

THE SCHOOL DISTRICT OF STURGEON BAY

Board of Education Meeting

Wednesday, March 19, 2025

5:30 P.M. *An informal reception for employees with 25 years of service, retirees, and family members is planned for the SBHS library prior to the actual Board of Education meeting. All district staff and the public are welcome.*

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 comment during the meeting as indicated in the agenda."

6:00 P.M. Board of Education Meeting Sturgeon Bay High School Library

CALL TO ORDER:

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

STUDENT COUNCIL REPRESENTATIVE REPORT

PUBLIC COMMENT SECTION *As noted in Board Policy 0167.3 Public Comment at Board Meetings*

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

RECOGNITION:

1. Employee Recognition is scheduled for the month of March
 - a. Retirees: Stacy Cihlar, Lola DeVillers, Julie Doucette, Kim Gordon, Beth Hubbard, Carla Maccoux, John Mayberry, Rob Tess, Kelly Vannoy & Cliff Wind.

CONSENT AGENDA:

1. Approve Meeting Minutes
 - a. Regular Meeting of February 19, 2025 [See attachment](#)
 - b. Learning Session of March 5, 2025
2. Approve February Bills [See attachment](#)
3. Accept Grants and Donations [See attachment](#)
4. Approve Resignations and Retirements
5. NEOLA Board Policy Update (Second Reading) [See attachment](#)
 - a. Policy 2264 (RESCIND) Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - b. Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. Approve Middle School Coach(s): Assistant Track
3. Approve High School Coach(s): Assistant Boys Golf, Assistant Track [See background](#)
4. Approve Associate(s) [See background](#)
5. Approve Speech Language Pathologist Position
6. Approve High School Science Teacher
7. Approve Human Resource Specialist [See background](#)
8. Update on Summer School Programming (informational item)*
9. Reports: [See Reports](#)
 - a. Legislative
 - b. CESA
 - c. Committee/Seminars
 - d. Administrative
 - i. High School
 - ii. Middle School

- iii. Sunrise Elementary School
- iv. Sawyer Elementary School
- v. Teaching, Learning & Technology
- vi. Special Education/Pupil Services
- vii. Business Manager
- viii. Other
- e. Superintendent

10. Adjourn

NOTE: This notice may be supplemented with additions to the agenda that come to the attention of the board prior to the meeting. If there are changes, a final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

To: Board of Education
From: Dan Tjernagel & Ann DeMeuse
Date: March 11, 2025
RE: Background Information for the March 19, 2025, Regular Meeting

5:30 P.M. Reception Reminder: An informal reception for employees with 25 years of service, retirees, and family members is planned for the SBHS library prior to the actual Board of Education meeting. All district staff and the public are welcome.

STUDENT COUNCIL REPRESENTATIVE REPORT

Student Council President Izzy Jimenez-Seyfer will share updates with the Board and public.

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

RECOGNITION:

1. Employee Recognition is scheduled for the month of March
 - a. Retirees: Stacy Cihlar, Lola DeVillers, Julie Doucette, Beth Hubbard, Carla Maccoux, John Mayberry, Rob Tess, Cliff Wind, Kim Gordon, Kelley Vannoy

CONSENT AGENDA:

1. Approve Meeting Minutes

- a. Regular Meeting of February 19, 2025 [See minutes](#)
- b. Learning Session of March 5, 2025

2. Approve February Bills [See bills](#)

3. Grants and Donations –

- \$77 Shawn Wautier donated for the lunch program
- \$77 Shawn Wautier donated for the lunch program
- \$77 Shawn Wautier donated for the Sunrise ID/Autism room
- \$333 from US Bank matching donation for Shawn Wautier donations
- \$333 from US Bank matching donation for the lunch program
- Raibrook donated towards the Middle School Drumline and Saxes grant
- \$500 Nicolet National Bank for Sailing Club
- Clipper Clays Sporting Range Project
 - Raibrook donated
 - \$2,500 from Todd & Carin Stuth (in memory of John Stuth)
- Robert H Nickel auditorium
 - \$10,000 from Dennis and Bonnie Connolly
 - \$2,000 on behalf of Madeline Blahnik by Blahnik Investment Group
 - \$500
 - Drs. Kevin & Sierra Smalley (Spaude)
 - Loni & Pat McCormick
 - \$100 from
 - Meg Deem
 - from Tom and Sandi Soik in memory of Carol Hoehn
 - from Carol Hanson
 - Bruce & Chris Sautebin

- \$10 from Lois Hall
- Sawyer Playground Fund
 - \$1,000 from Cheryl Pfister towards the SW Playground
 - \$574.53 from Hope Church (idea presented by a first-grade student at SW)
- \$500 Altrusa donated to the author visit of Margaret Peterson Haddix
- \$60 Tina Jennerjohn to 4th grade Madison field trip

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

- 4. Resignations and Retirements:** Monica Horton has resigned from her associate position in the LEAP room. Brinley Gordon is resigning from her teaching position at Sawyer at the end of the 24-25 school year. Jessica Poppie is resigning from her associate position in high school. Scott Krumsee has resigned from his teaching position at DCAP. Rosa Rodriguez is resigning from her associate position in special education at Sawyer. Morgan Harding is resigning from her Head Coaching Position with both track and cross country. Jenni Kucera is resigning from her teaching associate position at Sunrise. Thanks to these individuals for their service to our young people and families. [See resignation letters](#)

5. NEOLA Board Policy Update (Second Reading)

- a. Policy 2264 (Rescind) Nondiscrimination on the Basis of Sex in Education Programs or Activities
- b. Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities [Policies](#)

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 Middle School Coach(s)

- a. Assistant Track Coach - Ben Herland: Principal Smullen and Athletic Director Dupuis recommend Ben Herland as one of our middle school assistant track coaches. Mr. Herland is a current physical education teacher at TJ Walker Middle School.

A motion to approve Ben Herland as a middle school assistant track coach is recommended.

3. Approve High School Coach(s)

- a. **Assistant Track Coach** – James Evers: Principal Nerby and Athletic Director Dupuis recommend James Evers as a high school assistant track coach. James has been a volunteer coach in years past as well as helping in the weight room with strength training.

A motion to approve James Evers as an assistant track coach is recommended.

- b. **Assistant Boys Golf Coach** – Michael Bryfczynski: Principal Nerby and Athletic Director Dupuis recommend Michael Bryfczynski as the high school boys assistant golf coach. Mr. Bryfczynski is a current teacher at the high school and is also the head girls golf coach.

A motion to approve Michael Bryfczynski as the assistant boy's golf coach is recommended.

4. Approve Associate(s)

- a. **Giselle Munoz: Special Education Teacher Associate at Sunrise**

Principal Katie Smullen and Director of Special Education and Pupil Services Director Lindsay Ferry are pleased to recommend Giselle Munoz. Ms. Munoz comes to us with a variety of experience and a commitment to helping students. She is a mom and knows how important it is for children to be heard. She is also bilingual and is excited to use her skills to help students and families.

Pending final paperwork, a motion to approve Giselle Munoz as a Special Education Teacher Associate at Sunrise is recommended.

b. Kirsten LeMieux: Special Education Teacher Associate at Sawyer

Special Education and Pupil Services Director Lindsay Ferry and Principal Katy DeVillers are pleased to recommend Kirsten LeMieux for a Special Education Teacher Associate Position at Sawyer Elementary School. Kirsten comes to this position with experience working as an Assistant Teacher in a day-care setting. Kirsten's co-worker at the day-care highlighted the strong connection she creates with the students she served and her ongoing compassionate support for their learning. We are very excited for Kirsten to serve our students in the LEAP classroom at Sawyer!

A motion to approve Kirsten LeMieux as a Special Education Teacher Associate in the LEAP Program at Sawyer is recommended.

5. Approve Speech and Language Pathologist (SLP) Position

Brooklynn Pursley - Speech and Language Pathologist: Director of Special Education and Pupil Services Lindsay Ferry is pleased to recommend Brooklynn Pursley for the Speech and Language Pathologist position. Brooklynn has a Master's Degree in Communication Disorders from Kent State University and has been practicing her craft for the past seventeen years. Her most recent position, and one she will continue, is supporting students' language development at DC Speech. Brooklynn will support students in Sturgeon Bay School District on a part-time basis and will no doubt bring enthusiasm and experience to our team.

A motion to approve Brooklynn Pursley as a Speech and Language Pathologist on a part-time basis beginning with the 25-26 school year is anticipated.

6. Approve High School Science Teacher

As of the preparation of the meeting packet, there is no recommendation. This is a work in progress. More information to follow.

A motion to approve a science teacher in the high school, beginning with the 25-26 school year is anticipated.

7. Approve Human Resource Specialist

Brenda Hartl - Business Manager Holtz and the interview team are excited to recommend Brenda Hartl to become the next Human Resources Specialist. Brenda has been with the district, as a building secretary since 1996. In that time she has proved to be an extremely valuable resource, great employee, and even better co-worker. Throughout the hiring process, and in the interview, Brenda's dedication to the district, ability to excel in this position, and eagerness to take our Human Resources department to the next level really shone through.

After a few choice words when learning we were taking her rockstar of an assistant, Brenda's current supervisor, Katie Smullen, said that this is a great move for the district and Brenda will do an amazing job - we couldn't have picked somebody better.

A motion to approve Brenda Hartl as the new Human Resource Specialist, starting with the 2025-2026 fiscal year is recommended.

8. Update on Summer School Programming* (informational item)

Sturgeon Bay Summer School Programming will be hosted at both Sunrise Elementary and the Sturgeon Bay High School/Middle School buildings June 16 through July 10. Classes will be held Monday through Thursday from 8:30-11:30 and are open to all K-12 students.

- **Session 1: June 16 - June 26**
- **Session 2: June 30 - July 10**

The day will be split into morning and afternoon periods, enabling students to participate in two course options per session.

We have worked with Kobussen to arrange for optional transportation to and from summer school as well as with the Door County YMCA to provide lunches to students who are enrolled in summer school courses.

Director Weber will provide any additional information necessary at the meeting.

9. Reports [See Reports](#)

10. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, February 19, 2025

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. Holtz, J Paye-Weber & A DeMeuse.

Motion: Spritka/Chisholm to adopt as presented. Motion carried unanimously.

PUBLIC COMMENT SECTION: None.

STUDENT COUNCIL REPRESENTATIVE REPORT: Izzy Jimenez-Seyfer presented a summary of the events that occurred this past month and upcoming planning that is ongoing. Next meeting they will be voting for officer for next year and the incoming members will be introduced at an upcoming meeting.

CONSENT AGENDA:

1. Approve Minutes
 - a. January 15, 2025 Regular Board of Education Meeting
 - b. Board Retreat Feb. 5, 2025
2. Approve January bills
3. Accept Grants and Donations
 - Robert H Nickel Auditorium
 - \$5,000
 - Gretchen Schmelzer in memory of Steve Schmelzer
 - Brian and Amy Stephens (over 3 years)
 - \$1,500
 - Dr. Jennifer Olson (Olson Dental)
 - \$737
 - SBHS Class of 1958
 - \$500
 - Susan Austad
 - Debbie & John Kiedrowski
 - Rick & Nancy Jeanquart Charitable Foundation
 - Dale & Jeanne Schopf
 - Madelyn Jeanquart
 - Sydney Jeanquart
 - Grant Jeanquart
 - Marina Jeanquart
 - Jaclyn Peterson
 - Tomberlin Family
 - Spaude Family
 - Kristin Kohn
 - \$100
 - Jack & Cindy Follick
 - John & Jane Stevenson Charitable Fund
 - Rev James & Michelle Gomez

- Margaret Lockwood Gallery
 - Brigitte and Chad Shefchik
 - Mark and Laurie Thiede
 - Lucy Kile
 - Todd and Dee Dee Brauer
 - \$50
 - Sydney Maxwell
 - Carmen Youra
 - Pam Pfister
 - Kelly Hamilton
 - In honor of Jendean Olson
 - \$25
 - Tim & Judy Smith
 - \$20
 - Diane & Craig Rodd
 - Kristin Englebert
 - Darlene and Art Hohlfelder
- \$500 SB PTO for District Author Visit
 - \$500 towards the playground from Debbie & John Kiedrowski
 - \$500 towards Youth as Resources Grant - Middles & Littles from Door County Service Club Coalition
 - \$500 towards MS Dance Team from Just in Time Charitable Foundation
 - \$77 for lunch program from Shawn Wautier
 - \$77 for Sunrise ID/Autism Program from Shawn Wautier
 - \$351 for 1st & 2nd grade Weidner Center trip from SB PTO
 - \$265 for 4K tickets to Buckets N Boards Comedy Percussion show from SB PTO
 - Raibrook donated towards the Spanish III Field Trip

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

4. Approve resignations and retirements: Lynette Tank is resigning from her Safe Harbor special education associate position at Sawyer. John Mayberry is retiring from his maintenance position. Beth Hubbard is retiring from her Reading Interventionist position. Kelly Vannoy will be retiring from her Special Education Teacher Associate position at the end of the school year.

Reminder: Prior to next month's March Board meeting we will hold an informal reception honoring our retirees and 25-year employees. We then will recognize these individuals during the formal recognition portion of the Board meeting itself.

5. Accept Academic and Career Planning (ACP) Plan

Per the DPI's administrative code for PI26, School Boards are required to:

- (1) Indicate on a pupil's transcript the name of each course completed by the pupil, the number of high school credits earned for each course, whether a course is eligible for postsecondary credit, and, if applicable, a course's participating postsecondary institution.
- (2) Annually review and, if necessary, update the long-range plan and education for employment program under s. PI 26.03. This review shall evaluate pupil postsecondary outcomes. At the conclusion of the review, the school board shall prepare a report on the school district's education for employment program. The report shall describe the education for employment program's current progress and future goals related to improving pupil postsecondary outcomes.
- (3) Publish its long-range plan under s. PI 26.03 (1) and the report under sub. (2) on the school district's website.

(4) Annually notify parents of its education for employment program. The notice shall inform parents of the information and opportunities available to pupils under s. PI 26.03 (2) and (3), including the availability of programs at technical colleges.

Items 1, 3 & 4 are carried out by Career Readiness Team members: Principal Nerby, Counselors O'Handley, Kiedrowski, Londo and Martens, and Tech. Integration Specialist Jen Hanson. Significant assistance, data and review also provided by David Gordon and Lauren Baumann (Youth Apprenticeship Coordinator and School-based Coach- CESA7).

Item 2 requires School Board review and approval annually. Attached in your packet is the updated Sturgeon Bay High School ACP Plan.

6. NEOLA Board Policy Updates Vol. 33 No. 2 (Second Reading)

- 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)
- 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)
- K. Policy 5460 - Graduation Requirements (Revised)
- L. Policy 5505 - Academic Honesty (Revised)
- 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)
- 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)
- 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)

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

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
This is a standing agenda item and utilized only if needed.

2. Approve High School Coaching Positions
 - a. **Motion Kruse/Howard to approve Alexis Potvin as an Assistant Softball Coach (split contract). Motion carried unanimously.**
 - b. **Motion Jennerjohn/Chisholm to approve Rachel Miller as an Assistant Softball Coach (split contract). Motion carried unanimously.**
 - c. Assistant Track Coach has been pulled – no action taken.
3. **Motion: Haus/Howard to approve Jimmy Balistreri as the Set Build/Construction Lead for the musical. Motion carried unanimously.**
4. **Motion: Chisholm/Jennerjohn to approve Cassandra Ettner as a Special Education Teacher Associate with the Virtual Learning Program. Motion carried unanimously.**
5. **Motion: Haus/Spritka to approve Brandon Joly as a Sturgeon Bay High School Mathematics Teacher beginning with the 2025-2026 school year, pending successful completion of the formal background check process. Motion carried unanimously.**
6. **Motion: Haus/Meyer to renew the contracts for our Human Resource Specialist, Bookkeeper/Payroll Clerk, Student Information and Data Specialist and Superintendent/Board Assistant. Motion carried unanimously.**
7. **Motion: Jennerjohn/Haus to renew the contracts of the High School Principal, Middle School Principal, Sunrise School Principal, Sawyer School Principal, Director of Special Education & Pupil Services, Director of Teaching, Learning, & Technology, Director of Buildings and Grounds, Director of Food Service, Business Manager, and Superintendent. Motion carried unanimously.**
8. Professional Staff Annual Compensation Review Update (informational item)

We held the annual compensation review meeting on Monday, February 3, 2025. I have included the minutes from the meeting in the board meeting packet rather than try to capture certain highlights in this space.

As a quick reminder, returning teacher contracts are typically approved in the April Board meeting in order to meet the May 15 statutory deadline. On a different but related note, non-teacher compensation usually comes before the Board in the May Board meeting.

This is simply an informational item, so no formal action is necessary at this time. The Board will continue to work through various components of teacher compensation in the coming months and as summarized in the meeting minutes document.
9. Achievement Gap Reduction School Board Mid-Year Review (informational item)

The Board has received the Achievement Gap Reduction (AGR) report completed by Director Weber; in addition to the end-of-the-year report, mid-year reports have been added in recent years. The report deals with math and reading for kindergarten through third grade. The AGR program, formerly known as SAGE (Student Achievement Guarantee in Education) may sound more familiar to some board members, staff members, and parents.

This is simply an informational item, so no formal action is necessary.
10. NEOLA Board Policy Update (First Reading)
 - a. Policy 2264 (RESIND) Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - b. Policy 2266 Nondiscrimination of the Basis of Sex in Education Programs or Activities

11. Reports:

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

12. Closed Session – Motion: Jennerjohn/Kruse to adjourn to closed session at 7:29 PM noting the board will go into closed session per 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.

a. Mid-Year Performance Evaluation of District Administrator

And will return to open session. Motion carried unanimously with a roll call vote.

Motion: Jennerjohn/Haus to return to open session at 8:20 PM. Motion carried unanimously.

No action taken on closed session item.

13. Adjourn Motion: Jennerjohn/Kruse to adjourn at 8:21 PM. Motion carried unanimously.

Respectfully submitted,
Ann DeMeuse
Administrative Assistant

Date: _____

President’s Signature: _____

Clerk’s Signature: _____

**Board of Education Meeting
Wednesday, March 19, 2025**

An informal reception for employees with 25 years of service, retirees, and family members is planned for the SBHS library prior to the actual Board of Education meeting. All district staff and the public are welcome.

