



**BOARD OF EDUCATION**  
**SHEBOYGAN AREA SCHOOL DISTRICT**  
Sheboygan, Wisconsin

**REGULAR MEETING AGENDA**  
Tuesday, July 25, 2023  
**6:30 p.m.**

The regular meeting of the Board of Education of the Sheboygan Area School District will be held in the Board of Education meeting room, 3330 Stahl Road, Sheboygan, Wisconsin on **Tuesday, July 25, 2023 at 6:30 p.m.** The following items will be presented for consideration at that time:

Please note that some Board members may be participating in this Board meeting via teleconference or other remote access technology. Members of the public who attend the meeting will be able to hear any open session dialogue between such members and the Board members present in the Boardroom. In addition, the District is offering audio and video access to the meeting via phone connection by calling 1-312-626-6799 with Meeting ID: 870638602050 and Passcode: 629158 or <https://us06web.zoom.us/j/87063862050?pwd=T1h6Nm5WMIhmT2lwWDdIbExoVStDdz09> or via livestream <https://www.youtube.com/user/SheboyganSchools> at the scheduled meeting time. For those community members who would like to provide community input, you must access the meeting via the zoom link noted above.

(\*times may vary)

6:30 **I. CALL TO ORDER:** President

6:31 **II. PLEDGE OF ALLEGIANCE**

6:32 **III. APPROVAL OF THE AGENDA** (Action)

6:33 **IV. ROLL CALL** (Informal)

6:34 **V. APPROVAL OF MINUTES** (Discussion/Action)

Action on the Regular Board of Education meeting minutes of June 27, 2023.

6:35 **VI. COMMUNITY INPUT – President** (Information)

Citizens may be recognized & make statements at this time, indicating their names & addresses before speaking. **Please refer to Community Input Guidelines on the last page of the agenda.**

6:36 **VII. SUPERINTENDENT’S REPORT – Mr. Seth Harvatine** (Information)

A report of events/activities in the District will be provided.

6:40**VIII. MISCELLANEOUS**

15 min. **A. SHEBOYGAN LEADERSHIP ACADEMY CONTRACT ADDENDUM – Mr. Jacob Konrath/Mr. Eric Spielman/Ms. Laura Studee** (Information/Possible Action)

The administration recommends approval of the Addendum to the Sheboygan Leadership Academy contract, revising the process for adjusting the per pupil full-time equivalent (FTE) rate Sheboygan Leadership Academy receives to match any per pupil FTE increase the District receives.

- 2 min. **B. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 0100 – DEFINITIONS – Mr. Seth Harvatine** (Discussion/Possible Action)
- The administration recommends the introduction/adoption of the following revised policy:
- Policy 0100 – Bylaws; Definitions
- 2 min. **C. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 0175 – ASSOCIATION MEMBERSHIPS – Mr. Seth Harvatine** (Discussion/Possible Action)
- The administration recommends the introduction/adoption of the following revised policy:
- Policy 0175 – Bylaws; Association Memberships
- 2 min. **D. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 2221 – SPECIAL OBSERVANCE DAYS – Mr. Seth Harvatine** (Discussion/Possible Action)
- The administration recommends the introduction/adoption of the following revised policy:
- Policy 2221 – Program; Special Observance Days
- 2 min. **E. INTRODUCTION (FIRST READING) OF NEW BOARD OF EDUCATION POLICY 7530.02 – STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES – Mr. Seth Harvatine** (Discussion/Possible Action)
- The administration recommends the introduction/adoption of the following new policy:
- Policy 7530.02 – Property; Staff and School Officials Use of Personal Communication Devices
- 2 min. **F. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 7540 – TECHNOLOGY – Mr. Seth Harvatine** (Discussion/Possible Action)
- The administration recommends the introduction/adoption of the following revised policy:
- Policy 7540 – Property; Technology
- 2 min. **G. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8420.01 – EPIDEMICS AND PANDEMICS – Mr. Seth Harvatine** (Discussion/Possible Action)
- The administration recommends the introduction/adoption of the following revised policy:
- Policy 8420.01 – Operations; Epidemics and Pandemics
- 2 min. **H. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8450 – CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES – Mr. Seth Harvatine** (Discussion/Possible Action)
- The administration recommends the introduction/adoption of the following revised policy:
- Policy 8450 – Operations; Control of Casual-Contact Communicable Diseases
- 2 min. **I. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8800 – RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES – Mr. Seth Harvatine** (Discussion/Possible Action)
- The administration recommends the introduction/adoption of the following revised policy:
- Policy 8800 – Operations; Religious and Patriotic Ceremonies and Observances
- 2 min. **J. INTRODUCTION (FIRST READING) OF NEW BOARD OF EDUCATION POLICY 8802 – PATRIOTIC ACTIVITIES AND OBSERVANCES – Mr. Seth Harvatine** (Discussion/Possible Action)
- The administration recommends the introduction/adoption of the following new policy:
- Policy 8802 – Operations; Patriotic Activities and Observances

