

THE SCHOOL DISTRICT OF STURGEON BAY
Regular Board of Education Meeting
Wednesday, April 16, 2025

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

6:00 P.M. Board of Education Meeting

Sturgeon Bay High School Library

CALL TO ORDER:

1. Pledge of Allegiance
2. Roll Call
3. Motion to Adopt Agenda (noting going into closed session)

STUDENT COUNCIL REPORT

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

RECOGNITION:

1. Board Member recognition
 - a. Beth Chisholm
 - b. Tina Jennerjohn

CONSENT AGENDA:

1. Approve Minutes
 - a. Regular meeting of March 19, 2025 [see attachment](#)
 - b. Learning session of April 2, 2025
2. Approve March Bills [see attachment](#)
3. Accept Grants and Donations
4. Approve Resignations and Retirements [see attachment](#)

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)
2. Filing of Oath of Office by Newly Elected Board Members – The new terms of office begin April 28, 2025 (the 4th Monday in April). [see background doc](#)
3. Appoint Delegate to the CESA 7 Annual Convention [see background doc](#)
4. Approve Professional Staff Salary Ladder for 2025-2026 [see background doc](#)
5. Approve Individual Contracts for Returning Teachers [see background doc](#)
6. Approve High School Coach(s): Head Football Coach
7. Approve Middle School Special Education Teacher
8. Approve School Social Worker
9. Approve Associate Position(s)
10. NEOLA Policy Review 34.1 (Initial review) [see background doc](#)
 - a. po1100 District Organization
 - b. po1130, 3230, 4230 Ethics and Conflict of Interest
 - c. po1241 Non-Renewal or Termination of the District Administrator's Contract
 - d. po2210 Curriculum Development
 - e. po2270 Religion in Curriculum

- f. po2271.01 Start College Now Program [see background doc](#)
- g. po2416 (Reject) Student Privacy and Parental Access to Information
- h. po2440.01 (Reject) Summer or Interim School Attendance
- i. po2464 Advanced Learning Instruction (Gifted and Talented")
- j. po3214, 4214 Staff Gifts
- k. po3281 (Reject) Personal Property of Staff Members
- l. po4124 Notice of Reasonable Assurance of Employment
- m. po5113 Open Enrollment Program (Inter-District)
- n. po5330 Administration of Medication/Emergency Care
- o. po5341 (Rescind) Emergency Medical Authorization
- p. po5512 Use of Tobacco and Nicotine by Students [see background](#)
- q. po5611 (Rescind) Due Process Rights
- r. po5710 (Rescind) Student Complaints
- s. po6231 Budget Implementation
- t. po6235 Fund Balance
- u. po6620 Petty Cash
- v. po7410 Maintenance
- w. po7430 Safety Standards
- x. po7440 Facility Security
- y. po7440.02 Smart Sensor and Monitoring Technology [see background](#)
- z. po7540.03, 7540.04 Student Technology Acceptable Use and Safety
- aa. po7540.07 District-Issued Student E-Mail Account
- bb. po8120 Volunteers
- cc. po8125 (Reject) Consultants [see background](#)
- dd. po8305 (New) Information Security
- ee. po8395 Student Mental and Physical Health Services
- ff. po8531 (Reviewed no revision needed) Free and Reduced-Proce Meals
- gg. po8600 Transportation

11. Reports:

- a. Legislative
- b. CESA
- c. Committee/Seminars
- d. Administrative
 - i. High School [see reports](#)
 - 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

12. Closed Session

- a. 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. Review of Staff Evaluations for Nomination of 2025 Hervey Hauser Award

Action may take place in closed session on closed session topics.

- b. Return to open session

13. 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: April 7, 2025
RE: Background Information for the April 16, 2025 Meeting

STUDENT COUNCIL REPORT (Izzy Jiminez-Seyfer)

Student Council President 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. Board Member Recognition
 - a. Beth Chisholm
 - b. Tina Jennerjohn

CONSENT AGENDA:

1. **Approve Minutes**
 - a. Regular meeting of March 19, 2025 [see minutes](#)
 - b. Learning session meeting of April 2, 2025
2. **Approve March Bills** [see bills](#)

A motion to approve the bills from last month will be recommended at the end of the Consent Agenda.
3. **Accept Grants and Donations**
 - Robert H Nickel Auditorium Donations
 - \$100 Julie Schroder
 - \$50 Wes & Linda Michael
 - \$500
 - Rote Oil (Jandu Petroleum)
 - Kenzie Jeanquart
 - Carter Jeanquart
 - Kailey Jeanquart
 - Kristen Jeanquart
 - \$50 Jeff Dahlke for Clipper Clays
 - \$250 Tina Jennerjohn for Clipper Clays
 - \$1,000 from SB PTO for 4th grade Madison field trip
 - \$750 from SB PTO for 5th grade Rock Island trip
 - \$100 Amy DeMeter and John Larson for families with lunch balances who are struggling

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

4. **Accept Resignations and Retirements** –Theresa Hrubecky is retiring from her teaching position. [see retirement letter](#)

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

OPERATIONS AGENDA:

1. Consent Agenda items requiring attention (if any)

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

2. Filing of Oath of Office by Newly Elected Board Members

The Board of Canvassers met April 7, 2025. This is a required step that verifies election results. The group's canvass of the results provided to the district did indeed match what was reported previously.

The new terms of office begin April 28, 2025 (the 4th Monday in April). Board Clerk Beth Chisholm will administer the Oath of Office and swear in the elected Board of Education members, so they are ready to begin their service next week. Jake Schulz, Andy Starr, and Mike Stephani, will serve three-year terms expiring in April of 2029.

Congratulations to our newly elected and returning board members.

3. Appoint Delegate to the CESA 7 Annual Convention

Each Board of Education has a "statutory duty to appoint a member as its representative for the purpose of determining the composition of the board of control and (2) to cause a convention to be convened in accordance with s. 116.02 Wis. Stats." The delegate last year was Allison Haus.

The delegate convention will be held on Wednesday, May 14, 2025 at 6:30 PM at CESA 7 (595 Baeten Road).

A motion to appoint a representative to the CESA 7 annual convention is recommended.

4. Approve Professional Staff Salary Ladder for 2025-2026

The Professional Staff Salary Ladder is Appendix A of the Professional Staff Salary and Supplemental Pay Guide, which typically receives a first reading in the May regular school board meeting and a second reading/approval in the June regular school board meeting. However, we thought it was appropriate to have the Board approve the updated ladder in tonight's operations agenda prior to approving returning teacher contracts (see our next agenda item).

For 2025-2026, we recommend have returning staff members move up two ladder rungs from their 2024-2025 ladder placement. We would also move the bottom rung salary amount to \$43,472.

Even though we are waiting on the Biennial State Budget, and early indications are that it may not be finalized until next September which provides a number of challenges, the district is able to afford the increase due to a combination of factors involving staff vacancies, the elimination of 1.5 professional staff positions through attrition, internal movement, and some modifications to health insurance plan offerings.

Additional context as we remember the past: [see attachment](#)

Without getting into all the pertinent history here, or things already covered as part of the annual compensation review process, below are some of the salary ladder-related updates from the past decade (taken from the Salary Ladder Conversation section of the Salary and Supplemental Pay Guide):

- Initially approved on May 20, 2015.
- For the 2018-2019 school year, the salary ladder was updated further; the bottom two rungs were removed and a new top rung was added.
- For the 2019-2020 school year, the salary ladder was updated again by removing the bottom two rungs, effectively moving the starting salary from \$30,231 to \$39,440 in five years. The salary ladder placement of approximately 25 individuals (who were in close proximity to the adjusted base two or three times) was also approved for the 2019-2020 school year.
- The Board approved changes to the ladder that took effect in April of 2022 thereby awarding some additional compensation to professional staff member at that point. For the 2022-2023 school year, the starting salary amount became \$40,000.

Additional context as we look to the future:

- Looking ahead as the Board has also discussed, we anticipate increasing the bottom salary rung again (to approximately \$45,000) during the next state budget, but we will need to know what type of fiscal support will be provided to districts through the budget before we are able to provide options or a recommendation. One pathway forward would be to have the Board approve salary ladder changes in April of 2026 for 2026-2027, similar to what is happening tonight. However, there could be other options that align with Board-approved action back in Spring of 2022 or Fall of 2023, or another approach based on the outcome of the state budget. We will all stay tuned at that process plays out.
- Finally for now and as I have pointed out at times in the past, if we ever get to a point where we feel that the salary ladder is causing too many challenges for teachers, administrators, and/or the board, we could discuss eliminating it. To be clear, I am not recommending that we do so at this time, nor do I feel that a majority of folks are ready for such a change, but I wanted to remind everyone about this if it is a strategy that the district wants to explore at some point in the future.

A motion to approve the Professional staff Salary Ladder for 2025-2026 as presented is recommended.

5. Approve Individual Contracts for Returning Teachers [see summary sheet handout](#)

The State of Wisconsin requires returning teacher contracts to be issued by May 15 of each year. As noted in budget preparation for this year, in recent school board learning sessions, and in the previous agenda item, we are modifying the salary ladder for 2025-2026. This means that returning teachers will move up two ladder rungs from their current placement for next year, rather than one ladder rung as is typically the case.

Annual reminders include the following:

- Returning teachers are those teachers who are not retiring or resigning at the mid-year or end of the school year.

- Returning teachers are not teachers whose positions are not continuing next year either because of being a temporary position or because the position is being eliminated.
- Additionally, as the Board has discussed in the past, a teacher on a plan of assistance does not move up the salary ladder but remains at the same rung as the current year.

Reminder: The Board typically approves compensation for non-teaching staff member groups in May, after teacher compensation has been addressed.

A motion to approve individual contracts for all returning teachers as presented is recommended.

6. Approve High School Coach(s)

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

A motion to approve a high school head football coach beginning with the 2025-2026 school year is anticipated.

7. Approve Middle School Special Education 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 Middle School Special Education Teacher beginning with the 2025-2026 school year is anticipated.

8. Approve Social Worker

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

It is anticipated that there will be a motion to approve a Social Worker beginning with the 2025-2026 school year.

9. Approve Associate Position(s)

- Special Education Teacher Associate: Jenny Hull**

Director of Special Education and Pupil Services Lindsay Ferry and Principal Katy DeVillers are pleased to recommend Jenny Hull for a Special Education Teacher Associate Position at Sawyer Elementary School for the remainder of the 2025 school year. Jenny comes to this position with experience working at Sawyer as a Teacher Associate in our Safe Harbor Program for two years. She also worked in a local day-care setting as an Assistant Teacher. Jenny's greatest strengths are her patience and willingness to support all students in the most compassionate way possible. We are very excited to welcome back Jenny to serve our special education students at Sawyer!

A motion to approve Jenny Hull as a Special Education Teacher Associate at Sawyer School is recommended.

10. NEOLA Policy Review 34.1 (Initial Review) [see policies 1100-2210](#)

- a. **Policy 1100** - District Organization (Revised) This policy has been clarified and previous optional language regarding consultants has been moved to new Policy 8125 - Consultants, and a reference to this policy is added to Policy 6320 - Purchasing.
- b. **Policy 1130, 3230, 4230** - Ethics and Conflict of Interest (Revised) These policies have been revised for consistency, incorporating restrictions on the supervision of a relative, and includes options involving outside employment or consulting.
- c. **Policy 1241** - Non-Renewal or Termination of the District Administrator's Contract (Revised) The title of the policy has been modified to more accurately reflect that the content specifically references the non-renewal or termination of the District Administrator. In addition, the policy has been modified to incorporate language consistent with the nonrenewal statute and references Policy 3140 as applicable to other administrators. (Policy 3140 is also revised as a technical correction to provide a cross-reference to this policy.)
- d. **Policy 2210** - Curriculum Development (Revised) This policy has been revised by removing language that is part of the education outcome goals and expectations included in Section 118.01 of the Wisconsin statutes and not the curriculum standards as outlined in PI 8 of the Administrative Code. The appropriate language is included in Policy 2131 - Educational Outcome Goals and Expectations. The legal citations has been updated to accurately reflect the curriculum standards in PI 8.
- e. **Policy 2270** - Religion in the Curriculum (Revised) This policy is revised to add legal citations and to reflect the annual notice requirement in the law. [see 2270-2440](#)
- f. **Policy 2271.01** - Start College Now Program (Revised) The policy is updated to reflect that, in addition to any tuition cost, the law requires that the District pay the costs of course fees and books to the same extent that a student who is attending the technical college and who is a resident of this State would be charged.
- g. **Policy 2416** - Student Privacy and Parental Access to Information (Reject)
- h. **Policy 2440.01** - Summer or Interim School Attendance (Reject)
- i. **Policy 2464** - Advanced Learning Instruction ("Gifted and Talented") (Replacement) This policy replaces the existing policy to account for significant revisions. The replacement policy includes new provisions, based on State-based statutory language and administrative regulations from the Wisconsin Department of Public Instruction. This policy was developed with the assistance of the Wisconsin Association for Talented and Gifted (WATG). [see policies 2464-4124](#)
- j. **Policy 3214, 4214** - Staff Gifts (Replacement) These policies have been updated and restructured to present the more common scenarios involving gifts to or from staff.
- k. **Policy 3281** - Personal Property of Staff Members (Reject)
- l. **Policy 4124** - Notice of Reasonable Assurance of Employment (Revised) This language in this policy has been modified to be more consistent with State statute.
- m. **Policy 5113** - Open Enrollment Program (Inter-District) (Revised) This policy is revised to incorporate verbiage regarding requirements to review a special education student's IEP to determine both space and service availability. Adoption of this is recommended, and because this involves handling open enrollment applications, strongly recommended to improve a District's ability to successfully defend a decision to deny open enrollment. [see policy 5113](#)

- n. **Policy 5330** - Administration of Medication/Emergency Care (Revised) This policy option is added pursuant to 2023 Wisconsin Act 195, effective March 2024, which permits a school to develop a plan to have available the use of bronchodilators, provided by prescription to the school. Doing so is voluntary, but provides the ability to protect students with severe asthma. Administration of a bronchodilator by school staff to a student must be consistent with the plan, involve staff training, and be administered only to students who have a prescription for their use. [see pol 5330-5512](#)
- o. **Policy 5341** - Emergency Medical Authorization (Rescind) This policy is rescinded because its contents are fully incorporated into Policy 5330 - Administration of Medication/Emergency Use. Rescinding this policy is recommended to avoid confusion and duplication, as well as to remove a misleading reference to parental consent to provide emergency care to a student, which is not required by law.
- p. **Policy 5512** - Use of Tobacco and Nicotine by Students (Revised) The policy revisions are offered in consultation with representatives from the American Lung Association to provide options for incorporating smoking cessation programs into the student intervention process, as opposed to strictly punitive measures. Also added is a more descriptive policy position to promote respect for Native American ceremonial tobacco usage.
- q. **Policy 5611** - Due Process Rights (Rescind) This policy is rescinded because its contents are already included in the more applicable Policy 5610 - Suspension and Expulsion. Rescinding this policy does not diminish any student rights, but rather eliminates the potential for two (2) separate policies to become inconsistent over time and as a result impair students' and school officials' efforts to apply the student and parental rights associated with the disciplinary process. [see policies 5611-7440](#)
- r. **Policy 5710** - Student Complaints (Rescind) This policy is rescinded to avoid confusion regarding sources of student opportunities to raise concerns or complaints through appropriate channels. The concept of student participation in improving the educational environment is important. This policy identifies those sources, but inadvertently creates the impression of a separate complaint procedure created by this policy. Policy 9130 - Public Requests, Suggestions, or Complaints is the comprehensive policy for addressing any issues not addressed by another specific policy such as nondiscrimination or harassment among others. Similar to the rescission of Policy 5611 - Due Process Rights, this policy serves to create possible confusion as to the proper procedure to follow in the event of a student complaint. Such confusion reduces the students' access to consistent predictable ameliorative procedures to address any complaints.
- s. **Policy 6231** - Budget Implementation (Revised) This policy is revised to clarify language regarding fund balance expenditures consistent with current practices.
- t. **Policy 6235** - Fund Balance (Revised) This policy is updated to include additional rationale and options for a District's management of fund balances.
- u. **Policy 6620** - Petty Cash (Revised) This policy has been updated and simplified and provides an option for a petty cash fund limit.
- v. **Policy 7410** - Maintenance (Revised) Terminology in this policy has been updated and clarified.
- w. **Policy 7430** - Safety Standards (Revised) This policy has been revised to clarify what information is required to be reported to the board.
- x. **Policy 7440** - Facility Security (Revised) The revisions to this policy clarify law enforcement contact and remove optional language.

- y. **Policy 7440.02** - Smart Sensor and Monitoring Technology (Revised) This revision updates the title to better describe current technology and adds a definition corresponding to same. [see policies 7440.02-8125](#)
- z. **Policy 7540.03, 7540.04** - Student Technology Acceptable Use and Safety (Revised) These policies are updated to reflect new requirements by the FCC in a District's Acceptable Use Policy. These changes are recommended for legal compliance if the District receives Federal E-Rate funds through the Universal Service Program.
- aa. **Policy 7540.07** - District-Issued Student E-Mail Account (Revised) This policy is revised to include optional language regarding use of District-issued email addresses on other media accounts.
- bb. **Policy 8120** - Volunteers (Revised) This policy is revised to clarify options regarding volunteer background checks and statutory requirements to conduct background checks on Board member's who volunteer.
- cc. **Policy 8125** - Consultants (Reject)
- dd. **Policy 8305** - Information Security (Revised) This policy revision provides cross-references to related policies, and includes additional language regarding limitations on the public discussion of cyber-security measures. [see policies 8305-8600](#)
- ee. **Policy 8395** - Student Mental and Physical Health Services (Revised) This policy is revised to reflect the provision of both mental and physical health services in school, both through school resources (i.e., student services, guidance services, and school nursing services). The policy is also updated to better reflect the option for arrangements for on-site health services provided by outside agencies, either in-person or virtually, as supplementary to services provided by school staff.
- ff. **Policy 8531** - Free and Reduced-Price Meals (Revised) This policy revision is provided to allow for circumstances where a District may have one (1) or more of its schools qualify for the CEP program but others that do not. By incorporating the CEP option as part of the general policy language, the policy will not need to be updated in the event a District's school or schools become eligible.
- gg. **Policy 8600** - Transportation (Revised) This policy revision clarifies the transportation obligations for a student with a disability as defined in their individualized education program (IEP).

11. Reports [see reports](#)

12. Closed Session (roll call vote)

- a. 19.85(1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. Review of Staff Evaluations for Nomination of 2025 Hervey Hauser Award

Action may take place in closed session on closed session topics.

- b. Return to open session

13. Adjourn

THE SCHOOL DISTRICT OF STURGEON BAY

Regular Board of Education Meeting

Wednesday, March 19, 2025

President Stephani called the regular meeting to order at 6:05 PM in the high school library. Present: Schulz, Kruse, Stephani, Jennerjohn (remote), Chisholm, Haus, & Meyer. Excused: Howard & Spritka. Also present were: Superintendent Tjernagel, K Nerby, L. Ferry, M. Smullen, K Smullen, J. Holtz, J Paye-Weber & A DeMeuse. Excused: K. DeVillers.

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

PUBLIC COMMENT SECTION: Community member Michelle Hroma, 1014 Superior St. addressed the board.

STUDENT COUNCIL REPRESENTATIVE REPORT: No report due to exams.

