

**THE SCHOOL DISTRICT OF STURGEON BAY**  
**Regular Board of Education Meeting**  
**Wednesday, January 15, 2025**

*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 community meeting. There is a time for public participation 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

**PUBLIC COMMENT SECTION:** *(As noted in Board Policy 0167.3 Public Participation 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.*

**STUDENT COUNCIL REPRESENTATIVE REPORT:**

**CONSENT AGENDA:**

[SEE ATTACHEMENT](#)

1. Approve Meeting Minutes
  - A. Regular Meeting of December 18, 2024
2. Approve December Bills [SEE ATTACHEMENT](#)
3. Accept Grants and Donations [SEE ATTACHEMENT](#)
4. Approve Resignations and Retirements [SEE ATTACHEMENT](#)
5. Special Update – UGG-EDGAR (Second Reading)
  - A. 3440/4440 Job-Related Expenses
  - B. 6110 Grant Funds
  - C. 6111 Internal Controls [SEE ATTACHEMENT](#)
  - D. 6114 Cost Principles -Spending Federal Funds
  - E. 7310 Disposition of Personal Property
  - F. 7450 Property Inventory
6. Annual Notice of Educational Options [SEE ATTACHEMENT](#)

**OPERATIONS AGENDA:**

1. Consent Agenda items requiring attention (if any)
2. Approve Open Enrollment Capacity [SEE ATTACHEMENT](#)
3. Approve Assistant High School Track Coach
4. April 2025 Election Update (informational update)
5. NEOLA Board Policy Updates Vol. 33 No. 2 (First Reading) [SEE ATTACHEMENT](#)
  - A. Policy 0164V2 - Meetings (Revised)
  - B. Policy 0174.1 - Annual Report (Revised)
  - C. Policy 2131 - Educational Outcome Goals and Expectations (Revised)
  - D. Policy 2340 - District-Sponsored Trips (Revised)
  - E. Policy 3120.04/4120.04- Employment of Substitutes (Revised) [SEE ATTACHEMENT](#)
  - F. Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities (Revised)
  - G. Policy 3431/4431 - Employee Leaves (Revised)
  - H. Policy 5200 - Attendance (Revised)

- I. Policy 5330 - Administration of Medication/Emergency Care (Revised)
- J. Policy 5430 - Class Rank (Revised) [SEE ATTACHEMENT](#)
- K. Policy 5460 - Graduation Requirements (Revised)
- L. Policy 5505 - Academic Honesty (Revised) [SEE ATTACHEMENT](#)
- M. Policy 5610 - Suspension and Expulsion (Revised)
- N. Policy 5771 - Search and Seizure (Revised)
- O. Policy 6423 - Use of Credit Cards (Revised)
- P. Policy 7540.05 - Assistive Technology and Services (Revised)
- Q. Policy 7544 - Use of Social Media (Revised)
- R. Policy 8395 - Student Mental Health Services (Revised) [SEE ATTACHEMENT](#)
- S. Policy 8500 - Food Services (Revised)
- T. Policy 8510 - Wellness (Revised)
- U. Policy 8531 - Free and Reduced-Price Meals (Revised)
- V. Policy 8540 - Vending Machines (Revised)
- W. Policy 8550 - Competitive Food Sales (Revised)
- X. Policy 8600 - Transportation (Revised) [SEE ATTACHEMENT](#)
- Y. Policy 8601 – (NEW)Controlled Substance and Alcohol Policy for Employees that Transport Students
- Z. Policy 8640 – (RESCIND)Transportation for Field and Other District-Sponsored Trips
- AA. Policy 8651 – (RESCIND) Nonroutine Use of School Buses
- BB. Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips (Revised)
- CC. Policy 8680 - Transportation Services Contracts (Revised)

#### 6. Reports:

- A. Legislative
- B. CESA
- C. Committee/Seminars
- D. Administrative
  - i. High School
  - ii. Middle School
  - iii. Sunrise Elementary School
  - iv. Sawyer Elementary School
  - v. District Teaching, Learning, & Technology
  - vi. Special Education/Pupil Services
  - vii. Business Manager
  - viii. Other
- E. Superintendent

#### 7. Closed Session:

- A. 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
  - ix. Probationary teacher performance
  - x. Non-classified & Administrative contract renewal
  - xi. Mid-Year Performance Evaluation of District Administrator

- B. Return to open session

#### 8. 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: January 7, 2025  
RE: Background Information for the January 15, 2025, Regular Meeting

**PUBLIC COMMENT SECTION** *Board Policy 0167.3 Public Participation 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.*

## **STUDENT COUNCIL REPRESENTATIVE REPORT (Izzy Jimenez-Seyfer)**

### **CONSENT AGENDA:**

- 1. Approve Meeting Minutes** [SEE ATTACHEMENT](#)  
A. Regular Meeting of December 18, 2024

- 2. Approve December Bills** [SEE ATTACHEMENT](#)

**3. Accept Grants and Donations**

- Robert Nickel Auditorium Fund
  - A. Hollingshead Family \$500
  - B. Samara Philipp Christian \$200
  - C. Mary Rousseau - \$100
  - D. Martha & Larry Burris - \$100
  - E. Anonymous - \$25
  - F. Dan & Sue Lalko - \$100
  - G. Cathy Grier - \$50
  - H. Cap & Mary Wulf - \$2,000
  - I. Brad & Louise Andreae - \$500
  - J. Bob & Irene Gray - \$500
  - K. James & Cynthia Flanagan - \$500
  - L. Peg & Jim Meyer - \$100
  - M. The Reichel Family - \$5,000
  - N. Richard & Janice Kohn - \$100
  - O. Richard & Carrie Hauser - \$500
  - P. Charlotte Schroeder - \$50
  - Q. Jeff & Nancy Davis - \$50
  - R. Catherine Smullen - \$25
  - S. Wulf Brothers - \$500
  - T. Trongruethai Meissner - \$25
  - U. Deb Whitelaw Gorski - \$25
  - V. Pat & Bob Scieszinski - \$50
  - W. Linda Roberts - \$200
  - X. PLFAG Door County - \$500
  - Y. Haley Lemke & Hope Herbst - \$100
  - Z. Nicole & Aaron Carmody - \$100
  - AA. Mary & Roy Aiken - \$50

- Raibrook donated for the Tech Ed Equipment Grant
- \$199 Holland Nellis Charitable Fund for TJ Walker student, teacher or club support
- \$150 Kelly Swingen for Stride Program
- \$100 Sue MacLean to help families with meal expenses
- \$500 Hainesville Lutheran Church Women for families who cannot afford school meals
- \$33.60 Chuck Schommer for Clipper Clays
- \$513.99 Knights of Columbus for Special Education
- \$50,000 Anonymous Donation to Clipper Clays Range Project
- Playground Fund
  - A. \$500 volunteer grant (Kendra Vandertie)
  - B. Raibrook awarded a grant

Thank you to these groups and the individuals associated with them for their generosity.

4. **Resignations and Retirements** –Susan Guthrie is resigning from her associate position at Sunrise. Julie Doucette is retiring from her Speech-Language Pathologist position. [SEE ATTACHEMENT](#)
5. **Special Update – UGG-EDGAR (Second Reading)** [SEE ATTACHEMENT](#)
  - A. 3440/4440 Job-Related Expenses
  - B. 6110 Grant Funds
  - C. 6111 Internal Controls
  - D. 6114 Cost Principles -Spending Federal Funds
  - E. 7310 Disposition of Personal Property
  - F. 7450 Property Inventory

**6. Annual Notice of Educational Options\***

As per NEOLA’s summary of district notices: Annually, by January 31, each School Board shall publish a class 1 notice, under Ch. 985, and post on its Internet site a description of the educational options available to children in the School District, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, and the early college credit program. The School Board shall include in the notice the most recent state assessment performance category assigned to each school within the School District boundaries, including charter schools established and private schools participating in a parental choice program. The notice published by the School Board shall inform parents that the full school and School District accountability report is available on the School Board’s Internet site. [SEE ATTACHEMENT](#)

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

**OPERATIONS:**

**1. Consent Agenda items requiring attention (if any)**

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

**2. Approve Open Enrollment Capacity\***

As the Board knows from past years and heard again last month, the administrative team has been working on an updated approach to Open Enrollment capacities for next school year. As you also know, school boards have a statutory obligation to act upon the open enrollment capacity issue in the month of January. [SEE ATTACHEMENT](#)

For the 2025-2026 school year, we are recommending setting no limits for regular education class enrollments.

For special education services, as well as speech and language services, for the 2025-2026 school year, we are recommending setting limits as presented in the one-page Open Enrollment document in the meeting packet.

A motion to approve establishing no regular education class limits for the 2025-2026 school year with special education limits as presented is recommended.

**3. Approve Assistant High School Track Coach**

**Zach Albers:** Principal Nerby and Athletic Director Dupuis recommend Zach Albers as a high school assistant track coach. Mr. Albers currently teaches at the high school and has helped with the middle school track program in recent years.

A motion to approve Zach Albers as an assistant track coach at the high school level is recommended.

**4. April 2025 Election Update\* (informational update)**

Board Member Chisholm has provided her Declaration of Non-Candidacy for the 2025 election. As a result, there is a vacancy for the Sturgeon Bay School Board. Commissioner Stephani and Schulz have filed their candidacy paperwork. We have also received Declaration of Candidacy paperwork from Andrew Starr.

Additionally, there is not an operational referendum on the schedule to be on the ballot. In recent years, sometimes when there are state level referenda questions (i.e. people put out referendum yard signs) this generates interest in whether this is related to a school referendum. Again, there is no SBSD referendum question on the ballot for this election cycle.

**5. Neola Board Policy Updates Vol. 33 No. 2 (First Reading)**

- A. **Policy 0164V2 - Meetings (Revised)** This revision includes options relating to closed session virtual attendance by Board members, along with a related drafting note.
- B. **Policy 0174.1 - Annual Report (Revised)** This revision adds a reference to the authorization for the performance of clerk duties and the legal citation for same. Adoption of this revision is recommended for clarity and flexibility.
- C. **Policy 2131 - Educational Outcome Goals and Expectations (Revised)** This policy is updated to include the additional language added by 2023 Wisconsin Act 266, which amends Wis. Stat. 118.01(2)(c)8. to include reference to Hmong Americans and Asian Americans. Act 266 does not contain a specific implementation date; accordingly, this will need to be incorporated into the curriculum for the 2024-2025 school year. Adoption of this revision is recommended to have compliant policies. Note that if this revision is not adopted, the requirement in state law still must be followed.

SEE ATTACHEMENT

**SEE ATTACHEMENT**

- D. **Policy 2340 - District-Sponsored Trips (Revised)** This policy revision adds optional language regarding school-sponsored international field trips and considerations that must be taken into account. In addition, the transportation policy language from Policy 8640 - Transportation for Field and Other District-Sponsored Trips has been added to this policy, and Policy 8640 has been rescinded. Adoption of this revision is recommended to maintain consistency across the pertinent policies.
- E. **Policy 3120.04/4120.04- Employment of Substitutes (Revised)** These policies have been revised to incorporate language from the administrative guidelines that are recommended to be rescinded. These revisions are recommended for a more comprehensive policy consistent with current demands.
- F. **Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities (Revised)** This revision clarifies and provides decisional options for the hiring of personnel for co-curricular/extra-curricular activities. Adoption of this revision is recommended for greater clarity and flexibility.
- G. **Policy 3431/4431 - Employee Leaves (Revised)** These policies have been revised to broaden and clarify the instances where leave will be granted for employees subpoenaed to testify in matters related to District employment. These revisions are recommended for a more comprehensive policy consistent with current demands.
- H. **Policy 5200 - Attendance (Revised)** This policy has been revised to add additional instances of excused absences as recommended by State law. Adoption of this revision is recommended.
- I. **Policy 5330 - Administration of Medication/Emergency Care (Revised)** This policy is revised to include the option of a student receiving nonprescription drugs that are provided by the school consistent from the schools' supplies, with parental instructions, dosage instructions, or health care provider instructions. Adoption of this revision is recommended to maintain compliant policies.
- J. **Policy 5430 - Class Rank (Revised)** This policy is updated to incorporate the class ranking requirements districts must implement for students to participate in the University of Wisconsin System's Guaranteed Admission Program. The requirements for grade 11 class rank and notification to the top ten percent (10%) first applies at the end of the 2024-2025 school year, with guaranteed admissions in the 2025-2026 school year. Adoption of this revision is recommended and required for any district who wishes to participate in the Guaranteed Admission program or the Wisconsin Academic Excellence Scholarship program.
- K. **Policy 5460 - Graduation Requirements (Revised)** This policy is revised to reference the newly enacted .5 credit requirement in financial literacy for high school graduation. Additional credit earning options are added as options as well. Note that any course approved for credit towards high school graduation in a State law required subject matter (i.e., social studies, math, science, physical education, health, English, and financial literacy) must be approved by the Board. Districts who opt to offer a GED 2 option program, must obtain prior approval of the program from DPI (DPI applications are available on their website: <https://dpi.wi.gov/alternative-education/ged-option-2>). The

addition of financial literacy as a .5 credit graduation requirement is required by State law effective with the class of 2028, meaning that students entering high school in the 2024-2025 school year will be required to complete this requirement. Once the Board approves revisions to this policy, it must be submitted to DPI per Wis. Admin Code PI 18.05(2). Adoption of this revision is required as part of the board's responsibility to adopt the curriculum.

[SEE ATTACHEMENT](#)

- L. **Policy 5505 - Academic Honesty (Revised)** This policy is revised to incorporate concerns regarding emerging AI technology and its impact on academic integrity. Additionally, this policy is updated to include optional language regarding the use of Artificial Intelligence, such as generative tools (ChatGPT, etc.), by students in the completion of their schoolwork. Adoption of this language, or a similar version of the language that identifies use of AI tools to create work as a form of academic dishonesty, except when authorized, is strongly recommended.
- M. **Policy 5610 - Suspension and Expulsion (Revised)** The policy is revised to include optional language for the Board to express preference for non-exclusionary discipline and is also updated to cross-reference the policy on discipline for students with disabilities. Consideration of these revisions is recommended.
- N. **Policy 5771 - Search and Seizure (Revised)** This policy is revised to make it easier to follow and to specifically note that a student search may be directed by an administrator other than the principal. Adoption of this revision is recommended.
- O. **Policy 6423 - Use of Credit Cards (Revised)** This policy is revised to provide more specific restrictions on district credit card usage and personal use of any credit card rewards program. Adoption of this revision is recommended.
- P. **Policy 7540.05 - Assistive Technology and Services (Revised)** This policy is updated to address new technology being used with certain students as a way to communicate with them and to monitor their location and behavior, e.g. AngelSense. As these technologies become more prevalent, Neola anticipates further need to address their usage. At this time, the primary concern is the communication component, particularly as it relates to communication from the device to a parent or other location outside the school. This presents concerns for other student confidentiality. The policy update reflects the expectation that such functionality will be disabled during school, unless expressly provided for in the student's IEP. Adoption of this update is strongly recommended.
- Q. **Policy 7544 - Use of Social Media (Revised)** This policy is updated to provide additional language to address the continuously evolving environment of social media and the potentially dangerous circumstances in which school staff interact with students through social media and related forms of electronic communication (i.e. athletic program team apps, etc.). Selection of options is recommended.

- R. **Policy 8395 - Student Mental Health Services (Revised)** This policy is revised to account for the delivery of mental health services using virtual platforms in addition to face-to-face onsite delivery. Language is also added to reference coordination between the delivery of student mental health services with a student's IEP programming requirements. Adoption of this update is recommended.
- S. **Policy 8500 - Food Services (Revised)** This policy is updated to streamline the dietary accommodations language and to reference the appointment of a special dietary accommodations coordinator, as required by regulations. Also added is a required grievance procedure related to the disability-related dietary accommodations process. A grievance procedure is required by Federal regulation (7 C.F.R. 15b.6). Adoption is strongly recommended.
- T. **Policy 8510 - Wellness (Revised)** This policy is updated to include the Department of Agriculture's required nondiscrimination statement as well as the reminder that under the heading "Policy Leadership" at least one choice is required for compliance. These two changes were made pursuant to Wisconsin Department of Public Instruction (DPI) district audits in which these requirements were identified by an auditor. In addition, the content of the entire policy was reviewed by a work group which included members from the Wisconsin Department of Health Services, DPI, and University of Wisconsin Health System. The resulting draft of all this work was then further reviewed by Neola's Wisconsin-based legal counsel for proper legal compliance. Adoption of this update is strongly recommended to be in compliance with current auditor expectations.
- U. **Policy 8531 - Free and Reduced-Price Meals (Revised)** The policy is updated to incorporate additional federal regulatory requirements regarding student participation in the free and reduced meal program and to add an option for districts that are part of the community eligibility provision (CEP) whereby a district or specific schools within the district can obtain free meal eligibility for all students for a four (4) year cycle if the school or district meets certain requirements, typically sustained individual eligibility of free and reduced meals that is twenty-five percent (25%) or more of the student population. Consideration of this update is recommended.
- V. **Policy 8540 - Vending Machines (Revised)** This policy is updated to include the Department of Agriculture's required nondiscrimination statement. This update is made pursuant to an audit in which this requirement was identified by the auditor (see discussion of Policy 8510 - Wellness). Adoption of this update is strongly recommended to be in compliance with current auditor expectations.
- W. **Policy 8550 - Competitive Food Sales (Revised)** This policy is updated to include the Department of Agriculture's required nondiscrimination statement. This update is made pursuant to an audit in which this requirement was identified by the auditor. Adoption of this update is strongly recommended to be in compliance with current auditor expectations.



[SEE ATTACHEMENT](#)

- X. **Policy 8600 - Transportation (Revised)** This policy has been updated by adding language previously in Policy 8680 - Transportation Services Contracts and Policy 8651 - Nonroutine Use of School Buses regarding District-owned vehicles. Policy 8651 has been rescinded. Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.
- Y. **Policy 8601 - Controlled Substance and Alcohol Policy for Employees that Transport Students (NEW)** This policy has been renumbered to Policy 8601. This puts the policy in the same policy area as other transportation-related policies and therefore easier to locate for reference. Minor revisions to reflect policy cross-references are also made. Adoption of this revision is recommended to assure that the District's policies match the template system, which will also make evaluation of future update revisions more easily implemented.
- Z. **Policy 8640 - Transportation for Field and Other District-Sponsored Trips (Rescind)** The content of this policy has been moved to Policy 2340 - District-Sponsored Trips. Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.
- AA. **Policy 8651 - Nonroutine Use of School Buses (Rescind)** This policy has been rescinded with the content of the policy moved to Policy 8600 - Transportation. Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.
- BB. **Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips (Revised)** This policy is updated to provide additional options to better control private transportation for field trips given that the need to do so continues to increase in frequency. Consideration of options provided is recommended.
- CC. **Policy 8680 - Transportation Services Contracts (Revised)** The policy is revised to remove reference to transportation using School District-owned buses. This policy is intended to cover transportation through contracts with a transportation provider. The provisions regarding District-owned or operated buses has been moved to Policy 8600 - Transportation. Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.

**6. Reports** [SEE ATTACHEMENT](#)

**7. Closed Session –**

- A. 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- i. Probationary teacher performance
  - ii. Non-classified & Administrative contract renewal
  - iii. Mid-Year Performance Evaluation of District Administrator
- B. Return to open session

**8. Adjourn**

\*Annual Notice

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, December 18, 2024

President Stephani called the regular meeting to order at 6:02 PM in the high school library. Present: Spritka, Howard, Kruse, Stephani, Jennerjohn, Chisholm, Haus, Meyer. Excused: Schulz. Also present were: Superintendent Tjernagel, K Nerby, L Ferry, M. Smullen, K. Smullen, K DeVillers, J Paye-Weber, J. Holtz, & A. DeMeuse. The Pledge of Allegiance was recited.

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

STUDENT COUNCIL REPORT: No report.

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

CONSENT AGENDA:

1. Approve Meeting Minutes
  - a. November 20, 2024 Regular Board of Education Meeting
  - b. December 4, 2024 Board Learning Session
2. Approve November Bills
3. Accept Grants and Donations –
  - a. Max & Gayle Laird Educational Fund
    - i. \$500 Sawyer Self-Regulation Alt. Ed Program (Laurent)
    - ii. \$500 Sea Perch Project (Pairolero)
    - iii. \$349 Translating Pen Scanner (Ruddy)
    - iv. \$269 Native American Heritage Month (Ruddy)
    - v. \$490 Sunrise Clubs (K Smullen)
    - vi. \$500 Esports Uniforms (Jacobson)
    - vii. \$500 Spanish III Field Trip (Stenzel)
    - viii. \$450 Classroom Library (Rabas)
    - ix. \$500 TJW Marching Program (Vander Loop)
    - x. \$500 Expand Chess Club to Game Club (Erickson)
  - b. 5<sup>th</sup> Grade Sea Perch
    - i. \$100 Jennifer Kobilca trust
    - ii. \$25 Kristen Jeanquart
    - iii. \$25 Kurek family
    - iv. \$25 Anonymous
  - c. \$77 Shawn Wautier for Sunrise ID/Autism room
  - d. \$77 Shawn Wautier for Sunrise ID/Autism room
  - e. \$77 Shawn Wautier for Lunch program
  - f. Elementary Playground
    - i. \$25 Janet Serrahn
    - ii. \$7,000 Green Bay Packers Foundation
    - iii. \$25 Deb Whitelaw Gorski

4. Accept Resignations and Retirements – Lola DeVillers is retiring from her teaching position at Sunrise. David Wnek is resigning from his associate position in DCAP. Stacy Cihlar is retiring from her maintenance position. Kim Gordon is retiring from her Human Resource Specialist position, effective Sep. 30, 2025. Carla Maccoux is retiring from her food service position.
5. Approve Sturgeon Bay High School Course Description Book for the 2025-2026 school year  
Since the course selection and scheduling process gets underway well before the end of the year, the course description guide comes to you for approval in the winter. Changes are highlighted in the SBHS Principal report from Mr. Nerby.
6. Approve TJ Walker Middle School Course Offerings for the 2025-2026 school year  
Since the course selection and scheduling process gets underway well before the end of the year, we want the course description guide to come to you for approval prior to that point, and having the middle school course offerings approved the same month as the high school course offerings are approved appears both effective and efficient.

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

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any): None.
2. **Motion Chisholm/Haus to approve Jenny Applegate as a District Virtual Programming Coordinator. Motion carried unanimously.**
3. **Motion Haus/Howard to approve Sophie Widman as the Musical Director for the Sturgeon Bay High School. Motion carried unanimously.**
4. **Motion Haus/Chisholm to approve Tabitha Huempfer as the School Nurse for the district. Motion carried unanimously.**
5. School Safety Drill Summaries: While districts are now required to conduct at least one school safety drill per year, the Board has heard a number of times about how we typically hold safety drills at least quarterly. Our belief is that this should also be done at the school level in a manner that is appropriate for the young people, parents, and staff members involved with that building. School safety continues to be a priority, even as other aspects of the overall safety of students, families, and staff are considered.
6. Open Enrollment Capacity: As we discussed in the December 4 learning session, the Admin Team has been looking at the best way to approach this topic both in terms of the known impact of regular education and special education enrollment as well as staffing, but some of the unknowns and lesser known impacts from DPI around the district not being able to except a student(s)/family during the Alternate Open Enrollment period even prior to the following school year when the capacities actually go into effect. This is simply an informational item this month. We act upon Open Enrollment capacity at our January Board of Education meeting.
7. Understanding Relationship Between Tax Levy Approval and Property Tax Bills: The Board approved a 6.96% increase to the tax levy in our October Board meeting. However, for those of us in the City, an 8% tax increase is what was listed on our property tax bills (as opposed to the 8.5% decrease a year ago as comparison and as context). The difference between 6.96% and 8% was basically driven by a combination of the increase in the fair market value of homes in the City (9.7% for the most part) and how Tax Increment Districts (TID) work. If anyone from the public is interested, they are welcome to see the budget-related

information and documents we reviewed in our October meetings that also led to formal adoption of the 2024-2025 budget and setting of the tax levy in the October 23, 2024, meeting. Again, this is only an information item, so no Board action is needed.

**8. Motion Jennerjohn/Meyer to accept the audit report as presented. Motion carried unanimously.**

9. Special Update – UGG (Uniform Grants Guidance) - EDGAR (Education Department General Administrative Guidelines) First Reading: OMB's revisions are intended to improve Federal financial assistance management, transparency, and oversight through more accessible and easily understandable guidance.

- A. 3440/4440 Job-Related Expenses
- B. 6110 Grant Funds
- C. 6111 Internal Controls
- D. 6114 Cost Principles -Spending Federal Funds
- E. 7310 Disposition of Personal Property
- F. 7450 Property Inventory

10. Reports:

- A. Legislative – None.
- B. CESA – none
- C. Committee/Seminars – none
- D. Administrative Reports presented.
- E. Superintendent's Report presented.