7:13 **IX. REPORT OF COMMITTEES**

- A. CURRICULUM & INSTRUCTION COMMITTEE – Ms. Kay Robbins, Chair**
1. 2023-2024 Sheboygan Area School District Academic Standards (Information/Action)
  2. Introduction (First Reading) of Revised Board of Education Policy 2260.02 – English Language Proficiency (Discussion/Possible Action)

3. Introduction (First Reading) of Revised Board of Education Policy 2460.03 – Independent Educational Evaluation (IEE) (Discussion/Possible Action)
4. Introduction (First Reading) of Revised Board of Education Policy 2700.01 – School Performance and State Accountability Report Cards (Discussion/Possible Action)
5. Introduction (First Reading) of Revised Board of Education Policy 5113 – Open Enrollment Program (Inter-District) (Discussion/Possible Action)
6. Introduction (First Reading) of Revised Board of Education Policy 5200 – Attendance (Discussion/Possible Action)
7. Introduction (First Reading) of Revised Board of Education Policy 5340 – Student Accidents/Illness/Concussion (Discussion/Possible Action)
8. Introduction (First Reading) of Revised Board of Education Policy 5517.01 – Bullying (Discussion/Possible Action)
9. Introduction (First Reading) of Revised Board of Education Policy 8146 – Notification of Educational Options (Discussion/Possible Action)

**B. HUMAN RESOURCES COMMITTEE – Dr. Susan Hein, Chair**

1. Appointments (Confirming Action)
2. Separations (Information)
3. Retirement (Action)

**C. FACILITIES/RECREATION/THEATRE COMMITTEE – Mr. Ryan Burg, Chair**

1. Sheboygan Theatre Company Financial Report (Action)
2. Community Recreation Department Financial Report (Action)
3. Facility Permit Report (Information)

**D. FINANCE & BUDGET COMMITTEE – Ms. Sarah Ruiz-Harrison, Chair**

1. Fund 41 Capital Projects (Action)
2. Statement of Cash Flow (Action)
3. Revenues & Expenditures Reports (Action)
4. Budget Revisions and Transfers of Appropriations (Action)
5. Contribution to Fund 46 (Information/Possible Action)
6. Gifts (Action)

7:31 **X. FUTURE MEETING DATES** (Information/Possible Action)

August 8, 2023 – Committee meetings at 6:00 p.m.

August 22, 2023 – Regular Board of Education meeting at 6:00 p.m.

**XI. ADJOURN TO CLOSED SESSION PER WISCONSIN STATE STATUTES SECTION. 19.85(1)(C)** (*Action with roll call vote*) – To discuss the annual performance evaluation of the Superintendent in accordance with Policy 1240.