CONSENT AGENDA:

1. Approve Minutes
 - a. February 19, 2025 Regular Board of Education Meeting
 - b. Learning session of March 5, 2025
2. Approve February bills
3. Accept 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 Saxs grant
 - 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
 - \$500 Drs. Kevin & Sierra Smalley (Spaude)
 - \$100 from
 - Meg Deem
 - from Tom and Sandi Soik in memory of Carol Hoehn
 - from Carol Hanson
 - \$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. Approve 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.

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

Motion: Schulz/Kruse 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. **Motion Schulz/Haus to approve Ben Herland as a middle school assistant track coach. Motion carried unanimously.**

3. Approve High School Coach(s)

- a. **Motion: Kruse/Haus to approve James Evers as an assistant track coach. Motion carried unanimously.**
- b. **Motion: Chisholm/Meyer to approve Michael Bryfczynski as the assistant boy's golf coach. Motion carried unanimously.**

4. Approve Associate(s)

- a. **Motion: Haus/Kruse to approve Giselle Munoz as a Special Education Teacher Associate at Sunrise. Motion carried unanimously.**
- b. **Motion: Meyer/Haus to approve Kirsten LeMieux as a Special Education Teacher Associate in the Leap Program at Sawyer. Motion carried unanimously.**

5. **Motion: Haus/Chisholm to approve Brooklynn Pursley as a Speech and Language Pathologist on a part-time basis beginning with the 25-26 school year. Motion carried unanimously.**

6. **Motion: Haus/Meyer to approve Elyse Incha as the High School Science Teacher, beginning with the 25-26 school year. Motion carried unanimously.**

7. **Motion: Haus/Chisholm to approve Brenda Hartl as the new Human Resource Specialist, starting with the 2025-2026 fiscal year. Motion carried unanimously.**

8. 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.

This is simply an informational item, so no formal action is necessary. 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. Reports:

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

10. Adjourn Motion: Schulz/Haus to adjourn at 7:16 PM. Motion carried unanimously.

Respectfully submitted,
Ann DeMeuse
Administrative Assistant

Date: _____

President’s Signature: _____

Clerk’s Signature: _____

THE SCHOOL DISTRICT OF STURGEON BAY
Board of Education Learning Session
Wednesday, April 2, 2025

CALL TO ORDER:

1. Roll Call at 5:03 PM. Present: Spritka, Schulz, Howard, Kruse, Stephani, Jennerjohn, Haus and Meyer. Excused: Chisholm. Also present were Superintendent Tjernagel, Ferry, Weber, M. Smullen, K. Smullen, Nerby, DeVillers and Holtz.
2. Motion: Jennerjohn/Kruse to adopt the agenda as presented. Motion carried unanimously.

AGENDA AND DISCUSSION:

1. Literacy Update and Discussion: Director Weber began with a slide that summarized 2020-2021 to present about our journey and literacy initiative; Director Ferry talked through a one-pager about Social Emotional Literacy (SEL).
2. Professional Staff Compensation Review, Budget Updates & Discussion: Manager Holtz provided overview on these topics.
3. Preview Upcoming Meetings: Administrator Tjernagel went through schedule and timeframes for the next few months.
4. Motion Haus/Meyer to adjourn the learning session at 6:33 PM. Motion carried unanimously.

Date: _____

President's Signature: _____

Clerk's Signature: _____

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 960016 ORLANDO, FL 32896-0016	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.2025	03.2025 Amazon Purchases	19.45
03/31/2025	03.2025	Classroom supplies, headphones, clipboards, fidgets	16.09
03/31/2025	03.2025	Classroom supplies, headphones, clipboards, fidgets	52.70
03/31/2025	03.2025	Classroom supplies, headphones, clipboards, fidgets	25.09
03/31/2025	03.2025	Classroom supplies, headphones, clipboards, fidgets	9.09
03/31/2025	03.2025	Classroom supplies, headphones, clipboards, fidgets	55.29
03/31/2025	03.2025	SEL Resources	99.90
03/31/2025	03.2025	SEL Resources	89.70
03/31/2025	03.2025	School Nurse Snacks	19.13
03/31/2025	03.2025	School Nurse Snacks	13.85
03/31/2025	03.2025	School Nurse Snacks	14.16
03/31/2025	03.2025	School Nurse Snacks	14.00
03/31/2025	03.2025	School Nurse Snacks	12.86
03/31/2025	03.2025	4K supplies	14.99
03/31/2025	03.2025	4K supplies	15.41
03/31/2025	03.2025	4K supplies	9.74
03/31/2025	03.2025	Classroom Supplies	59.97
03/31/2025	03.2025	4K supplies	4.35
03/31/2025	03.2025	4K supplies	39.99
03/31/2025	03.2025	4K supplies	6.76
03/31/2025	03.2025	4K supplies	39.29
03/31/2025	03.2025	4K supplies	7.39
03/31/2025	03.2025	4K supplies	16.34
03/31/2025	03.2025	4K supplies	21.95
03/31/2025	03.2025	4K supplies	26.99
03/31/2025	03.2025	4K supplies	8.99
03/31/2025	03.2025	4K supplies	12.99
03/31/2025	03.2025	4K supplies	7.49
03/31/2025	03.2025	4K supplies	28.98
03/31/2025	03.2025	School Nurse Snacks	14.99
03/31/2025	03.2025	Classroom Supplies	31.98
03/31/2025	03.2025	Classroom Supplies	11.98
03/31/2025	03.2025	Classroom Supplies	25.96
03/31/2025	03.2025	Classroom Supplies	17.98
03/31/2025	03.2025	4K supplies	59.97
03/31/2025	03.2025	Classroom Supplies	8.71
03/31/2025	03.2025	Classroom supplies	29.95
03/31/2025	03.2025	Classroom supplies	22.98
03/31/2025	03.2025	Classroom supplies	13.74
03/31/2025	03.2025	Classroom Supplies	3.49
03/31/2025	03.2025	Classroom Supplies	22.47
03/31/2025	03.2025	Classroom Supplies	9.78
03/31/2025	03.2025	Classroom Supplies	13.92
03/31/2025	03.2025	Classroom Supplies	16.91
03/31/2025	03.2025	Classroom Supplies	84.30
03/31/2025	03.2025	Classroom Supplies	6.78

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 960016 ORLANDO, FL 32896-0016	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.2025	Classroom Supplies	9.99
03/31/2025	03.2025	ordering items for school nurse	33.98
03/31/2025	03.2025	03.2025 Amazon Purchases	93.12
03/31/2025	03.2025	science supplies	7.34
03/31/2025	03.2025	science supplies	5.99
03/31/2025	03.2025	science supplies	18.89
03/31/2025	03.2025	science supplies	10.12
03/31/2025	03.2025	science supplies	9.91
03/31/2025	03.2025	science supplies	5.85
03/31/2025	03.2025	science supplies	13.99
03/31/2025	03.2025	science supplies	13.99
03/31/2025	03.2025	science supplies	23.44
03/31/2025	03.2025	science supplies	13.59
03/31/2025	03.2025	Shop Tools	539.63
03/31/2025	03.2025	03.2025 Amazon Purchases	46.20
03/31/2025	03.2025	Middle School Tech Ed	73.68
03/31/2025	03.2025	Middle School Tech Ed	44.99
03/31/2025	03.2025	Middle School Tech Ed	131.21
03/31/2025	03.2025	Middle School Tech Ed	6.58
03/31/2025	03.2025	Middle School Tech Ed	8.66
03/31/2025	03.2025	Middle School Tech Ed	23.99
03/31/2025	03.2025	consumable supplies	34.05
03/31/2025	03.2025	consumable supplies	14.98
03/31/2025	03.2025	03.2025 Amazon Purchases	39.99
03/31/2025	03.2025	03.2025 Amazon Purchases	4.90
03/31/2025	03.2025	03.2025 Amazon Purchases	5.49
03/31/2025	03.2025	03.2025 Amazon Purchases	50.70
03/31/2025	03.2025	hs art supply	8.98
03/31/2025	03.2025	03.2025 Amazon Purchases	4.71
03/31/2025	03.2025	hs art supply	6.98
03/31/2025	03.2025	03.2025 Amazon Purchases	2.28
03/31/2025	03.2025	hs art resale	90.00
03/31/2025	03.2025	art hs	14.99
03/31/2025	03.2025	art hs	22.97
03/31/2025	03.2025	art hs	24.49
03/31/2025	03.2025	art hs	32.00
03/31/2025	03.2025	art hs	9.49
03/31/2025	03.2025	Ashley, please combine with another order... "Astroparche" cardstock for recognition of staff, students and volunteers	38.95
03/31/2025	03.2025	EC supplies	30.25
03/31/2025	03.2025	Metals Classroom Consumables	70.95
03/31/2025	03.2025	Metals Classroom Consumables	22.95
03/31/2025	03.2025	Metals Classroom Consumables	38.99
03/31/2025	03.2025	Nintendo DS for social emotional connecting during specific clipper times for students	50.80

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 960016 ORLANDO, FL 32896-0016	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.2025	Art Supplies	47.76
03/31/2025	03.2025	Art Supplies	130.04
03/31/2025	03.2025	Art Supplies	72.23
03/31/2025	03.2025	Art Supplies	10.17
03/31/2025	03.2025	art hs	26.97
03/31/2025	03.2025	art hs	26.06
03/31/2025	03.2025	art hs	5.92
03/31/2025	03.2025	art hs	106.80
03/31/2025	03.2025	More items for EL students & space...	13.99
03/31/2025	03.2025	art hs	13.99
03/31/2025	03.2025	art hs	44.59
03/31/2025	03.2025	art hs	34.18
03/31/2025	03.2025	art hs	41.00
03/31/2025	03.2025	More items for EL students & space...	13.99
03/31/2025	03.2025	More items for EL students & space...	7.19
03/31/2025	03.2025	More items for EL students & space...	16.28
03/31/2025	03.2025	More items for EL students & space...	8.99
03/31/2025	03.2025	More items for EL students & space...	13.26
03/31/2025	03.2025	More items for EL students & space...	19.99
03/31/2025	03.2025	More items for EL students & space...	10.13
03/31/2025	03.2025	4th Grade Team Order	13.99
03/31/2025	03.2025	More items for EL students & space...	10.29
03/31/2025	03.2025	More items for EL students & space...	7.19
03/31/2025	03.2025	More items for EL students & space...	5.99
03/31/2025	03.2025	More items for EL students & space...	7.44
03/31/2025	03.2025	More items for EL students & space...	31.49
03/31/2025	03.2025	More items for EL students & space...	16.30
03/31/2025	03.2025	More items for EL students & space...	19.64
03/31/2025	03.2025	More items for EL students & space...	26.99
03/31/2025	03.2025	More items for EL students & space...	7.48
03/31/2025	03.2025	More items for EL students & space...	12.99
03/31/2025	03.2025	More items for EL students & space...	22.98
03/31/2025	03.2025	More items for EL students & space...	12.27
03/31/2025	03.2025	More items for EL students & space...	5.99
03/31/2025	03.2025	More items for EL students & space...	24.69
03/31/2025	03.2025	Water for Nurse's Office	19.95
03/31/2025	03.2025	Items for EL students & space	123.15
03/31/2025	03.2025	Items for EL students & space	53.29
03/31/2025	03.2025	Items for EL students & space	89.99
03/31/2025	03.2025	Items for EL students & space	22.93
03/31/2025	03.2025	Items for EL students & space	39.99
03/31/2025	03.2025	4th Grade Team Order	44.90
03/31/2025	03.2025	4th Grade Team Order	22.17
03/31/2025	03.2025	4th Grade Team Order	108.17
03/31/2025	03.2025	4th Grade Team Order	47.10
03/31/2025	03.2025	4th Grade Team Order	242.55

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 960016 ORLANDO, FL 32896-0016	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.2025	4th Grade Team Order	48.04
03/31/2025	03.2025	4th Grade Team Order	686.66
03/31/2025	03.2025	4th Grade Team Order	42.10
03/31/2025	03.2025	4th Grade Team Order	8.99
03/31/2025	03.2025	4th Grade Team Order	26.94
03/31/2025	03.2025	4th Grade Team Order	104.52
03/31/2025	03.2025	art hs	13.99
03/31/2025	03.2025	4th Grade Team Order	28.69
03/31/2025	03.2025	Noise Relief Earplugs	41.59
03/31/2025	03.2025	February MS PE Equipment Order	26.99
03/31/2025	03.2025	February MS PE Equipment Order	110.98
03/31/2025	03.2025	February MS PE Equipment Order	27.49
03/31/2025	03.2025	February MS PE Equipment Order	59.98
03/31/2025	03.2025	February MS PE Equipment Order	117.00
03/31/2025	03.2025	February MS PE Equipment Order	144.99
03/31/2025	03.2025	door guards for LMC	12.78
03/31/2025	03.2025	MS ELA Supplies	93.66
03/31/2025	03.2025	03.2025 Amazon Purchases	50.87
03/31/2025	03.2025	03.2025 Amazon Purchases	64.59
03/31/2025	03.2025	03.2025 Amazon Purchases	60.14
03/31/2025	03.2025	03.2025 Amazon Purchases	56.03
03/31/2025	03.2025	03.2025 Amazon Purchases	25.04
03/31/2025	03.2025	Classroom Supplies	35.98
03/31/2025	03.2025	HS Yearbook Supplies	59.95
03/31/2025	03.2025	HS Yearbook Supplies	15.50
03/31/2025	03.2025	HS Yearbook Supplies	38.36
03/31/2025	03.2025	HS Soccer Supplies	22.99
03/31/2025	03.2025	Flash Cards	34.90
03/31/2025	03.2025	hs art skb	97.93
03/31/2025	03.2025	03.2025 Amazon Purchases	39.59
03/31/2025	03.2025	hs art supplies	24.43
03/31/2025	03.2025	hs art supplies	23.21
03/31/2025	03.2025	hs art supplies	23.21
03/31/2025	03.2025	hs art supplies	23.21
03/31/2025	03.2025	hs art supplies	199.95
03/31/2025	03.2025	hs art supplies	104.82
03/31/2025	03.2025	hs art supplies	14.00
03/31/2025	03.2025	hs art supplies	13.08
03/31/2025	03.2025	hs art supplies	4.94
03/31/2025	03.2025	hs art supplies	16.69
03/31/2025	03.2025	hs art supplies	54.79
03/31/2025	03.2025	hs art supplies	7.24
03/31/2025	03.2025	hs art supplies	7.10
03/31/2025	03.2025	hs art supplies	10.08
03/31/2025	03.2025	hs art supplies	23.43
03/31/2025	03.2025	hs art supplies	10.07

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 960016 ORLANDO, FL 32896-0016	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.2025	hs art supplies	16.58
03/31/2025	03.2025	hs art supplies	8.14
03/31/2025	03.2025	hs art supplies	9.19
03/31/2025	03.2025	hs art supplies	6.03
03/31/2025	03.2025	hs art supplies	30.11
03/31/2025	03.2025	hs art supplies	13.03
03/31/2025	03.2025	hs art supplies	172.14
03/31/2025	03.2025	Classroom Supplies	20.89
03/31/2025	03.2025	Classroom Supplies	31.16
03/31/2025	03.2025	Classroom Supplies	17.99
03/31/2025	03.2025	Classroom Supplies	17.99
03/31/2025	03.2025	School Supplies for desks	134.95
03/31/2025	03.2025	03.2025 Amazon Purchases	22.68
03/31/2025	03.2025	03.2025 Amazon Purchases	46.38
03/31/2025	03.2025	03.2025 Amazon Purchases	24.57
03/31/2025	03.2025	HS Art Supplies	89.99
03/31/2025	03.2025	HS Art Supplies	39.94
03/31/2025	03.2025	HS Art Supplies	32.98
03/31/2025	03.2025	HS Art Supplies	61.78
03/31/2025	03.2025	HS Art Supplies	36.99
03/31/2025	03.2025	HS Art Supplies	48.49
03/31/2025	03.2025	HS Art Supplies	118.80
03/31/2025	03.2025	mini tap drums, sensory worry stones, sensory mazes, left handed scissors, ergonomic pencil grips, clear quart size bags	12.70
03/31/2025	03.2025	mini tap drums, sensory worry stones, sensory mazes, left handed scissors, ergonomic pencil grips, clear quart size bags	9.59
03/31/2025	03.2025	mini tap drums, sensory worry stones, sensory mazes, left handed scissors, ergonomic pencil grips, clear quart size bags	11.39
03/31/2025	03.2025	mini tap drums, sensory worry stones, sensory mazes, left handed scissors, ergonomic pencil grips, clear quart size bags	16.99
03/31/2025	03.2025	mini tap drums, sensory worry stones, sensory mazes, left handed scissors, ergonomic pencil grips, clear quart size bags	11.10
03/31/2025	03.2025	mini tap drums, sensory worry stones, sensory mazes, left handed scissors, ergonomic pencil grips, clear quart size bags	14.83
03/31/2025	03.2025	mini tap drums, sensory worry stones, sensory mazes, left handed scissors, ergonomic pencil grips, clear quart size bags	14.99
03/31/2025	03.2025	mini tap drums, sensory worry stones, sensory mazes, left handed scissors, ergonomic pencil grips, clear quart size bags	13.46
03/31/2025	03.2025	Classroom Supplies	99.70
03/31/2025	03.2025	Classroom Supplies	9.99
03/31/2025	03.2025	Classroom Supplies	137.70
03/31/2025	03.2025	Classroom Supplies	162.28
03/31/2025	03.2025	Music Theory books for community class	142.07
03/31/2025	03.2025	Music Theory books for community class	20.97
03/31/2025	03.2025	Library Tech for Check out	24.99
03/31/2025	03.2025	Library Tech for Check out	79.96
03/31/2025	03.2025	Library Tech for Check out	269.85

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 960016 ORLANDO, FL 32896-0016	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.2025	Library Tech for Check out	49.95
03/31/2025	03.2025	Library Tech for Check out	54.40
03/31/2025	03.2025	Library Tech for Check out	89.99
03/31/2025	03.2025	Library Tech for Check out	149.00
03/31/2025	03.2025	Library Tech for Check out	99.50
03/31/2025	03.2025	Library Tech for Check out	244.00
03/31/2025	03.2025	Library Tech for Check out	239.90
03/31/2025	03.2025	Library Tech for Check out	455.16
03/31/2025	03.2025	Classroom Supplies	11.36
03/31/2025	03.2025	Classroom Supplies	14.74
03/31/2025	03.2025	Classroom Supplies	16.96
03/31/2025	03.2025	Classroom Supplies	8.72
03/31/2025	03.2025	Classroom Supplies	9.99
03/31/2025	03.2025	Library Supplies	9.55
03/31/2025	03.2025	Library Supplies	33.99
03/31/2025	03.2025	monthly tabs for calendar	13.98
03/31/2025	03.2025	Library Supplies	56.99
03/31/2025	03.2025	Library Books Requested	10.98
03/31/2025	03.2025	Library Books Requested	32.99
03/31/2025	03.2025	Library Books Requested	9.84
03/31/2025	03.2025	Library Books Requested	35.72
03/31/2025	03.2025	Library Books Requested	12.00
03/31/2025	03.2025	Library Books Requested	10.40
03/31/2025	03.2025	Library Books Requested	45.79
03/31/2025	03.2025	03.2025 Amazon Purchases	179.80
03/31/2025	03.2025	Classroom Supplies	67.15
03/31/2025	03.2025	Classroom Supplies	11.99
03/31/2025	03.2025	Classroom Supplies	124.99
03/31/2025	03.2025	Classroom Supplies	4.99
03/31/2025	03.2025	Classroom Supplies	33.98
03/31/2025	03.2025	Classroom Supplies	27.99
03/31/2025	03.2025	Classroom Supplies	49.98
03/31/2025	03.2025	Soccer Balls for Indoor Practices	112.04
03/31/2025	03.2025	4K/K Celebration Supplies	73.18
03/31/2025	03.2025	MS Tech	19.98
03/31/2025	03.2025	MS Tech	29.98
03/31/2025	03.2025	MS Tech	41.98
03/31/2025	03.2025	03.2025 Amazon Purchases	107.95
03/31/2025	03.2025	Art Supplies	32.65
03/31/2025	03.2025	Art Supplies	24.06
03/31/2025	03.2025	Art Supplies	19.17
03/31/2025	03.2025	Library Books per request	9.29
03/31/2025	03.2025	Library Books per request	7.79
03/31/2025	03.2025	Library Books per request	20.79
03/31/2025	03.2025	Library Supplies	5.97
03/31/2025	03.2025	Library Supplies	23.99

