wisconsin Public School District and Related Records GRS (expiring March 20, 2033)

The District will retain public records in accordance with the preceding general records schedule(s). In the event that the preceding general records schedules adopted do not define the retention period for a particular record, the District will retain the record for seven (7) years.

Revised 6/18/14

Revised 11/15/17

Revised 12/19/18

Revised 2/17/21

Revised 3/15/23

Revised 7/17/24

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Legal	19.21, Wis. Stats.
	19.31-39, Wis. Stats.
	118.125, Wis. Stats.
	120.13(12), Wis. Stats.

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Section	33.1 for review
Title	Copy of STUDENT RECORDS
Code	po8330
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data," includes reference to "directory information," in the context of the Family Educational Rights and Privacy Act (FERPA).

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

ADDRESS CONFIDENTIALITY PROGRAM

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that their parents not be permitted access to personally identifiable information from their records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
2. the parent or eligible student, upon request, receives a copy of the record; and
3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D. release de-identified records and information in accordance with Federal regulations;

- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

- G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or their parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY DATA

Each year, the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data." The Board designates as student "directory data":

- A. ☒ a student's name;
- B. ☒ address;

Directory information shall not be provided to any organization for profit-making purposes.

~~() Directory data may also include a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).~~

~~[Drafting Note: The option above is recognized under FERPA (34 C.F.R. Part 99.3) but is not included with the Wisconsin definition of "directory data" in 118.125 (1)(b), Wis. Stats. It is recommended Districts consult their legal counsel if considering this option.]~~

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgement, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory data," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory data," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

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

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

The District Administrator shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;

- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of computer data storage for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

Revised 10/16/13
 Revised 6/18/14
 Revised 12/21/16
 Revised 11/15/17
 Revised 6/19/19
 Revised 2/17/21
 T.C. 12/21/22
 T.C. 6/21/23

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Legal	46.215 Wis. Stats.
	46.22 Wis. Stats.
	46.23 Wis. Stats.
	115.298 Wis. Stats.
	118.125 Wis. Stats.
	118.125(2)(q) Wis. Stats.
	20 U.S.C. Section 1232f (FERPA)
	20 U.S.C. Section 1232g (FERPA)
	20 U.S.C. Section 1232h (FERPA)
	20 U.S.C. Section 1232i (FERPA)
	20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
	20 U.S.C. 7165(b)
	20 U.S.C. 7908

25 U.S.C. 450b(L)

26 U.S.C. 152

34 C.F.R. Part 99

Last Modified by Ann DeMeuse on October 15, 2024

Book	Policy Manual
Section	33.1 for review
Title	Copy of PREPAREDNESS FOR TOXIC HAZARDS
Code	po8431
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

8431 - PREPAREDNESS FOR TOXIC HAZARDS

The Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The District Administrator, or another ~~designated and~~ qualified person **designated by the District Administrator**, will serve as the Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

- A. identify potential sources of toxic hazard in cooperation with suppliers who shall supply the THP Officer with Safety Data Sheets (SDS's);
- B. ~~require ensure~~ that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. maintain a current file of SDS for all hazardous materials present on District property;
- D. design and implement a written communication program which:
 1. lists hazardous materials present on District property;
 2. details the methods used to inform staff and students of the hazards;
 3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;
- E. conduct a training program for all District employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.
- F. ~~() ensure require that any staff member individual who applies pesticides on District property provides notification each year, prior to any application, to all () parents () and staff members [END OF OPTION] 1) that a pesticide is to be applied, 2) the type of pesticide and its potential side effects, 3) the location of the application, and 4) the date of the application is certified in accordance with State law. In the event of pesticide application, notice of such application shall be posted by the individual who applies pesticides () at the time of application and for a period of seventy two (72) hours thereafter () in accordance with State law [END OF OPTION]. () The District Administrator will provide notification each year, prior to any application, to all () parents () and staff members [END OF OPTION] 1) that a pesticide is to be applied, 2) the type of pesticide and its potential side effects, 3) the location of the application, and 4) the date of the application. [END OF OPTIONAL SENTENCE]~~
[Drafting Notes: current law requires posting notice at the time of application and for seventy two (72) hours thereafter, 94.715(2)]

In fulfilling ~~these~~ **THP Officer** responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

In accordance with Federal law, the District will designate a Chemical Hygiene Officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the Chemical Hygiene Plan. **(x) The Board authorizes the District Administrator to designate the CHO. [END OF OPTION]**

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The District will comply with any lead-screening requirements ~~promulgated~~ **developed** by the **Wisconsin** Department of Health Services.