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 comment during the meeting as indicated in the agenda."

6:00 P.M. Board of Education Meeting Sturgeon Bay High School Library

CALL TO ORDER:

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

STUDENT COUNCIL REPRESENTATIVE REPORT

PUBLIC COMMENT SECTION *As noted in Board Policy 0167.3 Public Comment at Board Meetings*

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

RECOGNITION:

1. Employee Recognition is scheduled for the month of March
 - a. Retirees: Stacy Cihlar, Lola DeVillers, Julie Doucette, Kim Gordon, Beth Hubbard, Carla Maccoux, John Mayberry, Rob Tess, Kelly Vannoy & Cliff Wind.

CONSENT AGENDA:

1. Approve Meeting Minutes
 - a. Regular Meeting of February 19, 2025
 - b. Learning Session of March 5, 2025
2. Approve February Bills
3. Accept Grants and Donations
4. Approve Resignations and Retirements
5. NEOLA Board Policy Update (Second Reading)
 - a. Policy 2264 (RESCIND) Nondiscrimination on the Basis of Sex in Education Programs or Activities
 - b. Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. Approve Middle School Coach(s): Assistant Track
3. Approve High School Coach(s): Assistant Boys Golf, Track
4. Approve Associate(s)
5. Approve Speech Language Pathologist Position
6. Approve High School Science Teacher
7. Approve Human Resource Specialist
8. Update on Summer School Programming (informational item)*
9. Reports:
 - a. Legislative
 - b. CESA
 - c. Committee/Seminars
 - d. Administrative

- i. High School
 - ii. Middle School
 - iii. Sunrise Elementary School
 - iv. Sawyer Elementary School
 - v. Teaching, Learning & Technology
 - vi. Special Education/Pupil Services
 - vii. Business Manager
 - viii. Other
- e. Superintendent

10. Adjourn

NOTE: This notice may be supplemented with additions to the agenda that come to the attention of the board prior to the meeting. If there are changes, a final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AIRGAS USA LLC		PO Box 734445 CHICAGO, IL 60673-4445	
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500029	Credit Card Payment AP Invoice.	436.75
Total:			\$436.75
AMAZON.COM		PO Box 689020 DEPT 30-2200036412 DES MOINES, IA 50368-9020	
Invoice Date	Invoice Number	Description	Amount
02/20/2025	AMZ02.01.2500000	Library Books	10.99
02/20/2025	AMZ02.01.2500001	Library Books	20.69
02/20/2025	AMZ02.01.2500002	Library Books	10.87
02/20/2025	AMZ02.01.2500003	Library Books	15.99
02/20/2025	AMZ02.01.2500004	Data Dig Supplies	25.99
02/20/2025	AMZ02.01.2500005	Data Dig Supplies	11.91
02/20/2025	AMZ02.01.2500006	Data Dig Supplies	9.92
02/20/2025	AMZ02.01.2500007	Data Dig Supplies	21.99
02/20/2025	AMZ02.01.2500008	EC Supplies	14.95
02/20/2025	AMZ02.01.2500009	EC Supplies	15.98
02/20/2025	AMZ02.01.2500010	EC Supplies	21.01
02/20/2025	AMZ02.01.2500011	EC Supplies	4.99
02/20/2025	AMZ02.01.2500012	Classroom supplies	6.98
02/20/2025	AMZ02.01.2500013	Classroom supplies	21.99
02/20/2025	AMZ02.01.2500014	Classroom Supplies	19.99
02/20/2025	AMZ02.01.2500015	Classroom Supplies	20.69
02/20/2025	AMZ02.01.2500016	Classroom Supplies	8.89
02/20/2025	AMZ02.01.2500017	Classroom Supplies	19.94
02/20/2025	AMZ02.01.2500018	Classroom Supplies	4.91
02/20/2025	AMZ02.01.2500019	Classroom Supplies	14.10
02/20/2025	AMZ02.01.2500020	Classroom Supplies	26.99
02/20/2025	AMZ02.01.2500021	Classroom Supplies	16.55
02/20/2025	AMZ02.01.2500022	Ink and lamination sheets	25.48
02/20/2025	AMZ02.01.2500023	Ink and lamination sheets	36.99
02/20/2025	AMZ02.01.2500024	Amazon Payment AP Invoice.	2,160.29
02/20/2025	AMZ02.01.2500025	Dash Robots	98.97
02/20/2025	AMZ02.01.2500026	Dash Robots	164.70
02/20/2025	AMZ02.01.2500027	Dash Robots	170.99
02/20/2025	AMZ02.01.2500028	SUPPLIES	11.11
02/20/2025	AMZ02.01.2500029	SUPPLIES	12.71
02/20/2025	AMZ02.01.2500030	SUPPLIES	25.62
02/20/2025	AMZ02.01.2500031	SUPPLIES	41.78
02/20/2025	AMZ02.01.2500032	SUPPLIES	10.66
02/20/2025	AMZ02.01.2500033	SUPPLIES	4.87
02/20/2025	AMZ02.01.2500034	SUPPLIES	10.33
02/20/2025	AMZ02.01.2500035	SUPPLIES	10.69
02/20/2025	AMZ02.01.2500036	SUPPLIES	10.91
02/20/2025	AMZ02.01.2500037	SUPPLIES	11.11
02/20/2025	AMZ02.01.2500038	SUPPLIES	10.18
02/20/2025	AMZ02.01.2500039	SUPPLIES	6.99

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 689020 DEPT 30-2200036412 DES MOINES, IA 50368-9020	
Invoice Date	Invoice Number	Description	Amount
02/20/2025	AMZ02.01.2500040	SUPPLIES	9.88
02/20/2025	AMZ02.01.2500041	SUPPLIES	8.99
02/20/2025	AMZ02.01.2500042	Makerspace & Games	39.95
02/20/2025	AMZ02.01.2500043	SUPPLIES	12.29
02/20/2025	AMZ02.01.2500044	SUPPLIES	19.38
02/20/2025	AMZ02.01.2500045	SUPPLIES	18.99
02/20/2025	AMZ02.01.2500046	SUPPLIES	10.95
02/20/2025	AMZ02.01.2500047	SUPPLIES	10.95
02/20/2025	AMZ02.01.2500048	SUPPLIES	19.61
02/20/2025	AMZ02.01.2500049	SUPPLIES	10.97
02/20/2025	AMZ02.01.2500050	SUPPLIES	37.84
02/20/2025	AMZ02.01.2500051	SUPPLIES	14.96
02/20/2025	AMZ02.01.2500052	SUPPLIES	4.39
02/20/2025	AMZ02.01.2500053	SUPPLIES	16.56
02/20/2025	AMZ02.01.2500054	Classroom Materials and supplies	29.99
02/20/2025	AMZ02.01.2500055	Classroom Materials and supplies	14.99
02/20/2025	AMZ02.01.2500056	Classroom Materials and supplies	47.75
02/20/2025	AMZ02.01.2500057	Classroom Materials and supplies	9.99
02/20/2025	AMZ02.01.2500058	Keyboards and webcams	239.97
02/20/2025	AMZ02.01.2500059	Keyboards and webcams	45.98
02/20/2025	AMZ02.01.2500060	Keyboards and webcams	183.92
02/20/2025	AMZ02.01.2500061	Kindergarten supplies	9.99
02/20/2025	AMZ02.01.2500062	Kindergarten supplies	7.98
02/20/2025	AMZ02.01.2500063	Kindergarten supplies	8.99
02/20/2025	AMZ02.01.2500064	Kindergarten supplies	9.99
02/20/2025	AMZ02.01.2500065	Kindergarten supplies	16.99
02/20/2025	AMZ02.01.2500066	PE Equipment	5.99
02/20/2025	AMZ02.01.2500067	PE Equipment	9.49
02/20/2025	AMZ02.01.2500068	PE Equipment	9.69
02/20/2025	AMZ02.01.2500069	Sadies Supplies	9.99
02/20/2025	AMZ02.01.2500070	Sadies Supplies	12.99
02/20/2025	AMZ02.01.2500071	Sadies Supplies	13.98
02/20/2025	AMZ02.01.2500072	Sadies Supplies	39.89
02/20/2025	AMZ02.01.2500073	Sadies Supplies	16.99
02/20/2025	AMZ02.01.2500074	Sadies Supplies	11.99
02/20/2025	AMZ02.01.2500075	Sadies Supplies	17.98
02/20/2025	AMZ02.01.2500076	Sadies Supplies	16.99
02/20/2025	AMZ02.01.2500077	Sadies Supplies	34.99
02/20/2025	AMZ02.01.2500078	Sadies Supplies	9.99
02/20/2025	AMZ02.01.2500079	Sadies Supplies	15.99
02/20/2025	AMZ02.01.2500080	Sadies Supplies	10.95
02/20/2025	AMZ02.01.2500081	Classroom Supplies/Furniture	99.99
02/20/2025	AMZ02.01.2500082	Makerspace & Games	36.07
02/20/2025	AMZ02.01.2500083	Makerspace & Games	11.98
02/20/2025	AMZ02.01.2500084	Makerspace & Games	39.95

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 689020 DEPT 30-2200036412 DES MOINES, IA 50368-9020	
Invoice Date	Invoice Number	Description	Amount
02/20/2025	AMZ02.01.2500085	Makerspace & Games	30.99
02/20/2025	AMZ02.01.2500086	Makerspace & Games	11.58
02/20/2025	AMZ02.01.2500087	Makerspace & Games	46.05
02/20/2025	AMZ02.01.2500088	Makerspace & Games	39.95
02/20/2025	AMZ02.01.2500089	Makerspace & Games	38.78
02/20/2025	AMZ02.01.2500090	Makerspace & Games	39.95
02/20/2025	AMZ02.01.2500091	Makerspace & Games	41.95
02/20/2025	AMZ02.01.2500092	SUPPLIES	39.95
02/20/2025	AMZ02.01.2500093	Makerspace & Games	66.40
02/20/2025	AMZ02.01.2500094	Reading Special Materials	19.94
02/20/2025	AMZ02.01.2500095	Reading Special Materials	47.42
02/20/2025	AMZ02.01.2500096	Reading Special Materials	32.18
02/20/2025	AMZ02.01.2500097	Reading Special Materials	15.99
02/20/2025	AMZ02.01.2500098	Reading Special Materials	23.99
02/20/2025	AMZ02.01.2500099	Reading Special Materials	59.98
02/20/2025	AMZ02.01.2500100	HS Physical Education Supplies	63.98
02/20/2025	AMZ02.01.2500101	HS Physical Education Supplies	145.60
02/20/2025	AMZ02.01.2500102	Folders, Notebooks, Lamp, Fire Safe Extension Cord	39.99
02/20/2025	AMZ02.01.2500103	Folders, Notebooks, Lamp, Fire Safe Extension Cord	29.98
02/20/2025	AMZ02.01.2500104	Folders, Notebooks, Lamp, Fire Safe Extension Cord	57.36
02/20/2025	AMZ02.01.2500105	Folders, Notebooks, Lamp, Fire Safe Extension Cord	64.04
02/20/2025	AMZ02.01.2500106	instrument stands	39.50
02/20/2025	AMZ02.01.2500107	instrument stands	80.54
02/20/2025	AMZ02.01.2500108	2025 winter concert songs, posters, etc...	351.09
02/20/2025	AMZ02.01.2500109	2025 winter concert songs, posters, etc...	39.99
02/20/2025	AMZ02.01.2500110	2025 winter concert songs, posters, etc...	10.99
02/20/2025	AMZ02.01.2500111	2025 winter concert songs, posters, etc...	10.99
02/20/2025	AMZ02.01.2500112	2025 winter concert songs, posters, etc...	39.99
02/20/2025	AMZ02.01.2500113	2025 winter concert songs, posters, etc...	19.59
02/20/2025	AMZ02.01.2500114	2025 winter concert songs, posters, etc...	11.99
02/20/2025	AMZ02.01.2500115	OT Supplies	36.99
02/20/2025	AMZ02.01.2500116	OT Supplies	22.89
02/20/2025	AMZ02.01.2500117	OT Supplies	13.99
02/20/2025	AMZ02.01.2500118	OT Supplies	4.30
02/20/2025	AMZ02.01.2500119	OT Supplies	19.99
02/20/2025	AMZ02.01.2500120	elementary spirit night poms	207.96
02/20/2025	AMZ02.01.2500121	Docking Stations	179.96
02/20/2025	AMZ02.01.2500122	OT supplies	8.07
02/20/2025	AMZ02.01.2500123	OT supplies	14.99
02/20/2025	AMZ02.01.2500124	OT supplies	23.99
02/20/2025	AMZ02.01.2500125	OT supplies	9.65
02/20/2025	AMZ02.01.2500126	OT supplies	17.99
02/20/2025	AMZ02.01.2500127	OT supplies	89.99
02/20/2025	AMZ02.01.2500128	OT supplies	19.99
02/20/2025	AMZ02.01.2500129	Sunrise Cafe snack cart	128.68

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 689020 DEPT 30-2200036412 DES MOINES, IA 50368-9020	
Invoice Date	Invoice Number	Description	Amount
02/20/2025	AMZ02.01.2500130	Monitors & Headphones	11.54
02/20/2025	AMZ02.01.2500131	Monitors & Headphones	19.99
02/20/2025	AMZ02.01.2500132	Monitors & Headphones	12.99
02/20/2025	AMZ02.01.2500133	Monitors & Headphones	555.96
02/20/2025	AMZ02.01.2500134	SeaPerch and 5th Grade Supplies	7.39
02/20/2025	AMZ02.01.2500135	SeaPerch and 5th Grade Supplies	117.50
02/20/2025	AMZ02.01.2500136	SeaPerch and 5th Grade Supplies	9.99
02/20/2025	AMZ02.01.2500137	SeaPerch and 5th Grade Supplies	9.44
02/20/2025	AMZ02.01.2500138	Perkins Order	239.94
02/20/2025	AMZ02.01.2500139	Perkins Order	30.00
02/20/2025	AMZ02.01.2500140	Perkins Order	28.99
02/20/2025	AMZ02.01.2500141	Perkins Order	63.92
02/20/2025	AMZ02.01.2500142	Perkins Order	100.08
02/20/2025	AMZ02.01.2500143	Perkins Order	28.99
02/20/2025	AMZ02.01.2500144	Perkins Order	43.32
02/20/2025	AMZ02.01.2500145	Perkins Order	149.76
02/20/2025	AMZ02.01.2500146	Perkins Order	30.00
02/20/2025	AMZ02.01.2500147	Perkins Order	371.88
02/20/2025	AMZ02.01.2500148	Art Supplies Restock/ Organizers	6.58
02/20/2025	AMZ02.01.2500149	Art Supplies Restock/ Organizers	19.98
02/20/2025	AMZ02.01.2500150	Art Supplies Restock/ Organizers	25.08
02/20/2025	AMZ02.01.2500151	Art Supplies Restock/ Organizers	5.59
02/20/2025	AMZ02.01.2500152	Art Supplies Restock/ Organizers	22.09
02/20/2025	AMZ02.01.2500153	Art Supplies Restock/ Organizers	75.20
02/20/2025	AMZ02.01.2500154	Art Supplies Restock/ Organizers	69.80
02/20/2025	AMZ02.01.2500155	Art Supplies Restock/ Organizers	13.34
02/20/2025	AMZ02.01.2500156	7th grade science and STEM supplies	13.17
02/20/2025	AMZ02.01.2500157	7th grade science and STEM supplies	34.96
02/20/2025	AMZ02.01.2500158	7th grade science and STEM supplies	43.76
02/20/2025	AMZ02.01.2500159	7th grade science and STEM supplies	6.59
02/20/2025	AMZ02.01.2500160	7th grade science and STEM supplies	13.90
02/20/2025	AMZ02.01.2500161	7th grade science and STEM supplies	27.98
02/20/2025	AMZ02.01.2500162	7th grade science and STEM supplies	13.20
02/20/2025	AMZ02.01.2500163	Classroom organization materials	53.98
02/20/2025	AMZ02.01.2500164	Toliet Training Books	10.05
02/20/2025	AMZ02.01.2500165	Toliet Training Books	7.43
02/20/2025	AMZ02.01.2500166	Toliet Training Books	9.29
02/20/2025	AMZ02.01.2500167	Toliet Training Books	7.99
02/20/2025	AMZ02.01.2500168	Toliet Training Books	7.43
02/20/2025	AMZ02.01.2500169	Toliet Training Books	4.69
02/20/2025	AMZ02.01.2500170	Classroom Supplies	27.62
02/20/2025	AMZ02.01.2500171	Classroom Supplies	26.95
02/20/2025	AMZ02.01.2500172	Classroom Supplies	9.59
02/20/2025	AMZ02.01.2500173	Classroom Supplies	17.00
02/20/2025	AMZ02.01.2500174	Classroom Supplies	3.99