**11. Motion: Haus/Jennerjohn to adjourn at 7:31 PM. Motion carried unanimously.**

Respectfully submitted by,  
Ann DeMeuse  
Board Recording Secretary

Date: \_\_\_\_\_

President's Signature: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_

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

CHECK		CHECK CHE		ACCOUNT				INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER				VENDOR	DESCRIPTION
12/20/2024	202401338	W	53.44	10 E 400 411 121000 000				AMAZON.COM	hs art supplies
12/20/2024	202401339	W	109.00	10 E 200 449 241000 000				AMAZON.COM	Standing Desk Chair
12/20/2024	202401340	W	13.25	10 E 400 411 136000 000				AMAZON.COM	Classroom Supplies
12/20/2024	202401340	W	8.00	10 E 400 411 136360 000				AMAZON.COM	Classroom Supplies
12/20/2024	202401341	W	12.99	10 E 400 411 136000 000				AMAZON.COM	Classroom Supplies
12/20/2024	202401341	W	7.84	10 E 400 411 136360 000				AMAZON.COM	Classroom Supplies
12/20/2024	202401342	W	18.61	10 E 400 411 136000 000				AMAZON.COM	Classroom Supplies
12/20/2024	202401342	W	11.24	10 E 400 411 136360 000				AMAZON.COM	Classroom Supplies
12/20/2024	202401343	W	5.30	10 E 400 411 136000 000				AMAZON.COM	Classroom Supplies
12/20/2024	202401343	W	3.20	10 E 400 411 136360 000				AMAZON.COM	Classroom Supplies
12/20/2024	202401344	W	173.94	10 E 140 411 113000 000				AMAZON.COM	3rd Grade Supplies
12/20/2024	202401345	W	7.99	27 E 200 411 158113 341				AMAZON.COM	CLASSROOM ITEMS
12/20/2024	202401346	W	5.50	27 E 200 411 158113 341				AMAZON.COM	CLASSROOM ITEMS
12/20/2024	202401347	W	16.99	27 E 200 411 158113 341				AMAZON.COM	CLASSROOM ITEMS
12/20/2024	202401348	W	9.99	27 E 200 411 158113 341				AMAZON.COM	CLASSROOM ITEMS
12/20/2024	202401349	W	9.99	27 E 200 411 158113 341				AMAZON.COM	CLASSROOM ITEMS
12/20/2024	202401350	W	6.99	27 E 200 411 158113 341				AMAZON.COM	CLASSROOM ITEMS
12/20/2024	202401351	W	6.99	27 E 200 411 158113 341				AMAZON.COM	CLASSROOM ITEMS
12/20/2024	202401352	W	9.99	27 E 200 411 158113 341				AMAZON.COM	CLASSROOM ITEMS
12/20/2024	202401353	W	79.80	10 E 140 411 113000 000				AMAZON.COM	3rd grade CKLA supplies
12/20/2024	202401354	W	69.72	10 E 140 411 113000 000				AMAZON.COM	3rd grade CKLA supplies
12/20/2024	202401355	W	67.77	10 E 140 411 113000 000				AMAZON.COM	3rd grade CKLA supplies
12/20/2024	202401356	W	5.98	10 E 800 411 239100 000				AMAZON.COM	Employee Appreciation Supplies
12/20/2024	202401357	W	4.99	10 E 800 411 239100 000				AMAZON.COM	Employee Appreciation Supplies
12/20/2024	202401358	W	12.99	10 E 800 411 239100 000				AMAZON.COM	Employee Appreciation Supplies
12/20/2024	202401359	W	26.99	10 E 800 411 239100 000				AMAZON.COM	Employee Appreciation Supplies
12/20/2024	202401360	W	7.99	10 E 800 411 239100 000				AMAZON.COM	Employee Appreciation Supplies
12/20/2024	202401361	W	5.68	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401361	W	8.31	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401362	W	6.69	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401362	W	9.80	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401363	W	5.68	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401363	W	8.31	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401364	W	8.89	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401364	W	13.00	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401365	W	24.32	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401365	W	35.58	10 E 200 450 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401366	W	19.90	10 E 120 411 110400 000				AMAZON.COM	4K supplies
12/20/2024	202401367	W	12.99	10 E 120 411 110400 000				AMAZON.COM	4K supplies
12/20/2024	202401368	W	16.89	10 E 120 411 110400 000				AMAZON.COM	4K supplies
12/20/2024	202401369	W	19.99	10 E 120 411 110400 000				AMAZON.COM	4K supplies
12/20/2024	202401370	W	36.99	10 E 200 449 136000 000				AMAZON.COM	Middle School Tech
12/20/2024	202401371	W	6.99	10 E 140 411 115000 000				AMAZON.COM	SeaPerch and 5th Grade Supplies
12/20/2024	202401372	W	14.99	10 E 140 411 115000 000				AMAZON.COM	SeaPerch and 5th Grade Supplies
12/20/2024	202401373	W	9.99	10 E 140 411 115000 000				AMAZON.COM	SeaPerch and 5th Grade Supplies
12/20/2024	202401374	W	16.49	10 E 140 411 115000 000				AMAZON.COM	SeaPerch and 5th Grade Supplies
12/20/2024	202401375	W	18.58	10 E 140 411 115000 000				AMAZON.COM	SeaPerch and 5th Grade

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12/20/2024	202401376	W	12.99	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401377	W	12.87	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401378	W	40.98	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401379	W	17.99	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401380	W	9.99	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401381	W	7.99	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401382	W	8.81	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401383	W	13.96	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401384	W	25.96	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401385	W	9.95	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401386	W	26.49	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401387	W	4.96	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401388	W	25.00	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401389	W	8.55	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401390	W	8.71	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401391	W	9.98	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401392	W	17.10	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401393	W	14.76	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401394	W	9.98	10 E 140 411 115000 000				AMAZON.COM	Supplies SeaPerch and 5th Grade
12/20/2024	202401395	W	9.74	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401396	W	5.30	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401397	W	6.99	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401398	W	22.99	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401399	W	53.97	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401400	W	36.88	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401401	W	20.99	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401402	W	14.78	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401403	W	8.32	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401404	W	11.70	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401405	W	9.99	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401406	W	13.75	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401407	W	7.99	10 E 120 411 121000 000				AMAZON.COM	Art Supplies
12/20/2024	202401408	W	111.84	10 E 120 411 125000 000				AMAZON.COM	music/dance scarves for winter concert
12/20/2024	202401409	W	70.97	10 E 140 411 122900 000				AMAZON.COM	Intervention Supplies Needed #2

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12/20/2024	202401410 W	32.99 10 E 140 411 122900 000	AMAZON.COM Intervention Supplies Needed #2
12/20/2024	202401411 W	21.05 10 E 140 411 122900 000	AMAZON.COM Intervention Supplies Needed #2
12/20/2024	202401412 W	5.86 10 E 140 411 122900 000	AMAZON.COM Intervention Supplies Needed #2
12/20/2024	202401413 W	14.78 10 E 140 411 122900 000	AMAZON.COM Intervention Supplies Needed #2
12/20/2024	202401414 W	18.91 10 E 140 411 122900 000	AMAZON.COM Intervention Supplies Needed #2
12/20/2024	202401415 W	11.99 10 E 120 411 110000 000	AMAZON.COM PBIS/Staff Acknowledgment Materials & PBIS Tier 2 Materials
12/20/2024	202401416 W	6.99 10 E 140 411 213000 000	AMAZON.COM Office and small group supplies
12/20/2024	202401417 W	26.99 10 E 120 411 110000 000	AMAZON.COM PBIS/Staff Acknowledgment Materials & PBIS Tier 2 Materials
12/20/2024	202401418 W	25.99 10 E 120 411 110000 000	AMAZON.COM PBIS/Staff Acknowledgment Materials & PBIS Tier 2 Materials
12/20/2024	202401419 W	9.99 10 E 140 411 213000 000	AMAZON.COM Office and small group supplies
12/20/2024	202401420 W	12.79 10 E 120 411 110000 000	AMAZON.COM PBIS/Staff Acknowledgment Materials & PBIS Tier 2 Materials
12/20/2024	202401421 W	9.99 10 E 120 411 110000 000	AMAZON.COM PBIS/Staff Acknowledgment Materials & PBIS Tier 2 Materials
12/20/2024	202401422 W	4.99 10 E 120 411 110000 000	AMAZON.COM PBIS/Staff Acknowledgment Materials & PBIS Tier 2 Materials
12/20/2024	202401423 W	18.99 10 E 120 411 110000 000	AMAZON.COM PBIS/Staff Acknowledgment Materials & PBIS Tier 2 Materials
12/20/2024	202401424 W	17.99 10 E 140 411 213000 000	AMAZON.COM Office and small group supplies
12/20/2024	202401425 W	9.99 10 E 120 411 110000 000	AMAZON.COM PBIS/Staff Acknowledgment Materials & PBIS Tier 2 Materials
12/20/2024	202401426 W	8.98 10 E 140 411 213000 000	AMAZON.COM Office and small group supplies
12/20/2024	202401427 W	24.99 10 E 140 411 213000 000	AMAZON.COM Office and small group supplies
12/20/2024	202401428 W	6.99 10 E 120 411 110000 000	AMAZON.COM PBIS/Staff Acknowledgment Materials & PBIS Tier 2 Materials
12/20/2024	202401429 W	39.95 10 E 140 411 213000 000	AMAZON.COM Office and small group supplies
12/20/2024	202401430 W	20.95 10 E 140 411 213000 000	AMAZON.COM Office and small group supplies
12/20/2024	202401431 W	5.99 10 E 140 411 213000 000	AMAZON.COM Office and small group supplies
12/20/2024	202401432 W	24.16 27 E 120 411 152001 347	AMAZON.COM ECSE
12/20/2024	202401433 W	8.98 27 E 120 411 152001 347	AMAZON.COM ECSE
12/20/2024	202401434 W	25.89 27 E 120 411 152001 347	AMAZON.COM ECSE



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12/20/2024	202401435	W	55.98	10 E 800 411 295000	000			AMAZON.COM	Chromebook supplies
12/20/2024	202401436	W	54.98	10 E 800 411 295000	000			AMAZON.COM	Chromebook supplies
12/20/2024	202401437	W	14.72	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401437	W	8.36	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401437	W	3.68	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401438	W	20.35	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401438	W	11.55	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401438	W	5.09	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401439	W	3.12	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401439	W	1.77	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401439	W	0.78	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401440	W	14.95	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401440	W	8.49	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401440	W	3.74	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401441	W	16.49	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401441	W	9.36	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401441	W	4.13	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401442	W	15.95	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401442	W	9.05	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401442	W	3.99	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401443	W	9.41	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401443	W	5.34	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401443	W	2.36	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401444	W	17.60	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401444	W	9.99	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401444	W	4.40	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401445	W	93.27	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401445	W	52.94	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401445	W	23.32	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401446	W	6.32	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401446	W	3.59	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401446	W	1.58	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401447	W	16.51	10 E 200 411 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401447	W	9.37	10 E 200 449 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401447	W	4.12	10 E 200 450 136000	000			AMAZON.COM	Middle School Tech Ed
12/20/2024	202401448	W	13.99	10 E 120 411 222200	000			AMAZON.COM	Library Supplies
12/20/2024	202401449	W	5.99	10 E 120 411 222200	000			AMAZON.COM	Library Supplies
12/20/2024	202401450	W	25.95	10 E 120 411 222200	000			AMAZON.COM	Library Supplies
12/20/2024	202401451	W	26.38	27 E 120 411 158115	341			AMAZON.COM	Activities for fine motor/regulation.
12/20/2024	202401452	W	32.88	27 E 120 411 158115	341			AMAZON.COM	Activities for fine motor/regulation.
12/20/2024	202401453	W	16.99	27 E 120 411 158115	341			AMAZON.COM	Activities for fine motor/regulation.
12/20/2024	202401454	W	28.29	27 E 120 411 158115	341			AMAZON.COM	Activities for fine motor/regulation.
12/20/2024	202401455	W	87.41	10 E 140 411 143000	000			AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401455	W	1.68	10 E 140 411 125000	000			AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401456	W	6.95	10 E 140 411 125000	000			AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C.

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12/20/2024	202401457 W	29.99	10 E 140 411 143000 000	AMAZON.COM	Pfister orders to save on shipping) Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401458 W	14.99	10 E 140 411 143000 000	AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401459 W	39.98	10 E 140 411 143000 000	AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401459 W	0.77	10 E 140 411 125000 000	AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401460 W	20.99	10 E 140 411 143000 000	AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401461 W	5.69	10 E 140 411 143000 000	AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401462 W	14.99	10 E 140 411 143000 000	AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401463 W	7.99	10 E 140 411 125000 000	AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401464 W	16.00	10 E 140 411 143000 000	AMAZON.COM	Sunrise PE and Music Supplies (combining K. Retzlaff & C. Pfister orders to save on shipping)
12/20/2024	202401465 W	274.65	10 E 120 472 110000 000	AMAZON.COM	SEL Resources
12/20/2024	202401466 W	23.98	10 E 400 411 136360 000	AMAZON.COM	Classroom Supplies-Welding
12/20/2024	202401467 W	12.99	10 E 400 411 136360 000	AMAZON.COM	Classroom Supplies-Welding
12/20/2024	202401468 W	33.99	10 E 400 411 136360 000	AMAZON.COM	Classroom Supplies-Welding
12/20/2024	202401469 W	5.20	10 E 800 411 219000 297	AMAZON.COM	Poster and painting materials, ink, and kite making materials.
01/01/2025	202401255 W	19,373.31	98 L 000 000 811901 000	DEAN HEALTH INC	Health Insurance - January 2025 Coverage
01/01/2025	202401255 W	156,147.43	98 L 000 000 811630 000	DEAN HEALTH INC	Health Insurance - January 2025 Coverage
01/01/2025	202401255 W	18,411.12	10 E 800 290 292000 000	DEAN HEALTH INC	Health Insurance - January 2025 Coverage
01/01/2025	202401256 W	13,217.07	98 L 000 000 811632 000	DELTA DENTAL	Dental Insurance - January Coverage
01/01/2025	202401256 W	2,313.97	98 L 000 000 811902 000	DELTA DENTAL	Dental Insurance - January Coverage
01/01/2025	202401256 W	-1,232.16	10 E 800 290 292000 000	DELTA DENTAL	Dental Insurance - January

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12/26/2024	202401257 W	1,397.11	98 L 000 000 811646 000	STANDARD INSURANCE C	Coverage Accident, Critical Illness, and Hospital Indemnity Insurance - January Coverage
12/26/2024	202401257 W	1,492.90	98 L 000 000 811648 000	STANDARD INSURANCE C	Accident, Critical Illness, and Hospital Indemnity Insurance - January Coverage
12/26/2024	202401257 W	545.96	98 L 000 000 811649 000	STANDARD INSURANCE C	Accident, Critical Illness, and Hospital Indemnity Insurance - January Coverage
12/31/2024	202401472 W	167.74	10 E 800 310 239000 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
12/31/2024	202401472 W	200.00	98 L 000 000 811900 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
12/31/2024	202401472 W	1,060.00	10 E 800 248 239000 000	EMPLOYEE BENEFITS CO	EBC Flex Fees/HRA Fees/UM Accts
12/31/2024	202401473 W	17,391.41	50 E 800 415 257220 000	GORDON FOOD SERVICE	December 2024 Food Bills
12/31/2024	202401473 W	2,740.26	50 E 800 415 257250 000	GORDON FOOD SERVICE	December 2024 Food Bills
12/31/2024	202401473 W	7,894.36	50 E 800 415 257220 549	GORDON FOOD SERVICE	December 2024 Food Bills
12/31/2024	202401470 W	108,934.96	98 L 000 000 811611 000	INTERNAL REVENUE SER	FEDERAL TAXES
12/31/2024	202401470 W	88,273.38	98 L 000 000 811612 000	INTERNAL REVENUE SER	FEDERAL TAXES
12/31/2024	202401260 W	540.87	98 L 000 000 811675 000	WEA MEMBER BENEFITS	TSA Benefit: Tjernagel \$421.36 & Holtz \$119.51
12/31/2024	202401258 W	195.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
12/31/2024	202401258 W	145.16	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Employee Contributions
12/31/2024	202401258 W	200.00	98 L 000 000 811672 000	WISCONSIN DEFERRED C	Plan #98971-01 Roth Employee Contributions
12/31/2024	202401471 W	32,521.41	98 L 000 000 811613 000	WISCONSIN DEPARTMENT	STATE TAXES
12/31/2024	202401259 W	231.51	98 L 000 000 811680 000	WIS DEPT OF REVENUE	Payroll accrual
12/04/2024	104999 R	134.43	98 L 000 000 811680 000	DEPT OF REVENUE - NC	Notice #: 3994 645 240 615
12/04/2024	105000 R	253.02	98 L 000 000 811680 000	MESSERLI & KRAMER PA	Case No. 11CV142; File #12-02077
12/04/2024	105001 R	762.75	98 L 000 000 811660 000	SB LUNCH PROGRAM	Payroll accrual
12/04/2024	105002 R	34.61	98 L 000 000 811680 000	WISCTF	Remittance IDs - 429469
12/05/2024	105003 R	187.12	10 E 800 355 263300 000	AT&T	Acct # 92074354939307 Oct. 20 - Nov. 19
12/05/2024	242500413 A	355.95	27 E 800 411 158100 341	ATTAINMENT COMPANY	Alternative Communication Device
12/05/2024	242500414 A	85.00	10 E 800 310 162000 000	CLAFLIN, BRENT	GBK Official - JV1 - 11-26-24
12/05/2024	105004 R	585.20	10 E 800 411 253000 000	CULLIGAN SERVICE	Bottled Water / Jug Deposit
12/05/2024	105005 R	102.79	10 E 120 411 241000 000	EARTEC CO.	Repair of Radios
12/05/2024	242500415 A	192.00	21 E 400 411 162124 000	FLS BANNERS	HS Girls Swim Apparel
12/05/2024	242500415 A	446.87	21 E 400 411 162124 000	FLS BANNERS	HS Girls Swim Apparel
12/05/2024	242500416 A	297.33	10 E 800 432 222200 031	FOLLETT CONTENT SOLU	Library Books
12/05/2024	105006 R	525.00	10 E 800 943 120000 000	GIBALTAR AREA SCHOO	BAMA Honor Band Registration
12/05/2024	105007 R	3,847.04	50 E 800 324 257220 000	HOBART SERVICE	Dishwasher Repairs
12/05/2024	242500417 A	37.50	10 E 400 411 125500 000	INSTRUMENTAL MUSIC C	sticks and book
12/05/2024	242500417 A	12.99	10 E 400 450 125500 000	INSTRUMENTAL MUSIC C	sticks and book
12/05/2024	242500418 A	20.00	10 E 800 411 219000 297	KRUMSEE, SCOTT	11/26/2024 Field Trip Lunch
12/05/2024	242500419 A	345.95	27 E 800 310 223300 019	KYLES CONSULTING LLC	November 2024 SBS/MAC Monthly Service Fee
12/05/2024	242500420 A	100.00	10 E 800 310 162000 000	LUER, AARON	GBK Official - Varsity - 11-26-24

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DATE	NUMBER TYP	AMOUNT NUMBER	DESCRIPTION
12/05/2024	242500421 A	100.00 10 E 800 310 162000 000	MARKER, JAMES GBK Official - Varsity - 11-26-24
12/05/2024	242500422 A	100.00 10 E 800 310 162000 000	MARQUART, TIM GBK Official - Varsity - 11-26-24
12/05/2024	242500423 A	85.00 10 E 800 310 162000 000	MEIKLE, REX GBK Official - JV1 - 11-26-24
12/05/2024	105008 R	400.00 10 E 400 310 163300 000	MUSIC THEATRE INTERN Security Deposit for Pippin
12/05/2024	242500424 A	79.15 10 E 200 411 143000 000	NASCO Eclipse Ball
12/05/2024	105009 R	16,238.03 10 E 800 389 431000 000	NWTC-GREEN BAY CAMPU Tuition & Fees
12/05/2024	242500425 A	144.00 10 E 140 411 115000 000	PAIROLERO, AARON 12/3/2024 Yearly subscription for grade level technology
12/05/2024	105010 R	440.00 10 E 800 411 219000 297	POSITIVE ACTION INC Grade 4 Positive Action Kit
12/05/2024	242500426 A	66.29 10 E 800 417 258000 000	QUILL LLC 11x17 Copy Paper
12/05/2024	242500426 A	66.29 10 E 800 417 258000 000	QUILL LLC 11x17 Copy Paper
12/05/2024	242500427 A	52.16 10 E 200 411 241000 000	STAPLES ADVANTAGE MS Supplies
12/05/2024	242500427 A	15.54 10 E 200 411 241000 000	STAPLES ADVANTAGE MS Supplies
12/05/2024	242500427 A	9.96 10 E 200 411 241000 000	STAPLES ADVANTAGE MS Supplies
12/05/2024	242500427 A	241.59 10 E 200 411 241000 000	STAPLES ADVANTAGE MS Supplies
12/05/2024	242500428 A	16.10 10 E 400 411 123000 000	STENZEL, SHELLEY 12/4/2024 Purchase of class materials - removed tax
12/05/2024	105011 R	148.35 10 E 800 324 253000 000	STERICYCLE DOCUMENT DESTRUCTION SERVICES CUSTOMER #1000893652
12/05/2024	105011 R	166.61 10 E 800 324 253000 000	STERICYCLE DOCUMENT DESTRUCTION SERVICES CUSTOMER #1000893652
12/05/2024	105011 R	147.09 10 E 800 324 253000 000	STERICYCLE DOCUMENT DESTRUCTION SERVICES CUSTOMER #1000893652
12/05/2024	105012 R	240.00 21 E 400 411 162124 000	THE LODGE AT LEATHEM Girls Swim Team Banquet
12/05/2024	105013 R	34.95 21 E 400 411 158110 689	THERAPY SHOPPE Sensory Squares - Raibrook Grant
12/12/2024	242500429 A	11,812.21 27 E 800 370 436000 341	ADVOCATES FOR HEALTH November 2024 Support Services
12/12/2024	242500430 A	360.00 10 E 800 310 239100 000	ARMATI COLLECTIVE October and November 2024 Memberships
12/12/2024	242500431 A	100.00 10 E 800 310 162000 000	BLODGETT, MICHAEL GBK Official Varsity -12-6-24
12/12/2024	242500432 A	812.00 21 E 400 411 162308 000	BSN SPORTS REMIT Track/Cross Country Apparel
12/12/2024	242500432 A	2,800.00 21 E 400 411 162319 000	BSN SPORTS REMIT Track/Cross Country Apparel
12/12/2024	242500432 A	1,540.00 10 E 800 411 162000 000	BSN SPORTS REMIT Athletic patches
12/12/2024	242500432 A	995.00 10 E 800 411 162000 000	BSN SPORTS REMIT Athletic supplies
12/12/2024	242500432 A	2,220.00 10 E 800 411 162000 000	BSN SPORTS REMIT Athletic Supplies
12/12/2024	242500432 A	40.70 10 E 800 411 162000 000	BSN SPORTS REMIT Basketball Nets
12/12/2024	242500433 A	100.00 10 E 800 310 162000 000	BURRY, MATT BBK Official Varsity 12-5-24
12/12/2024	242500434 A	10,488.00 10 E 800 480 295000 000	CAMERA CORNER-CONNEC Microsoft 365 Annual Renewal
12/12/2024	105014 R	217.17 10 E 400 411 135200 000	CARD SERVICES November 2024 Food Supply
12/12/2024	105014 R	10.47 21 E 200 411 161939 000	CARD SERVICES November 2024 Food Supply
12/12/2024	242500435 A	1,450.00 10 E 800 386 431000 000	CESA #9 October Virtual School
12/12/2024	105015 R	304.12 50 E 800 415 257220 000	COBORN'S INCORPORATE November 2024 Food Supplies
12/12/2024	105015 R	162.26 50 E 800 415 257250 000	COBORN'S INCORPORATE November 2024 Food Supplies
12/12/2024	105015 R	37.23 50 E 800 415 257220 549	COBORN'S INCORPORATE November 2024 Food Supplies
12/12/2024	105015 R	270.00 10 E 200 411 241000 000	COBORN'S INCORPORATE November 2024 Food Supplies
12/12/2024	242500436 A	85.00 10 E 800 310 162000 000	CORY-YAEGGI, JOSHUA 12-3 JV1 BBK Official
12/12/2024	242500436 A	85.00 10 E 800 310 162000 000	CORY-YAEGGI, JOSHUA GBK Official JV1 -12-6-24
12/12/2024	105016 R	3,593.35 10 E 800 348 256510 000	DOOR COUNTY COOPERAT Fuel Charges
12/12/2024	105017 R	98.13 10 E 400 411 136000 000	DOOR COUNTY HARDWARE Account # 96718 November Charges
12/12/2024	105017 R	14.99 21 E 400 411 161924 000	DOOR COUNTY HARDWARE Account # 96718 November Charges