Revised 1/13/16

T.C. 10/25/23

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Legal	101.58 et seq, 254.162, 254.20, Wis. Stats.
	15 U.S.C. 2601
	20 U.S.C. 4022
	20 U.S.C. 4014
	20 U.S.C. 4011
	20 U.S.C. 4011 et seq.
	29 C.F.R. 1910.1450(b)

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Book	Policy Manual
Section	33.1 for review
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Code	po9130
Status	Second Reading
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Last Revised	November 20, 2024

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policies 1422, 3122 and Policy 4122 - Nondiscrimination and Equal Employment Opportunity. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340/~~or~~ Policy 4340 - Grievance Procedure.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level

Generally, if the matter raised involves a professional staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The individual shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member. Matters related to other aspects of the District operations, programming, or other decisions shall be brought generally to the Administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).

As appropriate, the staff member shall report the matter and whatever action may have been taken to their supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include

informing the District Compliance Officer for further review.

Matters not involving staff members that are not resolved at the First Level may be brought to the Third Level.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within thirty (30) business days of the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, will provide a written response or may, at its discretion, grant an opportunity to address the Board **or** a committee of the Board **prior to making a final decision on the matter.**

The Board's decision, or the decision of the committee of the Board to which the matter was referred, will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member may refer the individual(s) to this policy or the District Administrator for further assistance.

Guidelines for Matters Regarding **Classroom Instructional Materials** ~~(-) Classroom and Library Materials~~

The District Administrator shall inform students and parents each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, **AG 9130A**, ~~AG 9130A~~ and Form 9130 F3.

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific instructional materials.

~~When citizens/parents of children attending school in the District and District residents have concerns about particular course content and instructional materials, these concerns should be stated in writing, carefully considered and accorded the courtesy of a prompt written reply by school personnel. All such replies will be based upon the instructional goals of the district, upon course objectives, and upon criteria for the selection of instructional goals.~~

~~The instructor shall be the first to reply to a complaint/concern. If the complainant is not answered to his/her satisfaction, the complainant shall have the right to appeal through channels established by the district administrator. The board shall have the final level of approval.~~

~~Staff members shall attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the Board.~~

~~No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.~~

Concerns about specific textbooks or other classroom materials should be raised first with the classroom teacher and then the Principal if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any instructional materials, shall be submitted in writing, ~~using the following process to the District Administrator.~~

If the request, suggestion, or complaint relates to classroom instructional materials, ☒ Form 9130 F2 should be completed and **[END OF OPTION]** the following procedure shall be followed:

A. ☒ The criticism is to be addressed to the Principal, in writing, and shall include:

1. ☒ author;
2. ☒ title;
3. ☒ publisher;
4. ☒ the complainant's familiarity with the material objected to;
5. ~~() sections objected to by page and item;~~ reasons for objection
6. ~~() reasons for objection~~ specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not age-appropriate or developmentally appropriate for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.

B. ☒ Upon receipt of the information, the Principal ☒ shall ☐ may,

☒ after advising the Director of Teaching, Learning and Technology of the complaint,

☒ and upon the Director of Teaching, Learning and Technology and District Administrator's approval, prepare a response.

☐ refer the matter to the District Administrator for resolution

☐ appoint a review committee, which shall comply with the open meetings law, consisting of:

1. ☐ one (1) or more professional staff members including the _____;
2. ☐ one (1) or more Board members; **[Note: Caution should be exercised in the selection of this option as the participation of Board members at the review committee level may give rise to recusal challenges if the Board acts in an appeal capacity.]**
3. ☐ one (1) or more laypersons knowledgeable in the area.

C. ☒ If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414 - Human Growth and Development).

D. ~~() The District Administrator shall be an ex-officio member of the committee.~~

E. ☒ The ~~committee~~ Committee, in evaluating the questioned material, shall be guided by the following criteria:

1. ☒ the appropriateness of the material for the age and maturity level of the students with whom it is being used
2. ☒ the accuracy of the material
3. ☒ the objectivity of the material
4. ☒ the use being made of the material