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 689020 DEPT 30-2200036412 DES MOINES, IA 50368-9020	
Invoice Date	Invoice Number	Description	Amount
02/20/2025	AMZ02.01.2500175	Classroom Supplies	0.98
02/20/2025	AMZ02.01.2500176	Office Supplies and PBIS Rewards	13.99
02/20/2025	AMZ02.01.2500177	Office Supplies and PBIS Rewards	18.99
02/20/2025	AMZ02.01.2500178	Office Supplies and PBIS Rewards	19.95
02/20/2025	AMZ02.01.2500179	Office Supplies and PBIS Rewards	10.69
02/20/2025	AMZ02.01.2500180	Office Supplies and PBIS Rewards	8.99
02/20/2025	AMZ02.01.2500181	Office Supplies and PBIS Rewards	5.99
02/20/2025	AMZ02.01.2500182	supplies	7.99
02/20/2025	AMZ02.01.2500183	supplies	7.99
02/20/2025	AMZ02.01.2500184	supplies	20.99
02/20/2025	AMZ02.01.2500185	Math textbook cover	39.58
02/20/2025	AMZ02.01.2500186	Ms supplies	6.79
02/20/2025	AMZ02.01.2500187	Ms supplies	13.55
02/20/2025	AMZ02.01.2500188	Ms supplies	8.72
02/20/2025	AMZ02.01.2500189	Ms supplies	64.98
02/20/2025	AMZ02.01.2500190	Ms supplies	44.41
02/20/2025	AMZ02.01.2500191	Ms supplies	8.18
02/20/2025	AMZ02.01.2500192	Ms supplies	15.88
02/20/2025	AMZ02.01.2500193	Ms supplies	24.99
02/20/2025	AMZ02.01.2500194	Ms supplies	12.22
02/20/2025	AMZ02.01.2500195	Ms supplies	47.98
02/20/2025	AMZ02.01.2500196	Ms supplies	2.79
02/20/2025	AMZ02.01.2500197	Ms supplies	19.98
02/20/2025	AMZ02.01.2500198	Ms supplies	33.50
02/20/2025	AMZ02.01.2500199	Clipper Nation Supplies	99.98
02/20/2025	AMZ02.01.2500200	Classroom Supplies- Metals, Woods, and HTMJAA	24.32
02/20/2025	AMZ02.01.2500201	Classroom Supplies- Metals, Woods, and HTMJAA	26.99
02/20/2025	AMZ02.01.2500202	Classroom Supplies- Metals, Woods, and HTMJAA	44.90
02/20/2025	AMZ02.01.2500203	ELA Purchase	11.88
02/20/2025	AMZ02.01.2500204	Star student bracelets Sawyer	64.95
02/20/2025	AMZ02.01.2500205	Middle School Tech	19.93
02/20/2025	AMZ02.01.2500206	Middle School Tech	35.95
02/20/2025	AMZ02.01.2500207	Middle School Tech	29.98
02/20/2025	AMZ02.01.2500208	Middle School Tech	29.00
02/20/2025	AMZ02.01.2500209	Middle School Tech	45.99
02/20/2025	AMZ02.01.2500210	Middle School Tech	92.42
02/20/2025	AMZ02.01.2500211	Middle School Tech	9.99
02/20/2025	AMZ02.01.2500212	Middle School Tech	25.99
02/20/2025	AMZ02.01.2500213	Middle School Tech	6.99
02/20/2025	AMZ02.01.2500214	Middle School Tech	59.90
02/20/2025	AMZ02.01.2500215	Middle School Tech	20.98
02/20/2025	AMZ02.01.2500216	educational mini grant	44.99
02/20/2025	AMZ02.01.2500217	craft materials P180 project	47.70
02/06/2025	USBANK02.06.2500033	Credit Card Payment AP Invoice.	31.64

Vendor Invoices

Sturgeon Bay WI

Vendor Name	Address	Phone Number
AMAZON.COM	PO Box 689020 DEPT 30-2200036412 DES MOINES, IA 50368-9020	
Invoice Date	Invoice Number	Description
		Amount
		Total: \$10,462.44
ANCORA PUBLISHING	21 W 6TH AVE EUGENE, OR 97401	
Invoice Date	Invoice Number	Description
		Amount
02/06/2025	USBANK02.06.2500025	Credit Card Payment AP Invoice.
		2,550.00
		Total: \$2,550.00
ANDERSON, JANET B	4205 PETERSON RD STURGEON BAY, WI 54235	920-819-5963
Invoice Date	Invoice Number	Description
		Amount
02/18/2025	02.18.2025	Accompanist Pay
		825.00
02/13/2025	02.13.25	MS Sole/Ensemble Piano Accompanist
		250.00
		Total: \$1,075.00
ARMATI COLLECTIVE	185 E WALNUT ST STURGEON BAY, WI 54235	920-333-3553
Invoice Date	Invoice Number	Description
		Amount
02/04/2025	01.2025	January Memberships
		180.00
02/04/2025	12.2024	December Memberships
		180.00
		Total: \$360.00
ARTISTS GUILD	215 N 3RD AVE STURGEON BAY, WI 54235	920-743-9900
Invoice Date	Invoice Number	Description
		Amount
02/03/2025	02.01.25	Elementary Art Supplies
		176.79
02/03/2025	466	MS Art Supplies
		19.18
		Total: \$195.97
AT&T	PO Box 5080 CAROL STREAM, IL 60197-5080	
Invoice Date	Invoice Number	Description
		Amount
02/19/2025	920743549302-3	Monthly Statement Acct # 92074354939307
		190.19
		Total: \$190.19
BADGER SPORTING GOODS CO INC	PO Box 259068 MADISON, WI 53725-9068	800-627-6699
Invoice Date	Invoice Number	Description
		Amount
02/12/2025	AAI004351-AJ03	Wrestling Supplies
		235.00
		Total: \$235.00
BAILEYS HARBOR FISH COMPANY	4526 BECHTEL RD STURGEON BAY, WI 54235	920-493-4667
Invoice Date	Invoice Number	Description
		Amount
02/24/2025	02242025	Food Service - Salmon
		261.13
		Total: \$261.13
BARLAMENT, IVY H	312 S LANSING AVE STURGEON BAY, WI 54235	920-495-2999
Invoice Date	Invoice Number	Description
		Amount
02/27/2025	ERIN20250227A	2/11/2025 Mileage from picking up Seroogy's candy bars
		75.60
		Total: \$75.60
BELSON CO	PO Box 10477 GREEN BAY, WI 54307-0477	800-242-6324
Invoice Date	Invoice Number	Description
		Amount
02/19/2025	514560	Maintenance Supplies
		1,935.10
02/12/2025	514051	Food Service Supplies
		700.22
02/05/2025	513489	Maintenance Supplies
		1,935.10
		Total: \$4,570.42

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
BENZINGER, MELISSA M		439 N 18TH PL STURGEON BAY, WI 54235	920-818-1002
Invoice Date	Invoice Number	Description	Amount
02/10/2025	02.10.2025	Memorial: Father In-Law	50.00
Total:			\$50.00
BERKEN, JAKE		430 S RONSMAN RD GREEN BAY, WI 54311	920-621-3777
Invoice Date	Invoice Number	Description	Amount
02/24/2025	2-21-25	GBK Varsity Official	100.00
Total:			\$100.00
BETANCUR, MICHAEL		1253 BOND ST GREEN BAY, WI 54303	715-305-7148
Invoice Date	Invoice Number	Description	Amount
02/19/2025	2-13-25	2-13-25 Varsity basektball official	100.00
Total:			\$100.00
BOOMERANG MANAGEMENT		2231 HOLMGREN WAY GREEN BAY, WI 54304	608-509-3367
Invoice Date	Invoice Number	Description	Amount
02/18/2025	000364	Spring Games Rental	1,575.00
Total:			\$1,575.00
BOUND TO STAY BOUND BOOKS - REMIT		PO Box 870950 KANSAS CITY, MO 64187-0950	800-637-6586
Invoice Date	Invoice Number	Description	Amount
02/12/2025	236501	Library Books	24.63
02/03/2025	235859	Library Books	208.32
Total:			\$232.95
BOYS & GIRLS CLUB OF THE BAY & LAKES REGION		1451 UNIVERSITY AVENUE GREEN BAY, WI 54302	
Invoice Date	Invoice Number	Description	Amount
02/15/2025	DCAP 02.2025	February Facility Rental	960.00
Total:			\$960.00
BSN SPORTS REMIT		PO Box 841393 DALLAS, TX 75284-1393	
Invoice Date	Invoice Number	Description	Amount
02/25/2025	928636547	Cross Country Apparel	1,845.75
02/18/2025	928758709	Golf Equipment	736.00
02/18/2025	928857807	PE Equipment	369.94
02/12/2025	928806298	PE Equipment	389.97
02/07/2025	928758710	Soccer Supplies	372.50
Total:			\$3,714.16
BUELOW VETTER BUIKEMA OLSON & VLIET, LLC		20855 WATERTOWN RD STE 200 WAUKESHA, WI 53186	
Invoice Date	Invoice Number	Description	Amount
02/07/2025	15/79	January Legal Matters	9,577.50
Total:			\$9,577.50
CAMPBELL, RICHARD		408 S HURON ST DE PERE, WI 54115-2842	920-264-7951
Invoice Date	Invoice Number	Description	Amount
02/19/2025	2-18-25	2-18-25 BBK Varsity official	100.00
Total:			\$100.00
CARD SERVICES		PO Box 415000 NASHVILLE, TN 37241-7572	800-282-7496
Invoice Date	Invoice Number	Description	Amount
02/17/2025	01.2025	January 2025 Food Supplies	350.25
Total:			\$350.25

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
CDW GOVERNMENT		75 REMITTANCE DR STE 1515 CHICAGO, IL 60675-1515		
Invoice Date	Invoice Number	Description	Amount	
02/13/2025	AC7VE2Q	renewal for district-wide Abobe access	2,575.00	
			Total:	\$2,575.00
CELLCOM WISCONSIN RSA 10		PO Box 7555 DE PERE, WI 54115-7555		
Invoice Date	Invoice Number	Description	Amount	
02/05/2025	347630	ACCT# 003 - 00319495	1,032.66	
			Total:	\$1,032.66
CENTURYLINK		PO Box 52187 PHOENIX, AZ 85072-2187		
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	724278317	Monthly Charges	1.09	
			Total:	\$1.09
CESA #9		304 KAPHAEM RD TOMAHAWK, WI 54487	715-453-2141	
Invoice Date	Invoice Number	Description	Amount	
02/05/2025	19871	Virtual School Enrollments December	2,030.00	
			Total:	\$2,030.00
CESA 1		N25 W23131 PAUL RD STE 100 PEWAUKEE, WI 53072		
Invoice Date	Invoice Number	Description	Amount	
02/24/2025	1202500124	CESA #1 Statewide School-Based OT/PT Conference 2024 K. Rankin	250.00	
			Total:	\$250.00
CESA 5		626 E SLIFER ST PORTAGE, WI 53901	800-862-3725	
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500034	Credit Card Payment AP Invoice.	60.00	
			Total:	\$60.00
CESA 7		595 BAETEN RD GREEN BAY, WI 54304	920-492-5960	
Invoice Date	Invoice Number	Description	Amount	
02/17/2025	2500828	Full Learning Services	3,440.48	
02/17/2025	2500829	Act 20 Personal Reading Plans	575.00	
02/06/2025	USBANK02.06.2500024	Credit Card Payment AP Invoice.	-150.00	
02/03/2025	2500744	Spelling Bee	50.00	
			Total:	\$3,915.48
CESA 8		223 W PARK ST GILLET, WI 54124		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	1002500198	3rd Quarter Billing	8,678.70	
			Total:	\$8,678.70
CHAUDOIR, CHERIE		7992 WECKLER RD STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	02.27.25	Community Class Instructor	69.60	
			Total:	\$69.60
CHULA VISTA RESORT		4031 N RIVER RD PO Box 30 WIS DELLS, WI 53965		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500023	Credit Card Payment AP Invoice.	75.95	
			Total:	\$75.95

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
CLAFLIN, BRENT		1819 DEAD END RD BRUSSELS, WI 54204		920-495-7131
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	3-1-25	3-1-25 MS Tourn. Official	200.00	
02/04/2025	2-3-25	BBK JV2 Official	85.00	
Total:			\$285.00	
COBORN'S INCORPORATED		PO Box 1502 ST. CLOUD, MN 56302		
Invoice Date	Invoice Number	Description	Amount	
02/17/2025	01.2025	January 2025	1,587.32	
02/06/2025	USBANK02.06.2500038	Credit Card Payment AP Invoice.	29.98	
Total:			\$1,617.30	
COMMUNITY INSURANCE CORP		22 E MIFFLIN ST STE 900 MADISON, WI 53703		
Invoice Date	Invoice Number	Description	Amount	
02/19/2025	IN000016251	Policy # SGL22358-24 Additional Endorsement 7/1/2024 - 7/1/2025 Boomerang Stadium Holdings	25.00	
Total:			\$25.00	
CORY-YAEGGI, JOSHUA		6803 WOODVIEW DR STURGEON BAY, WI 54235		920-495-9615
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	2-27-25	2-27-25 JV2 BBK Official	85.00	
02/17/2025	2-13-25	BBK official 2-13-25 (JV1)	85.00	
02/10/2025	2-7-25	JV1 GBK Official	85.00	
02/04/2025	2-3-25	BBK JV1 Official	85.00	
02/04/2025	2-4-25	BBK Varsity Official	110.00	
02/03/2025	1-30-25	JV2 BBK Official	85.00	
Total:			\$535.00	
COSTCO WHOLESALE		2355 COSTCO WAY GREEN BAY, WI 54311		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500000	Credit Card Payment AP Invoice.	107.20	
Total:			\$107.20	
CROSSROADS AT BIG CREEK		PO Box 608 STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	20250226ADCR	Employee Donations	16.00	
02/12/2025	20250212ADCR	Employee Donations	16.00	
Total:			\$32.00	
DC FIRE CO LLC		38 S 3RD AVE STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500036	Credit Card Payment AP Invoice.	138.82	
Total:			\$138.82	
DEAN HEALTH INC, PREVEA 360		26183 NETWORK PL CHICAGO, IL 60673-1261		
Invoice Date	Invoice Number	Description	Amount	
02/25/2025	008098254	Health Insurance - March Coverage	191,194.30	
Total:			\$191,194.30	
DELTA DENTAL		PO Box 828 STEVENS POINT, WI 54481		888-324-8600
Invoice Date	Invoice Number	Description	Amount	
02/25/2025	2297930	Dental Insurance - March Coverage	16,047.20	
Total:			\$16,047.20	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
DEMCO		PO Box 88623 MILWAUKEE, WI 53288-8623		
Invoice Date	Invoice Number	Description	Amount	
02/21/2025	7607571	Library Signage	539.72	
			Total:	\$539.72
DEMEUSE, ANN MARIE		4574 DUNN RD STURGEON BAY, WI 54235		920-495-1178
Invoice Date	Invoice Number	Description	Amount	
02/13/2025	ERIN20250213A	1/24/2025 Meal during WASB Board Conference	20.98	
02/04/2025	02.04.25	Community Class Supplies	136.06	
			Total:	\$157.04
DEPARTMENT OF NATURAL RESOURCE		PO Box 7921 MADISON, WI 53707-7921		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500021	Credit Card Payment AP Invoice.	160.00	
			Total:	\$160.00
DEPT OF REVENUE - NC		PO Box 25000 RALEIGH, NC 27640		
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	20250226ADGAR5	Notice #: 3994 645 240 615	115.31	
02/12/2025	20250212ADGAR5	Notice #: 3994 645 240 615	109.42	
			Total:	\$224.73
DEYOUNG, BRADLEY		2473 OAKWOOD DRIVE GREEN BAY, WI 54304		906-290-1476
Invoice Date	Invoice Number	Description	Amount	
02/10/2025	2-7-25	GBK - Varsity Official	100.00	
			Total:	\$100.00
DILLENBURG, TYLER		1306 S FISK ST GREEN BAY, WI 54304		715-851-3789
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	2-25-27	2-27-25 Varsity BBK Official	100.00	
			Total:	\$100.00
DONOVAN GROUP LLC		1345 N JEFFERSON ST STE 120 MILWAUKEE, WI 53202		
Invoice Date	Invoice Number	Description	Amount	
02/28/2025	DG-2195	Communication Planning Services Jan. - June 2025	2,000.00	
02/28/2025	DG-2207	Communication Planning Services Jan. - June 2025	2,000.00	
			Total:	\$4,000.00
DOOR COUNTY HARDWARE		1225 EGG HARBOR ROAD STURGEON BAY, WI 54235		920-743-4417
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500026	Credit Card Payment AP Invoice.	0.00	
02/06/2025	USBANK02.06.2500027	Air Compressor for PE	119.99	
			Total:	\$119.99
DOOR COUNTY MEDICAL CENTER		323 S 18TH AVE STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/08/2025	114	January Nursing Services	11,804.10	
02/08/2025	92 - 1	January PT Services	678.20	
			Total:	\$12,482.30
DOOR COUNTY TREASURER-HIGHWAY COMMISSION		421 NEBRASKA ST STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/10/2025	2025-33000014	Fuel Charges	3,017.59	

Vendor Invoices

Sturgeon Bay WI

Vendor Name	Address	Phone Number
DOOR COUNTY TREASURER-HIGHWAY COMMISSION	421 NEBRASKA ST STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description
		Amount
		Total: \$3,017.59
DOOR COUNTY YMCA	1900 MICHIGAN ST STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description
		Amount
02/01/2025	02.2025	Monthly Memberships
		270.00
02/01/2025	02.2025-2	Monthly Memberships
		580.00
		Total: \$850.00
DOUCETTE, JULIE A	6028 GORDON RD STURGEON BAY, WI 54235	920-743-4199
Invoice Date	Invoice Number	Description
		Amount
02/20/2025	ERIN20250220A	1/1/2025-6/6/2025 Reimbursement for ASHA dues to maintain Certificate of Clinical Competence for billing purposes
		250.00
		Total: \$250.00
DPI-TEACHER LICENSING	DRAWER 794 MILWAUKEE, WI 53293-0794	
Invoice Date	Invoice Number	Description
		Amount
02/06/2025	USBANK02.06.2500007	Credit Card Payment AP Invoice.
		100.00
		Total: \$100.00
DUNHAM'S SPORTS	1300 EGG HARBOR RD STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description
		Amount
02/06/2025	USBANK02.06.2500016	Credit Card Payment AP Invoice.
		105.96
		Total: \$105.96
ELLENBECKER, TOM	N1004 WEST LAKE CT HORTONVILLE, WI 54944	
Invoice Date	Invoice Number	Description
		Amount
02/10/2025	2-7-25	GBK - Varsity Official
		100.00
		Total: \$100.00
EMPLOYEE BENEFITS CORPORATION	PO Box 44347 MADISON, WI 53744	608-831-8445
Invoice Date	Invoice Number	Description
		Amount
02/28/2025	02.28.25	EBC Flex Fees/HRA Fees/UM Accts
		435.50
		Total: \$435.50
ENVIRONMENTAL MGT CONSULTING	W7748 COUNTY ROAD V LAKE MILLS, WI 53551	800-279-2020
Invoice Date	Invoice Number	Description
		Amount
02/06/2025	64149	Semi-Annual ESHC Maintenance Fee
		1,550.00
02/06/2025	64243	Semi- Annual SDS Manager Maintenance Fee
		420.00
		Total: \$1,970.00
ERC INC	PO Box 13156 GREEN BAY, WI 54307-3156	920-403-7600
Invoice Date	Invoice Number	Description
		Amount
02/01/2025	ERC-0225-1223	January Monthly EAP Services
		831.60
		Total: \$831.60
EYTCHESON, MIRANDA M	8579 CTY C STURGEON BAY, WI 54235	920-438-9184
Invoice Date	Invoice Number	Description
		Amount
02/27/2025	ERIN20250227A	2/10/2025-2/11/2025 Meals during CHAMPS conference
		50.94
		Total: \$50.94
FOLLETT CONTENT SOLUTIONS LLC	PO Box 7410597 CHICAGO, IL 60674-0597	888-511-5114
Invoice Date	Invoice Number	Description
		Amount
02/13/2025	515081	Library Books-SR
		39.18