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12/12/2024	105017 R	34.58 10 E 400 411 136431 000	DOOR COUNTY HARDWARE Account # 96718 November Charges
12/12/2024	105017 R	14.97 10 E 200 411 136000 000	DOOR COUNTY HARDWARE Account # 96718 November Charges
12/12/2024	105017 R	485.32 10 E 800 411 295000 000	DOOR COUNTY HARDWARE Account # 96718 November Charges
12/12/2024	105017 R	41.54 10 E 800 411 295000 000	DOOR COUNTY HARDWARE Account # 96718 November Charges
12/12/2024	105018 R	124.03 10 E 120 411 222200 000	DEMCO Library Supplies
12/12/2024	105018 R	29.64 10 E 140 411 222200 000	DEMCO Library Supplies
12/12/2024	242500437 A	831.60 10 E 800 310 239000 000	ERC INC November Monthly EAP Services
12/12/2024	105019 R	1,133.14 10 E 800 449 253000 000	FAULKS BROS. CONSTRU Sand 22.55 Ton
12/12/2024	242500438 A	2,440.86 21 E 400 411 162105 000	FLS BANNERS HS Girls Basketball Apparel
12/12/2024	242500439 A	264.29 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books-MS
12/12/2024	242500439 A	329.03 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books-SW
12/12/2024	242500439 A	501.81 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books-SR
12/12/2024	105020 R	307.58 10 E 200 450 136000 000	IASCO MS Tech Ed
12/12/2024	242500440 A	77.00 10 E 400 411 125500 000	J W PEPPER & SON INC Pops / Spring / BAMA Honors music
12/12/2024	242500440 A	572.00 10 E 400 411 125500 000	J W PEPPER & SON INC Pops / Spring / BAMA Honors music
12/12/2024	242500440 A	107.99 10 E 400 411 125500 000	J W PEPPER & SON INC Pops / Spring / BAMA Honors music
12/12/2024	105021 R	50.00 10 E 800 943 162000 000	KIEL HIGH SCHOOL Sectional Cross Country payment
12/12/2024	105022 R	150.00 10 E 800 943 162000 000	KIMBERLY HIGH SCHOOL 12-7-24 Girls wrestling tournament
12/12/2024	105022 R	200.00 10 E 800 943 162000 000	KIMBERLY HIGH SCHOOL 12-6-24 Wrestling JV Tournament
12/12/2024	105022 R	275.00 10 E 800 943 162000 000	KIMBERLY HIGH SCHOOL 12-7-24 Varsity Wrestling tournament
12/12/2024	242500441 A	1,446.64 10 E 800 310 256270 000	KOBUSSEN BUSES LTD September Bussing Services
12/12/2024	242500441 A	9,538.28 10 E 800 310 256240 000	KOBUSSEN BUSES LTD September Bussing Services
12/12/2024	242500441 A	1,441.57 80 E 800 310 256290 000	KOBUSSEN BUSES LTD September Bussing Services
12/12/2024	242500441 A	48,009.80 10 E 800 310 256210 000	KOBUSSEN BUSES LTD September Bussing Services
12/12/2024	242500441 A	4,653.19 10 E 800 310 256270 000	KOBUSSEN BUSES LTD October Bussing Services
12/12/2024	242500441 A	6,997.04 10 E 800 310 256240 000	KOBUSSEN BUSES LTD October Bussing Services
12/12/2024	242500441 A	933.07 80 E 800 310 256290 000	KOBUSSEN BUSES LTD October Bussing Services
12/12/2024	242500441 A	51,591.43 10 E 800 310 256210 000	KOBUSSEN BUSES LTD October Bussing Services
12/12/2024	242500441 A	733.60 10 E 800 310 256270 000	KOBUSSEN BUSES LTD November Bussing Services
12/12/2024	242500441 A	1,899.31 10 E 800 310 256240 000	KOBUSSEN BUSES LTD November Bussing Services
12/12/2024	242500441 A	683.78 80 E 800 310 256290 000	KOBUSSEN BUSES LTD November Bussing Services
12/12/2024	242500441 A	44,421.81 10 E 800 310 256210 000	KOBUSSEN BUSES LTD November Bussing Services
12/12/2024	105023 R	750.00 10 E 800 324 253000 000	LAKELAND LAWN CARE Topdressing
12/12/2024	105023 R	500.00 10 E 800 324 253000 000	LAKELAND LAWN CARE Fungicide
12/12/2024	105024 R	559.00 10 E 800 411 162000 000	MAKE-A-WISH WISCONSI WADA Make-A-Wish Week
12/12/2024	242500442 A	100.00 10 E 800 310 162000 000	MALLIEN, KOREY 12-3 Varsity BBK Official
12/12/2024	242500442 A	85.00 10 E 800 310 162000 000	MALLIEN, KOREY BBK Official JV2 12-5-24
12/12/2024	242500442 A	85.00 10 E 800 310 162000 000	MALLIEN, KOREY GBK Official JV1 -12-6-24
12/12/2024	105025 R	102.76 10 E 400 411 136000 000	MC MASTER-CARR SUPPL Intro to Metals Material and HTMJAA Material
12/12/2024	105025 R	384.75 10 E 400 411 136360 000	MC MASTER-CARR SUPPL Intro to Metals Material and HTMJAA Material
12/12/2024	105025 R	450.00 10 E 400 450 136431 000	MC MASTER-CARR SUPPL Intro to Metals Material and HTMJAA Material
12/12/2024	242500443 A	85.00 10 E 800 310 162000 000	MEIKLE, REX BBK Official JV1 12-5-24

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DATE	NUMBER	TYP	AMOUNT	NUMBER			VENDOR	DESCRIPTION
12/12/2024	242500444	A	100.00	10 E 800 310 162000 000			MILLER, DAVID	BBK Official Varsity 12-5-24
12/12/2024	105026	R	5,280.00	10 E 800 480 221900 000			ON TO COLLEGE	2025 Test Prep + CCR + MS - Renewal
12/12/2024	105027	R	787.54	50 E 800 415 257220 000			PAN O GOLD	School Lunch Food ACCT 40014
12/12/2024	105028	R	82.14	10 E 800 351 239000 000			PENINSULA PULSE	November Legal Notices
12/12/2024	105028	R	88.15	10 E 800 351 239000 000			PENINSULA PULSE	3 column inches, color
12/12/2024	242500445	A	4,527.76	50 E 800 415 257220 549			PRAIRIE FARMS	Monthly Acct # 47-471
12/12/2024	105029	R	284.65	10 E 400 411 122000 000			PRESTWICK HOUSE	English Novels
12/12/2024	242500446	A	85.00	10 E 800 310 162000 000			SANCHEZ, ALEXANDER	12-3 JV2 BBK Official
12/12/2024	242500447	A	100.00	10 E 800 310 162000 000			SEEHAFER, JOEL	GBK Official Varsity -12-6-24
12/12/2024	105030	R	150.00	10 E 800 310 162000 000			SHAWANO HIGH SCHOOL	Girls Basketball Showcase at UWGB
12/12/2024	242500448	A	100.00	10 E 800 310 162000 000			SOLUM, LUCAS	12-3 Varsity BBK Official
12/12/2024	242500448	A	85.00	10 E 800 310 162000 000			SOLUM, LUCAS	BBK Official JV1 12-5-24
12/12/2024	105031	R	200.00	10 E 800 943 162000 000			SOUTHERN DOOR SCHOOL	Girls Wrestling tournament 12-6-24
12/12/2024	242500449	A	114.99	10 E 800 355 263300 000			SPECTRUM BUSINESS	ACCT # 243155001 Monthly Charges
12/12/2024	242500449	A	306.97	10 E 800 355 263300 000			SPECTRUM BUSINESS	Acct #171231301 Monthly Charges
12/12/2024	105032	R	1,274.25	50 E 800 415 257220 000			SYSCO EASTERN WISCON	Food Supplies
12/12/2024	105033	R	7.00	10 E 400 411 123000 000			TEACHERS PAY TEACHER	Classroom supplies
12/12/2024	105033	R	35.00	10 E 800 411 122115 141			TEACHERS PAY TEACHER	CKLA Vocabulary Cards and Modified Student Workbook
12/12/2024	242500450	A	100.00	10 E 800 310 162000 000			TUST, MIKE	GBK Official Varsity -12-6-24
12/12/2024	105034	R	-266.13	10 E 800 411 253000 000			ULINE	LED Daylight Plastic Tube
12/12/2024	105034	R	939.43	10 E 800 411 253000 000			ULINE	Maintenance Supplies
12/12/2024	105034	R	911.43	10 E 800 411 253000 000			ULINE	Maintenance Supplies
12/12/2024	105035	R	409.70	10 E 800 353 263300 000			UNITED MAILING SERVI	November Mailing Services
12/12/2024	242500451	A	2,089.62	10 E 800 354 258000 000			US BANK	Monthly Lease/Copier charges
12/12/2024	242500452	A	100.00	10 E 800 310 162000 000			VAN LANEN, ROGER	BBK Official Varsity 12-5-24
12/12/2024	242500453	A	85.00	10 E 800 310 162000 000			WALKER, WAYNE	12-3 JV2 BBK Official
12/12/2024	242500453	A	100.00	10 E 800 310 162000 000			WALKER, WAYNE	12-3 Varsity BBK Official
12/12/2024	105036	R	30.00	50 E 800 415 257220 000			WASEDA FARMS COUNTRY	Lunch - Organic Eggs
12/12/2024	105036	R	65.25	50 E 800 415 257220 549			WASEDA FARMS COUNTRY	Breakfast - Organic Eggs
12/12/2024	105037	R	300.00	10 E 800 310 221300 000			WEMTA	WEMTA Library Conference Registration
12/17/2024	105038	R	136.69	98 L 000 000 811680 000			DEPT OF REVENUE - NC	Notice #: 3994 645 240 615
12/17/2024	105039	R	211.98	98 L 000 000 811680 000			MESSERLI & KRAMER PA	Case No. 11CV142; File #12-02077
12/17/2024	105040	R	787.75	98 L 000 000 811660 000			SB LUNCH PROGRAM	Payroll accrual
12/17/2024	105041	R	216.00	98 L 000 000 811690 000			UNITED WAY	Employee Donations
12/17/2024	105041	R	234.00	98 L 000 000 811690 000			UNITED WAY	Employee Donations
12/17/2024	105042	R	34.61	98 L 000 000 811680 000			WISCTF	Remittance IDs - 429469
12/19/2024	105043	R	904.52	10 E 400 411 136360 000			AIRGAS USA LLC	Welding Gases
12/19/2024	105043	R	188.88	10 E 400 411 136360 000			AIRGAS USA LLC	Welding Gases
12/19/2024	105044	R	689.25	10 E 800 411 161000 000			APPLETON TROPHY & EN	Math Team Medals/Plaques
12/19/2024	242500454	A	100.81	10 E 400 411 121000 000			ARTISTS GUILD	HS Art Supplies
12/19/2024	242500455	A	100.00	10 E 800 310 162000 000			BERKEN, DAVID	12-13 Varsity BBK Official
12/19/2024	105045	R	150.00	10 E 800 943 162000 000			BRILLION PUBLIC SCHO	Girls wrestling tournament 12-13-24
12/19/2024	105045	R	225.00	10 E 800 943 162000 000			BRILLION PUBLIC SCHO	Boys wrestling tournament 12-14
12/19/2024	105046	R	999.45	10 E 800 355 263300 000			CELLCOM WISCONSIN RS	ACCT# 003 - 00319495
12/19/2024	242500456	A	3,440.48	10 E 800 386 221300 000			CESA 7	Full Learning Services
12/19/2024	242500457	A	85.00	10 E 800 310 162000 000			CORY-YAEGGI, JOSHUA	12-13 JV1 BBK Official

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12/19/2024	105047 R	3,391.54 27 E 800 310 221300 341	DANIEL EDUCATIONAL S Well- Being For all Part 2
12/19/2024	105048 R	16,750.58 27 E 800 310 218200 011	MS/HS & EL Travel Expenses
12/19/2024	105049 R	101.25 27 E 800 328 255400 347	DOOR COUNTY MEDICAL November Nursing Services
12/19/2024	105049 R	90.00 21 E 200 310 161939 000	DOOR COUNTY YMCA November Youth Activity
12/19/2024	105049 R	8,414.00 10 E 800 310 162000 000	DOOR COUNTY YMCA Center Rental
12/19/2024	242500458 A	100.00 10 E 800 310 162000 000	DOOR COUNTY YMCA November Youth Activity
12/19/2024	105050 R	67.49 10 E 120 411 121000 000	DILLENBURG, TYLER Girls Swim Team Pool Rental
12/19/2024	105050 R	529.78 10 E 120 411 121000 000	DISCOUNT SCHOOL SUPP GBK Official Varsity 12-12
12/19/2024	105051 R	279.24 50 E 800 324 257220 000	DISCOUNT SCHOOL SUPP art supplies
12/19/2024	242500459 A	444.70 10 E 800 432 222200 031	ECOLAB art supplies
12/19/2024	242500459 A	321.19 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Pest Control
12/19/2024	242500459 A	27.60 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books-MS
12/19/2024	242500459 A	144.91 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library books-MS
12/19/2024	242500459 A	302.56 10 E 800 432 222200 031	FOLLETT CONTENT SOLU Library Books-MS
12/19/2024	242500460 A	100.00 10 E 800 310 162000 000	FOLLETT CONTENT SOLU Library books-MS
12/19/2024	242500461 A	133.33 10 E 800 310 264400 000	FOLLETT CONTENT SOLU Library Books-HS
12/19/2024	242500461 A	133.33 10 E 800 310 264400 000	JANDRIN, MARK 12-13 Varsity BBK Official
12/19/2024	242500461 A	69.68 10 E 800 310 264400 000	LAUTENBACH, AMY 11/10/2024 Mileage
12/19/2024	105052 R	425.00 10 E 800 943 162000 000	LAUTENBACH, AMY 11/13/2024 Mileage - MBA
12/19/2024	242500462 A	100.00 10 E 800 310 162000 000	LAUTENBACH, AMY 11/21/2024 Mileage - DPI
12/19/2024	242500463 A	85.00 10 E 800 310 162000 000	LAUTENBACH, AMY Regional Snapshot
12/19/2024	242500463 A	85.00 10 E 800 310 162000 000	LAUTENBACH, AMY Training-Workday - CESA 7,
12/19/2024	105053 R	97.25 10 E 120 411 125000 000	LAUTENBACH, AMY Green Bay, WI
12/19/2024	105054 R	240.00 10 E 800 943 162000 000	LOURDES ACADEMY Wrestling tournament
12/19/2024	242500464 A	71.93 10 E 400 411 241000 000	LOURDES ACADEMY 12-27/28-24
12/19/2024	242500464 A	23.79 10 E 400 411 241000 000	LUTHER, GUYLER GBK Varsity official 12-12-24
12/19/2024	242500465 A	100.00 10 E 800 310 162000 000	MALLIEN, KOREY 12-13 JV1 BBK Official
12/19/2024	242500466 A	85.00 10 E 800 310 162000 000	MALLIEN, KOREY GBK Official JV 12-12
12/19/2024	105055 R	355.00 10 E 800 360 222200 031	MALLIEN, KOREY GBK Official JV 12-12
12/19/2024	242500467 A	1,841.16 10 E 800 331 253300 000	PIONEER DRAMA SERVIC Perusal plays for 5th
12/19/2024	242500468 A	24.84 10 E 120 411 111000 000	PIONEER DRAMA SERVIC guidance time in music
12/19/2024	242500468 A	3.92 10 E 120 411 111000 000	PREBLE HIGH SCHOOL Wrestling tournament 12-21-24
12/19/2024	105056 R	60.00 21 E 400 310 163901 000	QUILL LLC HS office supplies
12/19/2024	105057 R	108.00 50 E 800 415 257220 549	QUILL LLC HS Supplies
12/19/2024	242500469 A	100.00 10 E 800 310 162000 000	ROEDEL, NICK GBK Official Varsity 12-12
12/19/2024	105058 R	27.00 10 E 800 943 120000 000	SANCHEZ, ALEXANDER GBK Official JV 12-12
12/26/2024	105059 R	4,148.71 98 L 000 000 811634 000	STARFALL EDUCATION F Starfall Renewal
12/26/2024	105060 R	2,781.31 98 L 000 000 811635 000	SYMMETRY ENERGY SOLU CUST ID # 34642 Natural Gas
12/26/2024	105060 R	1,257.22 98 L 000 000 811639 000	SYMMETRY ENERGY SOLU billing
			TAUSCHEK, ERIK 12/12/2024 School supplies
			TAUSCHEK, ERIK for a student project
			TAUSCHEK, ERIK 12/14/2024 School supplies
			TAUSCHEK, ERIK for a gift the students are
			TAUSCHEK, ERIK creating for someone else.
			TUBA CHRISTMAS GREEN Tuba Christmas Green Bay
			TUBA CHRISTMAS GREEN Registration Fees
			WASEDA FARMS COUNTRY Breakfast- Eggs
			WICHMANN, TYLER BBK Varsity Official 12-13-24
			WIS SCHOOL MUSIC ASS State Honor Band Audition Fee
			WIS SCHOOL MUSIC ASS - Lenius
			MADISON NATIONAL LIF Group Life Insurance -
			MADISON NATIONAL LIF January Coverage
			MADISON NATIONAL LIF LTD & STD Insurance - January
			MADISON NATIONAL LIF Coverage
			MADISON NATIONAL LIF LTD & STD Insurance - January



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12/26/2024	105061 R	458.44 98 L 000 000 811637 000	Coverage MADISON NATIONAL LIF Voluntary Life - 24 Pay
12/26/2024	105061 R	156.00 98 L 000 000 811637 000	MADISON NATIONAL LIF Voluntary Life - 18 Pay - January Coverage
12/26/2024	105062 R	1,367.68 98 L 000 000 811647 000	SUPERIOR VISION INSU Vision Insurance - January Coverage
12/30/2024	105063 R	284.49 98 L 000 000 811680 000	BRUCK LAW OFFICES S. CASE #: 24SC000354 - File #298632
12/30/2024	105064 R	16.00 98 L 000 000 811690 000	CROSSROADS AT BIG CR Employee Donations
12/30/2024	105064 R	16.00 98 L 000 000 811690 000	CROSSROADS AT BIG CR Employee Donations
12/30/2024	105064 R	16.00 98 L 000 000 811690 000	CROSSROADS AT BIG CR Employee Donations
12/30/2024	105065 R	128.62 98 L 000 000 811680 000	DEPT OF REVENUE - NC Notice #: 3994 645 240 615
12/30/2024	105066 R	276.48 98 L 000 000 811680 000	MESSERLI & KRAMER PA Case No. 11CV142; File #12-02077
12/30/2024	105067 R	807.75 98 L 000 000 811660 000	SB LUNCH PROGRAM Lunch Account Deductions
12/30/2024	105068 R	216.00 98 L 000 000 811690 000	UNITED WAY Employee Donations
12/30/2024	105069 R	34.61 98 L 000 000 811680 000	WISCTF Remittance IDs - 429469
12/04/2024	202400990 W	540.87 98 L 000 000 811675 000	WEA MEMBER BENEFITS TSA Benefit: Tjernagel \$421.36 & Holtz \$119.51
12/04/2024	202400990 W	0.00 98 L 000 000 811675 000	WEA MEMBER BENEFITS TSA Retirement Benefit
12/04/2024	202400988 W	61.09 98 L 000 000 811640 000	WEA TRUST ADVANTAGE WEA Auto Insurance
12/04/2024	202400988 W	59.96 98 L 000 000 811641 000	WEA TRUST ADVANTAGE WEA Home Owner's Ins
12/04/2024	202400988 W	895.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth IRA
12/04/2024	202400988 W	16.00 98 L 000 000 811643 000	WEA TRUST ADVANTAGE WEA Umbrella Ins
12/04/2024	202400988 W	3,187.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth TSA
12/04/2024	202400988 W	2,728.33 98 L 000 000 811676 000	WEA TRUST ADVANTAGE WEA Tax Sheltered Annuity
12/04/2024	202400991 W	-100.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth TSA
12/04/2024	202400992 W	100.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth TSA
12/04/2024	202400989 W	195.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
12/04/2024	202400989 W	145.16 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
12/04/2024	202400989 W	200.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Roth Employee Contributions
12/02/2024	202401181 W	826.50 50 E 800 415 257250 000	PEPSI-COLA OF GREEN HS Vending
12/06/2024	202401486 W	523.72 10 E 800 411 239000 000	4IMPRINT INC Credit Card Payment AP Invoice.
12/06/2024	202401474 W	58.21 10 E 800 411 162000 000	AIRGAS USA LLC Credit Card Payment AP Invoice.
12/06/2024	202401474 W	400.63 10 E 800 324 253000 000	AIRGAS USA LLC Credit Card Payment AP Invoice.
12/06/2024	202401485 W	2.81 10 E 800 480 222200 031	AMAZON.COM Credit Card Payment AP Invoice.
12/06/2024	202401485 W	9.48 10 E 800 480 222200 031	AMAZON.COM Credit Card Payment AP Invoice.
12/06/2024	202401485 W	428.74 21 E 200 411 223900 030	AMAZON.COM Credit Card Payment AP Invoice.
12/06/2024	202401485 W	80.14 21 E 200 411 223900 030	AMAZON.COM Credit Card Payment AP Invoice.
12/06/2024	202401505 W	733.98 21 E 400 449 161912 000	CANON USA INC Yearbook RB Order
12/06/2024	202401505 W	4,364.00 21 E 400 449 161912 697	CANON USA INC Yearbook RB Order
12/06/2024	202401502 W	75.00 10 E 400 386 221300 000	CESA 7 Credit Card Payment AP Invoice.
12/06/2024	202401502 W	250.00 10 E 800 386 221300 000	CESA 7 Credit Card Payment AP Invoice.
12/06/2024	202401502 W	75.00 10 E 140 310 241000 000	CESA 7 Credit Card Payment AP

CHECK	CHECK	CHE	ACCOUNT					INVOICE			
DATE	NUMBER	TYP	AMOUNT	NUMBER					VENDOR	DESCRIPTION	
										Invoice.	
12/06/2024	202401498	W	131.63	10	E	140	411	110000	000	COBORN'S INCORPORATE	Credit Card Payment AP
										Invoice.	
12/06/2024	202401498	W	30.00	10	E	400	411	241000	000	COBORN'S INCORPORATE	Credit Card Payment AP
										Invoice.	
12/06/2024	202401481	W	29.99	21	E	400	411	135300	000	DOOR COUNTY HARDWARE	Credit Card Payment AP
										Invoice.	
12/06/2024	202401491	W	2.25	10	E	800	941	239000	000	DEPT OF SAFETY AND P	Credit Card Payment AP
										Invoice.	
12/06/2024	202401491	W	100.00	10	E	800	941	239000	000	DEPT OF SAFETY AND P	Credit Card Payment AP
										Invoice.	
12/06/2024	202401495	W	140.00	21	E	200	310	161941	000	DEPARTMENT OF NATURA	Credit Card Payment AP
										Invoice.	
12/06/2024	202401495	W	20.00	21	E	200	310	161941	000	DEPARTMENT OF NATURA	Credit Card Payment AP
										Invoice.	
12/06/2024	202401493	W	15.83	10	E	800	411	239000	000	THE DOLLAR TREE	Credit Card Payment AP
										Invoice.	
12/06/2024	202401493	W	14.51	10	E	800	411	239000	000	THE DOLLAR TREE	Credit Card Payment AP
										Invoice.	
12/06/2024	202401516	W	100.00	27	E	800	949	159100	341	DPI-TEACHER LICENSIN	Credit Card Payment AP
										Invoice.	
12/06/2024	202401497	W	68.97	21	E	140	411	161918	000	DUNHAM'S SPORTS	Credit Card Payment AP
										Invoice.	
12/06/2024	202401480	W	499.99	27	E	800	411	223300	341	EVERYDAY SPEECH LLC	Credit Card Payment AP
										Invoice.	
12/06/2024	202401514	W	60.66	10	E	800	411	221200	000	FATZO SUBS	Credit Card Payment AP
										Invoice.	
12/06/2024	202401511	W	1,961.76	10	E	800	339	253300	000	GFL ENVIRONMENTAL	Credit Card Payment AP
										Invoice.	
12/06/2024	202401500	W	199.98	10	E	800	480	295000	000	GODADDY.COM	Credit Card Payment AP
										Invoice.	
12/06/2024	202401515	W	386.97	10	E	800	351	239000	000	INDEED, INC.	Credit Card Payment AP
										Invoice.	
12/06/2024	202401509	W	3,600.00	10	E	140	472	110000	000	IXL LEARNING	Credit Card Payment AP
										Invoice.	
12/06/2024	202401494	W	30.44	10	E	400	411	241000	000	JIMMY JOHN'S	Credit Card Payment AP
										Invoice.	
12/06/2024	202401494	W	69.85	10	E	800	342	162000	000	JIMMY JOHN'S	Credit Card Payment AP
										Invoice.	
12/06/2024	202401482	W	211.24	10	E	800	432	222200	031	JOSTENS REMIT	Credit Card Payment AP
										Invoice.	
12/06/2024	202401478	W	50.18	10	E	800	342	162000	000	KALAHARI RESORT	Credit Card Payment AP
										Invoice.	
12/06/2024	202401478	W	429.41	10	E	800	342	162000	000	KALAHARI RESORT	Credit Card Payment AP
										Invoice.	
12/06/2024	202401478	W	-8.04	10	E	400	342	221300	000	KALAHARI RESORT	Credit Card Payment AP
										Invoice.	
12/06/2024	202401478	W	148.18	10	E	400	342	221300	000	KALAHARI RESORT	Credit Card Payment AP
										Invoice.	
12/06/2024	202401496	W	29.95	21	E	200	411	161923	000	KWIK TRIP	Credit Card Payment AP
										Invoice.	
12/06/2024	202401496	W	24.78	10	E	800	348	254500	000	KWIK TRIP	Credit Card Payment AP
										Invoice.	
12/06/2024	202401496	W	59.40	10	E	800	348	254500	000	KWIK TRIP	Credit Card Payment AP
										Invoice.	
12/06/2024	202401513	W	33.71	27	E	120	310	158109	341	MCDONALDS	Credit Card Payment AP

CHECK	CHECK	CHE	ACCOUNT						INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER					VENDOR	DESCRIPTION
										Invoice.
12/06/2024	202401504	W	89.16	21	E	400	411	161924 000	MENARDS	Credit Card Payment AP
										Invoice.
12/06/2024	202401504	W	336.00	21	E	400	411	161924 000	MENARDS	Credit Card Payment AP
										Invoice.
12/06/2024	202401487	W	9.95	10	E	800	355	263300 000	METROFAX	Credit Card Payment AP
										Invoice.
12/06/2024	202401490	W	208.39	10	E	800	411	253000 000	NEW PIG	Credit Card Payment AP
										Invoice.
12/06/2024	202401483	W	29.99	10	E	800	480	222200 031	NOVEL EFFECT	Credit Card Payment AP
										Invoice.
12/06/2024	202401506	W	43.92	10	E	120	411	110500 000	ORIENTAL TRADING COM	Kindergarten Supplies
12/06/2024	202401510	W	79.98	10	E	120	411	110000 000	ORIENTAL TRADING COM	PBIS Student Acknowledgement
										Supplies
12/06/2024	202401475	W	30.10	10	E	800	411	162000 000	PIZZA HUT	Credit Card Payment AP
										Invoice.
12/06/2024	202401501	W	62.45	10	E	400	411	122000 000	PRESTWICK HOUSE	Credit Card Payment AP
										Invoice.
12/06/2024	202401499	W	329.00	10	E	140	411	115000 000	ROBONATION INC	Credit Card Payment AP
										Invoice.
12/06/2024	202401479	W	5.00	21	E	200	411	161939 000	STURGEON BAY CINEMA	Credit Card Payment AP
										Invoice.
12/06/2024	202401479	W	5.00	21	E	200	411	161939 000	STURGEON BAY CINEMA	Credit Card Payment AP
										Invoice.
12/06/2024	202401492	W	42.18	10	E	120	411	110400 000	SCHOLASTIC INC	Credit Card Payment AP
										Invoice.
12/06/2024	202401489	W	912.00	21	E	200	411	166329 000	SEROOGYS	Credit Card Payment AP
										Invoice.
12/06/2024	202401488	W	97.18	10	E	800	411	231000 000	SONNY'S PIZZERIA LLC	Credit Card Payment AP
										Invoice.
12/06/2024	202401488	W	190.54	27	E	800	411	223300 341	SONNY'S PIZZERIA LLC	Credit Card Payment AP
										Invoice.
12/06/2024	202401484	W	249.99	10	E	800	480	222200 031	TARGET	Credit Card Payment AP
										Invoice.
12/06/2024	202401484	W	30.00	10	E	120	411	110000 000	TARGET	Credit Card Payment AP
										Invoice.
12/06/2024	202401484	W	101.64	10	E	120	411	110000 000	TARGET	Credit Card Payment AP
										Invoice.
12/06/2024	202401476	W	37.93	10	E	800	411	162000 000	US BANK	Credit Card Payment AP
										Invoice.
12/06/2024	202401476	W	72.39	10	E	800	411	162000 000	US BANK	Credit Card Payment AP
										Invoice.
12/06/2024	202401476	W	30.00	27	E	400	310	158110 341	US BANK	Credit Card Payment AP
										Invoice.
12/06/2024	202401476	W	2.11	27	E	400	310	158110 341	US BANK	Credit Card Payment AP
										Invoice.
12/06/2024	202401476	W	105.00	10	E	800	434	222200 031	US BANK	Credit Card Payment AP
										Invoice.
12/06/2024	202401476	W	250.67	10	E	800	411	253000 000	US BANK	Credit Card Payment AP
										Invoice.
12/06/2024	202401476	W	27.00	10	E	120	411	110400 000	US BANK	Credit Card Payment AP
										Invoice.
12/06/2024	202401476	W	183.04	10	E	400	342	221300 000	US BANK	Credit Card Payment AP
										Invoice.
12/06/2024	202401476	W	196.00	10	E	400	342	221300 000	US BANK	Credit Card Payment AP
										Invoice.