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 960016 ORLANDO, FL 32896-0016	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.2025	Library Supplies	28.99
03/31/2025	03.2025	Library Supplies	17.81
03/31/2025	03.2025	School supplies for all first grade classrooms	38.97
03/31/2025	03.2025	School supplies for all first grade classrooms	39.50
03/31/2025	03.2025	School supplies for all first grade classrooms	28.98
03/31/2025	03.2025	School supplies for all first grade classrooms	23.99
03/31/2025	03.2025	03.2025 Amazon Purchases	65.94
03/31/2025	03.2025	Welding Supplies	66.06
03/31/2025	03.2025	Welding Supplies	97.50
03/31/2025	03.2025	03.2025 Amazon Purchases	99.05
03/31/2025	03.2025	03.2025 Amazon Purchases	9.74
03/31/2025	03.2025	03.2025 Amazon Purchases	521.53
03/31/2025	03.2025	03.2025 Amazon Purchases	359.08
03/31/2025	03.2025	Library Book & Chess	20.00
03/31/2025	03.2025	Library Book & Chess	203.94
03/31/2025	03.2025	03.2025 Amazon Purchases	12.89
03/31/2025	03.2025	03.2025 Amazon Purchases	25.56
03/31/2025	03.2025	03.2025 Amazon Purchases	25.92
03/31/2025	03.2025	More items for EL students & space...	19.95
03/31/2025	03.2025	Black Ink	55.78
03/31/2025	03.2025	Classroom supplies	11.50
03/31/2025	03.2025	Classroom supplies	47.99
03/31/2025	03.2025	Classroom supplies	19.94
03/31/2025	03.2025	Classroom supplies	61.18
03/31/2025	03.2025	Classroom supplies	10.71
03/31/2025	03.2025	Classroom supplies	19.98
03/31/2025	03.2025	Classroom supplies	15.88
03/31/2025	03.2025	Classroom supplies	23.99
03/31/2025	03.2025	Sunrise Clubs Supplies	12.99
03/31/2025	03.2025	Sunrise Clubs Supplies	14.99
03/31/2025	03.2025	Sunrise Clubs Supplies	15.99
03/31/2025	03.2025	Sunrise Clubs Supplies	15.99
03/31/2025	03.2025	Sunrise Clubs Supplies	15.99
03/31/2025	03.2025	Sunrise Clubs Supplies	9.99
03/31/2025	03.2025	Sunrise Clubs Supplies	18.99
03/31/2025	03.2025	EC Supplies	8.74
03/31/2025	03.2025	EC Supplies	19.99
03/31/2025	03.2025	EC Supplies	16.67
03/31/2025	03.2025	EC Supplies	6.18
03/31/2025	03.2025	Office supplies & forward testing supplies	33.57
03/31/2025	03.2025	Office supplies & forward testing supplies	8.39
03/31/2025	03.2025	Office supplies & forward testing supplies	11.06
03/31/2025	03.2025	Office supplies & forward testing supplies	8.06
03/31/2025	03.2025	Office supplies & forward testing supplies	9.99
03/31/2025	03.2025	Office supplies & forward testing supplies	4.99
03/31/2025	03.2025	Office supplies & forward testing supplies	33.57

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
AMAZON.COM		PO Box 960016 ORLANDO, FL 32896-0016	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.2025	Office supplies & forward testing supplies	14.99
03/31/2025	03.2025	Office supplies & forward testing supplies	8.99
03/31/2025	03.2025	Office supplies & forward testing supplies	19.13
03/31/2025	03.2025	Office supplies & forward testing supplies	6.58
03/31/2025	03.2025	Office supplies & forward testing supplies	9.99
03/31/2025	03.2025	Office supplies & forward testing supplies	35.40
03/31/2025	03.2025	Office supplies & forward testing supplies	11.27
03/31/2025	03.2025	Office supplies & forward testing supplies	5.99
03/31/2025	03.2025	English Supplies	9.91
03/31/2025	03.2025	03.2025 Amazon Purchases	5.07
03/31/2025	03.2025	English Supplies	15.99
03/31/2025	03.2025	03.2025 Amazon Purchases	0.56
03/31/2025	03.2025	English Supplies	71.74
03/31/2025	03.2025	03.2025 Amazon Purchases	3.14
03/31/2025	03.2025	English Supplies	54.35
03/31/2025	03.2025	03.2025 Amazon Purchases	0.72
03/31/2025	03.2025	English Supplies	20.52
03/31/2025	03.2025	03.2025 Amazon Purchases	0.16
03/31/2025	03.2025	English Supplies	32.97
03/31/2025	03.2025	03.2025 Amazon Purchases	0.75
03/31/2025	03.2025	English Supplies	63.96
03/31/2025	03.2025	03.2025 Amazon Purchases	0.45
03/31/2025	03.2025	English Supplies	21.98
03/31/2025	03.2025	03.2025 Amazon Purchases	0.30
03/31/2025	03.2025	English Supplies	35.87
03/31/2025	03.2025	03.2025 Amazon Purchases	4.71
03/31/2025	03.2025	English Supplies	25.12
03/31/2025	03.2025	03.2025 Amazon Purchases	0.09
03/31/2025	03.2025	EC Supplies	31.91
03/31/2025	03.2025	Headphones	223.92
03/31/2025	03.2025	Headphones	398.08
03/31/2025	03.2025	Classsroom Supplies/Furniture - including small "teacher desk" on wheels, colored pencil specific pencil sharpener, dry-erase markers for student use,	17.98
03/31/2025	03.2025	Classsroom Supplies/Furniture - including small "teacher desk" on wheels, colored pencil specific pencil sharpener, dry-erase markers for student use,	16.99
03/31/2025	03.2025	Classsroom Supplies/Furniture - including small "teacher desk" on wheels, colored pencil specific pencil sharpener, dry-erase markers for student use,	11.98
03/31/2025	03.2025	Classsroom Supplies/Furniture - including small "teacher desk" on wheels, colored pencil specific pencil sharpener, dry-erase markers for student use,	59.99
03/31/2025	03.2025	Classsroom Supplies/Furniture - including small "teacher desk" on wheels, colored pencil specific pencil sharpener, dry-erase markers for student use,	6.93

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
AMAZON.COM		PO Box 960016 ORLANDO, FL 32896-0016		
Invoice Date	Invoice Number	Description	Amount	
03/31/2025	03.2025	Classroom Supplies/Furniture - including small "teacher desk" on wheels, colored pencil specific pencil sharpener, dry-erase markers for student use,	14.99	
03/31/2025	03.2025	Classroom Supplies/Furniture - including small "teacher desk" on wheels, colored pencil specific pencil sharpener, dry-erase markers for student use,	23.99	
03/31/2025	03.2025	03.2025 Amazon Purchases	90.93	
03/31/2025	03.2025	SUPPLIES	10.98	
03/31/2025	03.2025	Classroom Materials and supplies	114.95	
03/31/2025	03.2025	Reading Special Materials	15.99	
03/31/2025	03.2025	03.2025 Amazon Purchases	-43.52	
03/31/2025	03.2025	03.2025 Amazon Purchases	-10.88	
03/31/2025	03.2025	03.2025 Amazon Purchases	-19.98	
			Total:	\$15,858.17
AMERICAN HEART ASSOCIATION		PO Box 4002902 DES MOINES, IA 50340-9902		
Invoice Date	Invoice Number	Description	Amount	
03/31/2025	03.31.2025	Kids Heart Challenge Fundraiser	346.59	
			Total:	\$346.59
ANTHOLT, KRISTALYN		451 N 5TH AVE STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
03/13/2025	03.13.25	Refund for Dance Team Participation	25.00	
			Total:	\$25.00
ARMATI COLLECTIVE		185 E WALNUT ST STURGEON BAY, WI 54235	920-333-3553	
Invoice Date	Invoice Number	Description	Amount	
03/10/2025	02.2025	February Memberships	180.00	
			Total:	\$180.00
AT&T		PO Box 5080 CAROL STREAM, IL 60197-5080		
Invoice Date	Invoice Number	Description	Amount	
03/19/2025	920743549303 - 1	Monthly Statement Acct # 92074354939307	190.19	
			Total:	\$190.19
AUSTAD, LACY		306 N 15TH DR STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
03/19/2025	03.19.2025	Ski Trip Refund	116.00	
			Total:	\$116.00
BABLER BUS SERVICE INC		S1666 STATE HIGHWAY 42 STURGEON BAY, WI 54235-8797	920-856-6675	
Invoice Date	Invoice Number	Description	Amount	
03/03/2025	3342	Charter Service for Girls Basketball	1,475.00	
			Total:	\$1,475.00
BADGER SPORTING GOODS CO INC		PO Box 259068 MADISON, WI 53725-9068		800-627-6699
Invoice Date	Invoice Number	Description	Amount	
03/19/2025	AAI004383-AJ09	Athletic Supply	620.00	
			Total:	\$620.00
BAILEYS HARBOR FISH COMPANY		4526 BECHTEL RD STURGEON BAY, WI 54235		920-493-4667
Invoice Date	Invoice Number	Description	Amount	
03/19/2025	03192025	Breakfast - Smoked Atlantic Salmon	279.75	
			Total:	\$279.75

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
BELSON CO		PO Box 10477 GREEN BAY, WI 54307-0477		800-242-6324
Invoice Date	Invoice Number	Description	Amount	
03/19/2025	516519	Maintenance Supplies	1,935.10	
03/18/2025	515539	Maintenance Supplies	1,935.10	
03/12/2025	516072	Food Service Supplies	339.72	
Total:			\$4,209.92	
BOUND TO STAY BOUND BOOKS - REMIT		PO Box 870950 KANSAS CITY, MO 64187-0950		800-637-6586
Invoice Date	Invoice Number	Description	Amount	
03/04/2025	237506	BTSB Books	262.46	
Total:			\$262.46	
BOYS & GIRLS CLUB OF THE BAY & LAKES REGION		1451 UNIVERSITY AVENUE GREEN BAY, WI 54302		
Invoice Date	Invoice Number	Description	Amount	
03/15/2025	DCAP 03.2025	March Facility Rental	960.00	
Total:			\$960.00	
BSN SPORTS REMIT		PO Box 841393 DALLAS, TX 75284-1393		
Invoice Date	Invoice Number	Description	Amount	
03/25/2025	929294093	Basketball w/ Engraving	95.00	
03/20/2025	929240629	Athletic Apparel	912.66	
03/20/2025	929240630	Softball Helmets	417.00	
03/18/2025	929205789	Basketball W/ Engraving	95.00	
03/14/2025	929164878	Baseball Jerseys	2,235.00	
Total:			\$3,754.66	
BUELOW VETTER BUIKEMA OLSON & VLIET, LLC		20855 WATERTOWN RD STE 200 WAUKESHA, WI 53186		
Invoice Date	Invoice Number	Description	Amount	
03/04/2025	81	Pupil Service Matters	3,304.50	
Total:			\$3,304.50	
BURLO, JENNIFER L		23 S GENEVA AVE STURGEON BAY, WI 54235		920-362-9523
Invoice Date	Invoice Number	Description	Amount	
03/19/2025	03.19.2025	Ski Trip Refund	98.00	
Total:			\$98.00	
CAMCOR, INC		PO Box 1899 BURLINGTON, NC 27216		
Invoice Date	Invoice Number	Description	Amount	
03/25/2025	2580173	Smartboard Mount	853.00	
Total:			\$853.00	
CAMERA CORNER-CONNECTING POINT		PO Box 7002 CAROL STREAM, IL 60197-7002		920-438-0316
Invoice Date	Invoice Number	Description	Amount	
03/17/2025	292221	Milestone renewal 24-25 for camera licenses	1,898.00	
Total:			\$1,898.00	
CANILHO, ROB		307 S 12TH AVE STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
03/14/2025	03.14.2025	Memorial Gift	50.00	
Total:			\$50.00	
CARD SERVICES		PO Box 415000 NASHVILLE, TN 37241-7572		800-282-7496
Invoice Date	Invoice Number	Description	Amount	
03/24/2025	02.2025	February 2025 Food Supplies	424.60	
Total:			\$424.60	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
CELLCOM WISCONSIN RSA 10		PO Box 7555 DE PERE, WI 54115-7555	
Invoice Date	Invoice Number	Description	Amount
03/05/2025	463885	ACCT# 003 - 00319495	1,032.38
Total:			\$1,032.38
CENTURYLINK		PO Box 52187 PHOENIX, AZ 85072-2187	
Invoice Date	Invoice Number	Description	Amount
03/01/2025	728288050	Monthly Charges	0.63
Total:			\$0.63
CESA #9		304 KAPHAEM RD TOMAHAWK, WI 54487	715-453-2141
Invoice Date	Invoice Number	Description	Amount
03/24/2025	20055	Virtual School January 2025 Enrollments	25,843.99
Total:			\$25,843.99
CESA 7		595 BAETEN RD GREEN BAY, WI 54304	920-492-5960
Invoice Date	Invoice Number	Description	Amount
03/21/2025	0002500965	Early Childhood Learning Series for C Potier	150.00
03/14/2025	2500944	Learning Services Partnerships	3,440.48
03/03/2025	0002500860	LETRS A.Hansen, C.Potier, L.Ferry, J.Louthain, J. Herlache, A.Hall, M.Erickson, C.Gigstead, A.Potvin, T.Hrubecky, C.Harrington, R. Miller, B.Rickerson	5,187.00
03/03/2025	2500860	LETRS - A Bethke, A Hansen, and C Potier	1,197.00
Total:			\$9,974.48
CITY OF STURGEON BAY		421 MICHIGAN ST STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/12/2025	2025036	Chargebacks for Uncollected Taxes	52.35
Total:			\$52.35
COBORN'S INCORPORATED		PO Box 1502 ST. CLOUD, MN 56302	
Invoice Date	Invoice Number	Description	Amount
03/24/2025	02.2025	02.2025 Food Supplies	694.21
Total:			\$694.21
COUNTRY OVENS LTD		229 E MAIN ST PO Box 195 FORESTVILLE, WI 54213	920-856-6767
Invoice Date	Invoice Number	Description	Amount
03/05/2025	25/82157	Bulk Cherry De-lite	128.00
Total:			\$128.00
CRITICAL RESPONSE GROUP		300 AMERICAN METRO BLVD BUILDING 300 SUITE 230 HAMILTON, NJ 08619	
Invoice Date	Invoice Number	Description	Amount
03/01/2025	6061	Implementation & Yearly Service Fee	1,170.00
Total:			\$1,170.00
CROSSROADS AT BIG CREEK		PO Box 608 STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/26/2025	CR.03262025.D	CR - CROSSROADS for 03/26/25 Payroll	16.00
03/12/2025	20250312ADCR	Employee Donations	16.00
Total:			\$32.00
CROWN TROPHY		3124 WILGUS AVE SHEBOYGAN, WI 53081	
Invoice Date	Invoice Number	Description	Amount
03/12/2025	18407	Clipper Clay Medals	531.69
Total:			\$531.69

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
DC ENGRAVING		4203 HWY 57 STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/12/2025	3-12-25	8th grade GBK Conference Tournament Trophies	32.00
Total:			\$32.00
DEAN HEALTH INC, PREVEA 360		26183 NETWORK PL CHICAGO, IL 60673-1261	
Invoice Date	Invoice Number	Description	Amount
03/25/2025	008112110	Health Insurance - April Coverage	186,206.13
Total:			\$186,206.13
DELTA DENTAL		PO Box 828 STEVENS POINT, WI 54481	888-324-8600
Invoice Date	Invoice Number	Description	Amount
03/25/2025	2314846	Dental Insurance - April Coverage	15,451.96
Total:			\$15,451.96
DEPT OF REVENUE - NC		PO Box 25000 RALEIGH, NC 27640	
Invoice Date	Invoice Number	Description	Amount
03/26/2025	GAR5.03262025.D	GAR5 - GARNISHMENT3 for 03/26/25 Payroll	128.03
03/12/2025	20250312ADGAR5	Notice #: 3994 645 240 615	118.68
Total:			\$246.71
DESTINATION STURGEON BAY		36 S 3RD AVE STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/19/2025	8154	Retiree Gift Certificates	950.00
Total:			\$950.00
DONOVAN GROUP LLC		1345 N JEFFERSON ST STE 120 MILWAUKEE, WI 53202	
Invoice Date	Invoice Number	Description	Amount
03/27/2025	DG - 2231	Communications Planning	2,000.00
Total:			\$2,000.00
DOOR COMMUNITY AUDITORIUM		PO Box 397 FISH CREEK, WI 54212-0397	
Invoice Date	Invoice Number	Description	Amount
03/07/2025	2025-706	SR DCA Field Trip	825.00
Total:			\$825.00
DOOR COUNTY MEDICAL CENTER		323 S 18TH AVE STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/08/2025	115	Nursing Services	8,712.55
03/08/2025	93	PT Services	516.48
Total:			\$9,229.03
DOOR COUNTY TREASURER-HIGHWAY COMMISSION		421 NEBRASKA ST STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/21/2025	2025-33000075	Snowplowing & Removal - Salt	1,619.91
03/11/2025	2025-33000052	February Fuel Charges	2,617.20
Total:			\$4,237.11
DOOR COUNTY YMCA		1900 MICHIGAN ST STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/01/2025	03.01.2025	Monthly Memberships - 10	240.00
03/01/2025	03.01.2025 - 20	Monthly Memberships - 20	560.00
Total:			\$800.00