Vendor Invoices

Sturgeon Bay WI

Vendor Name	Address		Phone Number
FOLLETT CONTENT SOLUTIONS LLC	PO Box 7410597 CHICAGO, IL 60674-0597		888-511-5114
Invoice Date	Invoice Number	Description	Amount
02/12/2025	506054F	Library books-SR	417.02
02/11/2025	515079	Library Books-MS	16.65
02/07/2025	506049F	Library books-SR	714.55
02/05/2025	506048F	MS Educational Materials	412.16
02/05/2025	515080	Library Books-HS	48.57
02/04/2025	514233	Library books-award winners	26.63
02/03/2025	506061F	Library books-SR	461.80
Total:			\$2,136.56
FORD, PAUL	646 OLIVE TREE DR GREEN BAY, WI 54313		920-655-4443
Invoice Date	Invoice Number	Description	Amount
02/19/2025	2-18-25	2-18-25 BBK Varsity official	100.00
Total:			\$100.00
GERBER, ASHLEY	STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount
02/19/2025	02.19.2025	Classroom Tables	1,000.00
Total:			\$1,000.00
GFL ENVIRONMENTAL	PO Box 555193 DETROIT, MI 48255-5193		
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500032	Credit Card Payment AP Invoice.	2,157.93
Total:			\$2,157.93
GOLDEN, HEATHER	1372 SERVAIS ST GREEN BAY, WI 54304		920-413-2413
Invoice Date	Invoice Number	Description	Amount
02/19/2025	2-17-25	2-17-25 GBK varsity official	100.00
Total:			\$100.00
GORDON FOOD SERVICE INC	PO Box 88029 CHICAGO, IL 60680-1029		
Invoice Date	Invoice Number	Description	Amount
02/28/2025	02.28.25	February 2025 Food Bills	29,102.93
Total:			\$29,102.93
HASTY AWARDS	1015 ENTERPRISE ST OTTAWA, KS 66067-4101		
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500001	Credit Card Payment AP Invoice.	419.10
Total:			\$419.10
HAUS, ALLISON S	351 N 17TH DR STURGEON BAY, WI 54235		715-379-9019
Invoice Date	Invoice Number	Description	Amount
02/03/2025	02.03.2025	Parking Reimbursement	65.83
Total:			\$65.83
HERALD, MICHAEL	2123 KING JAMES DR GREEN BAY, WI 54304		920-604-1215
Invoice Date	Invoice Number	Description	Amount
02/27/2025	2-27-25	2-27-25 Varsity BBK Official	100.00
Total:			\$100.00
HILL, FIA K	216 S 10TH AVE STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount
02/18/2025	02.18.2025	Accompanist Pay	1,100.00
Total:			\$1,100.00

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
INDEED, INC.		6433 CHAMPION GRADVIEW WAY BLDG 1 AUSTIN, TX 78750	
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500013	Credit Card Payment AP Invoice.	1,503.60
Total:			\$1,503.60
INSTRUMENTAL MUSIC CO		2986 VOYAGER DR GREEN BAY, WI 54311	866-813-2263
Invoice Date	Invoice Number	Description	Amount
02/11/2025	192709288	last minute festival items	181.06
Total:			\$181.06
INSTRUMENTALIST AWARDS LLC		1838 TECHNY COURT NORTHBROOK, IL 60062	888-446-6888
Invoice Date	Invoice Number	Description	Amount
02/10/2025	02.14.2025	Instrumentalist end of year awards - band	374.00
Total:			\$374.00
INTERNAL REVENUE SERVICE		OGDEN, UT 84201	
Invoice Date	Invoice Number	Description	Amount
02/28/2025	02.28.25	FEDERAL TAXES	194,285.20
Total:			\$194,285.20
J W PEPPER & SON INC		4777 SHADY OAK RD STE 300 MINNETONKA, MN 55343	952-938-0028
Invoice Date	Invoice Number	Description	Amount
02/20/2025	367314628	JW Pepper - "Alpha Squadron" EPRINT	45.00
02/10/2025	367273402	"All Star" - JW Pepper EPRINT Music	51.80
02/03/2025	367245277	"Bad Romance" - JW PEPPER	51.80
Total:			\$148.60
JEANQUART, GARRETT		702 MARCKS CT LUXEBURG, WI 54217	920-680-4384
Invoice Date	Invoice Number	Description	Amount
02/11/2025	2-10-25	MS Wrestling official	100.00
Total:			\$100.00
JIMMY JOHN'S		845 EGG HARBOR RD STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500017	Credit Card Payment AP Invoice.	72.33
Total:			\$72.33
JORNS SUGAR BUSH		4518 CTY RD T EGG HARBOR, WI 54209	
Invoice Date	Invoice Number	Description	Amount
02/03/2025	832685	Syrup - Breakfast	394.00
Total:			\$394.00
KIEL HIGH SCHOOL		210 RAIDER HEIGHTS KIEL, WI 53042	
Invoice Date	Invoice Number	Description	Amount
02/25/2025	02.25.25	HS Baseball Game	262.50
Total:			\$262.50
KITTY O'REILLY'S IRISH PUB		59 E OAK ST STURGEON BAY, WI 54235	920-743-7441
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500037	Credit Card Payment AP Invoice.	68.03
Total:			\$68.03

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
KOBUSSEN BUSES LTD		PO Box 858 KAUKAUNA, WI 54130		920-766-0606
Invoice Date	Invoice Number	Description	Amount	
02/05/2025	01.2025	January Bussing Services	57,783.26	
			Total:	\$57,783.26
KULLY SUPPLY		2110 COUNTY RD 42 WEST BURNSVILLE, MN 55337		952-898-6000
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500015	Credit Card Payment AP Invoice.	704.80	
			Total:	\$704.80
KUREK, JULIA		5431 CTY RD TT STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/17/2025	02.17.25	Nursing/Medical 4-yr Marsden Scholarship	1,750.00	
			Total:	\$1,750.00
KWIK TRIP		PO Box 1597 LACROSSE, WI 54602-1597		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500009	Credit Card Payment AP Invoice.	119.47	
			Total:	\$119.47
KYLES CONSULTING LLC		PO Box 8988 GREEN BAY, WI 54308		920-471-3718
Invoice Date	Invoice Number	Description	Amount	
02/04/2025	1997	January Monthly SBS/MAC fee	345.95	
			Total:	\$345.95
LECAPTAIN, BERNARD		16919 LECAPTAIN RD MARIBEL, WI 54227		920-683-2111
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	2-25-25	MS wrestling quad - official	100.00	
			Total:	\$100.00
LEE, ALYSSA R		1066 BONNIE VIEW DR STURGEON BAY, WI 54235		920-495-4177
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	02.27.25	Community Class Instructor	162.40	
			Total:	\$162.40
LEE, ANGELINA		613 N 16TH PL STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/13/2025	02.13.2025	Lunch Balance Refund	369.00	
			Total:	\$369.00
LEMON PERFECT		956 BRADY AVE NW FL 2 ATLANTA, GA 30318		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500010	Credit Card Payment AP Invoice.	179.28	
			Total:	\$179.28
LUER, AARON		914 SARAH MILES LN MANITOWOC, WI 54220		920-629-9194
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	2-27-25	2-27-25 Varsity BBK Official	100.00	
			Total:	\$100.00
MAAS FLORAL & GREENHOUSE		3026 CTY RD S STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/10/2025	020969	Service Club Carnation Sale	105.00	
			Total:	\$105.00

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
MADISON NATIONAL LIFE - VOLUNTARY		PO Box 8854 CAROL STREAM, IL 60197-8854		
Invoice Date	Invoice Number	Description	Amount	
02/25/2025	1677732	Voluntary Life - 24 Pay - March Coveragae	458.44	
02/25/2025	1677733	Voluntary Life - 18 Pay - March Coverage	312.00	
Total:			\$770.44	
MADISON NATIONAL LIFE, GROUP LIFE		PO Box 8854 CAROL STREAM, IL 60197-8854		800-627-3660
Invoice Date	Invoice Number	Description	Amount	
02/25/2025	1677734	Group Life - March Coverage	4,130.95	
Total:			\$4,130.95	
MADISON NATIONAL LIFE-DISABILITY		PO Box 8854 CAROL STREAM, IL 60197-8854		
Invoice Date	Invoice Number	Description	Amount	
02/25/2025	1677735	LTD & STD Insurance - March Coverage	3,951.92	
Total:			\$3,951.92	
MALLIEN, KOREY		6440 BARRICK RD STURGEON BAY, WI 54235		920-559-1562
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	2-27-25	2-27-25 JV1 BBK Official	85.00	
02/27/2025	3-1-25	3-1-25 MS Tourn. Official	200.00	
02/19/2025	2-17-25	2-17-25 GBK JV official	85.00	
02/19/2025	2-18-25	JV2 BBK Official 2-18-25	85.00	
02/17/2025	2-13-25	BBK official 2-13-25 (JV1)	85.00	
02/04/2025	2-3-25	BBK JV1 Official	85.00	
02/04/2025	2-4-25	BBK Varsity Official	110.00	
02/03/2025	1-30-25	JV1 BBK Official	85.00	
Total:			\$820.00	
MARQUARDT, AUSTIN		320 S BROWN AVE PESHTIGO, WI 54157		715-923-9460
Invoice Date	Invoice Number	Description	Amount	
02/03/2025	1-30-25	GBK Varsity Official	100.00	
Total:			\$100.00	
MARTENS, KARLIE R		1119 S RIDGEWAY AVE STURGEON BAY, WI 54235		920-373-0992
Invoice Date	Invoice Number	Description	Amount	
02/20/2025	ERIN20250220A	2/9/2025-2/10/2025 Meals during CHAMPS conference	77.52	
Total:			\$77.52	
MARTIN, STACEY R		6897 MEREDITH LN STURGEON BAY, WI 54235		920-493-4591
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	ERIN20250227A	2/14/2025-2/18/2025 Sawyer Family Fun night snacks	79.94	
Total:			\$79.94	
MAYBERRY, JOHN R		4044 COUNTY ROAD V EGG HARBOR, WI 54209		920-421-1152
Invoice Date	Invoice Number	Description	Amount	
02/20/2025	ERIN20250220A	1/1/2025-2/6/2025 Mileage Building Checks and Snow Removal	30.80	
Total:			\$30.80	
MC MASTER-CARR SUPPLY		PO Box 7690 CHICAGO, IL 60680		630-833-0300
Invoice Date	Invoice Number	Description	Amount	
02/12/2025	40722839	Metals Materials	792.12	
Total:			\$792.12	
MCQUILLAN, SHAWN		PO Box 153 WINNEBAGO, WI 54985		920-598-0249
Invoice Date	Invoice Number	Description	Amount	
02/19/2025	2-17-25	2-17-25 GBK varsity official	100.00	
02/03/2025	1-30-25	Varsity BBK Official	100.00	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
MCQUILLAN, SHAWN		PO Box 153 WINNEBAGO, WI 54985		920-598-0249
Invoice Date	Invoice Number	Description	Amount	
			Total:	\$200.00
MEIKLE, REX		5350 FOREST RD STURGEON BAY, WI 54235		920-559-8005
Invoice Date	Invoice Number	Description	Amount	
02/24/2025	2-21-25	2-21-25 GBK JV Official	85.00	
02/17/2025	2-13-25	BBK official 2-13-25 (JV2)	85.00	
02/10/2025	2-7-25	JV1 GBK Official	85.00	
02/03/2025	1-30-25	JV2 BBK Official	85.00	
			Total:	\$340.00
MENARDS		2560 STEFFENS CT GREEN BAY, WI 54311		920-465-7555
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500030	Credit Card Payment AP Invoice.	673.89	
			Total:	\$673.89
MESSERLI & KRAMER PA		3033 CAMPUS DR STE 250 PLYMOUTH, MN 55441		
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	20250226ADGAR2	Case No. 11CV142; File #12-02077	150.11	
02/12/2025	20250212ADGAR2	Case No. 11CV142; File #12-02077	273.56	
			Total:	\$423.67
METRO SALES INC		PO Box 1415 MINNEAPOLIS, MN 55480-1415		
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	INV2725892	Acct #W-GB3909 Staple Refill	116.47	
02/14/2025	2715448	Staple Refill	162.40	
02/11/2025	2712885	ACCT # GB3909 Contract # 3239-02	5,633.18	
02/10/2025	2710281	Staple Refill	93.83	
			Total:	\$6,005.88
METROFAX		800-321-3121		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500012	Credit Card Payment AP Invoice.	9.95	
			Total:	\$9.95
MIKE'S AUTOMOTIVE LLC		5780 W JORNS LN STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500014	Credit Card Payment AP Invoice.	492.56	
			Total:	\$492.56
MITCHELL, RICKI		1239 N 18TH AVE STURGEON BAY, WI 54235		920-473-4139
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	02.27.25	Community Class Instructor	69.60	
			Total:	\$69.60
NAEA MEMBER SERVICES		901 PRINCE STREET ALEXANDRIA, VA 22314		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500019	Credit Card Payment AP Invoice.	90.00	
			Total:	\$90.00

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
NASCO		PO Box 737813 DALLAS, TX 75373-7813		800-558-9595
Invoice Date	Invoice Number	Description	Amount	
02/21/2025	688789	Art Supplies	115.21	
02/19/2025	688114	hs art	478.70	
02/12/2025	686158	Art Supplies	76.85	
Total:			\$670.76	
NERBY, KEITH A		461 N 17TH DR STURGEON BAY, WI 54235		262-370-3565
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	ERIN20250227A	1/15/2025 Travel round trip to the Packerland Principal's meeting at Towline Pub and Grill on January 15, 2025 at 100.2 miles.	70.00	
Total:			\$70.00	
NWTC BOOKSTORE		2740 W MASON ST GREEN BAY, WI 54303		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500018	Credit Card Payment AP Invoice.	140.75	
Total:			\$140.75	
O'HANDLEY, JENNIFER L		1758 UTAH ST STURGEON BAY, WI 54235		920-256-0685
Invoice Date	Invoice Number	Description	Amount	
02/17/2025	02.17.25	Community Class Supplies	114.39	
Total:			\$114.39	
OLIVER MACHINERY CO.		921 THOMAS AVE SW RENTON, WA 98057		
Invoice Date	Invoice Number	Description	Amount	
02/24/2025	17133	Machine Parts	114.99	
Total:			\$114.99	
PAPA MURPHY'S		1009 EGG HARBOR RD STURGEON BAY, WI 54235		920-746-9900
Invoice Date	Invoice Number	Description	Amount	
02/17/2025	02.17.25	HS Choir Fundraiser	2,646.00	
Total:			\$2,646.00	
PAR INC		16130 N FLORIDA AVE LUTZ, FL 33549		800-899-8378
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500006	Credit Card Payment AP Invoice.	444.96	
Total:			\$444.96	
PENINSULA PULSE		8142 STATE HIGHWAY 57 BAILEYS HARBOR, WI 54202-9330		
Invoice Date	Invoice Number	Description	Amount	
02/01/2025	34873	January Legal Notices	219.64	
Total:			\$219.64	
PENWORTHY CO		PO Box 511160 MILWAUKEE, WI 53203-0202		800-262-2665
Invoice Date	Invoice Number	Description	Amount	
02/21/2025	0605929-IN	Penworthy Books	571.18	
Total:			\$571.18	
PHILLIPS, AUSTIN		4886 N OVERLAND RD APT 18 HOBART, WI 54155		920-309-2364
Invoice Date	Invoice Number	Description	Amount	
02/17/2025	2-13-25	BBK official 2-13-25 (V)	100.00	
Total:			\$100.00	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
PICK'N SAVE ROUNDYS INC		1847 EGG HARBOR RD STURGEON BAY, WI 54235	920-743-8830
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500003	Credit Card Payment AP Invoice.	182.18
Total:			\$182.18
PREBLE HIGH SCHOOL		2222 DECKNER AVE GREEN BAY, WI 54302	
Invoice Date	Invoice Number	Description	Amount
02/10/2025	2-8-25	2-8 JV Wrestling/Girls (\$240 for boys, \$100 for Girls)	340.00
Total:			\$340.00
PROPSOM, MATTHEW P		2680 CANAL RD STURGEON BAY, WI 54235	920-883-6897
Invoice Date	Invoice Number	Description	Amount
02/06/2025	ERIN20250206A	1/29/2025 Mileage for State Clipper Clays Conference - Wisconsin Dells 2025	203.00
Total:			\$203.00
QUILL LLC		PO Box 37600 PHILADELPHIA, PA 19101-0600	800-634-4809
Invoice Date	Invoice Number	Description	Amount
02/05/2025	42735489	11x17 paper	198.87
Total:			\$198.87
RABAS, JENNIFER		807 N 6TH AVE STURGEON BAY, WI 54235	414-704-5396
Invoice Date	Invoice Number	Description	Amount
02/13/2025	ERIN20250213A	2/2/2025-2/3/2025 Bought some items for Sunrise Clubs (Embroidery Club)	43.87
Total:			\$43.87
RENARD'S CHEESE STORE LLC		2189 CTY DK STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
02/05/2025	558102	Class of 2029 Washington DC Trip Fundraiser	1,233.00
Total:			\$1,233.00
ROEDEL, NICK		4925 MORGAN DR MANITOWOC, WI 54220	920-629-1084
Invoice Date	Invoice Number	Description	Amount
02/04/2025	2-3-25	BBK Varsity Official	110.00
Total:			\$110.00
ROEDEL, RICHARD		4925 MORGAN DR MANITOWOC, WI 54220-1027	920-629-6887
Invoice Date	Invoice Number	Description	Amount
02/04/2025	2-3-25	BBK Varsity Official	110.00
Total:			\$110.00
ROSEWOOD DAIRY INC		2189 COUNTY RD DK STURGEON BAY, WI 54235	920-825-7272
Invoice Date	Invoice Number	Description	Amount
02/13/2025	107946	Bulk Curds	237.03
Total:			\$237.03
ROTARY CLUB OF STURGEON BAY		PO Box 81 STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500008	Credit Card Payment AP Invoice.	200.00
Total:			\$200.00
SAN-A-CARE INC		PO Box 4250 WAUKESHA, WI 53187	
Invoice Date	Invoice Number	Description	Amount
02/17/2025	641504	Maintenance Supplies	1,173.28
Total:			\$1,173.28