**XIII. RECONVENE TO OPEN SESSION** (Action)

**XIV. ADJOURN** (Action)




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Seth A. Harvatine  
Superintendent & Secretary of the Board

SAH/jjh

Please note that the special needs of individuals with disabilities, who wish to attend the meeting, will be accommodated through appropriate aids and services. For additional information, or to request assistance, please contact Assistant Superintendent Mark Boehlke, at the Department of Business and Operational Services, 3330 Stahl Road, Sheboygan, WI 53081, 920-459-3955.

**Community Input Guidelines**  
**At**  
**Board Of Education Meetings**

Welcome to this meeting of the Sheboygan Area School District Board of Education. We are pleased that you are interested in educational issues. We are interested in your comments and concerns about the school district. There will be a part of this meeting for community input. (please refer to the agenda.) Individuals who live or work within the Sheboygan Area School District may address the Board. Others may address the Board at the discretion of the Board president.

In order for the meeting to flow smoothly, we would appreciate that the following guidelines be followed by anyone wishing to address the Board of Education this evening.

1. Please limit comments or suggestions to three minutes or less because we do have a full agenda to follow.
2. Comments and suggestions on the school district are welcome. Personal criticism of members of the Board of Education or employees of the school district is out of order.
3. If you are a resident within the Sheboygan Area School District or work within the Sheboygan community and would like to be recognized, **please raise your hand**. After being recognized, **please stand and clearly state and spell your name and address for the record. Also, for the record, please sign your name and address on the clipboard after you have spoken.**

The board normally receives citizen input and does not respond or debate. If there is a need for an answer or a response to a concern or issue, the Superintendent or one of the administrative staff members will get back to you within the next week.

Thank you for your assistance.



**BOARD OF EDUCATION  
SHEBOYGAN AREA SCHOOL DISTRICT  
Sheboygan, Wisconsin  
REGULAR MEETING MINUTES  
Tuesday, June 27, 2023**

The regular meeting of the Board of Education of the Sheboygan Area School District was held on Tuesday, the 27<sup>th</sup> day of June at 6:30 p.m. in the Board of Education meeting room, 3330 Stahl Road, Sheboygan, Wisconsin, as well as members attending via teleconference or other remote access technology. This regular meeting was announced in compliance with the Open Meeting Law of the Wisconsin State Statutes.

President Donohue called the meeting to order at 7:10 p.m.

President Donohue requested that everyone stand and join her in the Pledge of Allegiance.

Moved by Dr. Hein, seconded by Ms. Boehmer to approve the agenda. All ayes. Motion carried unanimously.

Present: Mr. Mark Mancl, Ms. Rebecca Versey, Mr. Ryan Burg, Ms. Kay Robbins, Ms. Mary Lynne Donohue, Mr. Santino Laster, Dr. Susan Hein, Ms. Heidi Boehmer, Ms. Sarah Ruiz-Harrison

**APPROVAL OF MINUTES**

Moved by Dr. Hein, seconded by Ms. Boehmer to approve the Special Session meeting minutes of June 13, 2023, Regular Board of Education meeting minutes of May 23, 2023, and Closed Session meeting minutes of May 23, 2023. Motion carried 8-0-1 (Burg-abstained)

**COMMUNITY INPUT**

There was no community input.

**SUPERINTENDENT'S REPORT**

Mr. Harvatine provided a report on many events that have taken place including the Sheboygan, WI Online Safety Roadshow Run of Show, a mural designed by the North High School National Art Honor Society, Senior Signing Day, the Baccalaureate Programs, Graduation, South High School student's collaboration with an Artist in Residence, sale of this year's House Construction Project, Books on Bikes, Technical Incentive grants received by students, summer school, free summer meals, and support staff hiring fair. He provided a state budget update ahead of the discussion of this item on the agenda. He noted with regards to the budget, the tax levy and mill rates, etc. will be discussed at the October Regular Board of Education meeting. Mr. Burg asked what steps we have taken to be sure our staff and students are well due to the air quality and Mr. Harvatine responded that students have individual health plans and our nurses are also monitoring some of the activities. Ms. Robbins asked what the plan is to share the financial shift and continual burden to our taxpayers and Mr. Harvatine responded that part of the long-range plan is communicating to our students and families and also to those who do not have children in the school system. He added that it is hard for us to communicate until we have those numbers and we will not know the tax impact until after October 15, 2023.