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
ECOLAB		26252 NETWORK PL CHICAGO, IL 60673-1262		920-412-3735
Invoice Date	Invoice Number	Description	Amount	
03/31/2025	7687017	Pest Control	279.24	
			Total:	\$279.24
EMPLOYEE BENEFITS CORPORATION		PO Box 44347 MADISON, WI 53744		608-831-8445
Invoice Date	Invoice Number	Description	Amount	
03/31/2025	03.31.25	EBC Flex Fees/HRA Fees/UM Accts	435.50	
			Total:	\$435.50
ERC INC		PO Box 13156 GREEN BAY, WI 54307-3156		920-403-7600
Invoice Date	Invoice Number	Description	Amount	
03/01/2025	ERC-0325-1228	Monthly EAP Services	831.60	
			Total:	\$831.60
FAMILY OF LYNDA CIGANIK				
Invoice Date	Invoice Number	Description	Amount	
03/14/2025	03.14.2025	Memorial Gift	50.00	
			Total:	\$50.00
FLINN SCIENTIFIC INC		PO Box 71721 CHICAGO, IL 60694-1721		800-452-1261
Invoice Date	Invoice Number	Description	Amount	
03/04/2025	3116302	8th Grade Science	120.08	
03/04/2025	3116515	Science Supplies	161.79	
			Total:	\$281.87
FOLLETT CONTENT SOLUTIONS LLC		PO Box 7410597 CHICAGO, IL 60674-0597		888-511-5114
Invoice Date	Invoice Number	Description	Amount	
03/27/2025	549566	Library Books-SW March	418.44	
03/13/2025	504709F	PO# 2220025054 Middle School	320.05	
03/13/2025	5047709F	Library Books-Russian	320.05	
03/06/2025	512860F	PO#2220025073 Sunrise Library Books	382.95	
03/06/2025	512867F	PO# 2220025072 MS Library Books	283.03	
03/05/2025	506055F	Library Books-SW Westward	173.50	
03/03/2025	506052F	Library Books-SW Spanish	113.29	
			Total:	\$2,011.31
FOX VALLEY IRRIGATION INC		PO Box 12677 GREEN BAY, WI 54307		
Invoice Date	Invoice Number	Description	Amount	
03/04/2025	17276	Winterization	400.00	
			Total:	\$400.00
GARBANZO LLC		PO Box 512 CHARLOTTE, VT 05445		
Invoice Date	Invoice Number	Description	Amount	
03/03/2025	4720F148-0001	Two pro rated subscriptions to Garbanzo.	149.50	
			Total:	\$149.50
GIBRALTAR AREA SCHOOLS		3924 STATE HIGHWAY 42 FISH CREEK, WI 54212		
Invoice Date	Invoice Number	Description	Amount	
03/10/2025	3-3-25	8th Grade BBK Tournament	125.00	
			Total:	\$125.00
GLOBAL RECOGNITION		980 VELD AVE GREEN BAY, WI 54303-3898		920-499-1633
Invoice Date	Invoice Number	Description	Amount	
03/25/2025	238418	Graduation Honors Plaques	99.11	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
GLOBAL RECOGNITION		980 VELP AVE GREEN BAY, WI 54303-3898	920-499-1633
Invoice Date	Invoice Number	Description	Amount
Total:			\$99.11
GORDON FOOD SERVICE INC		PO Box 88029 CHICAGO, IL 60680-1029	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.31.25	March 2025 Food Bills	24,234.87
Total:			\$24,234.87
HALLMAN LINDSAY QUALITY PAINTS		PO Box 109 SUN PRAIRIE, WI 53590-0109	
Invoice Date	Invoice Number	Description	Amount
03/24/2025	U0137718	Painting Supplies	277.85
03/13/2025	U0137567	Painting Supplies	604.45
03/03/2025	UO137392	Painting Supplies	498.91
Total:			\$1,381.21
HARRINGTON, MARY E		950 COVE RD STURGEON BAY, WI 54235	310-591-0983
Invoice Date	Invoice Number	Description	Amount
03/20/2025	03.20.25	Dec 2024 Mileage	50.92
03/20/2025	03.20.25-2	Jan-Mar 2025 Mileage	113.40
Total:			\$164.32
HAT HEAD		PO Box 550 FISH CREEK, WI 54212	920-868-2371
Invoice Date	Invoice Number	Description	Amount
03/08/2025	202331	Athletic Supplies - Baseball caps	841.00
Total:			\$841.00
HAUS, ALLISON S		351 N 17TH DR STURGEON BAY, WI 54235	715-379-9019
Invoice Date	Invoice Number	Description	Amount
03/19/2025	03.19.2025	Ski Trip Refund	116.00
Total:			\$116.00
HEARTLAND BUSINESS SYSTEMS		75 REMITTANCE DRIVE DEPT 3286 CHICAGO, IL 60675	800-236-7914
Invoice Date	Invoice Number	Description	Amount
03/20/2025	781076-H	VMWARE Vsphere Standard 8 Renewal 3/31/2025 - 3/30/2026	3,782.88
Total:			\$3,782.88
HUBBARD, ANN		423 S NEENAH AVE STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/18/2025	03.18.2025	Dance Team Fee Refund	25.00
Total:			\$25.00
INTERNAL REVENUE SERVICE		OGDEN, UT 84201	
Invoice Date	Invoice Number	Description	Amount
03/31/2025	03.31.25	Federal Taxes	192,873.12
Total:			\$192,873.12
J W PEPPER & SON INC		4777 SHADY OAK RD STE 300 MINNETONKA, MN 55343	952-938-0028
Invoice Date	Invoice Number	Description	Amount
03/06/2025	367365476	Spring Concert Music and parade music	100.00
Total:			\$100.00
JANDRIN, JOHN J		5878 COUNTY ROAD OO STURGEON BAY, WI 54235	920-743-0023
Invoice Date	Invoice Number	Description	Amount
03/13/2025	01.04.25	Expense Reimbursement	56.49
Total:			\$56.49

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
JOHNSON CONTROLS		DEPT CH10320 PALATINE, IL 60055-0320	
Invoice Date	Invoice Number	Description	Amount
03/18/2025	24620236	Fire Alarm Maintenance	500.00
Total:			\$500.00
JONES SCHOOL SUPPLY COMPANY		PO Box 7008 COLUMBIA, SC 29202	800-845-1807
Invoice Date	Invoice Number	Description	Amount
03/11/2025	2141067	End of year awards	482.16
Total:			\$482.16
KEWAUNEE HIGH SCHOOL		911 THIRD ST KEWAUNEE, WI 54216-1698	
Invoice Date	Invoice Number	Description	Amount
03/10/2025	10-19-25	8th grade Girls Volleyball Tournament	125.00
Total:			\$125.00
KOBUSSEN BUSES LTD		PO Box 858 KAUKAUNA, WI 54130	920-766-0606
Invoice Date	Invoice Number	Description	Amount
03/12/2025	02.2025	Contract	53,013.31
Total:			\$53,013.31
KRAEMER, WENDY		728 E FATHOM PL STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/18/2025	03.18.2025	Dance Team Fee Refund	25.00
Total:			\$25.00
KYLES CONSULTING LLC		PO Box 8988 GREEN BAY, WI 54308	920-471-3718
Invoice Date	Invoice Number	Description	Amount
03/03/2025	2020	Monthly SBS/MAC fee	345.95
Total:			\$345.95
LABOTT, DAVE		908 RHODE ISLAND ST STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/12/2025	03.12.2025	Target Loads	510.00
Total:			\$510.00
LAKESHORE LEARNING MATERIALS		PO Box 840250 LOS ANGELES, CA 90084-0250	800-778-4456
Invoice Date	Invoice Number	Description	Amount
03/10/2025	90420193	4K supplies	8.97
Total:			\$8.97
LEE, ALYSSA R		1066 BONNIE VIEW DR STURGEON BAY, WI 54235	920-495-4177
Invoice Date	Invoice Number	Description	Amount
03/12/2025	3-12-25	Athletic Training services for the MS GBK Tournament	550.00
Total:			\$550.00
LIGHTHOUSE PRODUCTIONS		2591 PARKWOOD DR GREEN BAY, WI 54304	920-338-3442
Invoice Date	Invoice Number	Description	Amount
03/12/2025	25-0152	HS Musical Supplies	883.34
Total:			\$883.34
LONDO, DAKOTA M		8537 CURVE RD FORESTVILLE, WI 54213	920-495-1315
Invoice Date	Invoice Number	Description	Amount
03/13/2025	02.27.25	Expense Reimbursement	33.00
Total:			\$33.00
MAAS FLORAL & GREENHOUSE		3026 CTY RD S STURGEON BAY, WI 54235	
Invoice Date	Invoice Number	Description	Amount
03/07/2025	020997	Athletic Flowers	70.00
Total:			\$70.00

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	
03/25/2025	1687167	Voluntary Life Ins. - 24 Pay - April Coverage	387.19	
03/25/2025	1687168	Voluntary Life Ins. - 18 Pay - April Coverage	156.00	
Total:			\$543.19	
MADISON NATIONAL LIFE, GROUP LIFE		PO Box 8854 CAROL STREAM, IL 60197-8854		800-627-3660
Invoice Date	Invoice Number	Description	Amount	
03/25/2025	1687169	Group Life Insurance - April Coverage	4,080.62	
Total:			\$4,080.62	
MADISON NATIONAL LIFE-DISABILITY		PO Box 8854 CAROL STREAM, IL 60197-8854		
Invoice Date	Invoice Number	Description	Amount	
03/25/2025	1687170	LTD & STD Insurance - April Coverage	4,042.80	
Total:			\$4,042.80	
METRO SALES INC		PO Box 1415 MINNEAPOLIS, MN 55480-1415		
Invoice Date	Invoice Number	Description	Amount	
03/13/2025	2739907	Meter Reads	6,432.88	
03/04/2025	2731209	Staple Refill	57.93	
Total:			\$6,490.81	
NEXTPATH LLC		5731 W BURRWOOD DR JANESVILLE, WI 53548		
Invoice Date	Invoice Number	Description	Amount	
03/15/2025	20250073	This is a replacement for eduCLIMBER; quote is prorated at 1/12 the full amount of \$5.00/student through the end of the academic year	1,750.00	
Total:			\$1,750.00	
NICOLET NATIONAL BANK		111 N WASHINGTON ST GREEN BAY, WI 54301		920-430-1400
Invoice Date	Invoice Number	Description	Amount	
03/12/2025	03.11.25	Cash for Ski Brule Trip	315.00	
03/12/2025	03.12.25	Cash for HS Choir Raffle	50.00	
Total:			\$365.00	
OLSON, LISA		5265 S LAKE RD STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
03/18/2025	03.18.2025	Dance Team Fee Refund	25.00	
Total:			\$25.00	
OVERLAND-ROCKWELL, DIANE		46 N 6TH AVE STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
03/18/2025	03.18.2025	Dance Team Fee Refund	25.00	
Total:			\$25.00	
PENINSULA PULSE		8142 STATE HIGHWAY 57 BAILEYS HARBOR, WI 54202-9330		
Invoice Date	Invoice Number	Description	Amount	
03/01/2025	35020	Job Postings	84.93	
03/01/2025	35062	February Legal Notices	243.15	
Total:			\$328.08	
PINKY PROMISE COFFEE		60 S MADISON AVE STURGEON BAY, WI 54235		920-333-2360
Invoice Date	Invoice Number	Description	Amount	
03/06/2025	000165	Bulk Coffee	240.00	
Total:			\$240.00	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address	Phone Number
PRAIRIE FARMS		3510 CENTRAL AVE DUBUQUE, IA 52001	563-582-7206
Invoice Date	Invoice Number	Description	Amount
03/11/2025	02.2025	Monthly acct # 47-471	4,855.29
Total:			\$4,855.29
PREVEA HEALTH WORKMED		PO Box 12734 GREEN BAY, WI 54307-2734	
Invoice Date	Invoice Number	Description	Amount
03/03/2025	5332	New Employee Physicals	109.00
Total:			\$109.00
PROPSOM, JENNIFER		1551 TACOMA BEACH RD STURGEON BAY, WI 54235	612-964-7967
Invoice Date	Invoice Number	Description	Amount
03/24/2025	03.24.2025	Reimbursement For MS Dance Competition Fees/Supplies	996.11
03/06/2025	03.06.25	Reimbursement for HS Dance Team Registration Fees	1,641.00
Total:			\$2,637.11
QUILL LLC		PO Box 37600 PHILADELPHIA, PA 19101-0600	800-634-4809
Invoice Date	Invoice Number	Description	Amount
03/17/2025	43310434	Superintendent Planner	37.39
Total:			\$37.39
RANDALL STANDRIDGE MUSIC		26 COUNTY ROAD 472 JONESBORO, AR 72404	870-558-5035
Invoice Date	Invoice Number	Description	Amount
03/11/2025	12609	Spring concert music	162.93
Total:			\$162.93
RASS EXCAVATING & MATERIALS LLC		3183 COUNTY ROAD MM STURGEON BAY, WI 54235	920-746-0757
Invoice Date	Invoice Number	Description	Amount
03/03/2025	25-143	February Snow Removal	4,138.75
Total:			\$4,138.75
REGENCY INC.		2375 ROMIG ROAD AKRON, OH 44320	
Invoice Date	Invoice Number	Description	Amount
03/24/2025	INV600229	HS Library Supplies	99.28
Total:			\$99.28
SB LUNCH PROGRAM			
Invoice Date	Invoice Number	Description	Amount
03/26/2025	L18.03262025.D	L18 - LUNCH-SCHOOL YEAR DEDUCTION for 03/26/25 Payroll	745.00
03/12/2025	20250312ADL18	Payroll accrual	720.00
Total:			\$1,465.00
SCHOOL SPECIALTY, LLC		PO Box 825640 PHILADELPHIA, PA 19182-5640	888-388-3224
Invoice Date	Invoice Number	Description	Amount
03/07/2025	308104676132	Sawyer Office/Principal Supplies	944.49
Total:			\$944.49
SEPTIC MAINTENANCE OF DOOR CTY		1100 SHILOH RD STURGEON BAY, WI 54235	920-743-5793
Invoice Date	Invoice Number	Description	Amount
03/18/2025	27669	Drain Cleaning Labor	951.98
03/10/2025	27500	Drain Cleaned	245.00
Total:			\$1,196.98
SKI BRULE		397 BRULE MOUNTAIN RD IRON RIVER, MI 49935	906-265-4957
Invoice Date	Invoice Number	Description	Amount
03/12/2025	03.14.25	2025 TJWMS Ski Trip	2,561.00
Total:			\$2,561.00

Vendor Invoices

Sturgeon Bay WI

Vendor Name	Address		Phone Number
SOUTHERN DOOR COMMUNITY AUDITORIUM	2073 COUNTY ROAD DK BRUSSELS, WI 54204		
Invoice Date	Invoice Number	Description	Amount
03/21/2025	2425-0051	Sawyer Field Trip	305.00
Total:			\$305.00
SPECTRUM BUSINESS	PO Box 223085 PITTSBURGH, PA 15251-2085		614-255-6233
Invoice Date	Invoice Number	Description	Amount
03/01/2025	171231301030125	Acct #171231301 Monthly Charges	307.18
03/01/2025	243155001030125	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
03/25/2025	194819	Accident, Critical, and Hospital Insurance - April 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
03/01/2025	6025930753	STEAM Supplies	147.81
Total:			\$147.81
STERICYCLE	28883 NETWORK PL CHICAGO, IL 60673-1288		
Invoice Date	Invoice Number	Description	Amount
03/10/2025	8010158616	Document Destruction Service	166.74
Total:			\$166.74
STURGEON BAY UTILITIES	PO Box 27 STURGEON BAY, WI 54235		920-746-2820
Invoice Date	Invoice Number	Description	Amount
03/06/2025	02.2025	February 2025 Utilities	16,600.47
Total:			\$16,600.47
STURGEON BAY YACHT CLUB	600 NAUTICAL DR STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount
03/06/2025	BSTM4YNCRQ-0002	Rock the Dock 2025	500.00
Total:			\$500.00
SUMMIT COMMERCIAL FITNESS	6376 COPPS AVE MONONA, WI 53716		262-622-2041
Invoice Date	Invoice Number	Description	Amount
03/31/2025	3-31-25	Weight room equipment - Donation from Evers Family	879.00
Total:			\$879.00
SUPERIOR VISION INSURANCE	PO Box 748982 LOS ANGELES, CA 90074-8982		
Invoice Date	Invoice Number	Description	Amount
03/25/2025	0000886773	Vision Insurance - April Coverage	1,365.90
Total:			\$1,365.90
SWEETWATER MUSIC EDUCATION TECH	5501 US HWY 30 W FORT WAYNE, IN 46818		800-222-4700
Invoice Date	Invoice Number	Description	Amount
03/10/2025	44711193	Steinberg Dorico Pro 5 EDU DL	719.98
Total:			\$719.98
SYMMETRY ENERGY SOLUTIONS, LLC	23970 NETWORK PL CHICAGO, IL 60673-1239		800-495-9880
Invoice Date	Invoice Number	Description	Amount
03/13/2025	19790814	CUST ID # 34642 Natural Gas billing	3,378.81
Total:			\$3,378.81

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
TEAM SPORTING GOODS INC		PO Box 482 MARSHFIELD, WI 54449-0482		800-967-1685
Invoice Date	Invoice Number	Description	Amount	
03/16/2025	AAG033367-AC-5	Athletic Supplies - Baseball	622.47	
03/16/2025	AAG03369-AC03	Athletic Supplies - Baseball	225.60	
Total:			\$848.07	
TENOR, ANGELA		525 HURON ST STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
03/19/2025	03.19.2025	Ski Trip Refund	98.00	
Total:			\$98.00	
TOTAL ENERGY SYSTEMS LLC		200 S WASHINGTON AVE STE 305 GREEN BAY, WI 54301		888-548-1400
Invoice Date	Invoice Number	Description	Amount	
03/11/2025	136624	Utility Repair	6,036.03	
Total:			\$6,036.03	
ULINE		PO Box 88741 CHICAGO, IL 60680-1741		800-295-5571
Invoice Date	Invoice Number	Description	Amount	
03/20/2025	190607549	Maintenance Supplies	1,632.87	
Total:			\$1,632.87	
UNITED MAILING SERVICES INC		3625 N 126TH STREET BROOKFIELD, WI 53005		
Invoice Date	Invoice Number	Description	Amount	
03/06/2025	222378	February Mailing Services	1,126.23	
Total:			\$1,126.23	
UNITED PARCEL SERVICE		PO Box 809488 CHICAGO, IL 60680-9488		
Invoice Date	Invoice Number	Description	Amount	
03/08/2025	586902105	Monthly Parcel Service	34.01	
Total:			\$34.01	
UNITED WAY		PO Box 223 STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
03/26/2025	UW.03262025.D	UW - UNITED WAY for 03/26/25 Payroll	233.00	
03/12/2025	20250312ADUW	Employee Donations	233.00	
Total:			\$466.00	
UWSP - CWES		10186 COUNTY RD MM AMHERST JUNCTION, WI 54407		715-346-2937
Invoice Date	Invoice Number	Description	Amount	
03/12/2025	03.11.25	6th Grade Field trip fees	350.00	
Total:			\$350.00	
VANDERLEEST, TIM		1519 IOWA ST STURGEON BAY, WI 54235		
Invoice Date	Invoice Number	Description	Amount	
03/19/2025	03.19.2025	Hot Dogs/Buns Clipper Clays Practice	21.31	
Total:			\$21.31	
VIKING ELECTRIC SUPPLY INC		PO Box 7411039 CHICAGO, IL 60674-1039		
Invoice Date	Invoice Number	Description	Amount	
03/05/2025	S008943226.001	Electrical Supplies	28.15	
Total:			\$28.15	
VS ATHLETICS		1450 W 228TH ST STE 8 TORRANCE, CA 90501		
Invoice Date	Invoice Number	Description	Amount	
03/11/2025	375302	Track & Field Supplies	808.10	
Total:			\$808.10	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
WASEDA FARMS COUNTRY MARKET		330 REID ST DE PERE, WI 54115		
Invoice Date	Invoice Number	Description	Amount	
03/31/2025	521589	Ala Carte- Eggs	108.00	
03/13/2025	519870	Breakfast- Organic Eggs	108.00	
			Total:	\$216.00
WCASS		4797 HAYES RD STE 101 MADISON, WI 53704		608-245-2511
Invoice Date	Invoice Number	Description	Amount	
03/03/2025	8929	Spring Conference Registration	750.00	
			Total:	\$750.00
WEA MEMBER BENEFITS		PO Box 645451 PITTSBURGH, PA 15264-5252		
Invoice Date	Invoice Number	Description	Amount	
03/26/2025	TSA.03262025.B	TSA - TSA BENEFIT for 03/26/25 Payroll	540.87	
03/12/2025	20250312AFTSA	TSA Benefit: Tjernagel \$421.36 & Holtz \$119.51	540.87	
03/12/2025	20250312AFTSARB	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	
03/26/2025	WRTSA.03262025.D	WRTSA - WEA ROTH TSA for 03/26/25 Payroll	3,409.00	
03/26/2025	WST.03262025.D	WST - WEA TAX SHELTERED ANNUITY for 03/26/25 Payroll	3,306.70	
03/12/2025	20250312ADWRTSA	WEA Roth TSA	3,409.00	
03/12/2025	20250312ADWST	WEA Tax Sheltered Annuity	2,906.83	
			Total:	\$13,031.53
WI SKYWARD USER GROUP		N7570 N ODEEN RD BLACK RIVER FALLS, WI 54615		
Invoice Date	Invoice Number	Description	Amount	
03/14/2025	0001-03142025-0516-0525	Attendee - Full Conference Pass	250.00	
			Total:	\$250.00
WILLEMS, CODY		515 PRAIRIE LN LUXEBURG, WI 54217		920-621-5691
Invoice Date	Invoice Number	Description	Amount	
03/10/2025	2-18-25	JV1 BBK Official	80.00	
			Total:	\$80.00
WIS DEPT OF REVENUE		PO Box 8902 MADISON, WI 53708-8902		
Invoice Date	Invoice Number	Description	Amount	
03/26/2025	GARP4.03262025.D	GARP4 - GARNISHMENT6 for 03/26/25 Payroll	230.45	
03/12/2025	20250312ADGARP4	Payroll accrual	213.63	
			Total:	\$444.08
WISCONSIN DEFERRED COMP BOARD		5325 WALL ST STE 2755 MADISON, WI 53718		800-695-4952
Invoice Date	Invoice Number	Description	Amount	
03/26/2025	WDC%.03262025.D	WDC% - WI DEF COMP % for 03/26/25 Payroll	145.16	
03/26/2025	WDC.03262025.D	WDC - WIS DEF COMP for 03/26/25 Payroll	195.00	
03/26/2025	WDCRO.03262025.D	WDCRO - WIS DEF COMP-ROTH IRA for 03/26/25 Payroll	200.00	
03/12/2025	20250312ADWDC	Plan #98971-01 Employee Contributions	195.00	
03/12/2025	20250312ADWDC%	Plan #98971-01 Employee Contributions	145.16	
03/12/2025	20250312ADWDCRO	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	
03/31/2025	03.31.25	State Taxes	32,872.70	