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
SANCHEZ, ALEXANDER		511 MILL ST ALGOMA, WI 54201		920-493-1618
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	3-1-25	3-1-25 MS Tourn. Official	200.00	
02/04/2025	2-3-25	BBK JV2 Official	85.00	
Total:			\$285.00	
SB LUNCH PROGRAM				
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	20250226ADL18	Lunch Payroll Deductions	837.75	
02/12/2025	20250212ADL18	Payroll accrual	837.75	
Total:			\$1,675.50	
SCANTRON CORPORATION		9720 WILSHIRE BLVD FL 6 BEVERLY HILLS, CA 90212		800-722-6876
Invoice Date	Invoice Number	Description	Amount	
02/18/2025	201294	Scantron forms 889-E & 882-E	1,132.13	
Total:			\$1,132.13	
SCATURO'S BAKING COMPANY		19 GREEN BAY RD STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/05/2025	221780	Board Retreat Lunch	245.78	
Total:			\$245.78	
SCHOENEMAN, MANDY E		54 N 8TH AVE STURGEON BAY, WI 54235		920-360-6283
Invoice Date	Invoice Number	Description	Amount	
02/20/2025	ERIN20250220A	2/13/2025 CBI Cooking/baking supplies	31.27	
Total:			\$31.27	
SCHOLASTIC INC		PO Box 639850 CINCINNATI, OH 45263-9850		800-724-6527
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500031	Credit Card Payment AP Invoice.	496.80	
Total:			\$496.80	
SCHOOL SPECIALTY, LLC		PO Box 825640 PHILADELPHIA, PA 19182-5640		888-388-3224
Invoice Date	Invoice Number	Description	Amount	
02/13/2025	208135367638	Awards for Math meet	69.15	
Total:			\$69.15	
SCTP- SCHOLASTIC CLAY TARGET PROGRAM		925 MILWAUKEE AVE STE B1 BURLINGTON, WI 53105		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500022	Credit Card Payment AP Invoice.	2,290.00	
Total:			\$2,290.00	
SEEHAFER, JOEL		130 REGAN STREET GREEN BAY, WI 54303		920-246-2952
Invoice Date	Invoice Number	Description	Amount	
02/10/2025	2-7-25	GBK - Varsity Official	100.00	
02/04/2025	2-4-25	BBK Varsity Official	110.00	
Total:			\$210.00	
SELLE, HOLLY K		1256 UTAH ST STURGEON BAY, WI 54235		920-396-9946
Invoice Date	Invoice Number	Description	Amount	
02/13/2025	ERIN20250213A	8/26/2024-12/27/2024 Mileage-Fall 2024	157.45	
Total:			\$157.45	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
SHAWANO HIGH SCHOOL		220 COUNTY RD B SHAWANO, WI 54166		
Invoice Date	Invoice Number	Description	Amount	
02/03/2025	1-31-25	Girls wrestling contract	175.00	
Total:			\$175.00	
SHEBOYGAN SOUTH HIGH SCHOOL		1240 WASHINGTON AVE SHEBOYGAN, WI 53081		
Invoice Date	Invoice Number	Description	Amount	
02/19/2025	12-27-24	Girls Wrestling invite	50.00	
Total:			\$50.00	
SHEFCHIK, JOHN		3303 S ALLEN RD GREEN BAY, WI 54311		920-863-6802
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	2-25-25	MS wrestling quad - official	100.00	
02/11/2025	2-10-25	MS wrestling official	100.00	
Total:			\$200.00	
SMORE		6425 LIVING PL PITTSBURGH, PA 15206		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500039	Credit Card Payment AP Invoice.	99.00	
Total:			\$99.00	
SOLUM, LUCAS		1046 W MAPLE ST STURGEON BAY, WI 54235		414-378-4721
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	2-27-25	2-27-25 JV1 BBK Official	85.00	
02/19/2025	2-17-25	2-17-25 GBK JV official	85.00	
02/04/2025	2-3-25	BBK Varsity Official	110.00	
02/03/2025	1-30-25	JV1 BBK Official	85.00	
Total:			\$365.00	
SONNY'S PIZZERIA LLC		129 N MADISON AVE STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
02/06/2025	USBANK02.06.2500035	Credit Card Payment AP Invoice.	90.05	
Total:			\$90.05	
SPECTRUM BUSINESS		PO Box 223085 PITTSBURGH, PA 15251-2085		614-255-6233
Invoice Date	Invoice Number	Description	Amount	
02/01/2025	171231301020125	Acct #171231301 Monthly Charges	307.18	
02/01/2025	243155001020125	ACCT # 243155001 Monthly Charges	114.99	
Total:			\$422.17	
STANDARD INSURANCE CO		PO Box 645311 CINCINNATI, OH 45264-5311		
Invoice Date	Invoice Number	Description	Amount	
02/14/2025	182212	Accident, Critical & Hospital Insurance - March Coverage	3,435.97	
Total:			\$3,435.97	
STAPLES ADVANTAGE		PO Box 660409 DALLAS, TX 75266-0409		866-633-6080
Invoice Date	Invoice Number	Description	Amount	
02/11/2025	6024168540	MS Office Supplies	313.15	
Total:			\$313.15	
STENZEL, SHELLEY S		3430 N JUNCTION RD EGG HARBOR, WI 54209		920-868-0283
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	ERIN20250227A	2/12/2025 classroom supplies.	47.70	
02/27/2025	ERIN20250227B	2/10/2025 World Language Club supplies	27.45	
Total:			\$75.15	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
STONEBURNER, TY		776 PLEASANT WAY SEYMOUR, WI 54165	920-228-0045
Invoice Date	Invoice Number	Description	Amount
02/19/2025	2-18-25	2-18-25 BBK Varsity official	100.00
Total:			\$100.00
STURGEON BAY BAND PARENTS		250 N 18TH AVE STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
02/10/2025	02.10.2025	Over Payment from Fundraiser	2,150.00
Total:			\$2,150.00
STURGEON BAY UTILITIES		PO Box 27 STURGEON BAY, WI 54235	920-746-2820
Invoice Date	Invoice Number	Description	Amount
02/18/2025	01.2025	January 2025 Utilities	17,813.22
Total:			\$17,813.22
SUPERIOR VISION INSURANCE		PO Box 748982 LOS ANGELES, CA 90074-8982	
Invoice Date	Invoice Number	Description	Amount
02/25/2025	0000881703	Vision Insurance - March Coverage	1,355.64
Total:			\$1,355.64
SYMMETRY ENERGY SOLUTIONS, LLC		23970 NETWORK PL CHICAGO, IL 60673-1239	800-495-9880
Invoice Date	Invoice Number	Description	Amount
02/12/2025	19627134	CUST ID # 34642 Natural Gas billing	4,404.85
Total:			\$4,404.85
TEACHERS PAY TEACHERS LLC, TEACHER SYNERGY		75 REMITTANCE DRIVE DEPT 6759 CHICAGO, IL 60675-6759	
Invoice Date	Invoice Number	Description	Amount
02/18/2025	293300986	Science of Reading Resources	25.35
Total:			\$25.35
THE LINCOLN ELECTRIC COMPANY		PO Box 644248 PITTSBURGH, PA 15264-4248	
Invoice Date	Invoice Number	Description	Amount
02/17/2025	913643754	Welding Electrodes	100.00
Total:			\$100.00
TUST, MIKE		3580 CHURCH RD GREEN BAY, WI 54311	920-217-0122
Invoice Date	Invoice Number	Description	Amount
02/17/2025	2-13-25	BBK official 2-13-25 (V)	100.00
Total:			\$100.00
ULINE		PO Box 88741 CHICAGO, IL 60680-1741	800-295-5571
Invoice Date	Invoice Number	Description	Amount
02/05/2025	188824300	Maintenance Supplies	577.68
Total:			\$577.68
ULRICH, BROOKE		58 W MAPLE ST STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
02/27/2025	02.27.25	Community Class Instructor	116.00
Total:			\$116.00
UNITED MAILING SERVICES INC		3625 N 126TH STREET BROOKFIELD, WI 53005	
Invoice Date	Invoice Number	Description	Amount
02/05/2025	221594	January Mailing Service	1,434.00
Total:			\$1,434.00
UNITED PARCEL SERVICE		PO Box 809488 CHICAGO, IL 60680-9488	
Invoice Date	Invoice Number	Description	Amount
02/08/2025	586902056	Monthly Parcel Service	63.19

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
UNITED PARCEL SERVICE		PO Box 809488 CHICAGO, IL 60680-9488	
Invoice Date	Invoice Number	Description	Amount
			Total: \$63.19
UNITED WAY		PO Box 223 STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
02/26/2025	20250226ADUW	Employee Donations	233.00
02/12/2025	20250212ADUW	Employee Donations	233.00
			Total: \$466.00
UNIV OF WISC-GREEN BAY		2420 NICOLET DR GREEN BAY, WI 54311-7001	
Invoice Date	Invoice Number	Description	Amount
02/21/2025	14100	Textbooks	53.49
02/07/2025	02.07.2025	Tuition and Fees	1,277.80
			Total: \$1,331.29
US BANK CREDIT CARD		PO Box 790428 ST LOUIS, MO 63179-0428	
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500004	Credit Card Payment AP Invoice.	4,657.45
			Total: \$4,657.45
US CELLULAR		PO Box 0205 PALATINE, IL 60055-0205	888-944-9400
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500028	Credit Card Payment AP Invoice.	1,777.50
			Total: \$1,777.50
USI INC- EDUCATIONAL SALES		98 FORT PATH RD STE B MADISON, CT 06443-2264	800-243-4565
Invoice Date	Invoice Number	Description	Amount
02/18/2025	0399327301012	Laminating Film for Sawyer	148.89
			Total: \$148.89
UW INDEPENDENT LEARNING		780 REGENT ST STE 130 MADISON, WI 53715	
Invoice Date	Invoice Number	Description	Amount
02/05/2025	741961	Dynamics Course Fees	327.00
02/05/2025	741962	Principles of Macroeconomics Course Fee	327.00
			Total: \$654.00
VANDENBOGART, CHERI L		1817 CLAY BANKS RD STURGEON BAY, WI 54235	920-495-3653
Invoice Date	Invoice Number	Description	Amount
02/27/2025	ERIN20250227A	2/27/2025 Authenticator App reimbursement \$25	25.00
			Total: \$25.00
WALGREEN DRUG STORES		808 S DULUTH AVE STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500011	Credit Card Payment AP Invoice.	7.99
			Total: \$7.99
WALKER, WAYNE		1109 N MYCENA CR GREEN BAY, WI 54313	920-609-6315
Invoice Date	Invoice Number	Description	Amount
02/24/2025	2-21-25	2-21-25 GBK Varsity and JV Official	185.00
02/19/2025	2-17-25	2-17-25 GBK varsity official	100.00
02/03/2025	1-30-25	Varsity BBK Official	100.00
			Total: \$385.00

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
WALMART		1536 EGG HARBOR RD STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500005	Credit Card Payment AP Invoice.	1,423.44
Total:			\$1,423.44
WASEDA FARMS COUNTRY MARKET		330 REID ST DE PERE, WI 54115	
Invoice Date	Invoice Number	Description	Amount
02/20/2025	517795	Food Service Supplies	108.00
02/06/2025	516406	Lunch Supplies	534.73
Total:			\$642.73
WBCA		218 S LINCOLN ST PO Box 516 CUBA CITY, WI 53807	
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500020	Credit Card Payment AP Invoice.	129.75
Total:			\$129.75
WEA MEMBER BENEFITS		PO Box 645451 PITTSBURGH, PA 15264-5252	
Invoice Date	Invoice Number	Description	Amount
02/26/2025	20250226AFTSA	TSA Benefit: Tjernagel \$421.36 & Holtz \$119.51	540.87
02/12/2025	20250212AFTSA	TSA Benefit: Tjernagel \$421.36 & Holtz \$119.51	540.87
02/12/2025	20250212AFTSARB	TSA Retirement Benefit	0.00
Total:			\$1,081.74
WEA TRUST ADVANTAGE		PO Box 7893 MADISON, WI 53707-7893	
Invoice Date	Invoice Number	Description	Amount
02/26/2025	20250226ADAU	WEA Auto Insurance	61.09
02/26/2025	20250226ADRI	WEA Roth IRA	610.00
02/26/2025	20250226ADWRTSA	WEA Roth TSA	3,409.00
02/26/2025	20250226ADWST	WEA Tax Sheltered Annuity	3,112.76
02/12/2025	20250212ADAU	WEA Auto Insurance	61.09
02/12/2025	20250212ADRI	WEA Roth IRA	695.00
02/12/2025	20250212ADWRTSA	WEA Roth TSA	3,409.00
02/12/2025	20250212ADWST	WEA Tax Sheltered Annuity	2,986.91
Total:			\$14,344.85
WENGER CORPORATION		PO Box 1450 NW 7896 MINNEAPOLIS, MN 55485-7896	
Invoice Date	Invoice Number	Description	Amount
02/07/2025	887406	music stand repair parts	1,199.00
Total:			\$1,199.00
WFCA		PO Box 8 POYNETTE, WI 53955	
Invoice Date	Invoice Number	Description	Amount
02/06/2025	USBANK02.06.2500002	Credit Card Payment AP Invoice.	57.07
Total:			\$57.07
WILSON, DAVID		1759 BURGOYNE CT DE PERE, WI 54115	608-207-0551
Invoice Date	Invoice Number	Description	Amount
02/24/2025	2-21-25	GBK Varsity Official	100.00
Total:			\$100.00
WIS ASSOC OF SCHOOL DIST ADMIN		4797 HAYES RD STE 201 MADISON, WI 53704	
Invoice Date	Invoice Number	Description	Amount
02/07/2025	200015733	WASSA Spring Registration Fee	195.00

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
WIS ASSOC OF SCHOOL DIST ADMIN		4797 HAYES RD STE 201 MADISON, WI 53704		
Invoice Date	Invoice Number	Description	Amount	
			Total:	\$195.00
WIS DEPT OF REVENUE		PO Box 8902 MADISON, WI 53708-8902		
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	20250226ADGARP4	Payroll accrual	207.55	
02/12/2025	20250212ADGARP4	Payroll accrual	196.95	
			Total:	\$404.50
WIS SCHOOL MUSIC ASSN		1005 QUINN DR WAUNAKEE, WI 53597		800-589-9762
Invoice Date	Invoice Number	Description	Amount	
02/27/2025	38211	WSMA Solo Ensemble Medals	151.40	
			Total:	\$151.40
WISCONSIN BUILDING SUPPLY		PO Box 850078 MINNEAPOLIS, MN 55485-0078		
Invoice Date	Invoice Number	Description	Amount	
02/25/2025	3007088	HS Theater Supplies	140.79	
			Total:	\$140.79
WISCONSIN DEFERRED COMP BOARD		5325 WALL ST STE 2755 MADISON, WI 53718		800-695-4952
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	20250226ADWDC	Plan #98971-01 Employee Contributions	195.00	
02/26/2025	20250226ADWDC%	Plan #98971-01 Employee Contributions	145.16	
02/26/2025	20250226ADWDCRO	Plan #98971-01 Roth Employee Contributions	200.00	
02/12/2025	20250212ADWDC	Plan #98971-01 Employee Contributions	195.00	
02/12/2025	20250212ADWDC%	Plan #98971-01 Employee Contributions	145.16	
02/12/2025	20250212ADWDCRO	Plan #98971-01 Roth Employee Contributions	200.00	
			Total:	\$1,080.32
WISCONSIN DEPARTMENT OF REVENUE		PO Box 930208 MILWAUKEE, WI 53293-0208		
Invoice Date	Invoice Number	Description	Amount	
02/28/2025	02.28.25	STATE TAXES	32,116.85	
			Total:	\$32,116.85
WISCONSIN INTERSCHOLASTIC ALPINE RACING ASSOC				
Invoice Date	Invoice Number	Description	Amount	
02/13/2025	02.13.25	2025 WI Alpine Championships	220.00	
			Total:	\$220.00
WISCONSIN PUBLIC SERVICE CORP		PO Box 1109 GLENVIEW, IL 60025		
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	5349390090	ACCT # 0401972111-00005	1,268.05	
			Total:	\$1,268.05
WISCONSIN RETIREMENT SYSTEM		DRAWER 901 MILWAUKEE, WI 53293		
Invoice Date	Invoice Number	Description	Amount	
02/28/2025	02.28.25	STATE RETIREMENT	112,215.28	
			Total:	\$112,215.28
WISCTF		PO Box 74400 MILWAUKEE, WI 53274-0400		
Invoice Date	Invoice Number	Description	Amount	
02/26/2025	20250226ADCHSUP	Remittance IDs - 429469	34.61	
02/12/2025	20250212ADCHSUP	Remittance IDs - 429469	34.61	
			Total:	\$69.22

Vendor Invoices

Sturgeon Bay WI

Fund Summary Totals

Fun	Fund Description	Balance Sheet	Revenue	Expense	Total
10	GENERAL FUND	0.00	0.00	210,952.44	210,952.44
21	SPECIAL REVENUE - GIFTS	0.00	2,150.00	9,892.19	12,042.19
22	SCHOLARSHIPS	0.00	0.00	1,750.00	1,750.00
27	SPECIAL EDUCATION	0.00	0.00	12,708.66	12,708.66
50	FOOD SERVICE FUND	369.00	0.00	33,411.35	33,780.35
80	COMMUNITY SERVICE FUND	0.00	0.00	3,096.09	3,096.09
98	PAYROLL CLEARING FUND	557,033.88	0.00	0.00	557,033.88
Totals:		\$557,402.88	\$2,150.00	\$271,810.73	\$831,363.61

From: Monica Horton <mhorton@sbsdmail.net>

Date: February 16, 2025 at 1:43:03 PM CST

To: Lindsay Ferry <lferry@sbsdmail.net>, Kathryn DeVillers <kdevillers@sbsdmail.net>, Cheri VandenBogart <cvandenbogart@sbsdmail.net>

Subject: Resignation

Hello,

I regret to inform you as of 2/14/2025 I am putting in my 2 week notice. I have decided to try my hand back in the medical field and although I was not looking for a job one found me. That being said, I have truly loved working in the LEAP room and would like to stay on with the district as a Special ED sub.