**MISCELLANEOUS**

**A. 10-Year Capital Plan**

Moved by Mr. Mancl, seconded by Ms. Versey to approve the 10-year Capital Plan. All ayes. Motion carried unanimously.

Mr. Boehlke provided an overview of the purpose of a 10-year capital plan and the history of our capital improvement fund. The District had made over ten million dollars in budget reductions since 2016 and one of the areas of budget reductions was in capital needs funding. As a result, some scheduled maintenance and infrastructure improvements were annually deferred to future years. It was our plan to gradually increase the capital improvements budget from \$1,050,000 to \$2,000,000 to avoid further deference of scheduled maintenance for facilities. Although state increases to revenue have been well below inflation, the District has been able to increase the Fund 41 Capital Expense budget to \$1,301,000; however, this is still well short of the \$2,000,000 needed for annual maintenance and capital improvements for district facilities. Walk through's have

been done at every facility in the District with building principals and head custodians as well as the activity director's at North and South High Schools. Based on the information gathered, a 10-year capital plan was created in order to prioritize and guide the capital maintenance and improvement projects over the next ten years. Mr. Boehlke noted that they have not planned any capital improvements at Farnsworth or Urban Middle School because of the plan to go to referendum on those two buildings. While there is a cost to build new buildings, there is also a cost to do nothing with those buildings. The expenses for those buildings would need to fit into this 10-year plan if we choose not to go to referendum. Time is also a problem because so many of our buildings are being used during the summer for programs, etc. The plan is a roadmap and they are aware that every year it is going to change so they will come back to the Board every year with the plan and its updates. Walk through's would be done every other year. He added that this is not set in stone – rather a roadmap and will need to be flexible as we move forward. Fund balance has been used often to bite off some expenses such as the fire panels at North and South High Schools that will not be included in the plan. There are COVID relief funds we are still using for HVAC and other things. Mr. Burg asked whether inflation is factored in each year the project is not completed and Mr. Vollmer responded that some items might be in there as a placeholder only because we do know some items consistently have problems such as leaking windows. Mr. Burg also asked about inflation when it comes to \$2 million now versus years later. He would like to see us increase every year each line item with inflation being considered. Mr. Boehlke noted that is why they want to come back every year with an updated plan to reflect on things that were completed or not.

## **B. Presentation of the 2023-2024 Preliminary Budget**

Moved by Mr. Burg, seconded by Mr. Laster to approve the preliminary budget for the 2023-2024 fiscal year. All ayes. Motion carried unanimously.

Ms. Donohue clarified why agenda item C. is necessary in the event the Board does not approve the preliminary budget it allows administration to continue to pay salaries/benefits as well as expenditures in other areas after July 1, 2023.

Mr. Boehlke reported that on June 8, 2023 a shared revenue package was agreed upon for local governments. It was not what we had projected considering it is a \$1.2 million reduction in revenue. He added that administration had hoped to give staff a higher salary increase; however, that will not be the case. While the revenue increases fall short, the administration proposes to bring the preliminary budget back into balance by an increase in interest revenue of \$978,491, reducing the budget payment to Lake Country Academy and Sheboygan Leadership Academy by \$16,075 because of the \$325 per pupil increase, and to reduce the annual employee HRA contribution by \$205,426. These three items will allow for the 4% salary increases and other budget provisions that were included in the preliminary presentation to the Board. Mr. Boehlke added that because this has been signed into law, the Board could proceed to move forward thus preventing retroactive pay for employees. Mr. Mancl asked what the tax implication would be, and Mr. Boehlke responded the \$325 per-pupil is the tax increase.

## **C. Spending Resolution for the 2023-2024 Fiscal Year**

There was no discussion on this agenda item.