Vendor Invoices

Sturgeon Bay WI

Vendor Name		Address		Phone Number
WISCONSIN DEPARTMENT OF REVENUE		PO Box 930208 MILWAUKEE, WI 53293-0208		
Invoice Date	Invoice Number	Description	Amount	
			Total:	\$32,872.70
WISCONSIN PUBLIC SERVICE CORP		PO Box 1109 GLENVIEW, IL 60025		
Invoice Date	Invoice Number	Description	Amount	
03/03/2025	5386260990	ACCT # 0401972111-00005	987.24	
			Total:	\$987.24
WISCONSIN RETIREMENT SYSTEM		DRAWER 901 MILWAUKEE, WI 53293		
Invoice Date	Invoice Number	Description	Amount	
03/31/2025	03.31.25	State Retirement	119,497.40	
			Total:	\$119,497.40
WISCTF		PO Box 74400 MILWAUKEE, WI 53274-0400		
Invoice Date	Invoice Number	Description	Amount	
03/26/2025	CHSUP.03262025.D	CHSUP - CHILD SUPPORT for 03/26/25 Payroll	34.61	
03/12/2025	20250312ADCHSUP	Remittance IDs - 429469	34.61	
			Total:	\$69.22
ZAHLE, MOISES		4258 BAY SHORE DR STURGEON BAY, WI 54235		920-256-2128
Invoice Date	Invoice Number	Description	Amount	
03/13/2025	03.04.25	Expense Reimbursement	30.00	
			Total:	\$30.00
ZIONS BANCORPORATION		111 W WASHINGTON STE 1860 CHICAGO, IL 60602		312-763-4262
Invoice Date	Invoice Number	Description	Amount	
03/18/2025	03.18.2025	Acct #8202052/8202053 School Building & Improvement Bonds	818,137.50	
			Total:	\$818,137.50

Fund Summary Totals

Fun	Fund Description	Balance Sheet	Revenue	Expense	Total
10	GENERAL FUND	0.00	125.00	208,228.82	208,353.82
21	SPECIAL REVENUE - GIFTS	0.00	428.00	11,512.93	11,940.93
27	SPECIAL EDUCATION	0.00	0.00	9,294.76	9,294.76
39	DEBT SERVICE FUND	0.00	0.00	818,137.50	818,137.50
50	FOOD SERVICE FUND	0.00	0.00	31,494.29	31,494.29
80	COMMUNITY SERVICE FUND	0.00	0.00	663.04	663.04
98	PAYROLL CLEARING FUND	563,239.99	0.00	0.00	563,239.99
Totals:		\$563,239.99	\$553.00	\$1,079,331.34	\$1,643,124.33

Theresa Hrubecky
7173 County Rd. H.
Sturgeon Bay, WI 54235
(920) 901-0507
thrubecky@yahoo.com

4/7/2025

Sturgeon Bay School District
1230 Michigan St.
Sturgeon Bay, WI 54235

Attention: Mark Smullen, Principal
Lindsay Ferry, Director of Special Education

Dear Mr. Smullen and Mrs. Ferry,

Please accept this letter as a formal notification that I intend to retire from my position as a Special Education Teacher at TJ Walker Middle School, after the completion of the last day of the 2024-25 school year, effective June 6, 2025. After 33 years of service dedicated to educating children, I am ready to explore what retirement has to offer me.

I would like to express my sincere gratitude for the opportunity I was given 6 years ago to work for such a fine district. I have enjoyed my years teaching at TJ Walker Middle School because of the support and kindness shown to me by all. The district has amazing, dedicated teachers and staff who come to school each day, making it a welcoming place for all.

Sincerely,

A handwritten signature in cursive script that reads "Theresa Hrubecky". The ink is dark and the signature is fluid, with the first and last names being clearly legible despite the cursive style.

Theresa Hrubecky



PROPOSED SALARY LADDER UPDATE FOR 2025-2026



CURRENT LADDER		
Y	\$ 75,121.00	1.00%
X	\$ 74,378.00	1.50%
W	\$ 73,278.00	1.50%
V	\$ 72,195.00	1.50%
U	\$ 71,129.00	1.50%
T	\$ 70,077.00	1.50%
S	\$ 69,042.00	1.50%
R	\$ 68,021.00	2.00%
Q	\$ 66,688.00	2.00%
P	\$ 65,380.00	2.00%
O	\$ 64,098.00	2.00%
N	\$ 62,841.00	2.00%
M	\$ 61,609.00	2.00%
L	\$ 60,401.00	3.50%
K	\$ 58,359.00	3.50%
J	\$ 56,385.00	3.50%
I	\$ 54,478.00	3.50%
H	\$ 52,636.00	3.50%
G	\$ 50,856.00	4.00%
F	\$ 48,900.00	4.00%
E	\$ 47,019.00	4.00%
D	\$ 45,211.00	4.00%
C	\$ 43,472.00	4.00%
B	\$ 41,800.00	4.50%
A	\$ 40,000.00	4.50%



RECOMMENDED LADDER		
W	\$ 75,121.00	1.00%
V	\$ 74,378.00	1.50%
U	\$ 73,278.00	1.50%
T	\$ 72,195.00	1.50%
S	\$ 71,129.00	1.50%
R	\$ 70,077.00	1.50%
Q	\$ 69,042.00	1.50%
P	\$ 68,021.00	2.00%
O	\$ 66,688.00	2.00%
N	\$ 65,380.00	2.00%
M	\$ 64,098.00	2.00%
L	\$ 62,841.00	2.00%
K	\$ 61,609.00	2.00%
J	\$ 60,401.00	3.50%
I	\$ 58,359.00	3.50%
H	\$ 56,385.00	3.50%
G	\$ 54,478.00	3.50%
F	\$ 52,636.00	3.50%
E	\$ 50,856.00	4.00%
D	\$ 48,900.00	4.00%
C	\$ 47,019.00	4.00%
B	\$ 45,211.00	4.00%
A	\$ 43,472.00	4.00%

Book	Policy Manual
Section	34.1 for review
Title	Copy of DISTRICT ORGANIZATION
Code	po1100
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

1100 - DISTRICT ORGANIZATION

The Board ~~of Education~~ recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The District Administrator shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make ~~wisest efficient~~ use of District resources, and serve the educational goals of the Board. **Any reconfiguration of the grouping of grades, the use of buildings, or revision of services as part of the District's instructional program shall require Board approval.**

~~Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the District Administrator.~~

The District Administrator shall be the ~~chief executive officer~~ **administrative head** of the ~~School~~ District. The District Administrator shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. ~~In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.~~ **Any revision of the District's administrative organizational structure shall require Board approval.**

Responsibility shall flow clearly from the District Administrator through ~~the administrative staff~~ **administrators** to the operational personnel **in a manner consistent with the District's plan of supervision for staff.**

It shall be the responsibility of the District Administrator to determine the need for and define operational requirements sufficient to ensure the **smooth effective** functioning of the District. ~~Maintenance of an efficient, skilled, operational staff is essential to the effective performance of the system.~~

~~It is the Board's intent to maintain an operational and technical staff with a high level of competence.~~

~~On occasion, the District Administrator may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School District and the specific conditions of the stated contract or agreement.~~

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Legal 118.24, Wis. Stats.

Last Modified by Ann DeMeuse on March 11, 2025

Book	Policy Manual
Section	34.1 for review
Title	Copy of ETHICS AND CONFLICT OF INTEREST
Code	po1130
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

1130 - ETHICS AND CONFLICT OF INTEREST

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board has adopted the following guidelines that are designed to avoid the occurrence or appearance of any conflicts of interest. These are not intended to be all-inclusive, nor to substitute for good judgment on the part of all employees. Employees are expected to perform their duties in a manner free from conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No administrative employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ **the employee's, officer's, or agent's** duties and responsibilities in the school system. Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. **Administrative employees shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.**
- C. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or anything of substantial value or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support, provided to students as part of the administrator's regular duties;
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
3. the use, sale, or improper divulging of any privileged information ~~through his/her access to School District records,~~ **granted in the course of the employee's employment, officer's, or agents employment or professional relationship with the School District through their access to school District records;**
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;

5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.
- E. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. Administrative employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit, or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

No administrative employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the administrator will receive compensation for such outside activity or not, without first providing notice to the District Administrator, or in the case of the District Administrator, such notice must be provided to the Board.

In the event that, within the course of administering a Federally funded grant program or service to the District, an administrative employee identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the administrative employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use ~~his/her~~ the employee's public position to obtain a financial gain or anything of substantial value for ~~himself/herself/oneself~~ or ~~his/her~~ the employee's immediate family, as defined in 19.42(7), Wis. Stats.

Revised 6/19/19

Revised 2/17/21

Revised 8/17/22

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Legal 19.42(7), 19.59, 946.13, Wis. Stats.
2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318
7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

Last Modified by Ann DeMeuse on April 3, 2025

Book	Policy Manual
Section	34.1 for review
Title	Copy of NON-REEMPLOYMENT OF THE DISTRICT ADMINISTRATOR
Code	po1241
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

1241 - ~~NON-REEMPLOYMENT~~ RENEWAL OR TERMINATION OF THE DISTRICT ADMINISTRATOR'S CONTRACT

The Board has an obligation to the students, parents, and residents of this District to employ the professional leadership the Board feels best suited to meet the educational needs of the students. The Board shall meet this obligation through recruitment, hiring, and supervision efforts designed to assure that the District Administrator is highly qualified and meeting performance standards while in the position.

The Board of Education shall evaluate the District Administrator regularly as stipulated within the contract. The Board, when desiring to release the District Administrator, shall be guided by the following procedures for his or her release:

- A. Base its judgment on a written evaluation using the job description as a primary basis.
- B. Submit to the administrator written judgments where improvements need to be made.
- C. Provide a one year probationary period, when possible, for rectification of those areas deemed deficient.
- D. Conduct necessary conferences with the administrator at all times.
- E. Submit to the administrator in writing the decision of the Board and the details for release from the position.

When the Board chooses to non-renew the administrator's contract, proper notification must be given pursuant to state statutes.

The District Administrator may not be employed or dismissed except by a majority vote of the full membership of the Board. Modification or termination of the administrator's contract may be made by mutual agreement of both parti

If the Board intends to consider non-renewal of the District Administrator's contract, it shall give the District Administrator written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.

If the District Administrator files a written request with the Board within seven (7) days after receiving such notice, the District Administrator has a right to a hearing prior to being given the notice of non-renewal of the contract. The District Administrator may request a public or private-hearing and request that the Board provide its reasons for non-renewal, in writing, prior to the hearing.

At least four (4) months prior to the expiration of the contract of the District Administrator, the Board shall provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full membership of the Board.

Non-renewal or unilateral termination of the District Administrator's contract shall be consistent with State law and with the provisions of the employment contract between the Board and the District Administrator. The Board President, with the assistance of Board legal counsel, shall be responsible for compliance with non-renewal or termination procedural requirements.

By mutual agreement of the Board and the District Administrator, the employment contract may be modified or terminated.

Policy 3143 - Non-Renewal, Resignation, and Termination applies to administrators other than the District Administrator.

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Revised

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Legal 118.24(6) and (7), Wis. Stats.

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Book	Policy Manual
Section	34.1 for review
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210
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Last Revised	May 21, 2025

2210 - CURRICULUM DEVELOPMENT

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

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

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

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

- A. provide instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensure, consistent with 115, Wis. Stats., and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with and designed to achieve the District's philosophy and goals;
- D. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilize a variety of learning resources to accomplish the educational goals;
- H. encourage students to utilize school counseling services in their academic and career planning;

- I. in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- J. in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. provide regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- N. incorporate instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides;
- P. provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. ~~provide for multicultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African Americans, Asian Americans, Hispanic Americans, and Native Americans.~~

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

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

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

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 Revised 3/15/23
 Revised 11/15/23
 T.C. 10/23/24
 Revised 10/23/24

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Legal 118.01, 118.24, 118.30, 121.02(1)(k) and (L), Wis. Stats.
 PI 8.001(6g)
 PI 8.01(2)(L), PI 8.01(2)(K), PI 8.01(2)(k)(4)

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Book	Policy Manual
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Title	Copy of RELIGION IN THE CURRICULUM
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Status	Second Reading
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2270 - RELIGION IN THE CURRICULUM

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establish religion in the schools nor prohibits students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board of Education employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 - Religious Activities and Observances, and Policy 8802 - Patriotic Activities and Observances. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which religion often is incorporated into certain aspects of the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools sometimes contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may contain such references, or may concern such issues shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of the student's religion. However, if after careful personal review of the program's lessons and/or materials, a student or parent of a minor student indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the student's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent requested absence.

For the privacy of students whose parents request that they not take part in the particular class periods for specified reasons prior arrangements will be made for the student(s) to go to a supervised location where under the supervision of a staff member the student(s) will be provided with the alternate learning activities during the requested absence.

No classroom teacher shall be prohibited from providing reasonable periods of time for activities of a moral, philosophical, or patriotic theme. No student shall be required to participate in such activities if they are contrary to the religious convictions of the student or his/her parents or guardians.

The District's instructional materials shall not be designed to influence students to accept or reject a particular religious belief or point of view ~~and the District Administrator shall prepare administrative guidelines to that effect.~~

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130 - Public Requests, Suggestions, ~~and~~ Complaints. Parents and students shall be provided annual notice regarding the contents of this policy.

See Reference: Policy 8800 - Religious Activities and Observances, and Policy 8802 - Patriotic Activities and Observances

Revised 10/16/13

Revised 6/18/14

Revised 6/19/19

T.C. 11/20/24

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U.S. Constitutional Amendment 1

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Last Reviewed	June 15, 2022

2271.01 - **START COLLEGE NOW PROGRAM**

The District will permit resident high school students who have completed the 10th grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent. Students must request such attendance from the student's resident School District if attending the District as a non-resident.

General Eligibility Criteria for Students that Have Completed the 10th Grade:

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. must be in good academic standing;
- B. must provide written notification to the Board of the School District in which the student resides of ~~his/her~~ **the student's** intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. must not be identified as a child-at-risk, pursuant to Policy 5461 **- Children At-Risk of Not Graduating from High School**;
- D. must not be ineligible for participation for having failed a previous class under ~~either this program or the Early College Credit Program (Policy 2271)~~ and failed to reimburse the Board for any costs the student is required to pay; and
- E. must be admitted to the technical college for attendance.

Undue Financial Hardship

The Board may prohibit a student's attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

Tuition Payments for Technical College Attendance

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) **calendar** days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.

B. The student has already completed eighteen (18) postsecondary semester credits.

Other Instructional Costs in Addition to Tuition

The District shall pay all costs for course fees and books that would be paid by a Wisconsin resident attending the technical college, provided that the course is not comparable to a course offered by the District.

Transportation Expenses

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

Reimbursement for Course Failing Grade

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the Board has made payment, the student's parent ~~or guardian~~, or the student if ~~s/he~~ ~~the student~~ is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District or constitutes a failing grade for a course taken at a technical college under this section.

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Reviewed 6/15/22

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Legal 38.12(14), Wis. Stats.

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Code	po2416 REJECT
Status	
Last Reviewed	May 21, 2025

Revised Policy – Vol. 34, No. 1

2416—STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

~~The Board respects the privacy rights of parents and their children.~~

Surveys Requiring Consent

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

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

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

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

Parent's Right to Inspect Surveys

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

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

- ~~A. notify parents in writing of any surveys, analyses, or evaluations which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with~~

students;

- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350—Confidentiality and Policy 8330—Student Records.