Thank you for giving me the chance to work with an amazing staff and students.

Sincerely,
Monica Horton

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

From: **Brinley Gordon** <bgordon@sbsdmail.net>

Date: Wed, Feb 19, 2025 at 12:53 PM

Subject: Re: request

To: Kathryn DeVillers <kdevillers@sbsdmail.net>

Hi,

I am writing this email to inform the Sturgeon Bay School District of my resignation after the 2024-2025 school year. My fiancé and I are moving to the east coast this summer to be closer to his family. We will miss our wonderful jobs and this amazing county, but are excited for this next chapter of our lives.

Thank you,

Brinley Gordon

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

From: **Rosa Rodriguez** <rrodriguez@sbsdmail.net>

Date: Mon, Mar 3, 2025 at 7:18 AM

Subject: Notice of Resignation

To: Lindsay Ferry <lferry@sbsdmail.net>

Cc: Kathryn DeVillers <kdevillers@sbsdmail.net>, Ashley Hansen
<ahansen@sbsdmail.net>

Dear Lindsay,

Please accept this email as formal notification that I am resigning from my position as a Teacher Associate. This email is being provided to give two weeks notice, as today is March 3rd, 2025. My last day of employment will be March 14th, 2025.

Thank you for understanding.

Sincerely,
Rosa Rodriguez

Letter of Resignation

Date: 3/4/2025

My name is Morgan Harding and I am the current head coach for both the high school cross country and track and field teams. I have been with the cross country team for the past four seasons and the track team for two years. After a lot of thought, I have decided to step down from coaching both cross country and track and field next season. My husband and I have made the decision to start fertility treatments or prepare for adoption, which has become a lot to take on when combined with my actual work schedule as a physical therapist and making it to several doctor visits per month. I have loved the past four seasons of coaching cross country, on top of my year so far with track. Of course, I will be continuing with this track season, but ultimately will step down after the season ends. I am hoping that Zach Albers will be a good fit for the position, as he is stepping up this year to help us out after working with the middle school team in the past. Regarding cross country, I currently do not have any interested individuals that I know of, but the previous cross country coach, current middle school coach and I are all looking for interested individuals. I will, of course, complete all the necessary cross country duties until the next coach is able to start and I can help train that individual in all of the basic turnover information as needed.

Once again, I am sorry for the inconvenience, but I think that this decision is best for my family at this time.

Sincerely,
Morgan Harding



Jennifer Kucera <jkucera@sbsdmail.net>

Resignation Notice

1 message

Jennifer Kucera <jkucera@sbsdmail.net>
To: Katie Smullen <ksmullen@sbsdmail.net>

Mon, Feb 24, 2025 at 11:35 AM

Katie,

After our meeting a couple of weeks ago, I have given serious thought to my place here and have come to the difficult decision to resign from my position. My last day will be March 7th.

While I have truly enjoyed working with the kids and will miss them dearly, I no longer feel that this is the right environment for me. I understand your perspective, but feel that past issues I believed were resolved have resurfaced unfairly and I no longer have trust in the process. It is disheartening to feel that rumors and gossip have been prioritized over the truth.

I appreciate the experience I've gained and the re;relationships I've built along the way. I hope for a smooth transition and will do my best to wrap up my responsibilities before my departure.

Sincerely,
Jennifer Kuera

*Kucera
3-6-25*

Book	Policy Manual
Section	2000 Program
Title	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2264
Status	Active
Adopted	August 21, 2024

2264 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

This policy pertains to sex discrimination, including sex-based harassment, which occurs on or after August 1, 2024. Allegations of sex-based harassment that occur on or before July 31, 2024, shall be addressed pursuant to Policy 2266. Throughout this policy, unless expressly stated otherwise, reference to "Title IX" includes and incorporates the 2024 Title IX regulations (also known as the "2024 Final Rule"). The Title IX regulations are found at 34 C.F.R. Part 106. References solely to Title IX (20 U.S.C. §§ 1681 – 1688) are denoted as "Title IX (Statute)." In this policy, unless the context otherwise requires, words importing the singular include the plural and vice versa.

For purposes of this policy, both Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities are frequently referenced herein and shall only be referred to by the policy number. As identified in Policy 2266, that policy shall be used for allegations of sex discrimination, including Sexual Harassment, that is based on conduct alleged to have occurred prior to August 1, 2024.

NONDISCRIMINATION

Overview:

The Board of the Sturgeon Bay School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education program or activity.

KEY DEFINITIONS

Words used in this policy shall have those meanings specified herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant means:

- A. a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- B. a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

Complaint means: an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

Confidential employee means:

A. a Board employee whose communications are privileged under Federal or State law; or

The employee's confidential status, for purposes of this policy, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies.

B. a Board employee whom the Board has designated as confidential under this policy for the purpose of providing services to persons related to sex discrimination;

If the employee also has a duty not associated with providing these services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing these services.

C. The Board designates individuals assigned to/holding the following positions to be confidential employees for purposes of this policy:

1. school counselor;
2. social worker;
3. school psychologist;
4. school nurse.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent means: a person who is alleged to have violated the Board's prohibition on sex discrimination.

Retaliation means: intimidation, threats, coercion, or discrimination against any person by the District, a student, a Board employee, or any other person authorized by the Board to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 2024 Title IX regulations.

Sex-based harassment prohibited under this policy and the 2024 Title IX regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex – including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity – that is:

A. Quid pro quo harassment. An employee, agent, or other person authorized by the Board to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

OR

B. Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

1. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;
2. the type, frequency, and duration of the conduct;
3. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
4. the location of the conduct and the context in which the conduct occurred; and
5. other sex-based harassment in the District's education program or activity.

OR

C. Specific offenses.

1. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
2. Dating violence meaning violence committed by a person:
 - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. the length of the relationship;
 2. the type of relationship; and
 3. the frequency of interaction between the persons involved in the relationship.
3. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - a. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction in which the District is located, or a person similarly situated to a spouse of the victim;
 - b. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - c. shares a child in common with the victim; or
 - d. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the applicable jurisdiction.
4. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. fear for the person's safety or the safety of others; or
 - b. suffer substantial emotional distress.

Student with a disability means: a student who is an individual with a disability as defined under Section 504 of the Rehabilitation Act of 1973, as amended ("Section 504"), or a child with a disability as defined under the Individuals with Disabilities Education Improvement Act ("IDEA").

Supportive measures means: individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- A. restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or
- B. provide support during the Board's grievance procedures or an informal resolution process.

Parental, Family, or Marital Status

The Board will not adopt or apply any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats such student differently on the basis of sex.

The Board designates and authorizes the following individual(s) to coordinate its efforts to comply with the Board's responsibilities under Title IX:

Lindsay Ferry, Special Education Director/Pupil Services
1230 Michigan Street, Sturgeon Bay, WI 54235
lferry@sbsdmail.net

The Title IX Coordinator may delegate specific duties to one (1) or more designees.

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a party to a complaint (i.e., either the complainant or the respondent). Under such circumstances, the Title IX Coordinator shall report directly to the Board's Legal Counsel until the matter in which the District Administrator is a party is concluded.

Questions about this policy and Policy 2266 should be directed to the Title IX Coordinator.

The Title IX Coordinator shall monitor the District's education programs and activities for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX, and take steps reasonably calculated to address such barriers.

Notice of Nondiscrimination

The District Administrator shall provide a notice of nondiscrimination to students, parents, guardians, or other authorized legal representatives of elementary and secondary students; employees; and applicants for admission and employment; and all unions and professional organizations holding collective bargaining or professional agreements with the Board. Specifically, the District Administrator shall post the notice of discrimination on the District's website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to the persons listed above, or which are otherwise used in connection with the recruitment of students or employees.

GRIEVANCE PROCEDURES

Overview:

The Board adopts the following grievance procedures to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the District's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX.

These grievance procedures shall be used for all complaints of sex discrimination, including sex-based harassment, involving conduct alleged to have occurred on or after August 1, 2024. These grievance procedures also may be used, at the discretion of the Title IX Coordinator, to investigate, address, and remedy (as necessary) conduct alleged to have occurred before August 1, 2024, that does not involve sex-based harassment, but some other form of sex discrimination prohibited by Title IX (Statute) – e.g., claims of unequal athletic opportunities, admissions discrimination, discrimination in courses or academic programs (i.e., excluding students from certain classes or programs based on their sex), pregnancy discrimination, unequal treatment based on parental, family, or marital status, discrimination in employment (including in hiring, promotion, and compensation), and retaliation. If the Title IX Coordinator elects not to use these grievance procedures to investigate and resolve such claims, the Title IX Coordinator will still need to implement some procedures to assess – in a prompt, effective, and equitable manner – whether Title IX (Statute) was violated, and, if it was, how best to end the sex discrimination in the District's education program or activity, prevent its recurrence, and remedy its effects.

Reports and Formal Complaints of "Sexual Harassment" (as defined in Policy 2266) involving conduct alleged to have occurred prior to August 1, 2024, are subject to the grievance procedures outlined in Policy 2266.

Under all circumstances, the Title IX Coordinator shall offer and coordinate supportive measures, as appropriate, in accordance with this policy, or Policy 2266, if the Report or Formal Complaint involves "Sexual Harassment" alleged to have occurred prior to August 1, 2024.

If the conduct giving rise to a report or complaint of sex discrimination is alleged to have occurred both before **and** after August 1, 2024 (i.e., is part of a pattern of sex discrimination), the Title IX Coordinator shall determine, after consulting with the Board's Legal Counsel, whether to use the grievance procedures contained in this policy or the grievance procedures contained in Policy 2266. The Title IX Coordinator will notify, in writing, the parties of the determination and the rationale for it. Under no circumstances, however, will a party be denied the due process to which the party is entitled based on the U.S. Department of Education-issued regulations in effect at the time the conduct alleged to violate Title IX (Statute) took place. Nothing herein shall prevent the Title IX Coordinator from using a hybrid grievance procedure that contains aspects of the grievance procedures contained in both this policy and Policy 2266, so that the parties receive all of the due process to which they are entitled.

Complaints:

The following people may make a complaint of sex discrimination – i.e., request that the District investigate and make a determination about whether sex discrimination as prohibited under Title IX occurred:

A. a “complainant,” which includes:

1. a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
2. a person other than a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District’s education program or activity;

B. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;

C. the District’s Title IX Coordinator.

A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person who was subjected to the sex-based harassment, or if the Title IX Coordinator initiates a complaint consistent with the requirements of the 2024 Title IX regulations.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

A. any student or employee of the District; or

B. any person other than a student or employee who was participating or attempting to participate in the District’s education program or activity at the time of the alleged sex discrimination.

The District may consolidate complaints of sex discrimination against more than one (1) respondent, or by more than one (1) complainant against one (1) or more respondents, or by one (1) party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one (1) complainant or more than one (1) respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Basic Requirements:

The District will treat complainants and respondents equitably.

All persons involved with implementing the grievance procedures and any other aspects of Policy 2264, including the Title IX Coordinator, the investigator, the decision-maker, and the appeal decision-maker, and the facilitator of the informal resolution process, shall be free from any conflicts of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

The Title IX Coordinator may serve simultaneously as an investigator and/or a decision-maker.

If the Title IX Coordinator does not intend to serve as the investigator and decision-maker in a specific case, the Title IX Coordinator shall designate one (1) or more administrators who are appropriately trained to serve in the role. Likewise, the Title IX Coordinator shall appoint an appeal decision-maker when an appeal is filed.

In circumstances when the Title IX Coordinator and trained administrators do not have time/capacity to serve, or are prevented due to a conflict of interest, bias, or partiality, or other reasons that impair the Title IX Coordinator and other trained administrators from serving as an investigator and/or decision-maker in a specific case, the Title IX Coordinator shall, in consultation with and with the approval of the District Administrator or Board President (as appropriate), secure one (1) or more independent third parties to serve as the investigator and/or decision-maker. Similarly, the Title IX Coordinator has authority, in consultation with and approval of the District Administrator or Board President (as appropriate), to secure an independent third party to serve as the appeal decision-maker.

The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Under ordinary circumstances, the Board expects to complete the major stages of the grievance procedures within the timeframe specified below:

A. Evaluation – The Title IX Coordinator will determine whether to dismiss a complaint or investigate it within thirty (30) business days of receiving the complaint.

B. Investigation – The Title IX Coordinator, or designated investigator, shall ordinarily complete the investigation (i.e., collect relevant evidence that is not otherwise impermissible) within (30) days of the Title IX Coordinator determining the charges require investigation. If, however, the Title IX Coordinator, or designated investigator, determines that the investigation is going to take longer, the Title IX Coordinator will so notify the parties and the District Administrator and will thereafter keep the parties and the District Administrator informed of the status of the matter on a regular basis. Once the Title IX Coordinator, or designated investigator, provides the parties with “access” to either the relevant and not otherwise impermissible evidence and/or an accurate description of the evidence, the parties will have five (5) days to respond to the evidence or the description of the evidence unless the Title IX Coordinator approves a party’s written request for more time. If the Title IX Coordinator approves such a request, both parties will be afforded an equal amount of time to submit their response.

C. Determination – After the parties either submit responses to the evidence/description of the evidence, or the deadline for submitting such responses expires, the Title IX Coordinator, or designated decision-maker, will consider the relevant and otherwise not impermissible evidence and issue a determination as to whether sex discrimination occurred. The determination shall be issued within ten (10) days of the deadline for the parties to submit responses to the evidence/description of the evidence unless the Title IX Coordinator approves an extension of time, which must be communicated in writing to the parties.

D. Appeal – A party filing an appeal of the Title IX Coordinator’s decision to dismiss a complaint must do so within five (5) days of receiving the Dismissal.

The Title IX Coordinator, or the District Administrator if the Title IX Coordinator is the individual requesting an extension, may approve reasonable extensions of the preceding timeframes on a case-by-case basis for good cause with notice to the parties.

The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties shall not engage in retaliation, including against witnesses.

The Title IX Coordinator, or designated decision-maker, shall objectively evaluate all evidence that is relevant and not otherwise impermissible — including both inculpatory and exculpatory evidence. Credibility determinations shall not be based on a person’s status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- A. evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- B. a party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party’s or witness’s voluntary, written consent for use in its grievance procedures; and
- C. evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent shall not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Notice of Allegations:

Upon initiation of the Board’s grievance procedures, the Title IX Coordinator shall notify the parties of the following:

- A. the Board’s Title IX grievance procedures and informal resolution process;
- B. sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- C. retaliation is prohibited; and

- D. the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the Title IX Coordinator, or designated investigator, provides the parties with a description of the evidence, any party may request access to the relevant and not otherwise impermissible evidence. The Title IX Coordinator will provide the requesting party with the relevant and not otherwise impermissible evidence in a timely manner.

Should the Title IX Coordinator decide, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the Title IX Coordinator will provide a supplemental written notice describing the additional allegations to be investigated.

Dismissal of a Complaint:

The Title IX Coordinator may dismiss a complaint of sex discrimination if:

- A. the District is unable to identify the respondent after taking reasonable steps to do so;
- B. the respondent is not participating in the District's education program or activity and is not employed by the Board;
- C. the complainant voluntarily withdraws any or all the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the District determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- D. the District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the Title IX Coordinator will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the Title IX Coordinator will promptly notify, in writing, the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also simultaneously notify, in writing, the respondent of the dismissal and the basis for the dismissal.

The Title IX Coordinator will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- A. procedural irregularity that would change the outcome;
- B. new evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- C. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the Title IX Coordinator will:

- A. notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- B. implement appeal procedures equally for the parties;
- C. ensure that the appeal decision-maker did not take part in an investigation of the allegations or dismissal of the complaint;
- D. ensure that the appeal decision-maker has been trained consistent with the 2024 Title IX regulations;
- E. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- F. notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the Title IX Coordinator will, at a minimum:

- A. offer supportive measures to the complainant as appropriate;
- B. if the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- C. take other prompt and effective steps, as appropriate, to ensure that sex discrimination does not continue or recur within the District's education program or activity.

Informal Resolution Process:

In lieu of resolving a complaint through the Board's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The District will not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Investigation:

The District will provide for an adequate, reliable, and impartial investigation of complaints.

The burden is on the District — not on the parties — to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The Title IX Coordinator, or the designated investigator and/or decision-maker, will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The Title IX Coordinator, or the designated investigator and/or decision-maker, will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- A. the District will provide the parties with an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence;

If the Title IX Coordinator, or designated investigator, provides a description of the evidence, the Title IX Coordinator, or designated investigator, will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

- B. the District will provide a reasonable opportunity to the parties to respond to the evidence or the accurate description of the evidence; and
- C. the District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

If the investigator and decision-maker are two (2) separate individuals, the decision-maker will have an opportunity to question the parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one (1) or more allegations of sex discrimination.