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
12/06/2024	202401476 W	15.20 10 E 400 342 221300 000	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401476 W	714.00 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401476 W	46.67 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401476 W	143.63 10 E 800 342 162000 000	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401476 W	89.00 10 E 800 310 221300 000	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401476 W	25.00 27 E 120 310 221300 341	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401476 W	19.46 10 E 800 342 264400 000	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401476 W	294.00 10 E 800 342 264400 000	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401476 W	42.73 10 E 800 342 264400 000	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401476 W	24.00 10 E 800 342 264400 000	US BANK Credit Card Payment AP Invoice.
12/06/2024	202401503 W	1,777.50 10 E 800 355 263300 000	US CELLULAR Credit Card Payment AP Invoice.
12/06/2024	202401477 W	32.16 10 E 800 411 162000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	119.25 27 E 140 310 158116 341	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	40.01 21 E 200 411 161939 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	27.18 10 E 400 411 222200 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	14.43 10 E 140 411 222200 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	112.11 10 E 800 411 231000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	-46.10 10 E 120 411 110000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	43.70 10 E 120 411 110000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	46.10 10 E 120 411 110000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	17.64 21 E 140 411 164900 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	1.37 10 E 400 411 126000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	50.83 21 E 400 411 161916 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	27.76 10 E 800 411 239000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	26.96 10 E 800 411 239000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	16.41 10 E 800 411 239000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	2.82 10 E 400 411 241000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	89.00 21 E 400 411 164912 000	WALMART Credit Card Payment AP Invoice.

CHECK	CHECK CHE	ACCOUNT	INVOICE
DATE	NUMBER TYP	AMOUNT NUMBER	VENDOR DESCRIPTION
12/06/2024	202401477 W	11.88 10 E 200 411 126000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	180.71 21 E 200 411 161923 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	52.42 10 E 200 414 120000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	35.35 10 E 200 411 126000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	23.04 21 E 140 411 164910 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	63.26 21 E 140 411 161918 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	18.96 10 E 140 411 241000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	113.13 10 E 400 411 241000 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	20.98 21 E 100 411 164900 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	38.88 27 E 120 411 158109 341	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	31.21 10 E 120 411 110400 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	183.03 10 E 120 415 110400 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401477 W	51.40 10 E 800 411 221300 000	WALMART Credit Card Payment AP Invoice.
12/06/2024	202401507 W	10.26 10 E 200 411 123000 000	WALMART Spanish Supplies.
12/06/2024	202401508 W	224.15 10 E 200 411 123000 000	WALMART Spanish Supplies.
12/06/2024	202401512 W	75.06 21 E 800 411 138300 000	WALMART Raquetballs.
12/09/2024	202401186 W	308.50 50 E 800 415 257250 000	PEPSI-COLA OF GREEN HS Kitchen
12/18/2024	202401251 W	540.87 98 L 000 000 811675 000	WEA MEMBER BENEFITS TSA Benefit: Tjernagel \$421.36 & Holtz \$119.51
12/18/2024	202401248 W	61.09 98 L 000 000 811640 000	WEA TRUST ADVANTAGE WEA Auto Insurance
12/18/2024	202401248 W	59.92 98 L 000 000 811641 000	WEA TRUST ADVANTAGE WEA Home Owner's Ins
12/18/2024	202401248 W	895.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth IRA
12/18/2024	202401248 W	16.00 98 L 000 000 811643 000	WEA TRUST ADVANTAGE WEA Umbrella Ins
12/18/2024	202401248 W	3,187.00 98 L 000 000 811642 000	WEA TRUST ADVANTAGE WEA Roth TSA
12/18/2024	202401248 W	2,820.68 98 L 000 000 811676 000	WEA TRUST ADVANTAGE WEA Tax Sheltered Annuity
12/18/2024	202401249 W	195.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
12/18/2024	202401249 W	145.16 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Employee Contributions
12/18/2024	202401249 W	200.00 98 L 000 000 811672 000	WISCONSIN DEFERRED C Plan #98971-01 Roth Employee Contributions
12/18/2024	202401250 W	246.04 98 L 000 000 811680 000	WIS DEPT OF REVENUE Payroll accrual
12/31/2024	202401252 W	0.95 10 E 800 355 263300 000	CENTURYLINK Monthly Charges
12/17/2024	202401254 W	765.82 10 E 800 331 253300 000	WISCONSIN PUBLIC SER ACCT # 0401972111-00007
12/26/2024	202401253 W	585.28 10 E 800 331 253300 000	WISCONSIN PUBLIC SER ACCT # 0401972111-00005
12/20/2024	202401261 W	33.57 10 E 140 411 241000 000	AMAZON.COM retractable key chain badge holders for K. Smullen
12/20/2024	202401262 W	28.44 10 E 140 411 115000 000	AMAZON.COM SeaPerch Materials
12/20/2024	202401263 W	44.97 10 E 140 411 115000 000	AMAZON.COM SeaPerch Materials
12/20/2024	202401264 W	11.95 10 E 140 411 115000 000	AMAZON.COM SeaPerch Materials
12/20/2024	202401265 W	19.96 10 E 140 411 115000 000	AMAZON.COM SeaPerch Materials
12/20/2024	202401266 W	6.22 10 E 140 411 115000 000	AMAZON.COM SeaPerch Materials
12/20/2024	202401267 W	61.50 10 E 400 411 124000 000	AMAZON.COM Amazon Payment AP Invoice.

CHECK		CHE	ACCOUNT					INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER				VENDOR	DESCRIPTION
12/20/2024	202401267	W	-9.98	10 E 140 411 115000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	-289.99	10 E 800 449 162000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	141.90	21 E 140 411 113000	013			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	118.10	21 E 140 411 113000	013			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	299.97	21 E 800 411 138300	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	12.99	10 E 800 411 162000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	23.64	50 E 800 411 257000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	12.89	50 E 800 411 257000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	-5.97	10 E 800 411 239100	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	-0.01	10 E 800 411 239100	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	41.96	10 E 800 449 253000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	29.97	10 E 800 411 253000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	23.35	50 E 800 411 257000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	29.88	50 E 800 411 257000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	173.50	10 E 800 449 295000	000			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	25.92	50 E 800 415 257220	549			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	25.56	50 E 800 415 257220	549			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	16.45	50 E 800 415 257220	549			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401267	W	-101.09	10 E 800 480 222200	031			AMAZON.COM	Amazon Payment AP Invoice.
12/20/2024	202401268	W	15.04	10 E 120 411 124000	000			AMAZON.COM	books
12/20/2024	202401269	W	16.77	10 E 120 411 124000	000			AMAZON.COM	books
12/20/2024	202401270	W	57.98	10 E 800 411 239100	000			AMAZON.COM	Employee Appreciation Supplies
12/20/2024	202401271	W	289.99	10 E 800 449 162000	000			AMAZON.COM	Smoke/light machine for Athletic Dept
12/20/2024	202401272	W	71.40	10 E 140 411 113000	000			AMAZON.COM	3rd Grade Supplies
12/20/2024	202401273	W	59.32	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
12/20/2024	202401274	W	99.99	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
12/20/2024	202401275	W	99.00	10 E 400 411 136431	000			AMAZON.COM	Shop Supplies
12/20/2024	202401276	W	44.50	10 E 120 411 124000	000			AMAZON.COM	Supplies
12/20/2024	202401277	W	43.99	10 E 120 411 124000	000			AMAZON.COM	Supplies
12/20/2024	202401278	W	66.98	21 E 400 449 161912	000			AMAZON.COM	Yearbook RB Order
12/20/2024	202401279	W	75.98	10 E 120 411 143000	000			AMAZON.COM	Sawyer PE Equipment
12/20/2024	202401280	W	37.87	10 E 400 411 136360	000			AMAZON.COM	Classroom Supplies-Welding
12/20/2024	202401281	W	49.98	10 E 400 411 136360	000			AMAZON.COM	Classroom Supplies-Welding
12/20/2024	202401282	W	29.99	10 E 400 411 136360	000			AMAZON.COM	Classroom Supplies-Welding
12/20/2024	202401283	W	16.57	10 E 140 411 114000	000			AMAZON.COM	classroom supplies
12/20/2024	202401284	W	42.48	10 E 140 411 114000	000			AMAZON.COM	classroom supplies
12/20/2024	202401285	W	18.99	10 E 140 411 126100	000			AMAZON.COM	STEAM supplies
12/20/2024	202401286	W	57.98	10 E 140 411 114000	000			AMAZON.COM	classroom supplies
12/20/2024	202401287	W	8.40	10 E 140 411 114000	000			AMAZON.COM	classroom supplies
12/20/2024	202401288	W	12.10	10 E 140 411 114000	000			AMAZON.COM	classroom supplies
12/20/2024	202401289	W	25.95	10 E 400 411 222200	000			AMAZON.COM	Library Supplies
12/20/2024	202401290	W	16.90	10 E 400 411 222200	000			AMAZON.COM	Library Supplies
12/20/2024	202401291	W	18.99	10 E 140 411 114000	000			AMAZON.COM	classroom supplies
12/20/2024	202401292	W	37.61	10 E 140 411 126100	000			AMAZON.COM	STEAM supplies
12/20/2024	202401293	W	15.99	10 E 140 411 126100	000			AMAZON.COM	STEAM supplies
12/20/2024	202401294	W	6.99	10 E 140 411 126100	000			AMAZON.COM	STEAM supplies
12/20/2024	202401295	W	24.98	10 E 140 411 126100	000			AMAZON.COM	STEAM supplies
12/20/2024	202401296	W	28.68	10 E 140 411 126100	000			AMAZON.COM	STEAM supplies
12/20/2024	202401297	W	8.38	10 E 140 411 126100	000			AMAZON.COM	STEAM supplies
12/20/2024	202401298	W	29.99	10 E 140 411 126100	000			AMAZON.COM	STEAM supplies
12/20/2024	202401299	W	24.41	10 E 120 411 112000	000			AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401300	W	29.58	10 E 120 411 112000	000			AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401301	W	12.99	10 E 120 411 112000	000			AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401302	W	5.99	10 E 120 411 112000	000			AMAZON.COM	Parent gift supplies, etc.

CHECK		CHECK CHE		ACCOUNT				INVOICE	
DATE	NUMBER	TYP	AMOUNT	NUMBER				VENDOR	DESCRIPTION
12/20/2024	202401303	W	19.98	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401304	W	11.99	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401305	W	19.92	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401306	W	14.76	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401307	W	7.99	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401308	W	6.92	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401309	W	12.97	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401310	W	8.99	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401311	W	6.89	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401312	W	9.99	27	E	200	411 158119 341	AMAZON.COM	Items for students
12/20/2024	202401313	W	8.99	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401314	W	26.02	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401315	W	7.04	10	E	120	411 124000 000	AMAZON.COM	Supplies
12/20/2024	202401316	W	130.68	10	E	120	411 124000 000	AMAZON.COM	Supplies
12/20/2024	202401317	W	9.99	10	E	120	411 112000 000	AMAZON.COM	Parent gift supplies, etc.
12/20/2024	202401318	W	21.55	10	E	400	411 136000 000	AMAZON.COM	Classroom Supplies
12/20/2024	202401318	W	6.44	10	E	400	450 136431 000	AMAZON.COM	Classroom Supplies
12/20/2024	202401319	W	13.05	10	E	400	411 136000 000	AMAZON.COM	Classroom Supplies
12/20/2024	202401319	W	3.90	10	E	400	450 136431 000	AMAZON.COM	Classroom Supplies
12/20/2024	202401320	W	13.05	10	E	400	411 136000 000	AMAZON.COM	Classroom Supplies
12/20/2024	202401320	W	3.90	10	E	400	450 136431 000	AMAZON.COM	Classroom Supplies
12/20/2024	202401321	W	139.00	27	E	800	411 223300 341	AMAZON.COM	hearing equipment for a student
12/20/2024	202401322	W	25.99	27	E	200	411 158119 341	AMAZON.COM	Items for students
12/20/2024	202401323	W	9.99	27	E	800	411 223300 341	AMAZON.COM	hearing equipment for a student
12/20/2024	202401324	W	28.98	27	E	200	411 158119 341	AMAZON.COM	Items for students
12/20/2024	202401325	W	9.99	21	E	140	411 158111 000	AMAZON.COM	ID/Autism Classroom supplies
12/20/2024	202401326	W	12.97	21	E	140	411 158111 000	AMAZON.COM	ID/Autism Classroom supplies
12/20/2024	202401327	W	9.89	21	E	140	411 158111 000	AMAZON.COM	ID/Autism Classroom supplies
12/20/2024	202401328	W	3.79	21	E	140	411 158111 000	AMAZON.COM	ID/Autism Classroom supplies
12/20/2024	202401329	W	17.89	21	E	140	411 158111 000	AMAZON.COM	ID/Autism Classroom supplies
12/20/2024	202401330	W	6.89	21	E	140	411 158111 000	AMAZON.COM	ID/Autism Classroom supplies
12/20/2024	202401331	W	19.95	21	E	140	411 158111 000	AMAZON.COM	ID/Autism Classroom supplies
12/20/2024	202401332	W	106.47	10	E	120	411 121000 000	AMAZON.COM	class supplies
12/20/2024	202401333	W	20.00	10	E	120	411 121000 000	AMAZON.COM	class supplies
12/20/2024	202401334	W	36.99	10	E	400	411 121000 000	AMAZON.COM	hs art supplies
12/20/2024	202401335	W	37.79	10	E	400	411 121000 000	AMAZON.COM	hs art supplies
12/20/2024	202401336	W	22.99	10	E	400	411 121000 000	AMAZON.COM	hs art supplies
12/20/2024	202401337	W	55.69	10	E	400	411 121000 000	AMAZON.COM	hs art supplies

844,163.66 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	293,564.64	293,564.64
21	SPECIAL REVENUE - GIFTS	0.00	0.00	15,653.92	15,653.92
27	SPECIAL EDUCATION	0.00	0.00	34,248.91	34,248.91
50	FOOD SERVICE FUND	0.00	0.00	40,741.41	40,741.41
80	COMMUNITY SERVICE FUND	0.00	0.00	3,058.42	3,058.42
98	PAYROLL CLEARING FUND	456,896.36	0.00	0.00	456,896.36
***	Fund Summary Totals ***	456,896.36	0.00	387,267.30	844,163.66

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

12/19/24

To Whom It May Concern:

I am resigning from my position as a teacher associate effective today December 19, 2024. I cannot commit to the increased hours of 5 days/week which will be taking affect in the new year. I will be available as a substitute teacher associate from here on out.

Thank you for the opportunity to work with the children of the Sturgeon Bay School District.

Sincerely,

Susan Guthrie  
Susan W. Guthrie  
223 E. Lansing Ave.  
Sturgeon Bay, WI  
54235

Received 1/3/2025  
JD

January 2, 2025

Dear Lindsay Ferry,

Please accept this letter as an official notification of my retirement. I will be retiring at the end of this school year.

I am grateful for the opportunities and experiences I have gained during my 34 years as a speech-language pathologist with the Sturgeon Bay School District.

In the next months, I am happy to assist with the handover of my responsibilities. Please let me know how I can best support the process.

Sincerely,

A handwritten signature in cursive script that reads "Julie Doucette".

Julie Doucette  
Speech-Language Pathologist

## **Class 1 Notice**

### **The Sturgeon Bay School District Notice of Educational Options for Children Who Reside in the Sturgeon Bay School District**

The Sturgeon Bay School District hereby gives notice, subject to 2015 Act 55 Wisconsin Statutes, of information about educational options and accountability reports to students' families. The district offers a variety of educational options to children who reside in the district. The district's primary educational pathway and instructional program for students involves progression from 4-year-old kindergarten (early learning) through 12th grade, leading to a high school diploma.

#### **2023-24 Accountability Report Cards**

Sturgeon Bay School District	4K – 12	74.7	Exceeds Expectations
Sturgeon Bay High School	9 – 12	61.8	Meets Expectations
T.J. Walker Middle School	6 – 8	93.0	Significantly Exceeds Expectations
Sunrise Elementary School	3 – 5	64.2	Meets Expectations
Sawyer Elementary School	4K – 2	AR*	Alternate Rating -Satisfactory Progress

\*Some schools, because of size or grade range, do not have enough data to receive a score. Public schools with insufficient data participate in an alternate accountability process.

Families are hereby notified that they may access the school's educational options and detailed accountability reports by going online to: <https://www.sturbay.k12.wi.us/district/reportcards.cfm>

Book	Policy Manual
Section	UGG for review
Title	Copy of JOB-RELATED EXPENSES
Code	po3440
Status	Second Reading
Adopted	April 17, 2013
Last Revised	January 15, 2025

### 3440 - **JOB-RELATED EXPENSES**

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

The validity of payments for job-related expenses shall be determined by the District Administrator.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates in accordance with the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include, but are not limited to, alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would 1) require circuitous routing; 2) require travel during unreasonable hours; 3) excessively prolong travel; 4) result in additional costs that would offset the transportation savings; or 5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

**[DRAFTING NOTE: Choosing this option requires this also to be applicable to all District travel.]**

~~**[ ] The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.**~~

**[x ] Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.**

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates 1) the participation in the event by the individual traveling is necessary to the Federal award; and 2) the costs are reasonable and consistent with the District's travel policy.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the District Administrator.

Whenever a staff member is unable to provide appropriate expense documentation, they may be reimbursed after completing missing receipt form and upon written approval of the expenses by Principal/Director and the District Administrator.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110 **-Grant Funds**.

To the extent that the District’s policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services or the President (or designee), must apply to travel under Federal awards.

2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475

5 U.S.C. 5701-11

T.C. 6/21/23

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Legal

2 C.F.R. 200.474

5 U.S.C. 5701-11

**Last Modified by Ann DeMeuse on November 19, 2024**

Book	Policy Manual
Section	UGG for review
Title	Copy of JOB-RELATED EXPENSES
Code	po4440
Status	Second Reading
Adopted	April 17, 2013
Last Revised	January 15, 2024

#### 4440 - **JOB-RELATED EXPENSES**

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

The validity of payments for job-related expenses shall be determined by the Business office.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates in accordance with the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

**[DRAFTING NOTE: Choosing this option requires this also to be applicable to all District policies.]**

-

**[ ] The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.**

|

**x ] Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.**

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

The Board shall pay the expenses of support staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the District Administrator.

Whenever a staff member is unable to provide appropriate expense documentation, they may be reimbursed after completing missing receipt form and upon written approval of the expenses by the Principal/Director and the District Administrator.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110.

To the extent that the District’s policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services or the President (or designee), must apply to travel under Federal awards.

~~The District Administrator shall prepare administrative guidelines to implement this policy.~~

Revised 12/19/18  
T.C. 6/21/23

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## Legal

2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475

Legal                      2 C.F.R. 200.474  
                                 5 U.S.C. 5701-11

**Last Modified by Ann DeMeuse on November 19, 2024**



Book	Policy Manual
Section	UGG for review
Title	Copy of FEDERAL FUNDS
Code	po6110
Status	Second Reading
Adopted	April 17, 2013
Last Revised	January 15, 2025

## 6110 - ~~FEDERAL~~ GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all District students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefit students and the educational program. Therefore, it is the intent of the Board to study Federal legislation consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The District Administrator shall review new Federal education legislation and prepare proposals for programs ~~of the~~ District Administrator deems would be of aid to the students of this District. The District Administrator shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. All Federal funds received by the District will be used in accordance with the applicable Federal law. The District Administrator shall ensure that each draw of Federal monies is as close as administratively feasible to the related program expenditures.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless the instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in the schools.

### Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

### Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the District Administrator prior to submission to the funding source.
- B. ~~(→) The District Administrator shall present the following proposals to the Board for approval:~~
  1. ~~(→) government funded proposals, regardless of the amount;~~
  2. ~~(→) proposals with budgets exceeding \$\_\_\_\_.00; or~~
  3. ~~(→) multi-school or District-wide proposals.~~

### Mandatory Disclosures

The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, any fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the Civil False Claims Act (2 C.F.R. 200.113) regarding the

obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency and the agency's Office of Inspector General, and to the pass-through entity, such as the Department of Public Instruction.

### Whistleblower Protections

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1211/Policy 3211/Policy 4211 - Whistleblower Protection and Policy 8900 - Fraud.

### Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The District Administrator is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The District Administrator is responsible for administering grant funds in a manner consistent with underlying agreements, ~~program~~ applicable statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The District Administrator shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash ~~advance~~ advance, or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOE) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

- F. ~~(-) The District Administrator is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.~~
- G. ~~(-) Written amendments requiring the District Administrator's signature shall be presented to the Board for approval.~~
- H. ~~(-) Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.~~
- I. ~~(-) Program reports including but not limited to audit, site visits and final reports shall be submitted to the District Administrator for review and distribution to the Board and other appropriate parties.~~

### Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District Administrator shall provide for the following:

- A. Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, the year the Federal award was issued, and name of the Federal agency or pass-through entity. ~~Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.~~
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial

obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

- C. ~~Records that identify adequately the source and application of funds provided for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.~~
- D. Effective control over and accountability for all funds, property, and other assets.

The District must adequately safeguard all assets and ~~assure that~~ ensure they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;
  2. comply with the U.S. Constitution, Federal statutes, regulations and the terms and conditions of the Federal award;
  3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award; and
  4. take prompt action when instances of noncompliance are identified ~~including noncompliance identified in audit findings; and.~~
  5. ~~take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.~~
- E. Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality. ~~Comparison of expenditures with budget amounts for each Federal award.~~
- F. Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.
- G. Recordkeeping and written procedures to the extent required by Federal, State, ~~local~~ local, and grantor rules and regulations pertaining to the grant award and ~~accountability, accountability~~ including, but not limited to the following areas:
1. cash management in accordance with 2 C.F.R. 200.305
  2. allowability of costs in accordance with subpart E and the terms and conditions of the Federal award
  3. conflict of interest
  4. procurement
  5. equipment management
  6. conducting technical evaluations of proposals and selecting recipients
  7. compensation and fringe benefits
  8. travel
- H. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.
- I. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

### Audit Requirements

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends \$1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than \$1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

The District shall:

- A. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;
- B. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;
- C. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and
- D. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

### **Certifications and Records Retention**

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report or longer if required by the Board-adopted retention schedule.

### **Cost Principles**

The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Costs may be allowable to a specific grant award if the cost is necessary and reasonable for the performance of the grant program initiative, is in accordance with generally accepted accounting principles (GAAP), and is allocable to the grant award if the goods or services involved are charged in accordance with relative benefits accrued to the initiative. A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the purchasing decision is made.

### **Program Income**

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such similar revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income. Finally, license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless the District has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307  
 2 C.F.R. 200.309, 200.310, 200.313, 200.318 - .320, 200.343(b) & (e), 200.403  
 2 C.F.R. 200.404 and 200.406, 200.501-511  
 34 C.F.R. 75.707, 76.563, 76.565, 76.707  
 Compliance Supplement for Single Audits of State and Local Governments  
 20 U.S.C. 7906

31 U.S.C. 3729-3733

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307  
2 C.F.R. 200.309, 200.310, 200.313, 200.318 - .320, 200.343(b) & (e), 200.403  
2 C.F.R. 200.404 and 200.406, 200.501-511  
34 C.F.R. 75.707, 76.563, 76.565, 76.707  
Compliance Supplement for Single Audits of State and Local Governments  
20 U.S.C. 7906  
31 U.S.C. 3729-3733

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Legal Compliance Supplement for Single Audits of State and Local Governments  
20 U.S.C. 7906

**Last Modified by Ann DeMeuse on November 19, 2024**

Book	Policy Manual
Section	UGG for review
Title	Copy of ADMINISTRATION OF GRANT PROGRAMS
Code	po6111
Status	Second Reading
Adopted	April 15, 2015
Last Revised	January 15, 2025

### **Revised Policy - Special Update - UGG-EDGAR**

#### **6111 - INTERNAL CONTROLS**

The District Administrator shall establish, document, and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all Federal awards in compliance with applicable the U.S. Constitution, statutes, regulations, and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

These internal controls should comply with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards;
- B. evaluate and monitor its compliance with the U.S. Constitution, statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- D. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality. "personally identifiable information" (PII) and other information the awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable Federal, state, local, and tribal laws and District policies regarding privacy and obligations of confidentiality.