Student Privacy

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

(-) the Library

(-) the Instructional Materials Center

(-) the School Counselor's Office

(-) a supervised location

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

Personal Information for Marketing or Sale

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information. For purposes of this section, "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

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

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

Notice Requirements

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

The notice shall provide the following:

- A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

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

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

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

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

Definitions

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

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

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Book	Policy Manual
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Code	po2440.01 REJECT
Status	Second Reading
Last Reviewed	May 21, 2025

~~2440.01 — SUMMER OR INTERIM SCHOOL ATTENDANCE~~

~~The brief duration of summer or interim school makes regular attendance imperative. Students enrolled in summer school are expected to attend all class periods for classes in which they are enrolled. [Drafting Note: The choice of attendance requirements in the options below may take into account hours of attendance for District funding needs.]~~

~~[] The Board may establish minimum attendance requirements for any classes taken for credit.~~

~~[] Students enrolled in summer school are expected to attend all class periods and are required to maintain at least a _____ (___%) attendance record in order to receive credit towards graduation or to qualify to take a competency test.~~

~~[END OF OPTIONS]~~

~~Attendance exceptions may be granted only by the Principal and are limited to absences to participate in school sponsored activities or in cases of emergency. When an exception is made, the student must still complete all required coursework.~~

~~Students may be excused from summer school attendance when a request is made by the student's parent. The school will attempt to contact the parent on the student's second day of absence if the parent has not notified the school of the student's absence.~~

~~Each parent, or adult student, must notify the school in writing if the student withdraws from the course at any time. Withdrawal will result in the student receiving no credit for the course.~~

~~The school shall maintain an accurate record of summer school attendance, late enrollments, and withdrawals.~~

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Book	Policy Manual
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Title	Replacement Policy - Vol. 34, No. 1, Dec. 2024 - ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED")
Code	po2464
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Replacement Policy - Vol. 34, No. 1

2464 - ~~PROGRAMS FOR GIFTED AND TALENTED STUDENTS~~ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED")

~~In accordance with the philosophy of the Board of Education to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of gifted and talented students.~~

~~Gifted and talented students are those who give evidence, through valid assessment, of high performance capability in intellectual, creative, artistic, leadership, and/or other academic areas and who need services or activities not ordinarily provided in the regular District program in order to develop such capabilities.~~

~~The learning outcomes of a program for gifted and talented students shall be related to:~~

- ~~A. (→) expansion of academic attainments and intellectual skills;~~
- ~~B. (→) stimulation of intellectual curiosity, independence, and responsibility;~~
- ~~C. (→) development of originality and creativity;~~
- ~~D. (→) development of a positive attitude toward self and others;~~
- ~~E. (→) development of desirable social and leadership skills;~~
- ~~F. (→) career exploration and awareness.~~

~~The District Administrator shall develop administrative guidelines which shall include those for valid identification, curriculum development and implementation, and assessment of the learning outcomes.~~

The Board recognizes that at any grade level, students have a diverse range of learning needs, with some students requiring instruction and content above grade level standards. The Board further recognizes its responsibility to provide a strong instructional program that results in the academic and social emotional growth of all students, including its advanced learners ("gifted and talented students"), in accordance with Wisconsin law.

Advanced learning focuses on identifying the instructional needs of students within the K-12 grade level system. Advanced learners (gifted and talented) are defined as students who give evidence of high performance capability or potential in any one (1) or more of five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. These students need instruction not ordinarily provided in a regular school program or assigned grade level in order to fully develop such capabilities.

The Board shall direct the District Administrator to establish a plan and designate a person to coordinate advanced instruction in a systematic and continuous K-12 progression. Instructional options should be designed to match students' learning needs in the domain(s) in which they are identified. The Coordinator should have background and training in gifted education and/or advanced learning, and all instructional staff will be provided with professional learning specific to the needs of advanced learners. The District Administrator shall provide an opportunity for parental participation in the identification process and resultant programming at both the District level and the school level.

IDENTIFICATION

Advanced learners (gifted and talented pupils) shall be identified in kindergarten through grade 12 in the five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. () Universal screening should occur before second grade, and again before sixth grade. The purpose of universal screening is to include students who traditionally are underrepresented in advanced learning opportunities. **[END OF OPTION]** The identification process shall result in a student profile based on multiple indicators of student need, including but not limited to standardized test data with use of both national and local norms, rating scales or inventories, classwork, portfolios, nominations, and demonstrated performance. Identification tools shall be appropriately matched to each domain in which students are being identified. The identification process and tools shall be responsive to factors such as, but not limited to, pupils' economic conditions, race, gender, culture, native language, developmental differences, and identified disabilities (as described under subch. V of ch. 115, Stats.) () Students with advanced learning needs in one area but learning challenges in another (i.e. "twice-exceptional learners") shall be included. **[END OF OPTION]**

INSTRUCTION

The District Administrator shall provide access to appropriate instruction for students identified as advanced learners (gifted or talented) that results in their continued academic growth and development. This instruction shall be provided during the regular school day and without charge for tuition. Classroom-based, school-based, and/or District-wide advanced interventions should include evidence-based practices appropriate for the instruction of advanced learners.

Instruction for advanced learners should include opportunities both within and outside the established grade level curriculum. Such opportunities may include but are not limited to, classroom differentiation, curriculum compacting, above grade level instruction, acceleration in an individual subject, full grade acceleration, cluster grouping and flexible grouping, faster pace and greater depth of instruction, academic enrichment, early admission to kindergarten or first grade, concurrent enrollment at accredited institutions, and early graduation.

~~[] Accelerated learning opportunities should be available, including but not limited to early entrance to kindergarten, subject acceleration, whole grade acceleration, and early graduation from high school. **[END OF OPTION]**~~

DOCUMENTATION AND EVALUATION

Identification will be documented for each student indicating for which domain(s) they are identified as an advanced learner and what instruction and opportunities were provided.

The District Administrator will evaluate the effectiveness of identification and programming for advanced learners through ongoing data analysis to measure both the growth of individual students and the consistent implementation of advanced learning instruction and opportunities across all K-12 schools () and will report this to the Board annually **[END OF OPTION]**.

~~[] The District Administrator shall develop administrative guidelines which shall include those for valid identification, instruction implementation, and assessment of learning outcomes. **[END OF OPTION]**~~

118.35, Wis. Stats.
121.02(1)(t), Wis. Stats.
8.01(2)(t)2 Admin. Rule

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Legal
118.35, Wis. Stats.
121.02(1)(t), Wis. Stats.
8.01(2)(t)2 Admin. Rule

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Replacement Policy - Vol. 34, No. 1

3214 - STAFF GIFTS

~~The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.~~

~~Based on the foregoing premise, it is the policy of the Board that~~

~~[] professional staff members not accept gifts from students or parents.~~

~~[] professional staff members may accept gifts of nominal value from students or parents.~~

~~[] Individual gifts from the professional staff member to each student are strongly discouraged. It is suggested that if a professional staff member wishes to give a gift, s/he may do so as a gift to the classroom, for example, library books or other educational resources for the class.~~

~~The District Administrator may approve acts of generosity to individual staff members in unusual situations.~~

~~[] Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.~~

The Board generally discourages the presentation of gifts to staff members by students and their parents to avoid the appearance of favoritism and to avoid the embarrassment of students who are unable or whose parents are unable or unwilling to provide professional staff with gifts.

Teachers may accept only gifts of nominal value (the amount as defined in Policy 1130/Policy 3230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

Gifts that are intended for the benefit of the District shall be referred to the District Administrator for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The District Administrator may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.

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Last Revised	May 21, 2025

3230 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and the District's employees, officers, and agents are essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all professional employees, officers, and agents. Professional employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No professional employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, professional employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Professional employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties or the service is not provided to students enrolled in one or more class in which the staff member is a teacher or aide;
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
3. ~~the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records~~ the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records;

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.

E. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

F. Professional employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Professional employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$50 or less.

G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

H. Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 3139 - **Staff Discipline**.

~~[] No professional staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first () providing notice to () obtaining the approval of [END OF OPTION] the District Administrator.~~

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use **his/her the employee's** public position to obtain a financial gain or anything of substantial value for **himself/herself oneself** or **his/her the employee's** immediate family.

Legal

19.59, Wis. Stats.

19.42(7), 946.13, Wis. Stats.

2 C.F.R. 200.12

7 C.F.R. 3019.42

2 C.F.R. 200.113

2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3)

Last Modified by Ann DeMeuse on April 3, 2025

Book	Policy Manual
Section	34.1 for review
Title	Copy of Revised Policy - Vol. 34, No. 1, Dec. 2024 - PERSONAL PROPERTY OF STAFF MEMBERS
Code	po3281 REJECT
Status	
Last Reviewed	May 21, 2025

Revised Policy – Vol. 34, No. 1

3281 – PERSONAL PROPERTY OF STAFF MEMBERS

~~Employees may bring personal property (), including personal communication devices, [END OF OPTION] to school either for reasons associated with professional employment responsibilities or for use during off-duty time () (see Policy 7530.02 – Staff and School Officials Use of Personal Communication Devices) [END OF OPTION] () in accordance with the Teacher/Employee Handbook [END OF OPTION].~~

~~The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on Board/District property. Administrators are authorized to direct employees to remove inappropriate personal property from District premises.~~

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Last Modified by Ann DeMeuse on April 4, 2025

Book	Policy Manual
Section	34.1 for review
Title	Copy of EMPLOYMENT CONTRACT
Code	po4124
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

4124 - NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT ~~CONTRACT~~

~~Support~~ Prior to the conclusion of each school year, support staff employed in instructional year positions ~~less than year-round positions~~ shall be ~~issued~~ notified, in writing, ~~a letter~~ of reasonable assurance of continued employment for the subsequent ~~school year or term~~ when such employment is anticipated.

A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services for any week of unemployment which occurs during a period between two (2) successive academic years or terms if the school year employee performed such services for any educational institution in the first such year or term and there is reasonable assurance that the employee will perform such services for any educational institution in the second such year or term.

~~The Board of Education does not require that newly employed persons in a support position including regular, hourly rate and per diem support staff sign a contract except for bus drivers.~~

~~All drivers of motor vehicles owned by the District and used for transportation of students shall be under written contract with the Board. All operators of motor vehicles owned by the District used for transportation of students shall be subject to the provision of 121.555, Wis. Stats. (see Policy 4162, Policy 4170, and Policy 8680.)~~

~~Pursuant to Policy 4162 – Controlled Substances and Alcohol Policy for Employees that Transport Students, a safety-sensitive employee is defined as an individual who is waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.~~

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Legal 121.52, 121.555, Wis. Stats.

Last Modified by Ann DeMeuse on March 17, 2025

Book	Policy Manual
Section	34.1 for review
Title	Replacement Policy - Vol. 34, No. 1, Dec. 2024 - STAFF GIFTS
Code	po4214
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

Replacement Policy - Vol. 34, No. 1

4214 - STAFF GIFTS

~~The Board of Education considers the presentation of gifts to support staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.~~

~~Based on the foregoing premise, it is the policy of the Board that~~

~~[] support staff members not accept gifts from students or parents.~~

~~[] support staff members may accept gifts of nominal value from students or parents.~~

~~The District Administrator may approve acts of generosity to individual staff members in unusual situations.~~

~~[] Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.~~

The Board generally discourages the presentation of gifts to staff members by students and their parents to avoid the appearance of favoritism and to avoid embarrassment of students who are unable or whose parents are unable or unwilling to provide support staff with gifts.

Teachers may accept only gifts of nominal value (the amount as defined in Policy 4230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be graciously declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

Gifts that are intended for the benefit of the District shall be referred to the District Administrator for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The District Administrator may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.

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Last Modified by Ann DeMeuse on March 10, 2025

Book	Policy Manual
Section	34.1 for review
Title	Copy of ETHICS AND CONFLICT OF INTEREST
Code	po4230
Status	Second Reading
Adopted	June 19, 2019
Last Revised	May 21, 2025

4230 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and District's employees, officers, and agents are essential to the Board's commitment to earn and keep public confidence in the School District.

For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all support employees, officers, and agents. Support employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No support employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, support employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Support staff employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties or the service is not provided to students enrolled in one or more class with a support staff member;
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
3. ~~the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records~~ the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records;

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
 5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- E. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. Support employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the support employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Support employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$50 or less.

- G. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to the District discipline in accordance with Policy 4139 - Staff Discipline.

In the event that, within the course of administering a Federally funded grant program or service to the District, any employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her the employee's public position to obtain a financial gain or anything of substantial value for himself/herself or his/her the employee's immediate family.

Revised 2/17/21
Revised 8/17/22

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2 C.F.R. 200.12
2 C.F.R. 200.113
2 C.F.R. 200.318
7 C.F.R. 3016.36(b)(3)
7 C.F.R. 3019.42

Last Modified by Ann DeMeuse on March 10, 2025

Book	Policy Manual
Section	34.1 for review
Title	Copy of OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

5113 - OPEN ENROLLMENT PROGRAM (Inter-District)

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

DEFINITIONS

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

A. Nonresident District

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

B. Nonresident Student

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

C. Tuition Student

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

D. Full-Time Enrollment

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

E. Class Size

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

Administrator.

F. Program Size

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

G. Resident Student

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

H. Absences (Excused and Unexcused)

See Policy 5200 - Attendance.

I. Truancy and Habitual Truancy

See Policy 5200 - Attendance.

J. Part of the School Day

See Policy 5200 - Attendance.

K. Tardiness

See Policy 5200 - Attendance.

FULL-TIME OPEN ENROLLMENT

A. Annual Space Determinations

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

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

In establishing current enrollment numbers for open enrollment availability purposes, the Board shall include the following as guaranteed open enrollment approvals: All currently attending students.

4. If the Board determines that no special education space is available in any grade or program, the District must still review each student's IEP in its entirety to determine the following:

a. whether the District has space available in the special education and related services required in the student's IEP;

b. whether the District has special education and related services available as required in the student's IEP.

B. Processing of Open Enrollment Applications

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

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

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

Any notice of a decision to deny shall include the following:

1. Specific reason(s) for denial and whether the student has been placed on the waiting list.
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal.

Application of Space Determinations and Random Selection Process

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

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

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

2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
3. The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

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

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

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

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

C. Decisional Criteria for Nonresident Applications

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

1. Space availability as defined in this policy.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
3. Whether the nonresident student is currently under an order of expulsion for any reason; or has been expelled from any school district within the current school year or the two (2) preceding school years but the period of expulsion has ended, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety, or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in 939.22(10), Wis. Stats.) while on school property or under school supervision.

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

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

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

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

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

D. Reapplication Procedures

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

E. Termination of Open Enrollment

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding semester or school year. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09.

If the parent or nonresident student believes the student has been marked absent, tardy, or truant in error, the parent or student may contact the school attendance officer and provide a written explanation of the circumstances believed to be in error. The attendance officer shall review the matter and provide a response to the parent or student either correcting the attendance record, confirming the accuracy of the record, or requesting additional information upon which a decision will then be made. If additional information is requested, it must be provided within five (5) school days of the request or no additional information will be considered in the decision.

Open enrollment of a student in a virtual charter school may also be terminated if, on three (3) occasions during a single semester, the student has failed to respond to a school assignment or directive within five (5) school days not counting any days excused by the student's parents up to a maximum of ten (10) school days per year, and after each occurrence the virtual charter school notified the student's parents. After the third incident, the virtual charter school

program shall notify the Board of the nonresident students failure to participate in the program. The Board may terminate the student's open enrollment.

F. Transportation

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

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

ALTERNATIVE APPLICATION PROCEDURES

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

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

DELEGATION TO DISTRICT ADMINISTRATOR

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

REVIEW AND REVISION OF POLICY

If, in the course of reviewing the Board's Open Enrollment Program, it opts to modify the policy, any changes shall be made by board action and be adopted prior to the first application date of the open enrollment period to which the revisions shall apply.

General Provisions

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

3. transfer of academic credit
4. assignment within the District
5. payment of fees and other charges

Application of Emergency Orders

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

Revised 1/12/16
Revised 6/19/19
Revised 12/18/19
Revised 2/17/21
Revised 8/17/22
Revised 3/15/23
Revised 7/19/23
Revised 6/19/24

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Legal 118.51, Wis. Stats.
Wis. Adm. Code Ch. P.I. 36

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Book	Policy Manual
Section	34.1 for review
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

5330 - **ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

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

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

"Practitioner" shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber or physician's assistant who is licensed in any state.

"Medication" shall include all drugs, including those prescribed by a practitioner, and any nonprescription drug products.

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Administration of Prescription Drug Products by School Staff

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

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

Administration of Nonprescription Drug Products by School Staff

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

Student Possession of Medication

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

No CBD products will be permitted for use at school.

Parents may administer medication at school or at school-sponsored events.

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

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

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

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

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

Any time a student, or a group of students, participates in a school event not on District premises, District staff responsible for organizing and/or supervising the event will take steps so that Emergency Medical Information Forms, Health Plans, or Section 504 Plans are available in the event of an emergency. This includes, and is not limited to, all school-sponsored or school-related activities, including music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

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

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

Revised 11/15/17

Revised 6/20/18

Revised 2/17/21

Revised 2/19/25

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Legal

118.29, 118.291, 118.292, 118.2925, 121.02, Wis. Stats.

PI 8.01(2)(g)

Wis. Admin. Code N 6.03

2009 Wisconsin Act 160

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Book	Policy Manual
Section	34.1 for review
Title	Copy of EMERGENCY MEDICAL AUTHORIZATION
Code	po5341
Status	
Adopted	April 17, 2013
Last Revised	June 19, 2024

~~5341~~ — EMERGENCY MEDICAL AUTHORIZATION

~~The District will distribute annually to parents of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.~~

~~The Emergency Medical Authorization Form will be kept in a separate, easily accessible, physical or electronic file in each school building or student management system during the school year.~~

~~Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.~~

~~Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow Policy 5340 — Student Accidents and the procedures described in the District Administrator's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.~~

~~Revised 6/19/19~~

~~T.C. 6/19/24~~

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Legal 118.29(4), Wis. Stats.

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Section	34.1 for review
Title	Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy. **Nothing in this policy is intended to infringe upon the legitimate exercise of cultural beliefs or ceremonial representations. In the event of a potential conflict between the Board's policy prohibiting the use or possession of nicotine containing products and a student's exercise of cultural traditions, the administration shall consult with appropriate community representatives to apply this policy in a manner that respects such cultural significance.**

[] Response to Policy Violations

~~[] Separate from disciplinary sanctions imposed for violations of this policy, the District shall address violations of this policy by students with the application of supportive disciplinary practices designed to promote recovery and reduction of tobacco and nicotine addictions and dependence. () See AG 5512 – Use of Tobacco and Nicotine by Students.~~

~~[] The District recognizes the use of in-school or out-of-school suspension for tobacco and nicotine addiction increases the likelihood of negative educational outcomes, and thereby () prohibits () discourages [END OF OPTION] exclusionary practices for students who violated this policy, including suspension and expulsion. () The participation in extra-curricular activities may not be withheld from the student unless required by outside organizations (i.e., WIAA sanctions minimum suspension policy).~~

Policy Specific Definitions

The term “any time” means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term “imitation tobacco product” means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term “off-campus, school-sponsored event” means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant-derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. “Smoking” also includes carrying or using an activated electronic smoking device.

~~[] The term “supportive disciplinary practices” means disciplinary practices that incorporate opportunities for students to understand the root causes of their behavior, develop positive coping strategies, and support efforts to cease the problematic conduct. [END OF OPTION]~~

The term “tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

The term “tobacco products retailer” means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Revised 6/19/19
Revised 8/17/22
Revised 1/11/23
T.C. 6/21/23
Revised 11/15/23

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Legal 111.321, Wis. Stats.
 120.12(20), Wis. Stats.
 20 U.S.C. 6081 et seq.
 20 U.S.C. 7182

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Section	34.1 for review
Title	Copy of DUE PROCESS RIGHTS
Code	po5611
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

~~5611~~ **DUE PROCESS RIGHTS**

~~The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.~~

~~To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:~~

A. Students subject to suspension:

~~The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.~~

B. Students subject to expulsion:

~~Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.~~

~~The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.~~

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Section	34.1 for review
Title	Copy of STUDENT COMPLAINTS
Code	po5710
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Adopted	April 17, 2013

~~5710~~ **STUDENT COMPLAINTS**

~~The Board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.~~

~~The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator. Multiple policies provide complaint procedures available to students which include but may not be limited to:~~

~~-~~

- ~~A. Policy 5517.01 — Bullying;~~
- ~~B. Policy 2260.01 — Section 504/ADA Prohibition Against Discrimination Based on Disability;~~
- ~~C. Policy 2260 — Nondiscrimination and Access to Equal Educational Opportunity;~~
- ~~D. Policy 5517 — Student Anti Harassment; and~~
- ~~E. Policy 9130 — Public Requests, Suggestions, or Complaints.~~

~~If a student has a complaint which does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the student's Principal or the District Administrator for review and response.~~

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Legal	118.13 Wis. Stats. P.I. 9, 41, Wis. Adm. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. 1681, Title IX of Education Amendments Act 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
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29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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Book	Policy Manual
Section	34.1 for review
Title	Copy of BUDGET IMPLEMENTATION
Code	po6231
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

6231 - BUDGET IMPLEMENTATION

The Board of Education places the responsibility of administering the budget, once adopted, with the District Administrator. ~~S/He may consult with the Business Administrator when major purchases are considered and shall keep the Board informed as to problems or concerns as the budget is being implemented.~~

The District Administrator is authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the **Board-approved** budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the District. Once each month, the Board minutes shall include a statement of the expenditures. If, during the fiscal year, it appears to the District Administrator that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the District Administrator shall present to the Board recommended amendments to the ~~budget appropriations resolution~~ that will prevent **unplanned** expenditures from ~~exceeding revenues~~ **Fund Balance reserves**. ~~The District Administrator S/He shall ensure that such~~ **make** recommendations ~~shall be~~ in accordance with requirements of the law and provisions of negotiated agreements. Appropriation amendments must be approved by a two-thirds vote of the full Board.