- F. ~~()~~ The material in question ~~()~~ may be ~~()~~ may not be ~~[END OF OPTION]~~ temporarily withdrawn from use pending final resolution of the matter. The material being reviewed based on a request under this policy shall remain available during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.
- G. () The ~~committee's~~ **Committee's** recommendation shall be reported to the District Administrator in writing within ~~_____ ()~~ business days following ~~()~~ the formation of the ~~committee~~ **Committee** ~~()~~ the first meeting of the ~~committee~~ **Committee** ~~[END OF OPTION]~~. The District Administrator will advise the individual(s), in writing, of the ~~committee's~~ **Committee's** recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the ~~committee's~~ **Committee's** recommendation and their **District Administrator's** decision.
- H. (**x**) The individual(s) may submit an appeal of the District Administrator's decision in writing to the Board President within ten (10) business days of receiving the decision. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- I. (**x**) The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable. The Board shall determine on a case-by-case basis whether its review will include appearances by the petitioner and administration, be conducted based on written submissions, or only on the record produced by the () Committee (**x**) District Administrator.

The decision of the Board is final.

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

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Concerns about **library** materials are covered under policy 2522 Library Media Centers.

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Revised 12/19/18
Revised 6/19/19
Revised 2/17/21
Revised 2/17/22
Revised 8/17/22

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Legal 118.01, 118.019, Wis. Stats.
20 U.S.C. 1232h

Last Modified by Ann DeMeuse on October 9, 2024

Book	Policy Manual
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Code	po9140
Status	Second Reading
Adopted	April 17, 2013
Last Revised	November 20, 2024

9140 - **CITIZENS' ADVISORY COMMITTEES**

The Board of Education, in its discretion, may establish citizens' advisory committees and assign to each committee a particular function for which the committee has been formed. ~~d.~~ All appointments of citizens to advisory committees shall be approved by the Board, except as otherwise provided in policy or as required by law. All appointments of staff members to citizens' advisory committees shall be made by the District Administrator, except as may be expressly required by law. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new assignment or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the District Administrator, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the District Administrator. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the District Administrator.

The District Administrator shall transmit the contents of any communication from a committee to the Board at the next meeting of the Board.

When a committee is ready to submit a report on its assigned topic, the District Administrator shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

All advisory committees created by the Board are subject to the notice provisions of the Open Meetings Law.

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Legal

19.81 et seq., Wis. Stats.

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Last Revised	November 20, 2024
Last Reviewed	June 19, 2024

5410 - **PROMOTION, PLACEMENT, AND RETENTION**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with **each student's** own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Definitions

Promotion: Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy and shall be moved forward to the next grade.

Placement: Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the School Counselor with the concurrence of the building administrator.

Retention: Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the School Counselor with the concurrence of the building administrator.

A student will be promoted to the succeeding grade level when **the student s/he** has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

The District Administrator shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require the recommendation of the relevant staff members for promotion, placement, or retention;

- C. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- D. assure that efforts are made to remediate the student's difficulties before **the student s/he** is retained;
- E. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

Promotion from Grade 4 and Grade 8

A student shall be promoted from 4th to 5th grade when the student meets the following criteria:

- A. **the student's score on the 4th grade examination, scoring proficient on at least three (3) subtests, unless the student has been excused from taking the examination;**
- B. **the student's academic performance;** passing the majority of subjects;
- C. if criteria A and B aren't met, **recommendations** for promotion is are required from all core teachers; ~~the student's academic performance if criteria A and B aren't met; of teachers, which are based solely on the student's academic performance.~~
- D. ~~() additional criteria specified by the Board. [END OF OPTION]~~ successful completion of summer school in identified subjects(s).

A student shall be promoted from 8th to 9th grade when the student meets the following criteria:

- A. ~~the student's score on the 8th grade examination, unless the student has been excused from taking the examination;~~ the student's score on the 8th grade examination, scoring proficient on at least three (3) subtests, unless the student has been excused from taking the examination;
- B. ~~the student's academic performance;~~ the student's academic performance, passing the majority of subjects;
- C. ~~recommendations of teachers, which are based solely on the student's academic performance.~~ if criteria A and B aren't met, recommendations for promotion is are required from all core teachers; ~~the student's academic performance if criteria A and B aren't met;~~
- D. ~~(-) successful completion of summer school in identified subjects(s). (-) additional criteria specified by the Board. [END OF OPTION]~~

Students that do not meet the above criteria will not be promoted to 5th or 9th grade.

~~The Board directs the District Administrator to prepare a list of specific criteria for promoting students from the 4th and 8th grades. The criteria shall include the student's score on the 4th and 8th grade examination unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.~~

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Legal 118.33(6), Wis. Stats.

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