PII is defined at 2 C.F.R. Section 200.79200.1 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not anchored attached to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

### **Suggested Resources:**

- A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;
- B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and
- D. Internal control guidance issued by the U.S. Department of Education.

~~2 C.F.R. 200.61-.62~~

2 C.F.R. ~~200.79~~200.1

2 C.F.R. 200.303

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Legal

2 C.F.R. 200.1

2 C.F.R. 200.303

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Book	Policy Manual
Section	UGG for review
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## 6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

### Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services costs for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and;
5. whether the cost does not represent any significant deviation from the established practices or Board policy which may unjustifiably increase the expense the degree to which the cost represents a deviation from the Board's established written policies and procedures for incurring costs.

Whether an expenditure is necessary is determined based on the needs of the program. The expenditure must be necessary to achieve an important program objective and it must be established that the expenditure addresses an existing need. While Federal regulations do not provide specific descriptions of what satisfies the necessary element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;



3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

This standard is met if the cost: ~~is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.~~

1. is incurred specifically for the Federal award;
  2. benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and/or
  3. is necessary to the overall operation of the District and is assignable, in part, to the Federal award in accordance with these cost principles mentioned here.
- B. Conform to any limitations or exclusions set forth in the cost principles ~~as required by law~~ 2 C.F.R. Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment or as a substantial or essential component of any system or as critical technology as part of any system. Such prohibition also applies to funds generated as program income, indirect cost recoveries, or to satisfy cost share requirements.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles
- F. Be representative of actual cost, net of all applicable credits, or offsets.

The term "applicable credits" refers to those ~~receipts or reductions of expenditures that operate to offset or reduce expense items~~ transactions that offset or reduce direct or indirect costs allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; insurance refunds or rebates; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the ~~State~~ District relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share ~~transactions that offset or reduce direct or indirect costs~~, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
1. in the case of personal services, the District Administrator shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to ~~assure~~ document that only permissible personnel expenses are allocated;
  2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- I. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

~~Be~~ All other costs must be incurred during the approved budget period. At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods. ~~Be incurred during the approved budget period.~~

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to ~~carry out authorized work and expend~~ incur financial obligations of the funds awarded, including any funds carried forward or other revisions pursuant to ~~the law~~ 2 C.F.R.

**200.308.** Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

### **Selected Items of Cost**

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures ~~(as defined in Policy 7455—Accounting System for Capital Assets):~~

- A. Capital expenditures for general-purpose equipment, buildings, and land are ~~unallowable~~ as direct charges, ~~except~~ **but only** with the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$105,000 or more have the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment ~~which~~ **that** materially increase their value or useful life are ~~unallowable~~ as a direct cost ~~except~~ **but only** with the prior written approval of the Federal ~~awarding~~ agency, or pass-through entity.
- D. **All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.**
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal ~~awarding~~ agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal ~~awarding~~ agency.
- G. **The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.**
- H. If the District is instructed by the Federal ~~awarding~~ agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- I. **Equipment and other capital expenditures are unallowable as indirect costs.**

**Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.**

**Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.**

### **Prior Written Approval**

**To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.**

### **Cost Compliance**

The District Administrator shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

### **Determining Whether a Cost is Direct or Indirect**

**The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.**

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$10,000.

If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the District Administrator, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Wisconsin Department of Instruction (DPI) or the pass-through entity (Federal funds subject to 2 CFR Part 200 pertaining to determining indirect cost allocation).

### Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.

- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

#### When Obligations are Made

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment.

This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:	The obligation is made:
Acquisition of Property	On the date the District makes a binding written commitment to acquire property
Personal services by an employee of the District	When the services are performed
Personal services by a contractor who is not an employee of the District	On the date the District makes a binding agreement to obtain the services
Performance of work other than personal services	On the date when the District makes a binding written commitment to obtain the work
Public utility services	When the District receives the services
Travel	When the travel is taken
Rental property	When the District uses the property
A pre-award cost that was properly approved by the Secretary under federal regulations, 2 CFR part 200, Subpart E	On the first day of the project period

#### Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the awarding agency or the pass-through entity (e.g., Wisconsin Department of Public Instruction) to reimburse for pre-approval expenses.

If a Federal ~~awarding~~ agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the ~~end of the funding period unless an extension is authorized, or other terms are provided for in the grant~~ conclusion of the period of performance of the award (or an earlier date as agreed upon by the DPI and the District). Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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## Legal

2 C.F.R. 200.344(b)

2 C.F.R. 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.458

34 C.F.R. 75.703

34 C.F.R. 76.707 - .708(a)

Legal

2 C.F.R. 200.344(b)

2 C.F.R. 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.458

34 C.F.R. 75.703

34 C.F.R. 76.707 - .708(a)

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Section	UGG for review
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Code	po7310
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Last Revised	January 15, 2025

## 7310 - **DISPOSITION OF PERSONAL PROPERTY**

The Board requires the District Administrator to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy. The disposition of real property is governed by Policy 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

### A. **Instructional Material**

The District shall review instructional materials (i.e., textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current, or
3. worn beyond salvage

### B. **Equipment**

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds \$10,000 (x) to replace (x) as a single unit [END OF OPTIONS] and does not lose its identity when incorporated into a more complex unit.

The District shall inspect the equipment used in the instructional/educational program and other equipment owned by the District periodically, to determine the condition and usability of such equipment in the current educational program or other District operations. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available;
2. repair records indicate the equipment has no usable life remaining;
3. obsolete and/or no longer contributing to the educational program or in use for other operational purposes;
4. some potential for sale at a school auction; or
5. creates a safety or environmental hazard.



### C. Disposition

The District Administrator is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and 200.314. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When there is a residual inventory of unused supplies exceeding \$10,000 in aggregate value at the end of the period of performance and the supplies are not needed for any other Federal award, the District may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

~~Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.~~

Except as provided in §200.313~~2~~ Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value in excess of \$510,000 (per unit) may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$15,000 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses to cover expenses associated with the selling and handling of the equipment.

The District may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the District to retain equipment, or authorize the Wisconsin Department of Public Instruction (DPI) to permit the District to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

2 C.F.R. 200.312, 200.313, 200.314

120.10(12), Wis. Stats.

120.13(19m), Wis. Stats.

Revised 12/18/19

T.C. 12/21/22

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Legal 2 C.F.R. 200.312, 200.313 120.10(12), Wis. Stats.  
120.13(19m), Wis. Stats.

Last Modified by Ann DeMeuse on December 2, 2024

Book	Policy Manual
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## 7450 - PROPERTY INVENTORY

As steward of this District's property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment and supplies, including computing devices.

~~For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$5,000. For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year and a per-unit cost that equals or exceeds \$10,000 [ENTER AMOUNT], ( \* ) to replace ( x ) as a single unit [END OF OPTION] and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$10,000 [ENTER AMOUNT]. [DRAFTING NOTE: The Federal regulation (2 C.F.R. 200.439) allows for a \$10,000 threshold. Capital expenditures with a unit cost of \$10,000 or more require prior written approval of the Federal agency or pass-through entity such as the Department of Public Instruction (DPI).]~~

Capital assets include equipment as well as the following:

- A. land, buildings (facilities), and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance)

Capital expenditures, which are expenditures for capital assets, require prior written approval in order to be allowable in certain situations. General-purpose equipment, buildings, and land, as well as improvements to land, buildings, or equipment which materially increase their value or useful life, are unallowable as direct charges unless the Federal awarding agency or pass-through entity provides prior written approval. Whereas capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.

When defining supplies for inventory purposes, no items will be counted whose total acquisition cost is less than \$105,000.

"Computing devices" are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories for printing, transmitting and receiving, or storing electronic information. Examples of computing devices include laptops, smartphones, tablets, etc. Computing devices are classified as equipment if their acquisition cost meets the above-mentioned equipment threshold. Computing devices that do not meet the acquisition cost threshold are considered supplies. Regardless of whether a computing device is classified as an equipment or supply, it must be counted during the inventory.

It shall be the duty of the Business Manager to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.



The District is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment and computing devices acquired in whole or in part under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project. ~~The property shall be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award.~~
  1. ~~When no longer needed for the original program or project, the property may be used in other activities in the following order of priority: 1) activities under a Federal award from the Federal awarding agency which funded the original program or project; then 2) activities under Federal awards from other Federal awarding agencies.~~
  2. ~~During the time that property is used on the project or program for which it was acquired, the District must also make the property available for use on other projects or programs currently or previously supported by the Federal program, provided that the use will not interfere with the work on the original project or program.~~
- B. While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity. ~~The property shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity~~
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal agency or the pass-through entity and Policy 7300 - Disposition of Real Property/Personal Property and Policy 7310 - Disposition of Surplus Property ( ), and AG 7310 - Disposal of Nonfixed-Asset Property [END OF OPTION]. ~~The property may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310 ( ) and AG 7310.~~
- D. The District must use equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity. ~~Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), title entity, acquisition date, cost of the property, percentage of Federal participation in the project costs for the award under which the property was acquired, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property, in accordance with this policy.~~
- E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority: ~~A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years, in accordance with this policy.~~
  1. activities under other Federal awards from the Federal agency that funded the original program or project; then
  2. activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.
- F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-Federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute. ~~A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.~~
- G. When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment. ~~Adequate maintenance procedures shall be implemented to keep the property in good condition.~~
- H. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number ("FAIN")), title holder, acquisition date, cost of the property, percentage of Federal agency contribution towards the

original purchase, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.

- I. A physical inventory of the property must be conducted and results reconciled with property records at least once every two (2) years. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.
- J. A control system shall be in place to provide safeguards for preventing loss, damage, or theft of the property. Any such loss, damage, or theft of the property must be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.
- K. Regular maintenance procedures shall be implemented to keep the property in proper working condition.
- L. Proper sales procedures shall be established to ensure the highest possible return in the event the District is authorized or required to sell the equipment/property.
- M. When equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal agency, the District shall request disposition instructions from the Federal agency or the pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.

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Last Modified by Ann DeMeuse on December 2, 2024

# School District of Sturgeon Bay - Open Enrollment for 2025-2026

In January, each Board of Education in the State of Wisconsin must act on establishing any open enrollment capacities or must state if there will be no capacities or limits established.

For regular education class enrollments, there will be no capacities or limits set.

For special education services, as well as speech and language services, there will be capacities or limits set as follows:

<b>Grade Level with Program/Services</b>	<b>Available OE Spaces 2025-2026</b>
<b>Sawyer Elementary School</b>	
4K inclusion/resource special education – Stand alone	8
Split with 5K	5
5K inclusion/resource special education – Stand alone	2
Split with 4K	2
4K-5K Speech & Language	0
Grade 1 inclusion/resource special education – Stand alone	5
Split with Grade 2	1
Grade 2 inclusion/resource special education – Stand alone	1
Split with Grade 1	1
Grade 1-2 Speech & Language	0
LEAP ID/Autism Program	1
<b>Sunrise Elementary School</b>	
Grade 3 inclusion/resource special education	4
Grade 4 inclusion/resource special education	2
Grade 5 inclusion/resource special education	2
Grade 3-5 ID/Autism Program	2
Grades 3-5 Speech & language special education	0
<b>TJ Walker Middle School</b>	
Grade 6 inclusion/resource special education	0
Grade 7 inclusion/resource special education	3
Grade 8 inclusion/resource special education	0
Grade 6-8 ID/Autism Program	1
Grade 6-8 Speech & Language	0
<b>Sturgeon Bay High School</b>	
Grade 9-12 inclusion/resource special education	No limit
Grade 9-12 ID/Autism Program	1

## Procedures for Processing of Open Enrollment Applications

If there are more applications than space, the Board will fill the available spaces by random selection, provided that first priority will be given to nonresident students already attending District schools and their siblings. The District does not require accepted nonresident students to reapply for Open Enrollment.

If the District determines that space is not otherwise available for open enrollment students in the grade level program to which an individual has applied, the District may nevertheless accept an applicant who is already attending school in the District and that student's siblings.

If the District determines that space is not otherwise available for open enrollment students in a grade level program to which an individual has applied, however there is space available for a sibling applying for Open Enrollment in another grade level program, the District may nevertheless accept the applicant for which there is space and a sibling(s) in order to keep siblings together in the same school district when possible and preferred.

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

Book	Policy Manual
Section	33.2 for review
Title	Copy of MEETINGS
Code	po0164
Status	Second Reading
Adopted	July 17, 2024
Last Revised	February 19, 2025

## 0164 - **MEETINGS**

### **Regular Meetings**

The Board shall hold a meeting at least once each month.

### **Change of Regular Meetings**

If the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the front door of the Administrative Office Building and at such places as the Board may determine. Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (See also Policy 0166 - Agenda)

### **Special Meetings**

Special meetings of the Board may be called by the President or by the written request of a majority of the members of the Board provided there is compliance with the notice provision of these bylaws and State law.

The District Administrator and those administrators directed by the District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

### **Notice of Meetings**

Public notice of all Board meetings, shall be given pursuant to statute. Such notice shall be given, without cost, to any news media which submits a written request for meeting notices and to a news medium likely to give notice in the District's geographic area. In addition, such notice shall be made public in at least one of the following ways:

- A. posting the notice in at least three (3) public places likely to give notice to persons affected;
- B. posting the notice in at least one (1) public place likely to give notice to persons affected and on the governmental body's website; or
- C. by paid publication in a news medium likely to give notice to persons affected.

The notice shall be given, without cost, to the District's official newspaper, the Peninsula Pulse.

The notice shall list the date, time, place, and subject matter of each regularly scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

## Cancellation of Meetings

If a regularly scheduled and legally noticed meeting needs to be canceled (e.g., inclement weather, electrical outage, broken water pipe, lack of quorum, etc.), the Board President or designee shall have the authority to cancel or reschedule the meeting. To the extent practical, a notice of cancellation should be provided, similar to the notice of the meeting.

## Virtual Participation

~~Unless~~ Generally, the Board does not allow virtual participation, unless otherwise determined by the Board, Board President, or due to an order by an authorized authority preventing in-person attendance at a meeting. Board members are expected to attend meetings in person at the location set by the Board for the meeting. A Board member may attend virtually in instances where a member is unable to attend in person due to a scheduled absence from the District or due to a physical restriction preventing attendance. The Board member is responsible for making advance arrangements with the District administration to facilitate participation in the meeting.

**[x ]** A Board member may only attend closed session portions of meetings in person.

Any Board member attending a meeting remotely may vote in accordance with Bylaw 0167.1 – Voting.

Board members are not provided with technology to facilitate remote Board attendance unless the Board authorizes such expenditure.

Any Board member attending a meeting or who intended to attend a meeting remotely but is unable to attend or unable to maintain attendance due to technological complications, such as a poor connection or other equipment failures, will be considered absent for all or part of the meeting. The meeting may continue in the member's absence, provided that a quorum is still present.

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Legal	19.84, Wis. Stats.
	120.11, Wis. Stats.
	985.05(3), Wis. Stats.

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Title	Copy of ANNUAL REPORT
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Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

#### 0174.1 - **ANNUAL REPORT**

The Board of Education Clerk, or an Administrator if authorized in accordance with (x ) Bylaw 0152 - Officers & Board action **[END OF OPTIONS]**, shall file with the Department of Public Instruction (DPI) (publish) an annual school district report by September 1st in the format prescribed by the Department of Public Instruction DPI as required by law.

120.18, Wis. Stats.

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Section	33.2 for review
Title	Copy of EDUCATIONAL OUTCOME GOALS AND EXPECTATIONS
Code	po2131
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

## **2131 - EDUCATIONAL OUTCOME GOALS AND EXPECTATIONS**

Since the mission of the District is to provide a quality education for all of the students, the Board of Education believes the mission is being accomplished when students confirm that they have achieved the following educational goals.

### ***Academic Skills and Knowledge***

- A. Basic skills including the ability to read, write, spell, perform basic arithmetical calculations, learn by reading and listening, and communicate by speaking and writing.
- B. Analytical skills including the ability to think rationally, solve problems, use various learning methods, gather and analyze information, make critical and independent judgments and argue persuasively.
- C. A basic body of knowledge that includes information and concepts in literature, fine arts, mathematics, natural sciences, including knowledge of the elements of agriculture and the conservation of natural resources, and social sciences, including knowledge of the right and responsibilities of the family as a consumer, cooperative marketing and consumers' cooperatives.
- D. The skill and attitudes that will further lifelong intellectual activity and learning.
- E. Knowledge in computer science, including problem-solving, computer applications, and the social impact of computers.

### ***Vocational Skills***

- A. An understanding of the range and nature of available occupations and the required skills and abilities.
- B. Preparation to compete for entry-level jobs not requiring postsecondary school education.
- C. Preparation to enter job-specific vocational training programs.
- D. Positive work attitudes and habits.

### ***Citizenship***

- A. An understanding of the basic workings of all levels of government, including the duties and responsibilities of citizenship.
- B. A commitment to the basic values of our government, including by appropriate instruction and ceremony the proper reverence and respect for and the history and meaning of the American flag, the Declaration of Independence, the U.S. Constitution, and the constitution and laws of the State.
- C. The skills to participate in political life.
- D. An understanding of the functions of organizations in society.

- E. Knowledge of the role and importance of biological and physical resources.
- F. Knowledge of State, National, and world history.
- G. An appreciation and understanding of different value systems and cultures.
- H. An understanding, at all grade levels, of human relations, particularly with regard to American Indians, Black Americans, ~~and~~ Hispanics, Hmong Americans, and Asian Americans.

### ***Personal Development***

- A. The skills needed to cope with social change.
- B. Knowledge of the human body and the means to maintain lifelong health, including:
  1. knowledge of the theory and practice of physical education, including the development and maintenance of physical fitness;
  2. knowledge of the true and comparative vitamin content of food and healthy values of dairy products and their importance for the human diet;
  3. knowledge of physiology and hygiene, sanitation, the effects of controlled substances consistent with ch. 161 and alcohol upon the human system, symptoms of disease and the proper care of the body. No student may be required to take instruction in human growth and development, self-esteem, responsible decision-making, interpersonal relationships, sexual activity, human sexuality, reproduction, contraception, family life, parenting, sex stereotypes and protective behavior if his/her parent files with the teacher or principal a written request that the student be exempted. Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.

118.019(2)(3)(4), Wis. Stats.
- C. An appreciation of artistic and creative expression and the capacity for self-expression.
- D. The ability to construct personal ethics and goals.
- E. Knowledge of morality and the individual's responsibility as a social being, including the responsibility and morality of family living and the value of frugality and other basic qualities and principles referred to in article I, section 22, of the constitution insofar as such qualities and principles affect family and consumer education.
- F. Knowledge of the prevention of accidents and promotion of safety on the public highways, including instruction on the relationship between highway safety and the use of alcohol and controlled substances under ch. 161.
- G. The skills needed to make sound decisions, knowledge of the conditions which may cause and the signs of suicidal tendencies, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances consistent with chapter 161 and knowledge of the available community youth suicide prevention and intervention services. Instruction shall be designed to help prevent suicides by students by promoting the positive emotional development of students.
- H. Knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students, including child abuse, sexual abuse, and child enticement. Instruction shall be designed to help students develop positive psychological, emotional, and problem-solving responses to such situations and avoid relying on negative, fearful, or solely reactive methods of dealing with such situations. Instruction shall include information on available school and community prevention and intervention assistance or services and shall be provided to students in elementary schools.

The Board believes that all students in this District will be able to demonstrate these learnings at a level that is commensurate with their age and capabilities.

The District Administrator is charged with the responsibility for providing, through the District's curriculum and appropriate administrative guidelines, opportunities for each student to accomplish these goals as well as a valid means for assessing the extent to which each is accomplished.



Student achievement of these educational goals represents the Board's highest priority. It should be the highest priority, as well, for the administration and for all members of the staff.

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Legal 118.01, Wis. Stats.

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Section	33.2 for review
Title	Copy of DISTRICT-SPONSORED TRIPS
Code	po2340
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 19, 2025

## 2340 - **DISTRICT-SPONSORED TRIPS**

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

### **Field Trips**

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by Administration and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. cultivate new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

### **Extra-Curricular/Co-Curricular Trips**

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the Administration and athletic director in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the building administrator of the activity and pertinent information.

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

### **Overnight Travel**

Overnight travel is defined as a field trip that involves one or more overnight stays. ~~Overnight travel includes foreign travel.~~ The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms

through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Principal in accordance with the District's overnight travel guidelines. In the case of foreign travel, the request shall be submitted to the Board for final approval.

[ ] International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel ( ) and that are responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents.[END OF OPTION]

[ ] Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary. [END OF OPTION]

### **Other District-Sponsored Trips**

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

### **General Trip Provisions**

Students may be charged fees for District-sponsored trips.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or District Administrator. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the District Administrator. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The District Administrator shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned and, if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's charge is imperiled.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

### **Trips Not Sponsored by the District**

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the District Administrator to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

#### **Transportation for Field and other District Sponsored Trips**

☒ Transportation shall be provided by regular (Commercial Driver's License (CDL) not required) or special-purpose (CDL required) school vehicles for field and other District-sponsored trips. **[END OF OPTIONAL PARAGRAPH]**

☒ The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the District Administrator. **[END OF OPTIONAL PARAGRAPH]**

☒ The District shall assume transportation costs for

☐ all field trips.

☒ a certain number of approved field trips ☒ as approved by the District Administrator ☐ as specified in the District Administrator's administrative guidelines. **[END OF OPTION].**

#### **[END OF OPTIONAL PARAGRAPH]**

☒ The District will provide transportation for all other trips including co-curricular, athletic, and other extra-curricular trips ☒ as approved by the District Administrator **[END OF OPTION]. [END OF OPTIONAL PARAGRAPH]**

☒ The District will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid

☐ by the sponsoring organization.

☒ from the designated fund.

#### **[END OF OPTIONAL PARAGRAPH]**

☒ The District will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid

☐ by the sponsoring organization.

☒ from a designated fund.

**[END OF OPTIONAL PARAGRAPH]**

☒ Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. **[END OF OPTIONAL PARAGRAPH]**

☒ All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home. **[END OF OPTIONAL PARAGRAPH]**

☒ All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception. **[END OF OPTIONAL PARAGRAPH]**

☒ District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

☒ without the approval of Principal Administration.

**[END OF OPTIONAL PARAGRAPH]**

☒ No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

☒ and does not transport any other student.

**[END OF OPTIONAL PARAGRAPH]**

Transportation by private vehicle shall be in accordance with Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

~~☒ The District Administrator shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.~~ **[END OF OPTIONAL PARAGRAPH]**

Revised 12/18/19

Revised 6/19/24

T.C. 6/21/23

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Legal

121.54(7), Wis. Stats.

Last Modified by Ann DeMeuse on December 13, 2024

Book	Policy Manual
Section	33.2 for review
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
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Last Revised	July 19, 2023
Last Reviewed	February 19, 2025

### **3120.04 - EMPLOYMENT OF SUBSTITUTES**

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

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

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

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

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Revised 8/17/22  
Revised 1/11/23

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

**Last Modified by Ann DeMeuse on December 18, 2024**

Book	Policy Manual
Section	33.2 for review
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

### 3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches **in sports governed by WIAA** shall be consistent with WIAA rules and guidelines.

**[ x ]** As openings occur they shall be noticed in appropriate locations. **[END OF OPTIONAL PARAGRAPH]**

**[ x ]** Applications for athletic co-curricular/extra-curricular activities will be made in writing to the **( x )** Activities/Athletic Director **( - )** \_\_\_\_\_. **[END OF OPTIONAL PARAGRAPH]**

**[ ]** The Activities/Athletic Director will vet the candidates and conduct interviews which will include another member of the Administration. **[END OF OPTIONAL PARAGRAPH]**

**[Drafting Note: Select either Option #1 or Option #2]**

#### **Option #1**

**[ ]** The District Administrator shall make a recommendation to the Board for approval.

#### **Option #2**

**[ x ]** The District Administrator or designee is responsible for making recommendation to the Board for approval of paid employment decisions for co-curricular/extra-curricular positions. **END OF OPTIONS]**

The District Administrator shall **require** ~~establish administrative guidelines to ensure~~ that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular contract **that specifies the assignment and the stipend associated with the assignment** ~~which includes the conditions of employment, compensation arrangements, and contract termination procedures, which shall normally allow for termination at will.~~ Any such appointment may be terminated by **( x )** the District Administrator **( - )** the Board **[END OF OPTION]** for any reason **that is not arbitrary or capricious.** There must also be verification that a satisfactory background check has been conducted by the District through appropriate State agencies or other applicable means.

Coaching/**advisory** contracts shall be issued for each coaching assignment and may only cover the period of one season of that assignment. Coaching/**advisory** duties accepted by a ~~member of the teaching~~ **or administrative staff member** staff shall not be incorporated into the staff member's regular teaching contract. There shall be no guarantee or reasonable expectation that a coach will receive an offer to coach in the same position the following school year. Compensation for coaching/**advising** duties shall be determined by the Board. **Nonrenewal procedures are not applicable to coaching/advising assignments.**

Any coach not offered a contract to perform similar coaching duties in any subsequent year may not pursue a grievance through the District grievance Policy 3340.

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Book	Policy Manual
Section	33.2 for review
Title	Copy of EMPLOYEE LEAVES
Code	po3431
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

### 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 ~~if they is they~~ 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) days' 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~~ legal proceeding shall be provided the following:

1. If the proceeding relates to a ~~criminal~~ matters 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~~ immediately notifies the District Administrator of receipt of 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), (x ) or any proceeding involving matters arising within the employee's course of employment [END OF OPTION] 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. . Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena (see Policy 8325 -- Receipt of Legal Documents by District Employees).