If the investigator and the decision-maker are the same person, the decision-maker will have an opportunity to question the parties and witnesses in individual meetings as part of the investigation.

Determination of Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Title IX Coordinator or designated decision-maker will:

- A. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. This standard of proof requires the decision-maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision-maker, applying the applicable standard, is not persuaded by the relevant and not otherwise impermissible evidence that sex discrimination occurred, regardless of the quantity of the

evidence, the decision-maker will not determine that sex discrimination occurred.

- B. Notify the parties, in writing, of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal.
- C. Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- D. If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 - 1. coordinate the provision and implementation of remedies to a complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by sex discrimination;
 - 2. coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - 3. take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
- E. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- F. Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex discrimination occurred.

Parties Provided a Reasonable and Equal Opportunity to Make a Statement in Support of, or Challenging, the Determination

No new or additional evidence may be submitted during the dismissal appeal process.

The appeal decision-maker shall determine the outcome of the appeal based on the appeal decision-maker's independent review of the record (i.e., the relevant and not otherwise impermissible evidence, the feedback the parties provided to the investigator and/or decision-maker based on their review of the relevant evidence and any description of the relevant evidence that was prepared and shared with the parties, and the decision-maker's written determination) and the appeal decision-maker's application of the law and Board policy to the facts in the record. The appeal decision-maker must give due deference and due weight to the decision-maker's factual findings and credibility determinations and should not overturn them unless non-testimonial extrinsic evidence in the record justifies a contrary conclusion or unless the record read in its entirety compels a contrary conclusion. Generally, the appeal decision-maker is expected to uphold the decision-maker's determination unless the appeal decision-maker determines the decision-maker's determination is unlawful, unreasonable, or against the manifest weight of the evidence. Every reasonable presumption must be made in favor of the decision-maker's determination.

The appeal decision-maker, likely an independent third party shall submit the appeal decision to the Board who will promptly adopt it as written and forward it to the Title IX Coordinator who will send it simultaneously to the parties. The appeal decision shall set forth the result of the appeal and the appeal decision-maker's rationale for the outcome.

Supportive Measures:

The District will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the District's education program or activity or provide support during the Board's grievance procedures or during the informal resolution process. For allegations of sex discrimination other than sex-based harassment or retaliation, the District's provision of support measures does not require the District, Board employees, or any other person authorized to provide aid, benefit, or service on the District's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

The Title IX Coordinator shall determine appropriate supportive measures on a case-by-case basis. Supportive measures may vary depending on what the Title IX Coordinator deems to be reasonably available. Supportive measures may include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; school/campus escort services; increased security and monitoring of certain areas of the campus (including school buildings and facilities); restrictions on contact between the parties; leaves of absence; changes in class, work, or extra-curricular or any other activity, regardless of whether there is or is not a comparable alternative; training and education programs related to sex-based harassment; and other similar measures.

Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties and/or the District's educational environment, or to provide support during the Board's grievance procedures or the informal resolution process.

The District will not impose such measures for punitive or disciplinary reasons.

The Title IX Coordinator may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures, or at the conclusion of the informal resolution process, or the District may continue them beyond that point.

The District will provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures as set forth in the Key Definitions section of this policy.

A party may seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.

The District will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the District's education program or activity, or as otherwise permitted pursuant to the 2024 Title IX regulations.

If the complainant or respondent is an elementary or secondary student with a disability, the Title IX Coordinator shall consult with one (1) or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one (1) or more members, as appropriate, of the student's Section 504 team, if any, to determine how to comply with the requirements of the IDEA and/or Section 504, in the implementation of supportive measures.

The District Administrator may place an employee respondent on administrative leave from employment responsibilities during the pendency of the Board's grievance procedures.

Disciplinary Sanctions and Remedies:

Following a determination that sex-based harassment occurred, the District may impose disciplinary sanctions, which may include:

For Students

A. Informal Discipline

1. writing assignments;
2. changing of seating or location;
3. pre-school, lunchtime, after-school detention;
4. in-school discipline.

B. Formal Discipline

1. suspension of bus riding/transportation privileges;
2. removal from co-curricular and/or extra-curricular activity(ies), including athletics;
3. emergency removal;
4. suspension for up to five (5) school days;
5. suspension for up to fifteen (15) consecutive school days if a notice of expulsion hearing has been sent;
6. suspension for up to ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.;

7. expulsion;
8. permanent exclusion from co-curricular and/or extra-curricular activity(ies), including athletics or current class enrollment; and
9. any other sanction authorized by the Student Code of Conduct.

For Employees

- A. oral or written warning;
- B. written reprimands;
- C. required counseling;
- D. required training or education;
- E. demotion;
- F. suspension with pay;
- G. suspension without pay;
- H. termination and any other sanction authorized by any applicable Board Policy and/or Employee/Administrator Handbook.

The District may also provide remedies, which may include disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation and implement appropriate remedies in compliance with applicable due process procedures, whether statutory or contractual.

With respect to student respondents, the Title IX Coordinator will notify the District Administrator of the recommended remedies (including disciplinary sanctions/consequences), so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, and Policy 5611 – Due Process Rights. Discipline of a student respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972 ("Section 504"), and their respective implementing regulations.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant employee handbooks.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including initiating a disciplinary process against a person for a code of conduct violation that does not involve sex discrimination but arises out of the same facts and circumstances as a complaint or information reported about possible sex discrimination, for the purpose of interfering with the exercise of any right or privilege secured by Title IX constitutes retaliation. Peer retaliation is also prohibited. Retaliation against a person for making a complaint or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above. The District shall initiate its grievance procedures upon receiving any complaint alleging retaliation.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination that sex discrimination occurred, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a complaint of sex discrimination, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the complainant's and respondent's receipt of the information to which they are entitled related to the investigation and determination of whether sex discrimination occurred).

Training

All employees, investigators, decision-makers, facilitators of informal resolution process, the Title IX Coordinator(s) and designees, and other persons who are responsible for implementing the Board's grievance procedures or have the authority to modify or terminate supportive measures shall receive training related to their duties under Title IX and this Policy. The training shall be provided promptly upon hiring or change of position that alters their duties under Title IX or this policy, and annually thereafter. The training shall not rely on sex stereotypes.

Recordkeeping

The District shall maintain for a period of seven (7) calendar years the following records:

- A. for each complaint of sex discrimination, records documenting the informal resolution process and/or the grievance procedures followed and the resulting outcome;
- B. for each notification that the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX, including notifications under 34 C.F.R. § 106.44(c)(1) or (2), records documenting the actions the District took to meet its obligations under 34 C.F.R. §106.44; and
- C. all materials used to provide the required training.

© Neola 2024

Legal	19.21(6), Wis. Stats. 120.13, Wis. Stats. 948.01, Wis. Stats., et. seq. 20 U.S.C. 1092(F)(6)(A)(v) 20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) 20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX) 34 C.F.R. Part 106 34 U.S.C. 12291(a)(8) 34 U.S.C. 12291(a)(10) 34 U.S.C. 12291(a)(30) 42 U.S.C. 1983 42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq. OCR's Revised Sexual Harassment Guidance (2001)
-------	--

Last Modified by Brenna Sparger on September 13, 2024

Book	Policy Manual
Section	2000 Program
Title	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2266
Status	Active
Adopted	July 20, 2022
Last Revised	August 21, 2024

2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)

~~Effective August 1, 2024, this policy shall only pertain to reports or formal complaints of Sexual Harassment that are based on conduct alleged to have occurred on or before July 31, 2024.~~

Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, Third-Party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook(s) if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook(s) if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
 - 1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of incest and statutory rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest and statutory rape.
 - a. *Rape* is the carnal knowledge of a person (i.e. penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - b. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - c. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
 - d. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. *Incest* is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
 - f. *Statutory Rape* is nonforcible sexual intercourse with a person who is under the statutory age of consent as defined by Wis. Stat. §§ 948.02 or 948.09, or whose status as a student prohibits such sexual contact per Wis. Stat. §948.095.
 - g. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
 - 2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
 - a. A current or former spouse or intimate partner of the victim;
 - b. A person with whom the victim shares a child in common;
 - c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

- d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
 - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint: "Formal complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

School District community: "School District community" refers to students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: "Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related

events/activities (whether on or off District property).

Inculpatory Evidence: "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged sexual harassment.

Exculpatory Evidence: "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of sexual harassment.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays),

Eligible Student: "Eligible student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Dan Tjernagel
Administrator
(920)746-2804
1230 Michigan Street Sturgeon Bay, WI 54235
dtjernagel@sbsdmail.net

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

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board Attorney. Questions about this policy should be directed to the Title IX Coordinator.

The District Administrator shall also prominently display the Title IX Coordinator's(s') contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; 2260 - Nondiscrimination and Access to Equal Educational Opportunity; Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the other Title IX Coordinator. The other Title IX Coordinator shall determine who will serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment.

The Board does business with various vendors, contractors, and other Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or Third-Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or Third-Party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies the applicable Student Code of Conduct, or Employee/Administrator Handbook(s).

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sexual harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report.

The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies, including Policy 5120 - Assignment within District; Policy 5605 - Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, and Policy 5611 – Due Process Rights.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the District Administrator, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint.

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 5517 - Student Anti-Harassment as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:
 1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.

3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a formal complaint *unless* the conduct alleged in the formal complaint:

- A. would not constitute sexual harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator *shall* dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator *may* dismiss a formal complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the investigator or Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to

completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence.
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, Policy 5610.02 – In-School Discipline, and Policy 5611 – Due Process Rights. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual. If the District Administrator is the Respondent, the Title IX Coordinator will notify the Board President of the recommended remedies for consideration and, if necessary and appropriate, implementation in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

If the decision-maker(s) determines the third-party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the District Administrator (or the Board when the District Administrator is the Respondent) will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is a Member of the Board, that member of the Board shall be excluded from any determination regarding the imposition of a disciplinary sanction/consequence by the remaining Board members.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process, the District Administrator may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against **Complainants** or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein.

Nothing herein shall prevent the District Administrator (or the Board when the District Administrator is the Respondent) from imposing any remedy, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5) days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker(s)' determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of sexual harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;
- C. how to conduct an investigation and implement the grievance process appeals and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to

the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. § 19.21(6):

- A. Each sexual harassment investigation including any determination regarding responsibility any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website. If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.

Outside Appointments, Dual Appointments, and Delegations

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The District Administrator may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the District Administrator at any time.

Revised 1/11/23
Revised 3/15/23
T.C. 6/21/23

© Neola 2022

Legal	19.21(6), Wis. Stats.
	120.13, Wis. Stats.
	948.01 et. seq., Wis. Stats.
	20 U.S.C. 1092(F)(6)(A)(v)
	20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
	20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
	34 C.F.R. Part 106
	34 U.S.C. 12291(a)(8)
	34 U.S.C. 12291(a)(10)
	34 U.S.C. 12291(a)(30)
	42 U.S.C. 1983
	42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
	42 U.S.C. 2000d et seq.
	42 U.S.C. 2000e et seq.

Last Modified by Brenna Sparger on September 13, 2024

MEMO

To: Board of Education
From: Keith Nerby
Date: March 3, 2025
Subject: March 2025 Principal's Report

Teaching and Learning

2025-26 class schedules. Counselors are processing course requests at this time. We are also working on building the schedule and reviewing section counts. The timeline is to have the schedule completed before the end of March. All students will receive a copy of next year's schedule in May.

In-person state-mandated testing.

- April 7 – Forward Social Studies – All Sophomores (online test in school)
- April 9 – ACT for all Junior Students (online test in school)
- April 16 – the Pre-ACT Test– All Freshmen and Sophomores (online test in school)

Graduation Update:

The commencement ceremony for the class of 2025 will be held on Saturday, May 31 at 10:00am. We will hold our graduation ceremony in the high school gymnasium and each family will receive six graduation tickets. The ceremony will be followed by the traditional boat parade at 11:20am. I am currently working with the Coast Guard and staff to help plan and organize this event.

Upcoming Events

Here is a list of upcoming events:

Door County Job Fair -Sophomore/Junior students	Wednesday, March 5
Blood Drive	Wednesday, March 12
Quarter 3 Exams	Thursday, March 20, and Friday, March 21
<i>March 20: Exams for Blocks 1 and 2 with students released at 11:45 a.m. Buses will run at normal time.</i>	
<i>March 21: Exams for Blocks 3 and 4 with students released at 11:45 a.m. Buses will run at noon.</i>	
Spring Break	Monday, March 24, through Friday, March 28
Classes Resume	Monday, March 31
Grade 10 Forward Exam	Wednesday, April 7
Grade 11 ACT Exam	Wednesday, April 9
Grades 9 and 10 Pre-ACT Testing	Wednesday, April 16

MEMO

To: Board of Education

From: Lindsay Ferry

Date: March 1, 2025

Re: March Director of Special Education and Pupil Services Report

Special Education:

The Special Education Team continues to meet student needs via IEP support in the educational setting. The team just recently completed mid-year training in both Non-Violent Crisis Intervention as well as Handle with Care (two trainings that cover the states requirement for seclusion and restraint policies). Staff are moving forward in preparation of the spring assessment season as many of our staff conduct individual assessments with students who need additional support in completing the task.

Pupil Services Team:

The Pupil Services Team just administered the second round of the SABERs screener. The School Counselors sent score reports home to parents. If anyone has specific questions regarding their child's scores, please contact the specific building School Counselor or Director of Special Education/Pupil Services directly. They would be happy to explain the reports in greater detail.

Virtual Learning:

We have seven students enrolled in our credit recovery virtual learning program at the Boys and Girls Club. Students are making great progress and while we continue to meet student needs each day, it is important to note that students at risk of not graduating on time with their peers, are now making appropriate progress in order to meet graduation requirements.

Meetings/Workshops:

March 3: High School Special Education PLC
March 5: Large Group Admin Team meeting
March 6: Special Education Office Team meeting
March 7: School Psychologist Group Meeting CESA 7
March 10: Door County Director Meeting
March 13: Tier 1/Tier 2 Coaches Team Support NWTC
March 18: Coaches Meeting
March 18: TIG Grant Webinar
March 19: Core Team Admin Meeting
March 19: School Counselor Spring Meeting

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 (2/1/25)	Mar (3/1/25)	April	May	June
Total Students	182	183	181	179	182	183	181			
Student Primary Disability Areas										
LD	34	34	34	34	33	31	33			
ID	4	4	4	4	4	4	4			
SDD	28	28	28	25	25	24	23			
AUT	26	26	26	27	27	27	26			
EBD	20	20	20	18	18	21	20			
S/L	37	37	37	37	41	41	40			
HI	1	1	1	1	1	1	1			
VI	0	0	0	0	0	0	0			
D/B	0	0	0	0	0	0	0			
OHI	33	33	31	33	33	33	33			
TBI	0	1	1	0	0	0	0			
Speech, OT and PT										
Speech	84	85	86	84	87	82	83			
OT	57	56	46	45	45	45	45			
PT	4	4	4	4	4	4	4			
Private School Students	10	10	10	10	12	12	13			
Evaluations initiated										
Initial Evaluations (incl pvt school)	3	3	10	2	0	2	2			
B-3 Initials	0	0	0	0	0	0	0			
Re-Evaluations (incl pvt school)	7	3	7	7	1	12	4			
No 3 Yr	2	2	4	3	3	4	9			
Miscellaneous Meetings										
Initial Mtgs held	0	0	1	3	5	2	1			
Re-Eval Mtgs held	0	0	5	5	3	2	6			
New Placements offered	0	0	1	1	4	2	1			
Transfer in students (includes students coming back from homeschool)	8	0	0	0	1	4	1			
Exits (includes grads, dismissals & students going to homeschool)	6	0	3	4	2	7	4			
Dismissal of Services	0	0	0	2	0	5	1			
Revocation of Services	0	0	0	0	1	0	1			
Moved during Eval	0	0	0	0	1	0	0			
504/Health Plans										
Current 504 Plans	21	21	21	22	23	23	23			

[illegible]

TJ Walker Board Report

March 19, 2024

Teaching and Learning

Forward Exam testing window opens March 17th. Each grade level teacher has prepared their students for the math, reading, and writing tests. 8th grade students take three additional tests in both Science and Social Studies.

We are working on the 2025-2026 schedule. Our challenges are 1) number of students who need various reading classes and the amount of staff that will be needed to provide those students instruction 2) Many of these same students need math support.

The middle school summer school schedule is ready for parents to sign up their students for elective offerings. Students who fail a semester class must take credit recovery class(es). 13 students are taking Credit Recovery because they failed a 1st semester class (8th Gr. - 6 and 7th Gr. - 7 students).

ELL Updates

April 28th, we will receive a preliminary report highlighting our students' ACCESS test scores. We expect to receive 76 scores. Paper copies arrive May 8th. The school's keep a copy and parents receive another copy.

Athletics Report

- 8th Gr. Girls Basketball earned 3rd place in the Conference tournament. 7th Grade Girls Basketball earned 2nd place.
- Wrestling had an excellent season as 34 students participated as we won almost every meet.
- Track Schedule - April 22nd - HOME; May 1 @ Sevastopol; May 8 @ Algoma (Conf.).

Additional Updates:

- March 14 - Ski trip
- March 17 - Forward Testing Window Opens
- March 18 - Door County Math Competition
- March 20 - Clipper Crew breakfast
- March 21 - March Madness Basketball game - Staff vs. 8th Grade students
- April 1 - Author visit
- April 25 - Forward Testing Window Closes

To: Board of Education
From: Katie Smullen, Principal, Sunrise Elementary School
Date: March 2025
Re: March Report to the Board



Teaching and Learning

Planetarium at Sunrise - 3rd graders experienced the planetarium to wrap up their space unit. We are so thankful for Coggin and the volunteers at Crossroads for bringing over their inflatable planetarium for our 3rd grade students. Students were so excited to see all that they learned brought to life in such an engaging way. The volunteers were incredibly impressed by our students' knowledge of space and kept asking, what grade are these kids in? How do they know all of this? Kudos to our teachers and students for all of their hard work to get to this point!