# **REPORT OF COMMITTEES**

## **A. CURRICULUM & INSTRUCTION COMMITTEE**

### **1. Achievement Gap Reduction (AGR) Goal Update**

From the committee meeting:

Mr. Konrath provided the background of the Achievement Gap Reduction (AGR) program, which amended the Student Achievement Guarantee in Education (SAGE) program in 2015. Principals presented the necessary information required for end of year reporting as outlined in their AGR contracts. Ms. Donohue asked if the data dive provided the principals with some answers and Mr. DePagter responded that plans have been developed for the 2023-2024 school year based on the literacy data. Mr. Laster asked how we keep students busy during the summer months, and Ms. Buffington responded that a lot of information is sent to the homes and there are a number of summer school activities as well. Mr. Konrath talked about the Student Growth Percentile (SGP) and that it can negatively affect the District when we take summer school numbers. He added that the State indicates that a 35 SGP or higher indicates a school is doing a good job. The District sets the bar at 50. Mr. Mancl asked how we show the positive when we do not reach our target and Mr. Konrath responded that it is subjective and he would like the State to just say, "met" or "not met". The District has rigorous goals higher than the State requirement. Ms. Robbins asked if other districts hold at 50 also and Mr. Konrath responded that it is not known, as we are unable to see the results from other school districts.

## 2. 2022-2023 ES3 Grant and Special Education Programs Update

From the committee meeting:

Mr. Konrath stated the purpose is to update the committee of the results of special education grants and programs from the past school year. Mr. Ledermann reviewed the programs that we offer and spoke about the ES3 grant, which is to help the District identify and support the beliefs, skills, and systems needed to improve academic outcomes for students with IEP's. Funds supported special education leadership staff training and allowed time for staff directly involved with students to collaborate and share information to all staff within the building. He provided an overview of year 2 which included coaching cycles, professional learning, and staff discussing how to support and grow the work of the 3-year grant. Mr. Ledermann talked about the Transition Readiness Program, designed to support students with disabilities to transition to competitive work and post-secondary education, and noted that they focused their work around transportation and competitive employment training programs. He added that 40 students received the driver's education scholarship, 26 students completed the online portion of the course, and 6 students completed the behind the wheel portion of the course. Employment for students range from car detailing to positions being held at the Aurora Medical Center. The ASPIRE program is for 18-21 adult learners and Mr. Ledermann reported that the goals of that program are 1) living skill development; 2) job development; and 3) growth of adult learners. He added that the skills of students have greatly improved and he does not believe that would have been possible if they would not have moved the program to the Central Office location. The program is designed so that these adult learners can be independent for the remainder of their lives. Ms. Robbins asked if Mr. Ledermann is keeping track of those things that are working and that they would like to continue after the grant expires. Mr. Ledermann commented that the District has an external coach from the Department of Public Instruction (DPI) that assists us with the grant. He added that the work could continue without the extra need for the grant dollars and each year the amount we receive is reduced so it is about finding unique ways to stay sustainable as we move into the future.

## 3. Adoption of Textbooks/Instruction Materials

Moved by Ms. Robbins, seconded by Mr. Laster to accept the Curriculum and Instruction Committee's recommendation to approve the adoptions of textbooks/instructional materials for the 2023-2024 school year. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Laster, seconded by Ms. Versey to approve the following adoptions of textbooks/instructional materials for the 2023-2024 school year. All ayes. Motion carried unanimously.

- Reveal Advanced Algebra – Grades 9-12 (North & South High Schools)
- Introduction to Personal Finance – Grades 9-12 (North High School)
- Psychology in Everyday Life 6<sup>th</sup> Edition – Grades 10-12 (North & South High Schools)
- Into Literature (Grades 6-8)

Mr. Spielman and Mr. Renzelmann provided overviews of their Executive Summaries for each of the adoptions as well as the background to how the adoptions have worked in the past. Mr. Mancl asked if there could potentially be an issue with any items within the text that would be concerning, or come back to the Board that would be controversial, and Mr. Renzelmann responded that there should not be any concerns.