Revised 6/14/17

Revised 2/17/21

Revised 6/15/22

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Legal

6.76, 7.33, 103.88, Wis. Stats.

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Book	Policy Manual
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Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po4120.04
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

#### 4120.04 - **EMPLOYMENT OF SUBSTITUTES**

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

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

Proper certification shall be on file if the position requires certification. A satisfactory background check shall be conducted consistent with Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements.

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

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

Revised 1/11/23

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Legal                      118.19, 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.

#### **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 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) days' 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~~ legal proceeding shall be provided the following:

1. If the proceeding relates to ~~a criminal~~ matters 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~~ immediately notifies the District

Administrator of receipt of the subpoena ~~(see Policy 8325—Receipt of Legal Documents by District Employees)~~;

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), **(ex )** or any proceeding involving matters arising within the employee's course of employment **[END OF OPTION]** 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. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena.

Revised 6/14/17

Revised 2/17/21

Revised 6/15/22

T.C. 6/19/24

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Legal

6.76, 7.33, 103.88, Wis. Stats.

**Last Modified by Ann DeMeuse on December 6, 2024**



Book	Policy Manual
Section	33.2 for review
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Code	po5200
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Adopted	April 17, 2013
Last Revised	February 19, 2025

## 5200 - **ATTENDANCE**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

### **Parent Notification of Absence Required**

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, except a parent-excused, pre-planned absence requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence; or
- C. repeated unexplained absence and tardiness;

### **School Attendance Officer**

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.



- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

## **Excused Absences**

As required under State law, a student shall be excused from school for the following reasons:

### **A. Physical or Mental Condition**

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent/guardian. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.

### **B. Obtaining Religious Instruction**

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

### **C. Parent-Excused Pre-Planned Absence**

The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

### **D. Religious Holiday**

For observance of a religious holiday consistent with the student's creed or belief.

### **E. Suspension or Expulsion**

The student has been suspended or expelled.

### **F. Program or Curriculum Modification**

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

### **G. High School Equivalency – Secured Facilities**

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

### **H. Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on

either a part-time or full-time basis leading to high school graduation, as provided under State law.

## **I. Election Day Official**

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

## **J. Virtual Access**

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

### **A. Quarantine**

Quarantine of the student's home by a public health officer.

### **B. Illness of an Immediate Family Member**

The illness of an immediate family member.

### **C. Emergency**

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

**D.**

### **E. ~~( ) Work at Home Due to Absence of Parents~~**

~~To work at home due to the absence of the student's parents. Absences under this section shall not exceed \_\_\_\_ ( ) days nor be granted to any student younger than \_\_\_\_ ( ) years of age.~~

### **F. ~~(x ) Severe Weather Conditions~~**

~~In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.~~

### **G. ~~(x ) Sounding Taps~~**

~~A student in grades 6-12 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.~~

## **Unexcused Absences**

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

## **Definitions**

### **A. Truancy**

A student will be considered truant if the student is absent part or all of one (1) or more days from school during

which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

## **B. Habitual Truant**

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

## **C. Part of a School Day**

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

## **Tardiness/Late Arrival and Early Dismissal**

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

## **Truancy Plan**

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under ~~See~~ 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

## **Notice of Truancy**

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

### **Notice of Habitual Truancy**

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

### **Referral to the District Attorney**

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

### **Make-up Coursework and Examinations**

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Revised 12/21/16

Revised 12/19/18

Revised 2/17/21

Revised 1/11/23

Revised 3/15/23

Revised 11/15/23

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Legal 7.30(2)(am), Wis. Stats.

118.15, Wis. Stats.

118.153, Wis. Stats.

118.16, Wis. Stats.

118.162, Wis. Stats.

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Book	Policy Manual
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Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	Second Reading
Adopted	April 17, 2013
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### 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or ~~the child is disabled and a student with disabilities~~ requires medication to benefit from ~~his/her~~ the student's educational program.

For purposes of this policy, the following definitions shall be used:

"Practitioner" shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber or physician's assistant who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

#### Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the ( ) school office (x ) nurse's office ( ) health room [END OF OPTION]. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

#### Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours while at school or on school-sponsored trips only with the prior written consent of the parent. Such documentation shall be kept on file in the ( ) school office (x ) nurse's office ( ) health room [END OF OPTION]. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. ~~Only those~~ Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. ~~and dosage in a legible format may be administered.~~ Any dosage of nonprescription medication other than that listed on the medication packaging must be authorized in writing by a medical practitioner.

#### Student Possession of Medication



Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). This provision of policy is to be viewed together with the Board ~~policy on Drug Prevention, Policy 5350 -~~ **Student Use or Possession of Intoxicants, Drugs, or Paraphernalia.**

**No CBD products will be permitted for use at school.**

~~The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.~~

~~Only medication in its original container, labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication~~ **at school or at school-sponsored events.** .

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of **the Student Code of Conduct and** Policy 5530 - Drug Prevention and of the Student Code of Conduct.

~~Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.~~

Any bus driver, staff member or volunteer, authorized in writing by the Board, the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, rescue inhalers, and diastat unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

~~All prescription medication shall be kept in a locked storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self administer by written authorization of both the parent and practitioner, and the possession of such medication by the student in school or on school grounds is not prohibited by law or regulation.~~

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

All students and staff wishing to use essential oils in the school must seek prior approval from administrators.

Revised 11/15/17

Revised 6/20/18

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Legal 118.29, 118.291, 121.02 Wis. Stats.

PI 8.01(2)(g)

Wis. Admin. Code N 6.03

2009 Wisconsin Act 160

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### 5430 - CLASS RANK

The Board acknowledges that students may need their computed class rank for reasons related to post-secondary opportunities, including the Academic and Technical Excellence Scholarships, and the University of Wisconsin Guaranteed Admission Program.

~~The Board authorizes a system of class ranking, by grade point average, for students in grade(s) 9-12.~~ The Board authorizes a system of class ranking, by grade point average, for students following the completion of ( ) grade 11 ( ) in grade(s) 11, \_\_\_\_\_ ( x ) grades 9, 10, 11, and 12 [name grade(s) by number. Note that grade 11 is mandatory for any District operating a high school for eligible students to participate in the University of Wisconsin System's Guaranteed Admission Program..

The District Administrator shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

- A. a system for fairly averaging makeup courses;
- B. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;
- C. whether the GPA will be unweighted or will use weighting for certain classes in recognition of the heavier burden of certain work, classes, courses, etc., and if weighted, a description of the criteria and classes afforded different weight ;
- D. the subjects, if any, that are excluded from to be included in the GPA;
- E. how pass/fail grades are calculated in the GPA;
- F. how grades from study abroad, alternative and home schools are calculated in the GPA;
- G. how grades from another country earned by students are calculated in the GPA.

### Grade Point Average and Class Rank

GPA is calculated based on a weighted 4.0 scale. The following scale will be used to determine GPAs at Sturgeon Bay High School:

A = 4.000  
 A- = 3.667  
 B+ = 3.333  
 B = 3.000  
 B- = 2.667  
 C+ = 2.333  
 C = 2.000  
 C- = 1.667  
 D+ = 1.333

D = 1.000  
D- = 0.667  
F = 0.000

A student who earns a grade of B- or above in any advanced placement course, technical college course (with some exceptions), or university course will have additional quality points of 0.0125 added to his/her grade point average for each 0.5 credit earned.

The class rank for students completing 11th grade shall be based on the GPA calculated pursuant to this policy and shall identify students in the top five percent (5%) and the top ten percent (10%) of the class. Once the class rank is established, the District Administrator shall notify each student ranked in the top ten percent (10%) of their ranking in either the top five percent (5%) or ten percent (10%) of the class and shall note the applicable ranking on the student's transcript as of the completion of grade 11.

Grade point average for purposes of the Wisconsin Academic Scholarship program will be calculated using the determinations made in this policy and in Policy 5451.01 – Wisconsin Academic Excellence Scholarship.

The Board shall recognize two (2) honor graduates categories at the commencement ceremony. High honor graduates will be those students who have earned a cumulative GPA of 4.0 or higher at the end of fourteen (14) quarters. These students will be identified with a gold cord worn at graduation. Honor graduates will be those students who have earned a cumulative grade point average of 3.667 to 3.999 at the end of fourteen (14) quarters. These students will be identified with a silver cord worn at graduation. The students shall be ranked in descending order from the highest to lowest GPA.

The Board shall also designate the student with the highest GPA as valedictorian and the student with the second-highest GPA as salutatorian at the end of fourteen (14) quarters. To qualify for either of these designations, a student must have completed the last six (6) of the fourteen (14) quarters at Sturgeon Bay High School. To maintain either of these designations, a student must remain in full-time status at Sturgeon Bay High School for the two (2) quarters following either designation.

GPA and class rank will be updated at the end of each transcribed grading period rounded up to three decimal places. In case of a tie, each student with the same class rank when rounded up to three decimal places will remain tied in the final class rank and for any accompanying honors.

Revised 11/19/14  
Revised 7/18/18  
T.C. 10/25/23

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**Last Modified by Ann DeMeuse on December 18, 2024**

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Code	po5460
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**Revised Policy - Vol. 33, No. 2**

**5460 - GRADUATION REQUIREMENTS**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board directs the District Administrator to prepare a list of specific criteria for granting a high school diploma which includes the student's academic performance, the recommendations of teachers, the statutory credit requirements, and any additional Board-approved credit requirements.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements) or a certificate of attendance.

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal. A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

**Minimum Credit Requirement**

A Sturgeon Bay High School diploma shall be granted upon successful completion of a total of at least twenty-six (26) credits including:

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Health	0.5 credits
Physical Education	1.5 credits
Personal Financial Literacy	0.5 credits <del>(Class of 2020 and beyond)</del>

## Electives

10.5 credits

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

~~A student graduating prior to 2028 must also have participated in curriculum relating to financial literacy in order to earn a diploma.~~

Additional requirements include:

- A. A student must successfully complete 40 hours of documented community service or successful completion of 0.5 credit of Service Learning (accumulation to begin the summer prior to freshman year), in order to receive a high school diploma
- B. **[x]** The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit. **[END OF OPTIONAL PARAGRAPH]**
- C. any other requirements as defined in the administrative guidelines.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

## Transfer Students

Students who transfer to Sturgeon Bay High School shall not be denied the opportunity to graduate from high school in a timely fashion (four (4) years) because of non-compliance with the above requirements provided that said transfer student has successfully completed all course work previously started in high school and was on schedule (credit-wise) to graduate and in compliance with graduation requirements in his/her previously attended high school.

## Students Identified with Special Educational Needs

Students identified with special educational needs or having disabilities as defined in SS. 115 shall not be denied the opportunity to graduate with a Sturgeon Bay High School diploma in a timely fashion for failure to fully comply with the course requirements. Students whose integrated education is guided by an individualized education program (IEP) per SS.115.8 will be graduated with a Sturgeon Bay High School diploma based upon the substantial completion of the course requirements noted above (which may include academic modifications stipulated in the IEP), completion of all other non-modified regular education requirements, and – if required – support of graduation as documented in letters of recommendation from the faculty. These students are entitled to participate in graduation ceremonies. Students whose integrated education is guided by an IEP may be allowed to complete their educational program at the conclusion of Semester 1 of the senior year or up to a year after their senior year with a Sturgeon Bay High School diploma provided this stipulation appears in the current IEP. These students are entitled to participate in graduation ceremonies with their grade-level peers. Students identified with special education who have successfully attended and participated in primarily designated special education programs in the district and have met their IEP requirements may receive a certificate of attendance. Students who receive these certificates are entitled to participate in graduation ceremonies with their grade-level peers.

## Non-Discrimination

It is the policy of the School District of Sturgeon Bay that no student may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's age, sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. All vocational education programs follow the district's policies of non-discrimination on the basis of the above-mentioned reasons. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

## Early Graduation

In exceptional cases, a student may arrange to graduate after completing the first semester of his/her senior year, in accordance with the following procedures:

- A. A student may apply for January (early) graduation during the second semester of his/her junior year. All applications must be received by the last day of school of the junior year.
- B. The request form must be filled out and signed by the student and parent(s)/guardian(s) and turned in to the School Counseling Office.
- C. The request form will be reviewed by the principal and school counselor to ensure graduation requirements are met.
- D. All requests for early graduation must be acted upon by the principal prior to the start of the school year.

- E. Approval of early graduation is contingent upon the student satisfying all credit requirements and completing a three-and-one-half-year (3½) enrollment requirement.
- F. No formal diploma shall be issued or commencement ceremony held in January. Early graduates shall be permitted to participate in spring commencement activities if they so desire. The school records shall indicate completion of all graduation requirements for the purpose of employment or post-high school training.
- G. Early graduates shall not be permitted to take part in any organized school activity (such as athletics, clubs, school dances, field trips, etc.) with the exception of spring commencement activities. They shall, however, be permitted to attend school functions open to the public, just as any other member of the adult community.
- H. Any request to graduate prior to January of the senior year shall be considered on an annual basis.

### Commencement Ceremony

**Participation.** Only those students who have met all district graduation requirements as set forth in this policy, are wearing the prescribed cap and gown, and have complied with all administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

**Graduation Requirements.** See **Minimum Credit Requirement** printed above.

**Satisfaction of Obligations.** In order for a student to participate in the commencement ceremony, all fines, fees, and similar obligations arising from student participation in school programming must be satisfied by the end of Semester 1 of the student's senior year. If these obligations cannot be satisfied by the end of Semester 1 of the student's senior year, the parent/guardian must work with the principal to develop a plan to satisfy these obligations ~~no later than the last day of the senior year.~~

**Prescribed Cap and Gown.** Students who wish to participate in the commencement ceremony must wear the prescribed cap and gown. The only other items allowed to be worn include the valedictorian and salutatorian medallions, high honors and honor cords, and National Honor Society cords/stoles.

**Behavioral Expectations.** In order to be eligible to participate in the commencement ceremony, a student must:

- A. be registered as a full-time student (enrolled in the equivalent of three full blocks of coursework) in the semester immediately prior to graduation
- B. not have met or exceeded the statutory definition of a habitual truant in the semester immediately prior to graduation.

**Approval for Early Graduation.** Students who have received Board of Education approval for early graduation are exempt from the eligibility requirements for participation in the commencement ceremony.

**Diploma Distribution.** The Board of Education shall select the person(s) to present diplomas to the graduating class.

In accordance with State law, a Board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in 115.28(7)(e)1, Wis. Stats.) ~~or is participating in a Board approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.~~

~~**[x]** A student must successfully complete the community service requirement of forty (40) hours, in order to receive a high school diploma. **[END OF OPTIONAL PARAGRAPH]**~~

~~**[x]** The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit. **[END OF OPTIONAL PARAGRAPH]**~~

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, ~~SS~~ PI 18.03 and PI 18.04.

**[DRAFTING NOTE: ANY OF THE FOLLOWING STATUTORY OPTIONS MAY BE INCLUDED IN THIS POLICY.]**

**[OPTION #1 - The State statute permits, but does not require, the Board to allow students to use a physical activity to substitute for a 0.5 credit of physical education with the completion of a 0.5 credit of academic subjects.]**

### **[ ] Physical Education Credits**

~~**[ ]** Students who have participated in interscholastic athletics, **( )** marching band, **( )** cheerleading, or **( )** **[END OF OPTIONS]** **[additional activities may be added]** for at least **[specify period of involvement required]** as defined in the \_\_\_\_\_ handbook, while~~

enrolled in grades ~~( )~~ nine (9), ~~( )~~ ten (10), ~~( )~~ eleven (11) and ~~( )~~ twelve (12) **[END OF OPTIONS]**, and as documented by the \_\_\_\_\_ **[athletic director, assistant principal, school counselor, etc.]** ~~( )~~ and approved by the principal **[END OF OPTION]**, may be excused from 0.5 credits of the high school physical education requirement, provided they take an additional 0.5 credit in English, social studies, mathematics, science, or health education, at their choosing. **[END OF OPTIONAL PARAGRAPH]**

~~[ ]~~ The Board may grant, upon a student's request, permission for that student to take an additional 0.5 credit in English, social studies, mathematics, science, or health education towards high school graduation requirements in lieu of 0.5 credits in physical education based on the ~~students~~ **students'** participation in an organized physical activity the Board deems appropriate for this purpose. The student's participation in such organized school activity must meet the stated requirements of the Board in terms of duration of participation and verification of same. **[END OF OPTIONAL PARAGRAPH]**

#### **[END OF OPTION #1]**

**[OPTION #2: The State statute permits, but does not require, the Board to allow students to earn high school graduation credits while enrolled in middle school.]**

#### **[ ] Graduation Credit as a Middle School Student**

~~[ ]~~ The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

Credit may be earned in **(must select one (1) of the following:)** ~~( )~~ any subject area meeting the requirements under this policy ~~( )~~ any of the core required course areas of English, social studies, mathematics, science, physical education, or health ~~( )~~ any course qualifying for credit in an elective area.

Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received ~~( )~~ **[RECOMMENDED]** however the grade and class will not be factored into the students' high school grade point average ~~( )~~ and the class will be factored into the students' high school grade point average.

When classes are held at the high school, appropriate transportation shall be arranged **[CHOOSE ONE]** ~~( )~~ by the student's parent ~~( )~~ by the middle school principal ~~( )~~ by the District **[END OF OPTIONS]** prior to a student being enrolled in an approved course at the high school.

The Board directs the District Administrator to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The District Administrator shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

#### **[END OF OPTION #2]**

**[OPTION #3 — This option should be selected only if the Board does pass a resolution as required that permits credits to be earned in this fashion. The law then requires that the Board adopt policies and procedures setting forth the criteria.]**

#### **[ ] Portfolio Credits**

~~[ ]~~ Board resolution adopted \_\_\_\_\_ **[date of adoption]** permits students to earn credit by demonstrating competency or by creating a learning portfolio. If a student meets the criteria established, the course will be listed on the student's high school transcript and be used to meet the requirements for high school graduation.

A student may not earn more than half (1/2) of the credits required for high school graduation through this process.

~~[ ]~~ The District Administrator shall develop procedures for how students may qualify for credit under this process.

#### **[END OF OPTION #3]**

**[OPTION #4: The State statute permits, but does not require, a Board to establish an alternative education program that is allowed to have its own graduation requirements as long as those requirements meet the minimum statutory credit requirements.]**



## **~~[ ] Alternative Education Diploma~~**

~~The Board authorizes the District Administrator to establish an alternative diploma program for students who meet the requirements of State law but not the additional elective credit requirements established for attainment of a regular high school diploma from the District. An alternative education program is defined as an instructional program, approved by the Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs. "Alternative educational program" does not include a private school or a home-based private educational program. (See Policy 2451—Program or Curriculum Modifications)~~

~~The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.~~

## **~~[END OF OPTION #4]~~**

### **Students With Disabilities**

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded

☒ a diploma (provided the student satisfied the District's high school graduation requirements); ~~or: (see Policy 5460.01—Diploma Deferral)~~

☒ a certificate of attendance. ~~(see Policy 5460.01—Diploma Deferral)~~

## **~~[ ] GED Option 2 Program (GEDO #2)~~**

~~An alternate path to a District diploma is the completion of the high school's GED Option 2 program. This program has strict enrollment requirements and allows a student who is at least seventeen (17) years of age to work towards successful completion of the GED testing program. Once the student completes all of the requirements, the student is awarded a District diploma and is eligible to participate in the subsequent graduation ceremony. Participation in this program is contingent upon DPI approval of the District's program and compliance with the requirements of Wis. Admin Code PI 5.~~

## **~~[END OF GEDO #2 OPTION]~~**

### **Graduation Activities and Ceremony**

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

### **Policy Reporting and Review**

The principal of the high school shall ~~prepare a report describing~~ the District's policies on high school graduation standards, including a list of courses required under State law, ~~and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal.~~

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

Revised 8/17/22

Revised 2/19/25

115.28, 118.30, 118.33, Wis. Stats.

Wis. Admin. Code PI 18 - PI 5

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Legal

115.28, 118.30, 118.33, Wis. Stats.

Wis. Admin. Code PI 18 - PI 5

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## 5505 – ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in ~~all its forms~~ any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results from that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (x) (See Policy 7540.08 - Artificial Intelligence (AI))

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Faculty Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy at the high school level will result in additional disciplinary consequences, up to and including suspension and expulsion.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the District Administrator whose decision shall be final.

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Legal 118.01, 118.164, 120.12, Wis. Stats.

Last Modified by Ann DeMeuse on December 18, 2024

Book	Policy Manual
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Code	po5610
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

## 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. Exclusionary discipline is appropriate to address serious misconduct or when alternatives, such as in-school discipline or restorative practices, have been ineffective to address a student's repeated refusal or neglect to obey school rules. ( ) The Board supports utilizing developmentally appropriate interventions and supports rather than exclusionary discipline for students in second grade or below. **[END OF OPTION]**

### 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 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. ( ) Students identified with a disability may be suspended in accordance with AG 5605—Disciplining Students with Disabilities. **[END OF OPTION]**

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 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 guardian may, within five (5) school days following the commencement of the suspension, have a conference with an 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 designated 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 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 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 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 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.

#### **[ ] ADMINISTRATIVE GUIDELINES**

The District Administrator shall develop administrative guidelines to implement this policy, which shall include, at a minimum:

- A. ( ) strategies for providing special assistance to students who are in danger of being expelled and are not achieving the goals of the educational program;
- B. ( ) procedures that ensure compliance with State and Federal law including, but not limited to, due process rights;
- C. ( ) provision for completing school work when appropriate;
- D. ( ) reference to staff obligations to report threats of violence made in or targeted at a school, which, in the good faith judgment of the staff member, pose a serious and imminent threat of harm to the health or safety of others.

#### **[END OF ADMINISTRATIVE GUIDELINES SECTION]**

Revised 11/15/17  
Revised 6/19/19  
Revised 10/25/23  
Revised 11/20/24

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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.
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Last Modified by Ann DeMeuse on January 2, 2025



Book	Policy Manual
Section	33.2 for review
Title	Copy of SEARCH AND SEIZURE
Code	po5771
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

## **5771 - SEARCH AND SEIZURE**

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principal to provide students with written notice of this policy at least annually and that routine inspections be done at the discretion of the Principal of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, or School Resource Officer.

### **Student Person and Possessions**

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies an admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school resource officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the

student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Except as provided below (Use of Dogs), a request for the search of a student or a student's possessions will be directed to the Principal or an available Administrator. The Administrator shall attempt to obtain the freely-offered, consent, in writing if possible, of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the search may be conducted without such consent. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the administrator conducting the search. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. (x ) Whenever feasible, the Administrator may secure the assistance of a school resource officer in conducting searches. [END OF OPTION]

When possible, sSearch of a student's person or intimate personal belongings shall be conducted by a person of the student's gender and/or, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

### **Parking Permit Required**

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by an Administrator-school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an Administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, an Administrator-school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

### **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant;
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog;
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a

District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

Revised 6/18/14

Revised 11/15/17

Revised 11/15/23

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Legal	118.32, 118.325 Wis. Stats.
	118.45, Wis. Stats.
	948.50, Wis. Stats.
	Wisconsin Const. Art. 1 Section 11
	U.S. Constitution, 4th Amendment

**Last Modified by Ann DeMeuse on January 2, 2025**



Book	Policy Manual
Section	33.2 for review
Title	Copy of USE OF CREDIT CARDS
Code	po6423
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

#### 6423 - **USE OF DISTRICT CREDIT CARDS**

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit cards.

Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall may be paid for by credit card. ~~Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal. The credit card may never be used to purchase alcohol or personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward permitted under any circumstances.~~

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Board directs the District Administrator to determine and specify those employees authorized to use District credit cards. The District Administrator shall be responsible for giving direction to and supervising such employees' use of District credit cards.

~~The District Administrator shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.~~

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Title	Copy of ASSISTIVE TECHNOLOGY AND SERVICES
Code	po7540.05
Status	Second Reading
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Last Revised	February 19, 2025

## 7540.05 - **ASSISTIVE TECHNOLOGY AND SERVICES**

Students with disabilities have special challenges and may need assistive technology in order to more fully participate in their classrooms, homes, communities and workplaces. Through the use of assistive technology and services these students will have the opportunity to become more independent and self-reliant.

Each IEP team must include in their deliberations consideration of whether the use of assistive technology devices and services to aid students with disabilities is appropriate for each specific student. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology devices and services when deemed necessary.

Students having special needs but not requiring a formal IEP or 504 Plan according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered for assistive technology devices and/or services.

"Assistive technology device" means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

"Assistive technology service" means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices. Assistive technology services include:

- A. the evaluation of needs including a functional evaluation, in the child's customary environment;
- B. purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices;
- C. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;
- D. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- E. training or technical assistance for a child with disabilities, or where appropriate that child's family;
- F. training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers or other(s) who provide services to employ, or are otherwise, substantially involved in the major life functions of that child.

The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.

**Assistive technology used in conjunction with a student's Individual Education Plan (IEP) shall be used with any external communication or recording function disabled, except as provided for in the student's IEP.**

The Board designates the District Administrator and the Special Education Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of assistive technology and services in the District.

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Legal

Individuals with Disabilities Education Act (IDEA), as amended

20 U.S.C. 1401

Section 504 Rehabilitation Act of 1973

Assistive Technology Act (P.L. 105 – 394) 1998

**Last Modified by Ann DeMeuse on December 10, 2024**

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Title	Revised Policy - Vol. 33, No. 2, May 2024 - USE OF SOCIAL MEDIA
Code	po7544
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Adopted	November 20, 2024
Last Revised	February 19, 2025

#### 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 (including District-approved volunteers), 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, which shall be listed on the District's website.

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.

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.

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.

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 or volunteers wish to post information or announcements to a District social media platform, the staff member or volunteer 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 District Administrator, 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 – School-Sponsored Student Publications and Productions, Policy 7540.03 – 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.