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Legal 66.0607(7), 120.11(4) Wis. Stats.

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Code	po6235
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Last Revised	May 21, 2025

6235 - FUND BALANCE

The Board places the responsibility of administering the budget, once adopted, with the District Administrator. The District Administrator shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The fund balance shall be maintained at a level sufficient to: ~~minimize or avoid short term borrowing for cash flow purposes.~~

- A. minimize or avoid short-term borrowing for cash flow purposes;
- B. cover unforeseen expenditure needs or unrealized revenue sources; and
- C. demonstrate financial stability to preserve or enhance the District's bond rating, thereby lowering debt issuance costs

The Board will reserve adequate funds to maintain a secure financial position. The use of Fund Balance reserves for recurring costs is discouraged.

~~Accordingly, the district will seek to maintain a Fund 10 fund balance of a minimum of fifteen percent (15%) of the prior year's General Fund expenditures for these purposes.~~

[DRAFTING NOTE: CHOOSE ONE OF THE FOLLOWING OPTIONS OR NEITHER OPTION.]

~~()~~ whereby the **[x] OPTION #1:** The Fund 10 fund balance shall not fall below 15 percent (%) of the preceding year's Fund 10 expenditures. **[END OF OPTION #1]**

~~**[] OPTION #2:** The target Fund Balance range for maintaining the District's financial stability is percent (%) of the preceding year's Fund 10 expenditures. **[END OF OPTION #2]**~~

Budget preparation and management shall adhere to this fund balance expectation. (See Policy 6220 - Budget Preparation and Policy 6231 - Budget Implementation.)

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors and Business Manager. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor and Business Manager. The applicable categories for fund balance designations are:

- A. **Nonspendable Fund Balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund)

- B. **Restricted Fund Balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- C. **Committed Fund Balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- D. **Assigned Fund Balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- E. **Unassigned Fund Balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board discourages the maintenance of unassigned fund balances.

If during the fiscal year, it appears to the District Administrator that the fund balance will be less than estimated, the District Administrator will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

Revised 6/19/19

Revised 4/15/20

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Government Accounting Standards Board Statement 54

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Section	34.1 for review
Title	Copy of PETTY CASH
Code	po6620
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

6620 - PETTY CASH

The Board of Education recognizes the convenience afforded the day-by-day operation of the schools by the establishment of one (1) or more petty cash funds. The Board shall require the imposition of such District Administrator shall be responsible for the implementation and maintenance of such controls as will and procedures to prevent abuse of such petty cash funds.

~~Each custodian of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of this Board. () No petty cash fund shall exceed \$_____ unless approved by the Board. [END OF OPTION]~~ A request for petty cash funds must be made in writing, be signed by the person making the request, and include such supporting documentation as may be appropriate. The petty cash box must be secured daily.

~~The custodian of each petty cash fund shall prepare a schedule of disbursements when the funds available in petty cash have declined to less than twenty five percent (25%) of the full amount authorized and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the District Administrator with a voucher requesting replenishment in like amount.~~

All petty cash funds will be closed out for audit at the end of the school year and unused funds will be returned to the depository General Fund.

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Section	34.1 for review
Title	Copy of MAINTENANCE
Code	po7410
Status	Second Reading
Adopted	April 17, 2013
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7410 - MAINTENANCE

The Board of Education recognizes that the fixed capital assets of this District represent a significant investment of this community and their maintenance of those assets is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment, and District grounds. Wherever possible and feasible, maintenance shall be preventive.

The District Administrator shall develop, for implementation within budget allocations approved by the Board by the custodial and maintenance staff, a maintenance program which that shall include:

- A. a regular summer program of facilities repair and conditioning;
- B. the maintenance of a critical spare parts inventory;
- C. an equipment replacement program;
- D. a long-range program of building facilities refurbishment and modernization;
- E. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The District Administrator shall develop and promulgate provide to the custodial and maintenance staff such administrative guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. Such guidelines are to include provision for Handicapped Parking signs which conform to State law.

~~Said guidelines shall include the establishment of sound priorities among the requests for repairs received from building principals.~~

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Section	34.1 for review
Title	Copy of SAFETY STANDARDS
Code	po7430
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Adopted	April 17, 2013
Last Revised	May 21, 2025

7430 - SAFETY STANDARDS

The Board believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees, students, and visitors.

The District Administrator shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. ~~The District Administrator~~ ~~S/He~~ shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations ~~thereof~~ ~~discovered during such audits~~. Reports of violations and remediation actions shall be provided ~~and report such actions~~ to the District Administrator ~~who shall keep the Board informed of significant issues~~.

In the event an inspection is made by a representative of the State ~~and a violation is indicated on the inspection report~~, the District Administrator shall report the ~~results thereof~~ ~~violation(s) and corrective action(s)~~ to the Board ~~no later than~~ at the meeting following the receipt of the State report.

Revised 5/16/18

T.C. 12/21/22

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Legal 101.055, Wis. Stats.

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Section	34.1 for review
Title	Copy of SMART MONITORING EQUIPMENT
Code	po7440.02
Status	Second Reading
Adopted	July 17, 2024
Last Revised	May 21, 2025

7440.02 - SMART SENSOR AND MONITORING EQUIPMENT TECHNOLOGY

In order to protect students and faculty, promote security and protect the health, welfare and safety of students, staff and visitors, the Board authorizes the use of smart sensor and electronic monitoring equipment on school property, and in school buildings and school buses. Smart sensor and monitoring technology uses devices that can sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The District Administrator is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the District. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, locker rooms, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries).

Any person who takes action to block, move, or alter the location of a smart sensor shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the ~~School~~ District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, information obtained through the use of smart sensor equipment may be used as evidence in any disciplinary proceedings, administrative proceedings or criminal proceedings, subject to Board policy and ~~regulations~~ administrative guidelines.

Smart sensor technology is to be implemented in accordance with this policy and ~~the any~~ related guidelines. The Board will not accept or tolerate the improper use of smart sensor ~~equipment and monitoring technology~~ and will take appropriate action in any cases of wrongful use of ~~such technology~~ this policy.

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7440 - **FACILITY SECURITY**

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

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

~~Every effort shall be made to~~ Law Enforcement shall be contacted and District officials shall fully cooperate with law enforcement's efforts to apprehend those who knowingly cause ~~serious~~ physical harm to students, staff, visitors, and Board property and to ~~require~~ request prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

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

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

The District Administrator is authorized to utilize metal detectors (e.g., walk-through detectors and hand-held wands), video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property⁷:

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

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

Public Access to School Facilities

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

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

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

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

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

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

Parents as Visitors

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

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

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

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

Court Imposed Restrictions

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

Sex Offenders on School Property

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

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

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

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Legal

120.13(35), Wis. Stats.

175.32(2), (3), Wis. Stat.

301.475, Wis. Stat.

State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

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7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The instructional use of the Educational Technology and online education services is guided by the District's policy on instructional materials. The District encourages students to utilize the Education Technology to facilitate resource sharing, innovation, and communication skills that are essential for college and career readiness.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. However, access to such a vast quantity of information and resources presents unique challenges.

The District cannot completely limit access to the school system's Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum, etc. Unlike the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and selection criteria (i.e. taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet - because it serves as a gateway to any publicly available file server in the world - has the potential to expose students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

However, the District utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h) (7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The District has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The District utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or principal may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

At the direction of the Superintendent or designee, technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator, IT Director, or designee may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The Superintendent or designee may disable the technology protection measure to allow access for bona fide research or other legitimate purposes.

Parents are advised that a determined user may be able to gain access to services on the Internet that the District has not authorized for educational purposes. It is impossible to guarantee that students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for establishing and conveying standards that their children should follow when using the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Education Technology is provided as a tool for sanctioned educational purposes. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information; and,
- C. the consequences of unauthorized access (e.g., "hacking"), "cyber-bullying", and other unlawful or inappropriate activities by students online.

Building principals and designees are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The District expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy by signing the District technology use form. (x) during the annual student registration process.

[Drafting Note: If the District participates in the Federal Universal Service E-Rate Program for Schools, the Federal Communications Commission (FCC) requires the following language be included in your acceptable use policy.]

[x] Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students and staff members are responsible for responsible behavior on the District's Education Technology just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the District's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Education Technology not authorized by this administrative policy and its accompanying guidelines.

The District designates the Superintendent and principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

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Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500

47 C.F.R. 54.501

47 C.F.R. 54.502

47 C.F.R. 54.503

47 C.F.R. 54.504

47 C.F.R. 54.505

47 C.F.R. 54.506

47 C.F.R. 54.507

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47 C.F.R. 54.522

47 C.F.R. 54.523

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7540.04 - STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

Staff are expected to utilize Education Technology in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work, as well as college and career readiness. The District encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Education Technology and online educational services is guided by the District's policy on instructional materials.

The Internet is a global information and communication network that provides valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. However, access to such a vast quantity of information and resources brings with it certain unique challenges.

The District may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the

Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent, principal, or IT Director may temporarily or permanently unblock access to websites containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent, principal, or IT Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

The Superintendent is directed to prepare guidelines which address staff members' safety and security while using e-mail, chat rooms, instant messaging, and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission. This includes third party websites under COPPA Children's Online Privacy Protection Act.

Building principals are responsible for providing training so that staff users of District technology resources under the Principal's supervision are knowledgeable about this policy and its accompanying guidelines. The District expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users are required to confirm their agreement to abide by the terms and conditions of this policy by signing the District technology use form during the Employee Handbook receipt and acceptance process.

[Drafting Note: If the District participates in the Federal Universal Service E-Rate Program for Schools, the Federal Communications Commission (FCC) requires the following language be included in your acceptable use policy.]

[x] Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Staff members are responsible for good behavior when using the District's Education Technology just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Education Technology not authorized by this policy and its accompanying guidelines.

The District designates the Superintendent and principals as the school administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the Network.

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Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 2256

18 U.S.C. 1460
18 U.S.C. 2246
20 U.S.C. 6777
20 U.S.C. 9134 (2003)
47 C.F.R. 54.500
47 C.F.R. 54.501
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7540.07 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school email account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

[x] Students are prohibited from using any District-issued email address, or password for the District-issued email account, for personal accounts in third-party services (e.g., Facebook, X, Instagram, Pinterest, YouTube, etc.) () without authorization from the Principal [END OF OPTION]. [END OF OPTIONAL SENTENCE]

Students shall not send or forward mass e-mails, even if educationally related, without prior approval of their classroom teacher or the IT staff.

Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list serves or other e-mail services do not become excessive. If a student is unsure whether they have adequate storage or should subscribe to a list serves or RSS feed, the student should discuss the issue with a classroom teacher, the building principal or the District's IT staff. The IT staff is authorized to block e-mail from list serves or e-mail services if the e-mails received by the student becomes excessive.

~~Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.~~

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03 - Student Technology Acceptable Use and Safety, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety.

Furthermore, students using the District's e-mail system shall satisfactorily complete training annually.

T.C. 2/15/23

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8120 - VOLUNTEERS

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

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

Board members (x) and any other individuals who volunteer to work in the schools [END OF OPTION] must submit to a criminal history records and background check before being allowed to participate in any activity or program.

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

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

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

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;
- D. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

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

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

Revised 12/21/16
T.C. 2/15/23
Revised 11/20/24

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Legal 120.20, Wis. Stats.

Book	Policy Manual
Section	34.1 for review
Title	Copy of New Policy - Vol. 34, No. 1, Dec. 2024 - CONSULTANTS
Code	po8125 REJECT
Status	Second Reading
Last Reviewed	May 21, 2025

New Policy — Vol. 34, No. 1

8125 — CONSULTANTS

~~The Board authorizes the District Administrator to hire consultants for special purpose, time limited services. Such services typically provide supplemental resources for special or ongoing planning, in service, administrative, facility, or instructional needs of the District. Money for consultant services may be designated in the District's annual budget. District staff who possess needed skills may be hired in a consulting capacity outside their regular assignments at the discretion of the District Administrator, provided that compensation is provided consistent with wage and hour requirements. Consultants who interact with students shall be subject to the same criminal history records and background checks as volunteers (see Policy 8120 — Volunteers).~~

~~[] The District Administrator shall report to the Board the contract of any consultants no later than at the next Board meeting.~~

~~Approval of consulting contracts shall be consistent with any applicable requirements of Board Policy 6320 — Purchasing.~~

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Legal 120.20, Wis. Stats.

Last Modified by Ann DeMeuse on April 4, 2025

Book	Policy Manual
Section	Vol. 34, No. 1, Dec. 2024
Title	Revised Policy - Vol. 34, No. 1, Dec. 2024 - INFORMATION SECURITY
Code	po8305
Status	Second Reading
Adopted	May 21, 2025

Revised Policy - Vol. 34, No. 1

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100 - Definitions) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Technology Resources (as defined in Bylaw 0100 - Definitions) and Information Resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/ information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her, the individual or how they this policy and/or related administrative guidelines apply to him/her, the individual, then the individual should contact the District's Technology Director or Information Technology Department/Office.

~~[] The District Administrator shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information. [END OF OPTION]~~

Further, the District Administrator is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs. (See Policy 8320.01 - Unauthorized Acquisition of Staff Personal Information and/or Policy 8330.01 - Unauthorized Acquisition of Student Personal Information.)

The District Administrator shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or administrative guidelines will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or administrative guidelines may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or administrative guidelines may be denied access to the District's Technology Resources.

The District Administrator shall conduct

☐ an annual

☒ a periodic

assessment of risk related to the access to and security of the data/information collected and retained by the District, as well as the viability of the continuity of organizational operations plan developed pursuant to Policy 8300 - Continuity of Organizational Operations Plan. Public discussion of any component of an Information Systems assessment or audit will not be held if, at the District Administrator's discretion, doing so would jeopardize cybersecurity, or the confidentiality, integrity, or availability of employee or student information, or any other security related considerations requires confidentiality.

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Last Modified by Ann DeMeuse on April 4, 2025

Book	Policy Manual
Section	34.1 for review
Title	Copy of STUDENT MENTAL HEALTH SERVICES
Code	po8395
Status	Second Reading
Adopted	August 17, 2022
Last Revised	May 21, 2025

8395 - **STUDENT MENTAL AND PHYSICAL HEALTH SERVICES**

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

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

School District Mental Health Professionals

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

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

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

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

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

School District Physical Health Professionals

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

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

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

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

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

Complimentary Services

The Services described in this policy and provided for through agreements entered into pursuant to this policy do not replace or eliminate other physical or mental health and related services provided through IEP development, 504 plans, general school counseling services, and other student services available through District and partner resources. This policy is to be administered consistent with Policy 5330 - Administration of Medication/Emergency Care Policy 5310.01 - Emergency Nursing Services, as well as other Board policies concerning student health.

Revised: 2/19/25

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Last Modified by Ann DeMeuse on April 3, 2025

Book	Policy Manual
Section	34.1 for review
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	Legal Review
Adopted	April 17, 2013
Last Revised	May 21, 2025

8531 - FREE AND REDUCED-PRICE MEALS

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

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student.

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

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

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

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

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

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

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

E. all students shall have the same choices for meals and milk regardless of whether the student is paying full price or receiving free or reduced meal service benefits.

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

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

Nondiscrimination Statement

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

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

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

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

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

This institution is an equal opportunity provider.

Revised 9/20/17
T.C. 10/25/23
Revised 7/17/24

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Legal 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.
42 U.S.C. 1771 et seq.
7 C.F.R. Part 245

Last Modified by Ann DeMeuse on April 3, 2025

Book	Policy Manual
Section	34.1 for review
Title	Copy of TRANSPORTATION
Code	po8600
Status	Second Reading
Adopted	April 17, 2013
Last Revised	May 21, 2025

8600 - **TRANSPORTATION**

It is the policy of the Board to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District, or the District shall contract for transportation services in accordance with Policy 8680 - **Bus Transportation** Services Contracts for the transportation of resident students between their home areas and the schools of the District to which they are assigned. However, no vehicle with a capacity of more than fifteen (15) shall be purchased or used to transport students for which there are no applicable passenger-protection, Federal motor vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 - **Bus Transportation** Services Contracts, shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

For the purposes of this policy, the term "student with a disability" refers to a student who qualifies for special education under the Individuals with Disabilities Education Act (IDEA). In addition to transportation provided routinely to all students, some students with disabilities require transportation (often called "specialized transportation") as a related service as part of their individualized education program (IEP). Students with disabilities are entitled to transportation as a related service only if the IEP team has determined that transportation is necessary for the student to benefit from special education. Outside of IEP team determinations about specialized transportation, State and local officials set most transportation policies and procedures.

Transportation must be viewed as a way to include students with disabilities with their nondisabled peers. In general, transportation for students with disabilities should occur in the same manner as for their peers. This may be especially important for students with disabilities who have limited opportunities during the school day to interact with their nondisabled peers. Safety issues must also be taken into consideration when determining appropriate transportation arrangements.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accordance with statutorily required procedures.

Surveillance on School Buses

The Board authorizes the District Administrator to install and operate video surveillance on District buses to enhance student safety and well-being.

Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video surveillance on all school buses.

It is strongly recommended that the District provide notification to parents regarding video on District buses.

District-Owned Vehicles Used for Transporting Students

All drivers of motor vehicles owned by the District and used for transportation of students shall be under written contract with the Board as required by 121.52, Wis. Stats.

All operators of motor vehicles owned by the District and used for transportation of students shall be subject to the provisions of 121.555, Wis. Stats. and may be subject to the District's employee drug testing policy in accordance with Policy 8601 - Controlled Substance and Alcohol Policy for Employees that Transport Students.

Revised 11/15/23

Revised 2/19/25

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Legal	120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a), Wis. Stats. Wis. Admin. Code Trans 300.81
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Last Modified by Ann DeMeuse on April 3, 2025

MEMO

To: Board of Education

From: Keith Nerby

Date: April 3, 2025

Re: April 2025 Principal's Report

Teaching and Learning

Testing. The Forward test, for sophomore students only, will take place on Monday, April 7. We will then have our ACT Assessment on Wednesday, April 9. This is for junior students only. Finally, we hold our Pre-ACT for all sophomore and junior students on Wednesday, April 16. Our staff and students have been working hard to prepare for these assessments. Make-up testing for those absent will take place during the following two weeks.