## **B. HUMAN RESOURCES COMMITTEE**

Moved by Dr. Hein, seconded by Ms. Robbins to accept the Human Resources Committee's recommendation to approve agenda items #1, #2, and #4. All ayes. Motion carried unanimously.

### 1. Appointments

From the committee:

Moved by Ms. Boehmer, seconded by Mr. Mancl to confirm the following appointments. All ayes. Motion carried unanimously.

Mr. Mancl asked for clarification on how starting salaries are determined as the District no longer bases being paid more for having a Master's Degree, and there are differences in starting salaries. Ms. Hintz responded that the starting salary is based on the years of experience within the teaching field, and then she follows the salary scale. Mr. Harvatine clarified that \$43,000 is the starting salary for a brand-new graduate, whereas someone with a higher salary would have more years of teaching experience. Mr. Harvatine explained that the salary for a teacher from outside the District with 12 years of teaching experience, we would look at a current teacher with 12 years of experience and align. Mr. Mancl asked if the years of experience could be included in the teacher's description, and Mr. Harvatine said they could look into that.

## ADMINISTRATORS

Lindsay Charles Grafton, WI	Principal at CHANGE Academy & Coordinator of Special Education	UW-La Crosse	Master's Degree \$90,720.00
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Ms. Charles has been hired as the Principal at CHANGE Academy & Coordinator of Special Education for the 2023-2024 school year. She obtained her Master's Degree in Education from the University of Wisconsin – La Crosse and her Principal certification from Saint Mary's University of Minnesota. Currently, Ms. Charles is an Alternative Education Teacher at Grafton High School. Prior to this, she worked as a Cross Categorical Special Education Teacher at both Grafton High School and Green Tree Elementary in West Bend. Additionally, she served as an Emotional Behavioral Disabilities and Learning Disabilities Teacher at Longfellow Middle School in La Crosse. Ms. Charles was selected as one of three candidates interviewed.

Samantha Hebert Milwaukee, WI	School Psychologist Early Learning Center	UW-Milwaukee	Master's Degree \$62,320.00
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Ms. Hebert has been hired as a School Psychologist for the 2023-2024 school year. She obtained her Master's Degree in School Psychology from the University of Wisconsin - Milwaukee. Ms. Hebert completed her practicum at Longfellow Elementary and Central High School in West Allis-West Milwaukee. Ms. Hebert was selected as one of three candidates interviewed.

Grace Tesmer Plymouth, WI	Coordinator School Nutrition	UW-Green Bay	Master's Degree \$10,266.67 (prorated)
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Ms. Tesmer has been hired as the Coordinator of School Nutrition effective, May 15, 2023. Ms. Tesmer is a Registered Dietitian, School Nutrition Specialist, and is Serv Safe certified. She has been a Food Service Supervisor with the District since April 2022 and previously served as the District's Wellness Dietitian from January 2021 to April 2022. Ms. Tesmer currently serves as a Contracted Dietitian at Fresh Meals on Wheels of Sheboygan County and previously held the position of Food Service Director at Fresh Meals on Wheels. She was the only candidate interviewed.

## TEACHERS

Lindsey Anderson Sheboygan, WI	Science/Social Studies Farnsworth	UW-La Crosse	Bachelor's Degree \$43,454.00
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Ms. Anderson has been hired for the 2023-2024 school year. She is certified in Regular Education and Science. She was one of three applicants interviewed.

Tara Aston Grafton, WI	Speech & Language Pathologist Early Learning Center	University of South Alabama	Master's Degree \$59,454.00
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Ms. Aston has been hired for the 2023-2024 school year. She is certified in Speech and Language Pathology. She was the only candidate interviewed.

Courtney Athorp Howards Grove, WI	Data & Instructional Coach Pigeon River/Lincoln Erdman	Holy Family College	Master's Degree \$69,454.00
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Ms. Athorp has been hired for the 2023-2024 school year. She is certified in Regular Education, Social Studies, Director of Instruction, and Principal. She was one of three candidates interviewed.