## **Expected Standards of Conduct on District-Approved Social Media**

Employees and District-approved volunteers 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 and volunteers 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). ~~( ) Identification of a student in any ( ) social media post ( ) publication and/or social media post [END OF OPTION] from the District must be approved by the parent in advance. [END OF OPTION]~~ Any postings by District employees that identify students must be consistent with Policy 1213/Policy 3213/Policy 4213 - Student Supervision and Welfare.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) 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'/volunteers' 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.

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.

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

Employees 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.

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

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

Employees and District-approved volunteers 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 as necessary.

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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 December 10, 2024**

Book	Policy Manual
Section	33.2 for review
Title	Copy of STUDENT MENTAL HEALTH SERVICES
Code	po8395
Status	Second Reading
Adopted	August 17, 2022
Last Revised	February 19, 2025

### **8395 - STUDENT MENTAL HEALTH SERVICES**

The Board understands the importance of both physical and mental health in supporting all students to reach their fullest educational and personal potential. Providing mental health services to students in the school allows those students that need such services to access them without disrupting their educational pursuits and to provide access to the greatest number of students possible.

The District will assist in facilitating students' access to mental health services ("Services"), when appropriate through the Pupil Services Director or his/her designee and in conjunction with The Stride Program, a licensed agency at the school. These Services are intended to provide support to a student in a way that minimizes intrusion into the student's day and are not intended to replace services provided by a teacher, paraprofessional, or any other staff member. Further, unless otherwise determined by an IEP team, Services are not to be considered a related service necessary for the provision of a free appropriate public education under the Individuals with Disabilities Education Act. The provision of Services will be governed by agreement between the District and the licensed agency and will be subject to the provisions therein as well as the procedures set forth below.

#### **School District Mental Health Professionals**

The Student Services Department is available to assist students with mental health concerns, including providing Services within the scope of the staff members professional abilities and/or licensure.

The Board may provide access to mental health professional staff members to assist students in receiving specified Service, including:

- A. Alcohol and Other Drug Abuse (AODA), including, where available, specialization within the AODA field consistent with school community needs;
- B. Depression, anxiety;
- C. Survivors of abuse;
- D. Self-harm compulsion and/or suicidal ideation.

Student Services shall maintain information regarding community-based and other types of mental health resources available for students who require more intensive Services or who suffer from more acute or chronic conditions. School staff shall coordinate with and collaborate with outside providers to provide continuity of services in and out of school. All Services provided by and/or coordinated by Student Services shall be available to students who participate only on a voluntary basis.

Any staff member who, in the course of providing mental health services to a student shall report any circumstances giving rise to suspicion that the student has been or is the victim of abuse or neglect (See Policy 8462 – Child Abuse and Neglect) or hears of a threat of violence that the staff member believes in good faith presents imminent danger (See Policy 8462.01 – Threats of Violence).

#### **Coordination of On-Site Services (Face-to-Face and/or Virtual)**

Where appropriate, Student Services may, in consultation with the student's building administration, provide access for on-site **and/or virtual** delivery of Services by independent, appropriately licensed and authorized, professionals subject to the following requirements:

- A. All individuals providing Services must be working under an agreement between the District and a licensed agency and approved by the Board prior to commencing services. The Agreement shall specify the term of the Agreement, the amount of time intended to be spent on site, and all financial necessities.
- B. All individuals providing Services must have on file with the District the following: (a) appropriate licensure and other required professional credentials; (b) evidence of appropriate insurance coverage; (c) completed and satisfactory criminal background check results and required State health information. All items on file with the District prior to commencing Services.
- C. To be eligible to receive Services at school, students must have a signed Waiver and Indemnification Agreement and Consent for Release of Information on file with the District specifying the organization's plan for frequency of services, schedule for Services at school, and specifying any financial arrangements involved between the provider, the student, and/or the student's parents. **. This agreement will also stipulate the District's responsibility to provide a Free and Appropriate Public Education (FAPE) for students with Individualized Education Plans (IEPs) so that services are consistent with the District's requirements.**
- D.
- E. Services provided during class time must be approved.
- F. The provider must make it clear, in writing on file with the District, that the provider is not directly affiliated with the District, that the student is receiving Services from the particular agency, or organization such that the District's only involvement is coordinating the schedule and providing a suitable location for students to receive Services. The provider and/or agency is not delivering educational services or providing any service on behalf of or with the approval of or sanctioned by the District.
- G. The District may refuse access to school facilities to any individual or agency for violating any expectations. No District officials shall advocate for students to receive services from any specific provider or agency, but may provide referrals, or information concerning resources available to students.
- H. All providers are expected to adhere to Board policies while on school grounds and providing services to students.

### **Complimentary Services**

The Services described in this policy and provided for through agreements entered into pursuant to this policy do not replace or eliminate other mental health and related services provided through IEP development, 504 plans, general school counseling services, and other student services available through District and partner resources.

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**Last Modified by Ann DeMeuse on December 10, 2024**



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Section	33.2 for review
Title	Copy of FOOD SERVICES
Code	po8500
Status	Second Reading
Adopted	April 17, 2013
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## 8500 - FOOD SERVICES

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

The Board shall also provide a breakfast program in accordance with procedures established by the ~~Department of Public Instruction~~ **United States Department of Agriculture (USDA) School Breakfast Program**.

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

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

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

**The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.**

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

**The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards. (x-) The District Administrator shall assure that the District's vendors and/or Food Service**

Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines. **[END OF OPTION]**

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

**Dietary Modifications [DRAFTING NOTE: This section contains three (3) categories of circumstances in which a student may receive a modified meal. The first category "Compliant Medical Documentation" is mandatory; whereas the second two (2) categories, i.e., "Noncompliant Medical Requests" and "Requests Not Based on a Medical Statement", are optional. The Board may choose either or neither of the two (2) optional categories.]**

#### **Modifications Based on Compliant Medical Documentation**

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. Substitutions to the standard meal requirements shall be made, at no additional charge, for students who have received, from a health care provider with prescriptive authority in the State of Wisconsin, medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The request must contain the following information (x-) and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs **[End of Option]:**

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to (x ) the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator ~~(-) the Special Dietary Accommodation Coordinator. [End of Options]~~ **insert name, address, phone, email address** Jenny Spude, Food Service Director, 1230 Michigan St., Sturgeon Bay, WI 54235, jspude@sturbay.k12.wi.us.] **[DRAFTING NOTE - at least one person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]**

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>) (x ) or upon request to the District's Food Service Director or Special Dietary Accommodation Coordinator **[END OF OPTION]**.

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

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a ~~medical condition~~ disability that restricts the student's diet, ~~in accordance with the criteria set forth in 7 C.F.R. Part 15b.~~ The School District will honor the request for ~~\_\_\_\_\_ ( ) school days. Within \_\_\_\_\_ ( ) school days after receiving the initial request, a health care provider with prescriptive authority in the State of Wisconsin must submit medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The substitutions may be discontinued until such medical certification is received.~~ upon receipt of the required documentation from a State authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical

authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

The medical certification must identify:

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

## Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the ~~( ) Building Principal ( ) District's Compliance Coordinator ( x ) District Administrator ( )~~ **[End of Options]** **[DRAFTING NOTE: the grievance procedure can be designed as appropriate for each District]** and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed ( x ) the decision is final ~~( ) the decision may be appealed to the District Administrator whose decision is final ( )~~ **[End of Options]**.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

## Dietary Modifications

### Modifications Based on Compliant Medical Documentation

~~The individual making an initial request for such substitutions must inform the Food Service Director that the student has a medical condition that restricts the student's diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The School District will honor the request as written by the health care provider with prescriptive authority in the State of Wisconsin. Within (10) school days after receiving the initial request, a health care provider with prescriptive authority in the State of Wisconsin must submit medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The substitutions may be discontinued until such medical certification is received.~~

The medical certification must identify:

- A. ~~the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;~~

- B. ~~an explanation of how the condition or symptom affects the student's diet; and~~
- C. ~~the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula);~~

**~~{Optional Provision – for medical statements not compliant with 7 C.F.R. Part 15b}~~**

**~~{ } Modifications Based on Noncompliant Medical Requests~~**

~~On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:~~

- A. ~~the medical or dietary need that restricts the student's diet; and~~
- B. ~~the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted;~~

**~~{End of Option}~~**

**~~{Optional Provision – Based on preferences with no medical documentation} [DRAFTING NOTE: If the Board chooses to include this category of modification, it must also choose among the options below.]~~**

**~~{ } Modification Based on Student/Parental Preference~~**

~~When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:~~

**~~A. { } Fluid Milk Substitution [If Selected Choose One]~~**

1. ~~{ } The School District shall have no legal obligation to accommodate a student's or a parent's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file requiring such a substitute. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS). **[DRAFTING NOTE: This gives students the ability to decline some of the food options offered as part of the reimbursable meals. For example: 5 components need to be offered and students need to take 3 options. They can decline milk for example, and it is still a reimbursable meal. The intent is to give students a choice and avoid food waste. Schools have the ability whether or not they use OVS.]**~~
2. ~~{ } The School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.~~

**~~B. { } Religious Reason [If Selected Choose One]~~**

1. ~~{ } The School District shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).~~
2. ~~{ } The School District will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.~~

**~~C. { } General Dietary Preference [If Selected Choose One]~~**

1. ~~{ } The School District shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).~~
2. ~~{ } The School District will provide substitutions based on lifestyle preferences to any student with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a personal request must meet USDA Child Nutrition Program meal pattern requirements.~~

**~~{END OF OPTIONS}~~**

## **IMPLEMENTATION AND DISCONTINUATION**

### **Review**

Upon receipt of a request for a special dietary accommodation, the Food Service Director shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

### **Implementation**

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

### **Notification**

~~Parents will be notified of clarifications needed or approval of a special dietary request.~~

### **Student Absence**

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the ~~Food Service Director~~ Special Dietary Accommodation Coordinator by 7:00 AM the same day.

### **Renewing A Special Dietary Request**

An authorized Medical Statement does not need to be updated annually. However, the ~~Food Service Director~~ Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

### **Discontinuation of a Special Dietary Request**

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the ~~Food Service Director~~ Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities recommendation provided with the Medical Statement for Special Dietary Needs. .

~~The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.~~

### **Meal Charges**

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

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

A periodic review of the food-service accounts shall be made by the Food Service Director and the Business Manager. Any surplus funds from the National School Lunch Program shall be used ~~in a manner permitted by law~~ to support the operation and improvement of the school meal program(s) through allowable expenditures as determined by the District Administrator. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

### **Bad Debt**



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

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

### **Negative Account Balances**

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative family food service account balance not to exceed \$200. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students so that the unpaid charges are not classified as bad debt at the end of the school year.

If a student has reached the permissible level of negative lunch account balance, they shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to a negative lunch account balance.

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

The food-service program shall participate in the Farm to School Program using locally grown food in school meals and snacks.

~~No foods or beverages, other than those associated with the District's food service program, are to be sold during food service hours.~~

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

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

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

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination

statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [https://www.usda.gov/sites/default/files/documents/USDA\\_OASCR%20P-Complaint\\_Form\\_0508-0002-508-11-28-17Fax2Mail.pdf](https://www.usda.gov/sites/default/files/documents/USDA_OASCR%20P-Complaint_Form_0508-0002-508-11-28-17Fax2Mail.pdf), <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. E-mail:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Revised 7/15/15  
Revised 8/16/17  
Revised 12/19/18  
Revised 1/11/23  
Revised 7/17/24

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## Legal

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

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

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

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

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

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215  
7 C.F.R. Part 220  
7 C.F.R. Part 225  
7 C.F.R. Part 226  
7 C.F.R. Part 227  
7 C.F.R. Part 235  
7 C.F.R. Part 240  
7 C.F.R. Part 245  
42 U.S.C. Chapter 13

**Last Modified by Ann DeMeuse on December 18, 2024**



Book	Policy Manual
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Code	po8510
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

## 8510 - **WELLNESS**

As required by law, the Board **for the Sturgeon Bay School District** establishes the following wellness policy ~~for the Sturgeon Bay School District as a part of a comprehensive wellness initiative.~~

### **Policy Preamble**

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her/their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health ~~and reducing childhood obesity;~~
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health ~~and reducing childhood obesity;~~
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

### **Wellness Policy Leadership**

The District Administrator ~~will oversee the development, implementation, and evaluation of the wellness procedures~~ **shall implement and ensure compliance with the policy by leading the review, update, and evaluation of the policy** and is authorized to designate a staff member or members with responsibility to assure that wellness initiatives are followed in the District's schools.

### **Required Public Involvement**

The District Administrator shall obtain the input of District ~~stakeholders, to include~~ **collaborators to participate in the development, implementation, and periodic review and update of the policy.** The collaborators may include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, ~~School~~ Board members, members of the public, **medical/health care professionals,** and other school

administrators in the development, implementation, evaluation, and periodic review and update, if necessary, of the wellness policy. School-level health advisory or wellness committees may assist in the planning and implementation of these Wellness initiatives.

### **Committee Formation**

The District shall convene a Wellness Committee that meets at least one (1) time during the school year to establish goals and oversee school health policies and programs, including development, implementation, and periodic review and update of this Wellness Policy.

### **Committee Representatives**

The District shall invite a diverse group of stakeholders/collaborators to participate in the development, implementation, and periodic review and update of the Wellness Policy.

Stakeholders/Collaborators may include:

- A. administrator(s)
- B. classroom teacher(s)
- C. school food service representative(s)
- D. school nurse(s)
- E. community member/parent(s)
- F. student(s)
- G. nutrition and/or health education teacher(s)

### **Nutrition Standard for All Foods/School Meal Programs/Standards and Guidelines for School Meal Programs**

The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

### **School Meal Programs**

#### **Standards and Guidelines for School Meal Programs**

- A. All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. (<https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart>)
- B. Drinking water is available for students during mealtimes.
- C. All schools in the District participate in USDA child nutrition programs, including NSLP & SBP.
- D. All meals are accessible to all students.
- E. Menus shall be created/reviewed by a Registered Dietitian or other certified nutrition professional.

### **School Meal Program Participation**

The District:

- A. shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals;
- B. shall allow students the opportunity to provide input on menu items.

### **Standards for Foods and Beverages Sold Outside of School Meals**

All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. <https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>

### **Foods Offered/Provided but Not Sold**

The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.

### **Fundraising**

The District adheres to the Wisconsin Department of Public Instruction fund-raiser exemption policy and allows two (2) exempt fund-raisers per student organization per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

### **Marketing**

Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fundraisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

### **Nutrition Education**

The primary goal of nutrition education is to influence students' lifelong eating behaviors. Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the District. The District aims to teach, model, encourage, and support healthy eating by providing nutrition education.

### **Nutrition Promotion**

The District is committed to providing a school environment that ~~promotes~~ encourages students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

### **Physical Activity**

- A. The District shall provide students with age and grade-appropriate opportunities to engage in physical activity.
- B. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

### **Physical Education**

- A. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- B. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- C. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.

### **Activities That Promote School Wellness**

**[DRAFTING NOTE: At a minimum, all schools/Districts must include at least one goal related to other school-based wellness activities.]**

- A. ( ) The District will offer \_\_\_\_\_ **[Insert Number]** family-focused events supporting health promotion (e.g., health fair, nutrition/physical activity open house) each year.

- B. ☐ Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- C. ☒ The District supports the implementation of other programs that help create a school environment that conveys consistent wellness messages in an effort to promote student well-being.
- D. ☒ As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle.
- E. ☐ Students shall be allowed to bring and carry throughout the day approved water bottles filled with only water.
- F. ☐ Staff is strongly encouraged to model healthful eating habits, and are discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum.
- G. ☐ Staff is not permitted to eat or drink out of branded packaging in front of children (e.g., coffee containers with specific company logos).
- H. ☐ The school ☐ shall ☐ may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- I. ☐ The schools ☐ shall ☐ may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
- J. ☐ Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- K. ☐ Other:

### Staff Wellness

The District will implement that an organized wellness program shall be available to all staff to promote healthy eating and physical activity among school staff.

### Community Engagement

- A. The District shall work with community partners, including the hospital to support district wellness.
- B. The District shall inform and invite parents to participate in school-sponsored activities throughout the year.

### Additional Strategies for Consideration:

- A. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- B. The school shall provide attractive, clean environments in which the students eat.
- C. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, ~~entitled~~ Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, ~~entitled~~ Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

All foods available on campus during the school day shall comply with the current USDA nutrition guidelines, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.

- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well, regardless of unpaid meal balances without stigma.

- D. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- E. The food service program shall be administered by a qualified nutrition professional.
- F. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- G. All food service personnel shall receive pre-service training in food service operations.
- H. Continuing professional development shall be provided for all staff of the food service program.

### **Monitoring and Evaluation - Triennial Assessment**

A review of this policy shall occur no less than once every three (3) years using a procedure developed and implemented by the District Administrator. The District shall notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The report will be made available at [www.sturbay.k12.wi.us](http://www.sturbay.k12.wi.us).

**[DRAFTING NOTE: At a minimum, schools/districts must conduct an assessment of the wellness policy every three (3) years, report to the public the finding of the evaluation, and update the policy as appropriate. Language related to how the wellness policy, including any updates, will be made available to the public on an annual basis, must be included in your policy.]**

**~~Option One: Choose Either A or B~~ It is recommended that the first option be included or check the second option if the Wellness Committee will complete the evaluation and report to the Board. Check any others as they apply.**

- A. ☐ The District will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy, progress towards meeting policy goals, and how the policy compares to a model policy, as established by the USDA. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement. The results of the triennial assessment will be made available to the public.
- B. ☐ ~~A review of this policy shall occur no less than once every three (3) years using a procedure developed and implemented by the District Administrator. The District shall notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The report will be made available at \_\_\_\_\_ [Insert Web Address].~~
- C. ☐ The Wellness Committee shall evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement. The results of the triennial assessment will be made available to the Board and public. ~~The District shall notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The report will be made available at \_\_\_\_\_ [Insert Web Address].~~
- D. ☐ The District wellness policy will be updated as needed based on evaluation results, District changes, emersion of new health science information/technology, and/or new Federal or State guidance are issued.
- E. ☐ The District will actively inform families and the public about the content of and any updates to the policy through \_\_\_\_\_ **[Insert channels of communication such as District/school website, newsletters, mailings, etc.].**

### **Public Notice/Update/Inform the Public**

The District will actively inform and update the public about the content of and any updates to the policy through the District website and Board meetings.

The District Administrator shall be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall distribute information at the beginning of the school year to families of school children, include information in the student handbook, and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

### **Record Retention**

The District Administrator shall require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy, including:

- A. copy of the current policy;
- B. documentation of efforts to publicize the policy.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. E-mail:  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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Revised 7/15/15

Revised 4/19/23

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Legal 42 U.S.C. 1751 et seq.  
42 U.S.C. 1771 et seq.

Last Modified by Ann DeMeuse on December 19, 2024



Book	Policy Manual
Section	33.2 for review
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

### 8531 - FREE AND REDUCED-PRICE MEALS

The Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student, ~~as well as free milk for qualifying students.~~

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's (DPI) administration of the School Nutrition Programs.

The Board designates the District Administrator to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually (close to the beginning of the school year), notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school.

The notice shall contain all information required by State and Federal regulation.

The District and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

Any student identified as homeless, a foster child, a runaway, a migrant, or who is enrolled in Head Start shall be considered eligible for free meals and free milk.

Students receiving free or reduced meals or milk shall not be subjected to any of the following actions related to their receipt of meal service:

- A. the District shall not publish or otherwise publicize names of children receiving free or reduced meals or milk;
- B. the District's meal service will not use special tokens or tickets that identify students as receiving free or reduced meals or milk;
- C. no student shall be required to work or perform any service in order to receive food service;
- D. students receiving free or reduced price meal service shall not be required to use a separate line or separate eating area, nor shall they be required to receive meals at a different time based on eligibility for the free or reduced program;
- E. all students shall have the same choices for meals and milk regardless of whether the student is paying full price or receiving free or reduced meal service benefits.

The District Administrator shall regularly evaluate the free and reduced lunch program to determine whether the District or school may qualify for special assistance certification or Community Eligibility Provision (CEP) to reduce the paperwork burden on families qualifying for free and reduced meals. Any schools identified as CEP eligible shall be notified.

#### **[END OF OPTION 1]**

~~**[ ] OPTION TWO – Community Eligibility Provision (CEP) – May be selected only if the District has obtained approval from DPI to provide free meals to all students based on community poverty.**~~

~~The District has received approval to extend free meals to all students through the Community Eligibility Provision (CEP). Participation in CEP means that all students receive free meal service on an equal basis, and that no individual household applications may be collected, except as frequently as required by law to continue CEP eligibility. If any school is found in any fourth year of CEP to have a free or reduced lunch eligible student percentage less than twenty five percent (25%) but more than fifteen percent (15%), the [ ] District Administrator [ ] Food Service Director **[END OF OPTIONS]** shall notify DPI and request an additional year of CEP eligibility prior to recertification.~~

#### **[END OF OPTION 2]**

Unless exempted by DPI, annually prior to a date established by the Department of Agriculture and/or the DPI, the ( ) District Administrator ( ) Food Service Director **[END OF OPTIONS]** shall notify DPI of any school in the District that has twenty-five percent (25%) free and reduced lunch eligible or that has less than twenty-five percent (25%) but more than fifteen percent (15%) identified student percentage.

#### **Nondiscrimination Statement**

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, ~~the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA~~ this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity..

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or



3. E-mail:  
program.intake@usda.gov.

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

42 U.S.C. 1771 et seq.

7 C.F.R. Part 245

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T.C. 10/25/23

Revised 7/17/24

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Legal                      115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.  
                                 42 U.S.C. 1771 et seq.

**Last Modified by Ann DeMeuse on December 18, 2024**

Book	Policy Manual
Section	33.2 for review
Title	Copy of VENDING MACHINES
Code	po8540
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

## 8540 - VENDING MACHINES

The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

- A. No food or beverages are to be sold or distributed which will compete with the District's food-service program.
- B. Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules.

The District Administrator shall develop and implement administrative guidelines that will require these conditions are adhered to on a continuing basis.

## Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

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1400 Independence Avenue, SW  
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3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Book	Policy Manual
Section	33.2 for review
Title	Copy of COMPETITIVE FOOD SALES
Code	po8550
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

## 8550 - **COMPETITIVE FOOD SALES**

The food-service program will comply with the provisions set forth in Federal law regarding sale of competitive food and foods of minimal nutritional value.

Only the food-service program shall sell food and beverages to students in elementary schools during regular school hours.

In secondary schools, the food-service program shall be the sole provider of food and beverage items sold until thirty (30) minutes following the last lunch period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board of Education's policies and guidelines. Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules.

### **Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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2. Fax:  
(833) 256-1665 or (202) 690-7442; or

3. E-mail:  
program.intake@usda.gov.

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**Last Modified by Ann DeMeuse on December 12, 2024**

Book	Policy Manual
Section	33.2 for review
Title	Copy of TRANSPORTATION
Code	po8600
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

## 8600 - TRANSPORTATION

It is the policy of the Board to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 - Bus Services Contracts for the transportation of resident students between their home areas and the schools of the District to which they are assigned. However, no vehicle with a capacity of more than fifteen (15) shall be purchased or used to transport students for which there are no applicable, passenger-protection, Federal motor-vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 - Bus Services Contracts shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily required procedures.

### **[ ] Nonroutine Use of School Buses**

-

~~The Board may permit the school buses owned or leased by this District to be used for purposes other than regularly scheduled routes to and from school in accordance with legal requirements, provided such trips do not interfere with routine school transportation services.~~

-

~~Vehicles must be operated when possible by an employee of this District, or otherwise by a qualified individual approved by the District Administrator. The cost of transportation shall be reimbursed to the Board ( ) based on the actual cost to the District of the school bus usage ( ) in accordance with a formula established in the District's administrative guidelines [END OF OPTIONS].~~

-

~~[ ] The District Administrator shall develop administrative guidelines which should include provision for insurance coverage and the requirement that for each school bus trip involving school age passengers chaperones will be used to assist the staff member(s) in maintaining passenger control and in enforcing procedures for the safety of all passengers.~~

## **[ x] Surveillance on School Buses**

The Board authorizes the District Administrator to install and operate video surveillance on District buses to enhance student safety and well-being.

Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video surveillance on all school buses.

It is strongly recommended that the District provide notification to parents regarding video on District buses.

## **District-Owned Vehicles Used for Transporting Students**

All drivers of motor vehicles owned by the District and used for transportation of students shall be under written contract with the Board as required by 121.52, Wis. Stats.

All operators of motor vehicles owned by the District and used for transportation of students shall be subject to the provisions of 121.555, Wis. Stats. and may be subject to the District's employee drug testing policy in accordance with Policy 8601 - Controlled Substance and Alcohol Policy for Employees that Transport Students.

Revised 11/15/23

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Legal                                      120.13(27m), 121.52, 121.53, 121.54 et seq., Wis. Stats.  
   Wis. Admin. Code Trans 300.81

**Last Modified by Ann DeMeuse on December 12, 2024**



Book	Policy Manual
Section	33.2 for review
Title	Renum./Revised Policy - Vol. 33, No. 2, May 2024 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
Code	po8601
Status	Second Reading
Adopted	February 19, 2025

## **Renum./Revised Policy - Vol. 33, No. 2**

### **41628601 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS**

#### **Purpose**

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, must be mentally and physically alert at all times while on duty. In addition, the Board recognizes that a drug-free and alcohol-free school and work environment is vital to workplace and school safety and to the quality of the District's educational services.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board expects all ~~Drivers~~drivers to comply with Board Policy 3122.01/Policy 4122.01 ~~on~~ Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all ~~Drivers~~drivers should be free of any influence of alcohol or controlled ~~substances~~substances while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all ~~Drivers~~drivers.

#### **Covered Employees**

~~This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty. (x )~~ The policy ~~also~~ applies to ~~other~~ staff members who drive students in District vehicles or inspect, service, or condition District vehicles. The District views these as "safety-sensitive" functions. **[END OF OPTION]**

#### **Definitions**

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, ~~and/or~~ phencyclidine (PCP).
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.