Scheduling. Course requests have been entered, and a preliminary run of the master schedule was completed during the last week of March. A preliminary schedule has been shared with staff to get a few things finalized before sharing with students and families later in April or early May.

2024-25 Learning Plans. The School Leadership Team comprised of various teachers and support staff of the high school has been meeting monthly to talk about data and help put together the direction of the high school as we continue to move forward. A major project this year has been both our Unit Planning Templates where teachers have been working to document their class materials and lessons so we can have a solid unit plan for each and every unit we teach at Sturgeon Bay High School. In addition, our teachers have been working on our Tiered levels of support to help meet the needs of our students academically and socially in order to continue to increase our academic success and engage all students in the learning process.

Community Engagement

Senior Night and commencement ceremony plans. Plans for our graduation events are in place. Senior Night will be held on Thursday, May 29. This is also the last day of school for the class of 2025. Seniors will return at 1:00 p.m. on Friday, May 30, for commencement ceremony rehearsal. Graduation will take place on Saturday, May 31, at 10:00 a.m. with the annual Boat Parade following at 11:30. This year, we will be holding our Senior Awards Ceremony during the day for all students witness the amazing scholarships and opportunities that await them.

Upcoming Events

Here is a list of upcoming events:

Senior Awards Ceremony	Wednesday, May 21 – 1:40 p.m.
Teacher In-Service / No Classes	Friday, May 23
Memorial Day / No Classes	Monday, May 26
High School Commencement Ceremony	Saturday, May 31 – 10:00 a.m.
Quarter 4 / Semester 2 Exams	Thursday, June 5, and Friday, June 6
<i>June 5: Exams for Blocks 1 and 2 in a.m. Students released at 11:45 a.m. Buses will only run at the end of the day.</i>	
<i>June 6: Exams for Blocks 3 and 4 in a.m. Students released at 11:45 a.m. Buses will run at noon on June 6.</i>	

MEMO

To: Board of Education

From: Lindsay Ferry

Date: April, 2025

Re: April Director of Special Education and Pupil Services Report

Special Education: Our special education team is busy working on the following:

- Spring Assessments (Forward, Pre-ACT, ACT, DLM): Our teachers and support staff often work in small groups or 1:1 to support students taking these assessments.
- Student Exit Plans-Graduation
- All remaining annual IEP's
- Initial evaluations and/or reevaluations
- Summer planning for support services and/or wraparound care for our students
- Transitions for students moving buildings

It will be a busy two months of school as we work to finalize tasks for the 24/25 year and prepare for the summer as well as the 25/26 school year.

Pupil Services:

Our Pupil Service team is gearing up for the 2025 Assessment Season as well as the 2025 Scheduling Season. Our team began assessment accommodations with our teachers in November, and will begin entering those supports in the appropriate portals so that we are ready for the Spring Assessment season.

Our special education teachers in each building are also working to create additional learning opportunities for students so that when scheduling does occur, students have more options to choose from.

Our team is also eager to welcome our District's Social Worker to the team. Adding a layer of additional support for our students and families is needed and definitely welcome!

Meetings/Workshops:

- April 3: Special Education District Spring Session
- April 8: Teacher Associate Meetings (Planning for 25/26 year)
- April 10: Special Education Office Team meeting
- April 16: Admin Team meeting
- April 30-May 2: WCASS Conference Appleton

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 (4/1/25)	May
Total Students	182	183	181	179	182	183	181	179	
Student Primary Disability Areas									
LD	34	34	34	34	33	31	33	34	
ID	4	4	4	4	4	4	4	4	
SDD	28	28	28	25	25	24	23	21	
AUT	26	26	26	27	27	27	26	25	
EBD	20	20	20	18	18	21	20	20	
S/L	37	37	37	37	41	41	40	40	
HI	1	1	1	1	1	1	1	1	
VI	0	0	0	0	0	0	0	0	
D/B	0	0	0	0	0	0	0	0	
OHI	33	33	31	33	33	33	33	33	
TBI	0	1	1	0	0	0	0	0	
Speech, OT and PT									
Speech	84	85	86	84	87	82	83	84	
OT	57	56	46	45	45	45	45	42	
PT	4	4	4	4	4	4	4	4	
Private School Students	10	10	10	10	12	12	13	12	
Evaluations initiated									
Initial Evaluations (incl pvt school)	3	3	10	2	0	2	2	7	
B-3 Initials	0	0	0	0	0	0	0	0	
Re-Evaluations (incl pvt school)	7	3	7	7	1	12	4	10	
No 3 Yr	2	2	4	3	3	4	9	1	
Miscellaneous Meetings									
Initial Mtgs held	0	0	1	3	5	2	1	1	
Re-Eval Mtgs held	0	0	5	5	3	2	6	7	
New Placements offered	0	0	1	1	4	2	1	1	
Transfer in students (includes students coming back from homeschool)	8	0	0	0	1	4	1	0	
Exits (includes grads, dismissals & students going to homeschool)	6	0	3	4	2	7	4	3	
Dismissal of Services	0	0	0	2	0	5	1	1	
Revocation of Services	0	0	0	0	1	0	1	1	
Moved during Eval	0	0	0	0	1	0	0	0	
504/Health Plans									
Current 504 Plans	21	21	21	22	23	23	23	23	

[illegible]

TJ Walker Board Report

April 16th, 2025

Teaching and Learning

6th, 7th and 8th grade Forward testing begins April 2nd - 22nd. All tests are to be completed by the April 25th deadline. Identified students such as a special education or 504 students may test in a small group or 1:1 setting. Additional updates include:

- Elective staff meet April 2nd to review the 2025-2026 schedule. They were provided summer hours to beef up 7th grade semester classes. Next year's math and reading intervention lists were shared with them and it was explained that they may have to teach an intervention class pending their course numbers.
- Grade Level teams met April 2nd to read Mr. Tjernagel's March 19, 2025 Superintendent Board Report - [link](#) ,

PBIS Updates:

- Clipper PRIDE 3rd quarter breakfast moved to April 17th due to no school on March 20th.
- June 4 Bay Beach field trip for students starting April 7th - June 4th no more than 2 unexcused absences, 0 office referrals or suspensions, and no D's or F's.
- PBIS Team meets in August to plan 2025-2026 programs

Geography Bee:

TJ Walker held our 3rd annual Geography Bee Friday, May 21st.

1st Place - Hawkey Chaudoir

2nd Place - Kenzie Jeanquart

3rd Place - Ethan Pursley and Davyd Parkhomenko

Athletic Updates:

Track practice begins Thursday, April 3rd. Below are this year's Track Meet dates.

April 17th - Home

May 1 @ Sevastopol

May 8 @ Algoma Conference Meet

May 9 @ Southern Door (Conference Rain Date)

Additional Updates:

- Tuesday, April 1 - Culvers Share Night 5:00 - 8:00 PM to support Band.
- Tuesday, April 9 - 3rd Quarter Report Cards mailed out.
- April 9th - 7th Grade Parents Meeting for Washington D.C. Meeting in Alumni Hall @ 6:00 PM
- Wednesday, April 16 - 8th Gr. D.C. Chaperone only meeting @ 6:00 PM.
- Thursday, April 17th - Math Team travels to UW-Oshkosh.
- Friday, April 18th - No School
- Wednesday, April 30 - 8th Grade Washington D.C. Parent/Student @ 6:00 PM

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



Teaching and Learning

Forward and Act 20 Testing

Students are chipping away at these tests throughout most of April. We had a parent make inspiring posters which she put up throughout the school. In addition, students wrote inspiring messages to one another at different grade levels. Students and teachers have worked so hard throughout the school year and we are hopeful that the test results will demonstrate this.

March Madness Basketball - PBIS Celebration

In honor of Sunrise students demonstrating the Sunrise Way of being respectful, responsible, and safe, we had an all school March Madness celebration on March 21. Sunrise students and staff walked to the high school gym for a Slam Dunkin' time! Students played shortened games of basketball against each other and staff with a full blown varsity feel; thank you, Spencer and all who helped made this celebration top notch! We had Hoops, Cheers, and lots of Fun!

Community Engagement

Door County Auditorium Field Trips

Throughout the school year Sunrise students have enjoyed participating in cultural experiences at the Door County Auditorium. Third and fourth grade students attended four performances; Alash Tuvan Ensemble in September, Cirque Kalabante in January, 123 Andres in February, and Secret Agent 23 Skidoo in April. Fifth grade students attended three of the four performances, in February they instead traveled to UWGB and enjoyed the annual Future Phoenix field trip.

Finance, Facilities and Operations

Updated Signage

We are very excited to update our Sunrise Sign, which is falling apart. Elevate 97 gave great ideas and we look forward to a bold "Sunrise Elementary" above our entrance, which will mimic what is already at the high school and district office. In addition, we will add noise proofing throughout our cafeteria with the quote we use at Sunrise: "Be the Good." We are hopeful this will be completed this summer.

Upcoming Events

May 1 - SR STEAM Night!

SCHOOL DISTRICT OF STURGEON BAY

ANCHORED IN EXCELLENCE

1230 Michigan Street | Sturgeon Bay, WI 54235

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Board of Education Report

April 16th, 2025

Katy DeVillers

Sawyer Principal

Teaching and Learning

- I attended another CESA Act 20 Literacy Training with Director Ferry, Principal Smullen and our Sawyer Literacy Coach, Lane Hagen. It was wonderful to have Lane there because of her expertise and great work to lead literacy at Sawyer and in our district. The final training session is on June 19th at CESA 7.
- Our Tier 1/Tier 2 PBIS Teams meet with CESA Coaches on April 29th at NWTC to review survey data and plan for improvements in our current MLSS for Social-Emotional Learning and Behavior for next year. Their work will be helpful as we align our SEL work throughout the district.

Community Engagement

There are a plethora of activities happening this month (see below). We are excited to have students experience some new things and welcome families back to school.

- Our first and second grade students saw Agent 23 Skidoo at the Door County Auditorium on Friday, April 4th.
- We offered a final Positive Parenting Program Session (Triple P) at Sawyer on Monday, April 7th. We will be working on trying to increase enrollment in these sessions for next year. Our school counselor, Karlie Martens, is currently being trained as an instructor in this content.
- We will be hosting our annual Spring Into Reading Event at Sawyer on April 22nd from 4:30-5:30pm.
- On April 9th, our 4K and 5K students had a visit from a meteorologist on April 10th. Thanks to Ms. Eytcheson for organizing this event for our students.
- On April 11th, our Kindergarten students attended the Southern Door Auditorium to enjoy a presentation of The Stinky Cheese Man..
- Principal Katie Smullen and I will be sharing all the great things about our schools as well as upcoming events at WDOR on April 22nd
- We will have our Spring Book Mobile Visit on April 23rd. All of our students will get to pick out a book to take home!

Finance/Facilities and Operations

- Thanks to Scott Hockers, Middle School Tech Teacher and his students, we have a Little Library that was created in honor of Deanna Vanden Langenberg, our second grade teacher who passed away last year after a battle with cancer. Ms. Hagen and I will be working with her family to have a dedication event.



Board of Education Report

April 3, 2025

Jennifer Weber

Director of Teaching, Learning and Technology

Teaching and Learning

- At this time last year we were meeting with consultant Darla Brink who was walking us through preparations for the onset of ACT20. As you know, we have exceeded the expectations we set for ourselves and we continue to implement our new literacy curriculum, build our robust MLSS system of supports, and plan for our response to ACT 20. As we shift from implementation to sustainability we plan for replicating and reviewing our ongoing Top Ten Tools training through Summer Literacy Academy, continued refinement of our beginning, middle and end of year data digs and aim to incorporate the third pillar of the system (SEL/Behavior).
- Community Classes, hosted by Sturgeon Bay staff, which began earlier this winter, wrapped up just prior to Spring Break. We are excited to have revived this community opportunity and all reports have been positive. Participants have already been inquiring about next year's offerings.
- The final sessions of this year's Clipper Academy are being held through the beginning of May. Again, I will be asking each of the participants to attend twenty minute individual sessions during which we will reflect upon both the successes and challenges of the school year and discuss to what extent the development and implementation of Clipper Academy played a role. We will then work together to develop and improve plans for next year's Clipper Academy cohort.
- The District Leadership Team (DLT) has worked this year to focus on building robust social/emotional learning content and supports for all Sturgeon Bay students. SEL, just as in any of our academic content areas, begins with a district-wide screener, moves to tiered supports, then to gathering and digging into the data. The "80%Rule" we often mention applies here, just as it does for literacy and math. That is, in a healthy system, 80% of our students are served successfully with our universal content. We will wrap up the year's DLT meetings then reconfigure the group a bit as we shift from district level consulting on SEL and behavior to a "work group" format. Looking ahead to 2025-2026,

we hope to audit, vet and implement common practices and understandings among all buildings.

Department of Technology

- We talk a lot about testing windows and gathering data as it pertains to academics but in the technology department it means preparing the accounts, servers, the network, and all staff and student devices for administration of the Forward Exam, PreACT, and ACT tests. This is no small task and involved each of the members of the Technology Department, working together with building staff to prepare and troubleshoot during the testing window.
- SITA (the Summer Instructional Technology Academy) is taking place this year at Ashwaubenon High School. This free event is hosted for members of the Eastern WI Instructional Technology Consortium July 30. The event includes a tool slam as well as a series of sectionals designed and presented by teachers for teachers. We are promoting the date with our staff and hope to have strong Sturgeon Bay representation once registration goes live in May.



1. Financial Planning & Comparative Data software/service

Early on in my career here in Sturgeon Bay (about 2017) we switched our Financial Planning service from Baird to Forecast5. At the time Forecast5 offered a more robust, browser based system with equal to better support and expertise, for the same price. Fast forward almost a decade and it seems the playing field has changed a bit. Forecast5 has been bought out at least twice (that I am aware of) and is now in the hands of Frontline – one of the largest nationwide software as a service companies. The support and budgetary expertise has completely evaporated – I couldn't even tell you who our contact person is anymore – and the annual price has exploded.

Currently we use Forecast5 for our year end budget planning, long range budget planning and comparative data software. With that in mind, I have spent the last few months casually investigating how we could replace them with equal to better services, for a better price. As it happens, it appears that the best move may be to go back to working with Baird for at least the long range budget planning part of the deal. Before completely jumping in, though, my plan is to attend an 'open gym' that Baird is putting on, on April 17, at NWTC in Green Bay. My hope is that I'll be able to test drive some of the software and get a better look at the available inputs and outputs (reports).

There are other possibilities to mix and match some of the functionalities between different companies. I am still looking into some of those but I expect that I'll know a lot more coming out of that April 17 session with Baird. Our annual contract with Forecast5 expires on June 30th. So, while we do not have a huge rush to officially switch anything over at this point, it is something I would like to make sure we have figured out prior to June so that we can head into the next 18 months with some continuity as we prepare for a probably Operational Referendum in two years.

2. Health Insurance Update

As I shared at this month's learning session, we have received our Health Insurance renewal proposal for next year. The bad news is that the renewal came in at a 18.9% increase. As stated at the learning session, while that is a tough pill to swallow, it is not something that we can really get out of. After seven years of well below market health insurance, instead of taking a 55% increase for this current year, we worked with Prevea360 to smooth out the increase over two years. Because of the agreement to do that 'smoothing out', we would have to pay a hefty fee that would basically equate to that 18.9% increase anyway, if we were to change providers.

The good news is that, as a district, we have been running a very good loss ratio (total amount of claims paid/premium paid) of about 94%. So, while we will have to bite the bullet for this year, we are in a good position to see a minimal increase next year.

Additionally, we have asked for and received proposals that would slightly increase the deductibles on our plans while moving our overall increase to about 16%. Again, while this is not ideal, that small shift should save us \$50,000 - \$60,000 which we can put back into salaries for teacher compensation.

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April 16, 2025, Board of Education Meeting Superintendent Report

Prepared by Dan Tjernagel, Superintendent of Schools

Updated for the meeting packet April 7, 2025; Additional updates added later are in section four

1. Teaching & Learning

- a. **CESA 7 PAC Meeting** – We had this month’s meeting on April 4. We started with a session with our legislators from the area. Much of the dialogue dealt with the State Budget process. At this point, they are telling us that the money for schools associated with the Governor’s line-item veto in the last budget is likely since the Supreme Court would have to rule against the Governor to overturn that which hasn’t occurred previously.

Beyond that, talk around funding wasn’t very promising with the exception of some type of increase for special education, although no one speculated how much that might increase. As usual, we will all stay tuned for updates as the process plays out in the coming weeks and months.

2. Community Engagement

- a. **DCEDC Board** - The monthly DCEDC Board meeting is on Monday, April 21.

Keith Nerby and I also attended the DCEDC Annual Meeting and Awards program at Stone Harbor on April 2.

- b. **YMCA Board meeting** – The next meeting is scheduled for April 17.

The YMCA’s Dining by the Bay event will be on Wednesday, May 7, at the Sturgeon Bay Yacht Club. (In my report last month I mistakenly noted that the event was Wednesday, April 2.)

- c. **Robert H. Nickel Auditorium presentation at Noon Rotary** – Mary Nickel, Jason Palmer, and Keith Nerby gave an excellent presentation at Noon Rotary on April 3, 2025, entitled Launching a Legacy: The Robert H. Nickel Auditorium, which aligns with the effort to revitalize the district auditorium at SBHS. Thanks to Michelle Lawrie, another Rotary member and a future club president, who worked with us to get the group scheduled into a meeting presentation slot.
- d. **The Clipper Connection newsletter** – The team at the *Pen Pulse* was in contact with us about an approach that could have the next issue finalized in mid-April. From there the plan is to assemble an issue prior to the end of the school year that can run over the summer. Stay tuned.

3. Finance, Facilities & Operations

- a. **Sturgeon Bay Rec Facility meeting** – This month’s steering committee meeting is on April 8. 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** – As of the preparation of this report and the Board meeting packet, we received a draft of the communication roadmap document from Brian Nicol and the team at Donovan Group. More to come as we are able to look at the draft and potential next steps.
- c. **Budget Planning for next year and beyond** – As discussed in the Board Retreat, as well as in learning sessions and regular meeting reports, we continue to look at a variety of topics in a proactive way to position the district for the future. (See my March report for context and a variety of talking points.)

Although we do not know the outcome of the Biennial State Budget and likely won’t for some time, we believe that strategies such as examining vacated positions and utilizing attrition, positions us to not only renew teacher contracts as we typically would in the month of April and award the next step on the salary ladder for returning teachers, but also make a larger update to the ladder.

In a nutshell and as discussed most recently in the April 2 learning session, we could move returning teachers up two ladder rungs and increase the bottom salary rung for next year, which is also the first year of the next biennial budget. We’d be able to afford this change through some staff vacancies, internal moves, eliminating 1.5 professional staff positions, and making some changes to health insurance plan offerings for next year.

Then once we know the outcome of the state budget, we could proceed with part two, if you will, of the most recent updates and increase the bottom salary rung again for 2026-2027 and look at other updates depending on the fiscal support provided.

See the background document in the meeting packet for additional details. I’ll also give the usual reminder that non-teaching staff compensation is typically approved by the Board in May, after teacher compensation has been addressed.

- d. **Board of Canvassers** – The Board of Canvassers is set to meet on the afternoon of April 7. Thanks to Amy Stephens and Steve Abahamson for assisting with this process, as well as Ann DeMeuse for organizing all the information from the County for us to review.

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