5th grade Wax Museum - Students each researched a person who was inspiring to them and then prepared a short speech. They created a background for themselves and dressed in character, then sprang to life when their button was pressed on the floor in front of them. The students prepared so well and it showed, inspiring the 3rd and 4th graders who were able to enjoy their speeches during their specials time. 5th graders also presented at the Maritime Museum so their families could attend and enjoy. It was such a beautiful venue! We are so thankful to Mrs. Pfister for her coordination of it all; to give our students experiences like this which will help to shape their lives.

Community Engagement

Artist Showcase - As in years past, our art teacher, Megan Jain and our music teacher, Cheryl Pfister organized artists from around the county to present to our students on Friday, March 7th. Artists included wood-workers, jewelry makers, and our own middle school jazz band and SBHS choir. It was an inspiring event!

Finance, Facilities and Operations

No update at this time.

Upcoming Events

- Forward Exam (March 17 start for 3rd grade and April 8 start for 4th and 5th grade)

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

March 19th, 2025

Katy DeVillers

Sawyer Principal

Teaching and Learning

- I asked staff members to give written feedback regarding Dr. Colvin's presentation, and it was very positive! (I shared with you that he was coming last month) Not only did Dr. Colvin provide us with a deeper understanding of why some students struggle engaging productively in school. We were also able to collaboratively discuss how we share information about our students with him and others in the medical community, and plan for more effective communication in the future.

Some of the comments regarding what staff members valued about his presentation were:

-I enjoyed the information and authenticity of Dr. Colvin's perspective and knowledge

-The open communication that doctors, teachers and parents need to have as we need to look at the whole child

-This was one of the best inservice presenters we have had-thank you! Lots to think about!

- On Thursday, March 13th our PBIS Tier 1 and Tier 2 Teams will be meeting with our CESA Coaches at NWTC to support our work to provide a seamless Multi-Level Systems of Support for student social-emotional learning and behavior. We have invited representatives from the special education Department and Sunrise School so that we can ensure alignment of our systems.

Community Engagement

- Sawyer School welcomed more than sixty families to a Family Fun Night! Students and their families enjoyed activities such as games, pet tangrams, BeeBots, and more. They even got to make their own Sawyer bracelets and take pictures with the Sawyer Bee! It was great to see so many smiling faces at school that night!

Finance/Facilities and Operations

- Erin Dawidiuk, our wonderful school secretary, and I will begin the work on reviewing and updating our Staff and Parent Handbooks this month.



Board of Education Report

March 10, 2025

Jennifer Weber

Director of Teaching, Learning and Technology

Teaching and Learning

- Just as we were wrapping up the February inservice day, we got a headstart on planning both the May 24th and August inservice days. I will provide a broad overview of the professional development plan for next year in my oral report and you can count on us talking a great deal about social-emotional learning as well as how we plan to support our English language learners.
- Related to the item above, NextPath, which is slated to replace our current data warehouse eduCLIMBER is a very exciting opportunity for us to put some action to the phrases “data driven” and “whole child.” This comprehensive data tool will allow us to more efficiently see student data as we work to answer the foundational questions: what do we want our students to learn/do and what will we do if they don’t? What will we do if they have already learned it?

Department of Technology

- This semester, the major Teaching, Learning & Technology crossover item is Sturgeon Bay’s Summer Learning Academy. While teachers and building principals worked to put courses together, the tech, social media and website folks ensure that the technical, record-keeping, and promotional aspects of such a large-scale program run smoothly. This being the third year of summer school offerings after taking an extended break, we look forward to even more successes than the 2024 session. Summer Learning Academy will be hosted in the district this year over two sessions (June 16 - July 10). Please check the school website for detailed information.
- It’s testing season and that means that the Department of Technology is buzzing with tasks related to rosters, schedules and network and device readiness. Being sure that all of our systems (both humans and machines) are fully prepared for the state testing season involves a complex web of timing, planning, logistics, training, and preparation. Long before we start discussing school report cards and student growth, the tech team

and partners are busy making sure each and every student and classroom teacher is fully prepared.

- Jen Hanson, Technology Integration Specialist, has developed and continues to offer teacher professional development sessions during the school day. She began at the high school level but has expanded to all buildings this year. Affectionately known as “Prep Rallies,” teachers are able to sign up to attend sessions of their choice during their regularly scheduled prep times. This innovative, quick, and responsive professional development idea is a great way to keep the best of tech in front of our teachers in real time and not just when there is a scheduled inservice.



1. Skyward Update

As of Monday, March 10th, we have officially switched over to our new skyward database – Skyward Qmlativ. The final switchover, between our ‘down week’ (no skyward access) to our first live day was not without some bumps.

A couple of the hiccups came from the vendor end – skyward had to reupload our database on Friday morning, after some errors were found on their end, and our third party cloud hosting vendor didn’t respond to an email (going on 8 days now) which resulted in a frantic scramble Friday to Monday to try and set up the notifications (users receiving email notifications when, for example, we need to approve something or that their payroll has been processed). Some of the bumps like a handful of employees not having their security credentials copied over correctly from the old system (the only issue was people not having any clearance – at no point was anyone getting access to what they weren’t supposed to).

With all that said, though, my assessment is that the transition went well. While the reupload and lack of communication from the third party was frustrating, caused some unneeded panic, and cost us at least a half day of work (when they reuploaded our database, we lost everything that we had worked on from the initial upload), we were extremely well prepared. We figured there would be some hiccups between the transfer and some of the changes in how the new system works. In the end, on our first full day (Tuesday, the 11th), which included the first time most of our staff was logging in for the first time, we only had about a dozen staff members whose information or pay codes had to be updated. And most of those were in groups (food service and people working off site) and all of those were cleared within a couple of hours.

With that in mind, the success of that transition is wholly due to the work that Kim Gordon and Ashley LaLuzerne put in over the last seven or so months. To be sure, probably the biggest test is yet to come when the first payroll is run through the new system (a week after the regular board meeting) but, having seen the work and preparation these ladies put in, I am very confident that will go smooth as well.

Finally, I want to again make sure to give all staff a shout out. They have been patient, understanding and communicative throughout this process. Again, this switchover would not have been as smooth without their cooperation.

2. Two Insurance Claim Updates

I wanted to give you a quick update on a couple property insurance claims that are going on right now:

- A. The replacement of the Middle School back door (by the fitness zone), which was damaged by a garbage can fire during our super dry homecoming week, received a go-ahead from the insurance company on March 12th. We have a \$2,500 deductible and John Sullivan has set the wheels in

motion for that. What we don't know at this point is a timeline on when that new frame and door will get here. If you recall, during our referendum project, the doors that were installed in the front of the high school, as part of the high school addition, took an extra six months to get in. Some of that was due to the fact that they are special fire doors, some of that was due to the aluminum. At this point, my hope is that we'll be able to get the new door installed over summer.

- B. A couple of weeks ago, our Ford Transit 10 passenger van was involved in a deer collision as our lady wrestlers were on their way back from regionals. Thankfully, everyone was OK. However, the van had front end damage to the point it had to be towed. The van is currently at Patriot Motors and the repairs have been approved by our insurance company (\$1,000 deductible for our vehicles). Between lead time and labor, we have been told to expect it to be done in early to mid-April. Spring sports begin competition right away on April 1 (baseball and girls soccer both have games scheduled that day), we should have that back in use for most of the spring sport season.

3. Food Service CEP (universal free meals) update

As an update to our food service conversation at the March board meeting, Food Service Director Jenny Spude and I have put together a plan that we believe will give us the most accurate look at Sawyer's profit/loss in food service. We are currently working on that and are hoping to have something for you to look at for the April learning session.

On a related note, the morning after our learning session, Director Spude shared an update she had just received that there is currently federal legislation, which was passed by the House of Representatives, to make major changes to the CEP program we spoke about. The biggest piece of that legislation that we are paying attention to is that they would change the ISP (as I understand it, the ISP is the percent of students due free meals at school because of their family's participation in SNAP). Currently, the minimum percentage of students a school can have and still participate is 25%. Under this new legislation, that number goes to 60%. Keeping in mind that the ISP is calculated differently than our free and reduced percentages (which currently hover around 60%), that ISP percentage at Sawyer is currently 43.42%. So, all of this may be moot.

With that said, that legislation is not a for sure thing at this point and, there are other good reasons to examine the various profit/loss numbers, so we will continue to look at this as an option while also examining other grant and funding opportunities.

4. Human Resources Newsletter

I wanted to let you know that in February, we sent out our first HR Newsletter to all staff. The hope that, at least during the school year, we can provide these monthly. I am including the first newsletter as part of my report. You'll see that we are trying to include some timely topics for the month, some wellness opportunities and thoughts, as well as highlighting various benefits the district offers (under the 'did you know' section – February's section spoke about the drive where we share all of the benefit information as well as 'how to' documents). While the initial newsletter was put together in Canva, we are quickly pivoting to smore, which is the newsletter website/builder that most of our principals use for their building newsletters.

FEBRUARY 2025 - ISSUE NO.1

BUSINESS/HR OFFICE INSIGHTS

WELCOME TO YOUR
BUSINESS OFFICE/ HR
NEWSLETTER



News to Share from ETF

The SWIB Podcast: A Look Back at 2024 and
Ahead to 2025

The financial markets in 2024 were shaped by geopolitical conflicts, a presidential election, the Federal Reserve initiating an interest rate cutting cycle, a continued bull stock market, and a U.S. economy that remained relatively strong. Many of the themes that dominated the past year are likely to continue shaping the financial markets in the year ahead.

SWIB Executive Director and Chief Investment Officer Edwin Denson discusses some of the events and trends that impacted the financial markets in 2024, the performance of the WRS Trust Funds, and what we might expect in the year ahead.

[LISTEN NOW](#)

SKYWARD MIGRATION

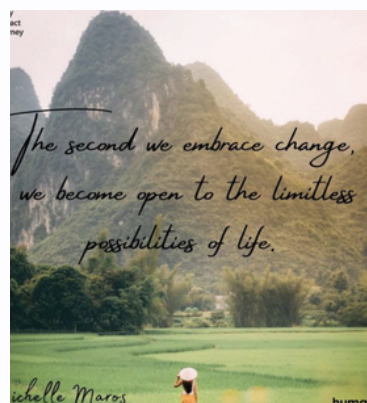


The time for the Skyward shutdown week is approaching!

The Skyward system will be shut down from **March 1 - March 9, 2025**.

Skyward will look different but have enhanced functionality and be user-friendly. Here are a few things to remember for the upcoming shutdown.

1. Purchasing will close on February 28, 2025.
2. Anyone using Skyward to clock in and out must submit their timesheet for the week of February 16 and the week of February 23 at the end of their work on February 28, 2025.
3. Anyone using Skyward to clock in and out will be unable to do so during the shutdown week. Paper timesheets will be utilized during this week. These will be distributed to each building for you to use.
4. If you have an unexpected absence during the Skyward shutdown week, please enter your absence in Frontline so a sub can be secured. Absences must be entered in Skyward once it is available.
5. Since it is tax season, if you need your W2 information you will want to access it now so it is available to you. It will not be available until sometime in April.



DID YOU KNOW?

Did you know that the Business Office has a shared Drive? It is called Business Office & Human Resources. In this drive, you can find information on numerous topics.

- Are you looking for information regarding your benefits? Look in the "Insurance" folder.
- Have you been hurt on the job? Look in the "Injured at Work" folder.
- Do you want to make a change to your HSA? Look for the HSA deduction form in the "HSA" folder.
- Are you looking for Clipper Logos? You will find them in the "Clipper Logo" folder.
- Are you looking for a check voucher form? You can find it in the "Financial Forms & Instructions" folder.
- If you need to fill out a form, please make a copy rather than requesting edit access.

The drive contains a plethora of information. If you haven't checked it out, take a look.

"A HEALTHY HEART IS A HAPPY HEART"



HEART HEALTH MONTH

INFORMATION FROM AMERICAN HEART ASSOCIATION

**REDUCE
EXCESS
LEVELS OF
SODIUM**

MOVE MORE

**TRY TO GET 150 MINUTES OF
MODERATE INTENSITY
EXERCISE EACH WEEK**

**REDUCE
YOUR
STRESS BY
TAKING
SLOW DEEP
BREATHS OR
LISTENING
TO
RELAXING
MUSIC**



**MUSCLE?
YES PLEASE**

**ADD
STRENGTH
TRAINING 2
DAYS A
WEEK**

SLEEP
**MOST ADULTS NEED 7-9 HRS
EACH NIGHT**

**EXERCISE
HELPS TO
REDUCE
STRESS
LEVELS**

THE BOOK NOOK

Reading, whether for work, study, or leisure, has many benefits. Here are a few:

- increases your vocabulary and comprehension
- reduces stress
- helps prepare you for sleep
- prevents cognitive decline
- It might even help you live longer

What are your colleagues reading?



The Last Letter - Rebecca Yarros

Tom Lake - Ann Patchett

Funny Story - Emily Henry

The Presidency of Theodore Roosevelt - Lewis Gould

The Wide Wide Sea - Hampton Sides



SCHOOL DISTRICT OF STURGEON BAY

ANCHORED IN EXCELLENCE

1230 Michigan Street | Sturgeon Bay, WI 54235

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

March 19, 2025, Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Updated for the meeting packet March 13, 2025; Additional updates added later are in section four

1. Teaching & Learning

- a. **CESA 7 PAC Meeting** – We are having our monthly meeting on March 14. Based on what I’ve seen as of when I prepared my report, we’ll hear from the WIAA Executive Director, Steph Hauser; receive legal updates from Chrissy Hamiel from Attolles Law; hear from State Superintendent Jill Underly; and receive some monthly reports from WASDA, CESA, etc.
- b. **The end of Quarter/Team 3 and arrival of Spring Break** – There’s an old saying that the days are long and the years are short. As we come off the winter, I think many of us can appreciate this—especially as we age. There is quite a bit of time ahead this school year, but it also amazing that we will soon be three-quarters of the way through the 2024-2025 school year.

2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Monday, March 17. Keith Nerby and I also attended the Business and Education Partnership meeting at DCEDC on March 11.
- b. **YMCA Board meeting** – The next meeting is scheduled for April 17. The YMCA’s Dining by the Bay event will be on Wednesday, April 2, at the Sturgeon Bay Yacht Club.
- c. ***The Clipper Connection* newsletter meeting on March 5 at 3:30 P.M.** – The newsletter work group met on Wednesday, March 5 at 3:30 P.M. in the Board conference room (prior to our school board learning session for that evening). I have reached out to Dave Elliot with the *Pen Pulse* to get an idea when the late winter/early spring edition could run so we can set our internal deadlines accordingly. From there the plan is to assemble an issue prior to the end of the school year that can run over the summer.

3. Finance, Facilities & Operations

- a. **Sturgeon Bay Rec Facility meeting** – The latest steering committee meeting was on March 11, 2025, at City Hall and via Zoom. Craig Sigl, Mike Stephani, and I attended via Zoom, although I had to be late to the meeting after taking care of some other matters.

Rather than wait until the next monthly meeting on April 8, a meeting was added for March 20. Most of the dialogue during the part of the meeting I was able to attend dealt with the County-level indoor facility, as opposed to the outdoor area owned by the City and the District.

The consultants are still working on a variety of things in order to be able to provide the feasibility study they were hired to provide.

- b. **Communications & Marketing** – Brian Nicol has been in communication as follow up the information he gathered when he met with the Core Admin Team, as well as what I sent him after we worked through those same four main questions during the Board Retreat. Other topics have taken precedence, but this is still on our radar. Stay tuned.
- c. **Budget Planning for next year and beyond** – As discussed in our March learning session and the February Annual board retreat, as well as in response to Board member requests to assemble such a plan, the admin team is early in the process of figuring out the best way to position the district not just for next year, but for roughly the next two-seven years and beyond.

In a nutshell, we are looking to figure out the best process for examining staffing levels and budgetary impact, taking into account a number of factors, including but not limited to the following:

- Like most districts, we have fewer students than we used to so sustaining the same number of positions or adding positions is very challenging.
- There are certainly growing needs in some areas (ex. EL, school social worker) even while our overall population may be decreasing. Reallocating staffing FTE is a key strategy to use in these situations.
- A majority of a school district's budget is related to people. Like many, our district is around three-quarters of the budget being related to staffing or people. (Technically it is a bit less in our case without purchased services and a bit more if purchases services are included, but you get the idea.)
- We want to look at staffing-related savings through attrition. This means we want to do everything possible to eliminate positions that are vacated, or by moving a qualified person into a vacated position and then considering the position that is then vacated.
- We know that compensating staff members is very important as we look at a wide variety of topics we've discussed in recent years through compensation meetings and follow-up projects, to examining the reality of the labor pool, to the ways families, businesses, and communities rely on their local schools to operate. School districts need people to operate.
- We are hopeful that the next Biennial State Budget will help us at least to some extent, but don't yet know what exactly that will look like over the next two fiscal years. An increase in special education reimbursement is a

key topic that would help all school districts, and both Republicans and Democrats agree on this concept—even if not in how much or how fast to increase it.

- Speaking of the next two years, our current operational educational programming referendum will also expire two years from this spring (June 30, 2027). Helping you walk through key timelines in reverse, this means we'll likely go to the voters no later than April of 2027. In order for the Board to approve a resolution no later than January of 2027, we may want to have some sort of community survey out in Fall of 2026. This means we'll likely be working through that survey process in the Summer of 2026, so some sort of plan that involves input from the buildings, staff, the Board, etc. should be sketched out no later than late spring of 2026—roughly a year from now. From there then, more parent and community input can be gathered, whether through a community survey or focus groups like we have done in the past, regular board meetings and work sessions, etc.

There will be more to come and this will overlap with many conversations over the next year or so, but when it comes to the topics listed above and many more, a proactive approach that involves stakeholders, all buildings, and the community is far better than a reactive approach which unfortunately is often rushed and has far more negativity than any of us would want.

I want to close in much the same way as when I talk with the admin team about this topic. There is no need to panic—and the sky is not falling. That being stated, we need to be planning now to be ready for the years ahead to avoid some of the difficult situations those of us who have done this for a while have seen in the past.

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