- D. The term *safety-sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- E. The term *Driver* means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.
- F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

## Procedures

The District Administrator shall establish a drug and alcohol testing program whereby each driver is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations:

- A. prior to employment (Controlled Substances only);
- B. reasonable suspicion;
- C. upon return to duty after any alcohol or drug rehabilitation;
- D. after any accident, whenever the District determines that an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property, the District may require the employee to be tested for drugs or alcohol, or both;

In addition, Department of Transportation regulations require that drivers submit to post-accident testing for drugs and alcohol under the following circumstances:

1. ~~When~~ when the driver is involved in an accident involving the loss of a human life, regardless of who was at fault;  
or
2. ~~When~~ when the driver is involved in an accident in which s/he is issued a citation for a moving traffic violation, and the accident involves an injury to any person who, as a result of the injury, immediately receives medical treatment away from the accident scene, or involves disabling damage (i.e., must be towed away or cannot be driven from the accident scene) to any vehicle.

- E. on a random basis; and
- F. on a follow-up basis.

Any staff member who tests positive as defined in the guidelines shall be:

- A. ☒ immediately prohibited from driving any District vehicle or conducting a safety-sensitive function;
- B. ☐ evaluated by a substance abuse professional;
- C. ☒ provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;

- D. (x) subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completed any required treatment program, and passed a retest.

Prior to the beginning of the testing program, the District shall provide a training for all employees, including Drivers and their supervisors about:

- A. the dangers and adverse effects of drug and alcohol use;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 3122.01/Policy 4122.01 - Drug-Free Workplace and Policy 3161/Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty;
- D. the sanctions that may be imposed for violations of Policy 3122.01/Policy 4122.01 - Drug-Free Workplace.

The District Administrator shall arrange for periodic retraining of supervisors and staff members as necessary. The District Administrator shall provide a copy of this policy and testing guidelines to all Drivers and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The District Administrator shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples;
- B. clear and consistent communication with the District's Medical Review Officer (MRO);
- C. methodology and procedures for conducting random tests for controlled substances and alcohol;
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments.

The District Administrator shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

#### **Return-to-Duty (Safety Sensitive Positions)**

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.

Subject to any legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the District Administrator.

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Legal 49 C.F.R. 382.101 et seq.

**Last Modified by Ann DeMeuse on January 2, 2025**

Book	Policy Manual
Section	8000 Operations
Title	TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640
Status	Active
Adopted	April 17, 2013

#### **8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the District Administrator.

The District shall assume transportation costs for a certain number of approved field trips as specified in the District Administrator's administrative guidelines.

It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.

It will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid from the designated fund.

It will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid from a designated fund.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.

The District Administrator shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

Legal	121.54(7), Wis. Stats.
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**Last Modified by Valerie Lukens on February 24, 2020**

Book	Policy Manual
Section	8000 Operations
Title	NONROUTINE USE OF SCHOOL BUSES
Code	po8651
Status	Active
Adopted	April 17, 2013

#### **8651 - NONROUTINE USE OF SCHOOL BUSES**

The Board of Education will permit the school buses owned or leased by this District to be used for purposes other than regularly- scheduled routes to and from school in accordance with law and rules of the State, provided such trips do not interfere with routine school transportation services.

The nonroutine use of buses shall be defined for purposes of this policy as those uses which are specified in State law.

Vehicles must be operated by the holder of a valid bus driver's license and a school bus safety certificate and, when possible by an employee of this District. The cost of transportation shall be reimbursed to the Board in accordance with a formula established in the District's administrative guidelines.

The District Administrator shall develop administrative guidelines which should include provision for insurance coverage and the requirement that for each school bus trip involving school age passengers chaperones will be used to assist the staff member(s) in maintaining passenger control and in enforcing procedures for the safety of all passengers.

Legal	120.13(27), Wis. Stats.
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**Last Modified by Valerie Lukens on February 24, 2020**

Book	Policy Manual
Section	33.2 for review
Title	Copy of TRANSPORTATION BY PRIVATE VEHICLE
Code	po8660
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

## 8660 - TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS

The Board authorizes the transportation by private vehicle of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator unless emergency permission to use a larger capacity vehicle is obtained in writing from the Wisconsin Department of Transportation. Any transportation of students in a private vehicle must be approved in advance and in writing by the principal in accordance with the District Administrator's administrative guidelines.

The parent of ~~the a~~ participating student will be given, on request, the name of the driver, and ~~the a~~ description of the vehicle.

~~Any~~ person ~~may~~~~shall~~ be approved for the transportation of students in a private vehicle ~~if the person is who is not~~ an employee of this Board, an approved volunteer, the parent of a student enrolled in this District, and the holder of a currently-valid license to operate a motor vehicle in the State of Wisconsin, is at least eighteen (18) years of age. ~~An approved driver must also~~ be physically capable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion, and has signed the form provided by the District.

Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

~~Any~~ person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by applicable law. The District Administrator may withdraw the authorization of any private vehicle driver whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned or leased by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

Revised 12/18/19

T.C. 2/15/23

Revised 2/15/23

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Legal 121.52, 121.53, Wis. Stats.

Last Modified by Ann DeMeuse on December 13, 2024

Book	Policy Manual
Section	33.2 for review
Title	Copy of BUS SERVICES CONTRACTS
Code	po8680
Status	Second Reading
Adopted	April 17, 2013
Last Revised	February 19, 2025

## 8680 - ~~BUS~~ **TRANSPORTATION SERVICES CONTRACTS**

The Board ~~of Education~~ policy regarding fulfillment of its obligation to provide transportation to students within the District is defined in Policy 8600 and AG 8600 - **Transportation**. **For student safety, State law requires that the District to take certain measures to ensure regarding the competence of those operating the buses to assure student safety transportation drivers.**

The owner or lessee of all privately owned motor vehicles **used by the District to transport students** shall be under written contract with the Board ~~of the District for which such transportation is provided~~. The contract must specify that the owner or lessee is obligated to perform any action necessary to fulfill its obligation under ~~Wis. Stats. Section 121.555~~, **Wis. Stats.**

All contracts for bus services, either between the District and its employees or between the District and a private entity contracted for the purpose of providing transportation services, must be in the form prescribed by the **Wisconsin** Department of Transportation and specify that all parties to the contract are at all times subject to the rules adopted by the Secretary of **the Wisconsin Department of** Transportation under ~~Wis. Stats. 110.06(2)~~, **Wis Stats.** and by the **Wisconsin** Department **of Transportation**.

All contracts for transportation services between the District and a private entity shall contain provisions requiring that the owner or lessee of the privately owned motor vehicles assure that all operators of said vehicles are subject to drug testing in accordance with U.S. Department of Transportation regulation. The contract shall require that the owner or lessee provide the District with its drug testing policy for approval.

### ~~District Owned Vehicles Used for Transporting Students~~

~~All drivers of motor vehicles owned by the District and used for transportation of students shall be under written contract with the Board.~~

~~All operators of motor vehicles owned by the District and used for transportation of students shall be subject to the provisions of 121.555, Wis. Stats. (see Policy 4124) and shall be subject to the District's employee drug testing policy (Policy 4162 – Controlled Substance and Alcohol Policy for Employees that Transport Students).~~

**Revised 6/18/14**

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Legal 110.06, 121.52, 121.555, Wis. Stats.  
49 C.F.R. Chapter 40

**Last Modified by Ann DeMeuse on December 13, 2024**



## MEMO

**To:** Board of Education

**From:** Keith Nerby

**Date:** December 18, 2024

**Re:** January 2025 Principal's Report

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### Teaching and Learning

**Student Support Updates:** In Mid December, our Homeroom teachers met 1:1 with each of our students in grades 9-11. These meetings were scheduled to go over the Pre-ACP results with our students so they could see what went well and areas they can work on. This meeting was extremely beneficial to our students and staff. Students were able to get a detailed view and explanation of the assessment and identified three goals they have for the assessment in the Spring and beyond. Our students are owning their scores and our teachers are helping to identify areas for improvement and support.

**Intervention Steps:** Based on academic needs, students have been identified and placed into supports that our teachers are running in specific content areas. These interventions are being held during our Clipper Time and are specific to student needs. Any student who did not meet benchmark on the Pre-ACT have been placed in these supports and they will meet one day per week. All other students are continuing with Clipper Time as they had previously.

**Scheduling Information:** Starting the end of January, our students will begin scheduling for the 2025-2026 school year. You approved the course booklet last month and it has been added to our high school webpage and sent out to all families to begin reviewing. We encourage our families to review each class carefully as we build our schedule around the classes the students select. Students and families will have until June 12 to change any classes before they are unable to for the upcoming school year.

### Upcoming Events

Here is a list of upcoming events:

Quarter 2 / Semester 1 Exams	Thursday, January 16, and Friday, January 17
<i>January 16: Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will run at the end of the day.</i> <i>January 17: Exams for Blocks 3 and 4 in a.m. Students released at 11:45 a.m. Buses will run at noon on that day.</i>	
Quarter 3 Begins	Monday, January 20
Sadie Hawkins Dance	Saturday, February 8

## MEMO

To: Board of Education

From: Lindsay Ferry

Date: December 20, 2024

Re: January Director of Special Education and Pupil Services Report

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**Special Education:** Our special education team had a lot of fun with students in December as we prepared Holiday crafts, celebrated with friends in school and in the community, went sledding, swam, and prepared treats for our favorite teachers! A big thank you to all of our staff, students, and families for such a great month of holiday cheer!

### **Pupil Services:**

Our Pupil Service team is gearing up for the 2025 Assessment Season as well as the 2025 Scheduling Season. Our team began assessment accommodations with our teachers in November, and will begin entering those supports in the appropriate portals so that we are ready for the Spring Assessment season.

Our special education teachers in each building are also working to create additional learning opportunities for students so that when scheduling does occur, students have more options to choose from. More to come!

### **Meetings/Workshops:**

- January 2: Special Education Office Team Meeting
- January 6: LETRS Training with Special Education staff
- January 6: Special Education DLT
- January 7: Coaches Team meeting
- January 8: School Board Learning Session
- January 9: Sunrise Special Education PLC
- January 13: Sawyer Special Education PLC
- January 15: School Board Meeting
- January 16: Kobussen Team meeting (Alumni Hall)
- January 16: Middle School Special Education PLC
- January 17: School Psychologist CESA 7 meeting
- January 20: DLT
- January 21: High School Special Education PLC
- January 22: CESA Special Education Director Team meeting
- January 23: District SEL Team
- January 27: Pupil Service Team meeting
- January 28: LETRS Training with Special Education Staff

- January 29: CORE Team Admin Meeting
- January 30: DCMC meeting
- January 31: CESA 7 Investigations Training

Special Education Activities by Month												
	Sept (9/6/24)	Oct (10/1/24)	Nov (11/4/24)	Dec (12/2/24)	Jan (12/20/24)	Feb	Mar	April	May	June	July	Aug
Total Students	182	183	181	179	182							
Student Primary Disability Areas												
LD	34	34	34	34	33							
ID	4	4	4	4	4							
SDD	28	28	28	25	25							
AUT	26	26	26	27	27							
EBD	20	20	20	18	18							
S/L	37	37	37	37	41							
HI	1	1	1	1	1							
VI	0	0	0	0	0							
D/B	0	0	0	0	0							
OHI	33	33	31	33	33							
TBI	0	1	1	0	0							
Speech, OT and PT												
Speech	84	85	86	84	87							
OT	57	56	46	45	45							
PT	4	4	4	4	4							
Private School Students	10	10	10	10	12							
Evaluations initiated												
Initial Evaluations (incl pvt school)	3	3	10	2	0							
B-3 Initials	0	0	0	0	0							
Re-Evaluations (incl pvt school)	7	3	7	7	1							
No 3 Yr	2	2	4	3	3							
Miscellaneous Meetings												
Initial Mtgs held	0	0	1	3	5							
Re-Eval Mtgs held	0	0	5	5	3							
New Placements offered	0	0	1	1	4							
Transfer in students (includes students coming back from homeschool)	8	0	0	0	1							
Exits (includes grads, dismissals & students going to homeschool)	6	0	3	4	2							
Dismissal of Services	0	0	0	2	0							
Revocation of Services	0	0	0	0	1							
Moved during Eval	0	0	0	0	1							
504/Health Plans												
Current 504 Plans	21	21	21	22	23							

## **TJ Walker Board Report**

### **January, 2025**

#### **Teaching and Learning**

- STAR/Forward Goal setting January 8-16
- Stacy Judas expected to return Jan. 20.
- STAR Testing January 20-24.
- Spring Math Winter Screener Jan. 27-30.
- MS & HS Math to meet and review factors to determine Algebra admittance Jan. 29.

#### **ELL Updates**

- Testing continues for 5th-8th Grade students.
- CESA 7 representative, Beth VanDeHey, comes January 24 to work with staff from each building.

#### **Middle School Exams**

Mon., Jan. 13- ELA & Science

Tues. Jan. 14 - Math & Social Studies

Wed. Jan. 15 - Health & FACE

Thurs. Jan 16 - ART & Tech Ed

Fri. Jan. 17 Half day

#### **2025-2026 Course Selections**

- 2025-2026 High School course offerings meeting Jan. 28
- 2025-2026 Middle School course offerings are sent out February 7th.

2025 MS Empower Leadership Conference at Resch Center Jun 16

- Twelve 7th Grade students, 6 boys and 6 girls, are attending the MS Leadership Conference
- Focus is on inspiring students to be their best selves and make a positive leaders

#### **Athletics**

Middle School Girls Basketball, Wrestling, and a Dance team are now in season.

**To:** Board of Education  
**From:** Katie Smullen, Principal, Sunrise Elementary School  
**Date:** January 2025  
**Re:** January Report to the Board



## **Teaching and Learning**

### **Cool Tool Refresher**

Returning from Winter Break, we used that first morning back to review the expectations for the playground, cafeteria, hallways, classroom, bus, etc. We call this Cool Tools and it is part of our PBIS (Positive Behavior Intervention System) plan for our school. The refreshers are very helpful for students and staff alike.

### **Mid Year Benchmark Assessments**

We are entering assessment time to see what gains students have made on the STAR Math and Reading assessments. As part of Act 20, we have also added the Aimsweb Reading Screener for our 3rd grade students. Families of third graders were informed of this screener and that students who fall below the 25%ile will be contacted, undergo further testing and then the team will work to create a personalized reading plan to help them make grade level goals.

## **Community Engagement**

### **Attendance Prize Donations**

Each month, we recognize students who have perfect attendance. They are put in a drawing for a prize and students at each grade level have two chances to win. Target has donated prizes, in addition to the Packers organization. We also recognize classes who fill in each letter of their classroom poster that reads EXCELLENT ATTENDANCE. Each time the class has perfect attendance, they fill in a letter. Once all of the letters are filled in, they choose a class prize (extra recess, show and tell, snack, etc.). These positive pieces are very motivating to students and we are grateful for the community support to make it happen.

## **Finance, Facilities and Operations**

We are still so thankful for our new playground which is holding up well to the winter elements.

## **Upcoming Events**

- Winter Family Fun Night - Thursday, January 30 (weather permitting!)
- Sunrise Data Digs - February 11, 12 and 13

# 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**

**January 15th, 2025**

**Katy DeVillers**

***Sawyer Principal***

#### **Teaching and Learning**

- Kindergarten-2nd grade students will be participating in the Universal Star Math and the SpringMath Screeners at the end of this month. The Star Math Screener will show how students are doing in our core curriculum. The SpringMath Screener shows us how many classwide interventions skills have been attained at each grade level. The students are making great progress on this screener for only having about 2 full months putting the Spring Math process into place in the universal classroom setting.
- Winter literacy screening began on January 13th. Information was sent out to families regarding the new Aimsweb testing and Act 20 requirements. When the screening is completed, the team will analyze the results of this new assessment and administer proper diagnostic assessments, as well as prepare a personalized reading plan for all students that fall below the 25th percentile. This plan will be reviewed with parents. The literacy coach and interventionists will collect progress monitoring data on those students weekly.
- Our staff will be conducting a Cool Tool Review with our students during the week of January 6th-10th to reinforce expected behaviors in many common areas within our school and for the bus. After a long break is a good time to remind and practice these exceptions for our students.

#### **Community Engagement**

- The Elementary Principal and School Counselor from the Algoma School District visited on Monday, January 6th, to observe in our Safe Harbor Room and learn more about the process of how we support students within our Multi-Level System of Support (MLSS) for Social-Emotional Learning and Behavior.
- Our K-2nd Grade Students will be experiencing the 'Cirque Kalabante' At DC Auditorium on Monday, January 27th
- I will be attending the next Bus Meeting on Thursday, January 16th





## **Board of Education Report**

**January 6, 2025**

Jennifer Weber

*Director of Teaching, Learning and Technology*

### **Teaching and Learning**

- January is data month! During the month of January, literacy coaches, interventionists and principals will hold data digs at every grade level K-8. As we look at district literacy and math data we are looking for evidence of both student academic growth and that the adjustments we have made to our building schedules, intervention groups, and data protocols are making a difference! This is happening in correlation with the changes we've made to teach to the Science of Reading as well as the implementation of data conversations at the secondary levels that are paired with action steps. I look forward to providing data updates for you in February!
- AimswebPlus, the literacy screener mandated by WI ACT2o requires that we not only screen all students in grades K-3 but also that we dig in further using a battery of diagnostic assessments with any students who score below the 25th percentile on that screener. Additionally, those students who score in the bottom quartile are required to have a PRP (Personal Reading Plan). This work requires a great deal of time and effort, especially on the part of our coaches and interventionists. I will share more detailed information with you in my oral remarks.
- An Academic and Career Planning work group was formed last year to update our district's ACP plan as well as to make it more comprehensive. The team developed a web-friendly version to post on the website; the next steps include the incorporation of elementary career awareness into the plan. The updates were reviewed by our CESA contact and the plan was given high praise. The plan is required by the DPI approved and reviewed each year.
- A reminder that our Community Programming Event is underway and we are excited to see the response from community members and staff! Look for pictures of the events and community learning on our website and social media pages throughout January, February and March.

## Technology Department

- Student information and data specialist, Amy Lautenbach, is busily working on Civil Rights Data Collection. The Department of Education collects a variety of information including student enrollment and educational programs and services, most of which are disaggregated by race/ethnicity, sex, limited English proficiency, and disability. The CRDC is a longstanding and important aspect of the DoE Office for Civil Rights (OCR) overall strategy for administering and enforcing the civil rights statutes for which it is responsible. Information collected by the CRDC is also used by other DoE offices as well as policymakers and researchers outside of the DoE. The collection opened on December 9 and is due on March 7. Collaboration with several staff such as principals, school counselors, special education dept, school resource officer, and Title coordinator is necessary to complete the required survey.
- December celebrated computer science education and students k-12 were offered opportunities to investigate the world of computer science via coding and robotics. The goal of events of this type is to raise interest and awareness about the ways in which computer science is integrated into many content areas and careers and to increase participation in CS course offerings (especially for underrepresented populations).
- The 2024 SLATE Technology Conference in Wisconsin Dells, six of our educators explored a variety of tools and strategies aimed at enhancing both teaching and learning through technology. New Google tools in Slides, Sheets, and Forms were shared for streamlining events, giving feedback, recording audio, and creating certificates, while AI tools like Brisk, Diffit, and MagicSchool AI were discussed for their ability to support personalized learning and formative assessments. AI's role in simplifying teacher workflows, such as creating quizzes and adjusting reading levels, was emphasized, though educators were reminded that effective prompts are key to getting useful results. Other notable tools included Figjam for online whiteboarding, Canva for intuitive video editing, and CoSpaces for coding and virtual reality projects. The conference also highlighted a growing state-wide interest in esports, with networking opportunities for teachers looking to incorporate it into the curriculum. Ultimately, the conference underscored the potential of AI in transforming personalized learning, but also acknowledged the need for time and support to integrate these innovations effectively into classrooms in order to maintain academic integrity.
- Tech integration specialist, Jen Hanson, continues to offer new and ongoing opportunities for professional development through "Tech Prep Rallies," which are scheduled to take place during preparatory periods teachers and other staff members have throughout the school day. This month staff at the middle school have an opportunity to learn more about brainstorming, mind maps and timelines using Canva Whiteboards, a free, online whiteboard tool that allows users to collaborate in real-time.



**1. More taxes**

Frustratingly, most of my time spent between the last board meeting and the writing of this report has been spent trying to figure out continued tax frustrations. Unfortunately, as I write this, while I believe I have connected some dots on what is going on, I do not feel comfortable stating my hypothesis in a public record quite yet and feel the responsible thing is to wait until the final facts fall into place.

As we spoke about last month, there was a question regarding the increase for the school levy in the City of Sturgeon Bay. I put together some information on past differences in our increase and what individuals were seeing on their property tax bills. To my knowledge, that information is still accurate. I believe, though, that in that write up and the open meeting I alluded to an issue with our levy rate in our portion of the Town of Sevastopol. The more I dug into that situation, the more complex it seems to have got.

The initial concern I received from a citizen in the Town of Sevastopol was that his school taxes in the Town of Sevastopol increased at a much higher rate than properties he had in the city. At first blush, the answer was simply that the Town of Sevastopol did a reassessment of property values and that his property value increased at a much higher rate than his neighbors. While that particular issue, I believe, is resolved, the next one that popped up is that his Town of Sevastopol property is being taxed at a higher rate than his city properties. As I looked into that a bit more, I noticed that all of the district properties in the Town of Sevastopol are being taxed at a higher rate than what was approved and what properties in the city are being taxed - \$7.83 vs \$7.38.

In my research, I found that the value we used to compute our \$7.38 tax rate for the Town of Sevastopol (\$218,593,821.00) is different than the value that the Town of Sevastopol appears to have used to distribute our levy (approx. \$205,998,612.07). This is where my certainty in what happened ends. At this point, while I have some theories and hypotheses, I am still trying to 100% figure out why that difference happens. I believe that I am closer to figuring that out than I was prior to break and am hopeful that I'll have some more information for you at the board meeting. Obviously I won't make any guarantees but will definitely share as I learn more.

# SCHOOL DISTRICT OF STURGEON BAY

## ANCHORED IN EXCELLENCE

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### **January 15, 2025, Board of Education Meeting Superintendent Report**

Prepared by Dan Tjernagel, Superintendent of Schools

*Updated for the meeting packet January 7, 2025; Additional updates added later are in section four*

#### **1. Teaching & Learning**

- a. **CESA 7 PAC Meeting** – We have our monthly meeting on January 10, and we'll be meeting at Lambeau Field.
- b. **Education Convention 2025 January 21-24** – As the Board knows, we have the annual education convention in Milwaukee the week after our Board meeting. Since we have girls' basketball games January 21 & 23, I plan to go down the morning of January 22, weather permitting, and return the afternoon of January 23. I plan to attend the full convention again in future years.

As part of the Annual Board Retreat in February, convention attendees will plan to share highlights of the convention and things they learned about as in the past.

- c. **Semester One Ends January 17, 2025** – By the time we hold our board meeting, SBHS will just have semester one final exams remaining and TJ Walker Middle School will be down to the last 1.5 days of the semester. Sawyer and Sunrise are on a trimester system for reporting purposes, but in the end we all can understand that we are quickly nearing the mid-point of the current school year.

#### **2. Community Engagement**

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Monday, January 20.
- b. **YMCA Board meeting** – The YMCA has shifted from monthly meetings to Board meetings every other month. The next meeting is scheduled for February 20. Please note that the YMCA's Community Breakfast is planned for February 13, from 7:30 – 9:00 A.M. at Stone Harbor
- c. **WDOR Show on January 28** – I plan to cover the district's WDOR show on the morning of Tuesday, January 28.

#### **3. Finance, Facilities, & Operations**

- a. **Sturgeon Bay Rec Facility meeting** – The next steering committee meeting is on January 14, 2025, at City Hall. While I haven't seen an agenda yet, I'd expect that a focus of the meeting will be the public feedback gathered as part of the

December 19 event at Door County Fire Company. Last I heard, over 100 people attended and provided feedback.

As a quick reminder, the session looked to gather feedback about the outdoor facilities across the street from the secondary campus, and this is the component of greatest interest to us as a district based on the years of discussion around topics from the track, to fields, and more.

The session also looked to gather feedback about some sort of indoor facility at a location yet to be determined in the county.

I look forward to sharing results with the Board and others associated with the district.

- b. **Annual Compensation Review Meeting planned for February 3, 2025** – I communicated with members of the annual compensation review committee in September and again on January 6 that we plan to hold our annual meeting on February 3. If something would come up with a rescheduled away basketball game, I had shared with the group that back-up meeting date options are January 13 and February 17.

As in the past, I'll share meeting minutes with Board members, and we'll also have this as an update item the night of our February 19 Board meeting. I also share the meeting minutes with our teachers so they can stay informed.

Obviously, the State Budget process is ahead of us and will determine a number of things around available support for districts the next two fiscal years, the continued dialogue is a positive thing for our district, in my opinion, and also gives us information that can be used as the Board typically approves certain things in April, May, and June. Stay tuned.

- c. **Open Enrollment Study** – No updates yet from School Perceptions in the new year, but we'll plan to share the information and have discussion when the time comes. Ideally, some of this can occur as part of our annual retreat.
- d. **Communications & Marketing** – As brief follow up to previous communications and discussions, we plan to move forward with Option 1 with the Donovan Group. There has not been formal action yet with the holidays, but I wanted to make sure to keep it on our radar. Here is a very brief summary of the option we've discussed from my report going back to late fall.
  - Option 1 as Brian called it for now would involve a "communication planning and enrollment campaign" with the development and execution of a communications/marketing plan with support and an on-site video for a flat fee of \$12,000.

Brian Nicol and I have exchanged messages and have a call scheduled for the morning of January 9. We also plan to meet further in person at the Education Convention the week after our board meeting. Brian currently plans to be down in Milwaukee when I am able to attend this year.

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