Colton Bitter Sheboygan Falls, WI	Social Studies Horace Mann	UW-Green Bay	Bachelor's Degree \$43,454.00
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Mr. Bitter has been hired for the 2023-2024 school year. He will be certified in History and Regular Education. He was one of five candidates interviewed.

Krystin Breitag Farmington Hills, MI	Speech & Language Pathologist Early Learning Center	UW-Whitewater	Master's Degree \$63,954.00
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Ms. Breitag has been hired for the 2023-2024 school year. She is certified in Speech and Language Pathology. She was the only candidate interviewed.

Matthew Brown Wisconsin Rapids, WI	Mathematics Horace Mann	UW-Oshkosh	Bachelor's Degree \$45,454.00
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Mr. Brown has been hired for the 2023-2024 school year. He is certified in Mathematics. He was one of five candidates interviewed.

Wanda Bruxvoort Sheboygan, WI	Fifth Grade Jefferson	Northwestern College	Bachelor's Degree \$68,454.00
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Ms. Bruxvoort has been hired for the 2023-2024 school year. She has been an Educational Assistant with the District since September 2022. She is certified in Regular Education, English as a Second Language, and Reading. She was one of two candidates interviewed.

Sophie Burke Sun Prairie, WI	Third Grade Dual Language Sheridan	UW-Stevens Point	Bachelor's Degree \$56,454.00
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Ms. Burke has been hired for the 2023-2024 school year. She is certified in Early Childhood Special Education, Regular Education, and Bilingual-Bicultural Education. She was the only candidate interviewed.

Emily Butler Sheboygan, WI	Third Grade Wilson	UW-Green Bay	Bachelor's Degree \$43,454.00
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Ms. Butler has been hired for the 2023-2024 school year. She is certified in Regular Education. She was one of five candidates interviewed.

Garrett Cummings Medford, WI	Mathematics South High	Lakeland College	Bachelor's Degree \$53,454.00
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Mr. Cummings has been hired for the 2023-2024 school year. He is certified in Mathematics. He was the only candidate interviewed.

Andrew D'Alberto Grafton, WI	Chemistry South High	Concordia University	Bachelor's Degree \$54,954.00
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Mr. D'Alberto has been hired for the 2023-2024 school year. He is certified in Broad Field Science and Biology and is working towards obtaining certification in Chemistry. He was one of six candidates interviewed.

Nicole Dean Sheboygan, WI	Special Education (EBD) CHANGE Academy	UW-Oshkosh	Bachelor's Degree \$43,454.00
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Ms. Dean has been hired for the 2023-2024 school year. She will be certified in Cross-Categorical Special Education. She was one of two candidates interviewed.

Claudia Dumoulin Green Bay, WI	Art Cleveland & Cooper	St. Norbert College	Bachelor's Degree \$43,454.00
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Ms. Dumoulin has been hired for the 2023-2024 school year. She will be certified in Art Education. She was one of five candidates interviewed.

Jaclyn Gill Menomonee Falls, WI	Deaf and Hard of Hearing District-Wide	UW-Milwaukee	Bachelor's Degree \$49,454.00
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Ms. Gill has been hired for the 2023-2024 school year. She will be certified in Deaf and Hard of Hearing. She was the only candidate interviewed.

Mary Houser Kohler, WI	Assistive Technology Specialist (80%) District-Wide	Marquette University	Master's Degree \$52,363.20 (prorated)
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Ms. Houser has been hired for the 2023-2024 school year. She is certified in Speech and Language Pathology. She was one of five candidates interviewed.

Katherine Kaminski Sheboygan, WI	Art (67%) Pigeon River	Southern Illinois University	Master's Degree \$38,829.18 (prorated)
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Ms. Kaminski has been hired for the 2023-2024 school year. She will be certified in Art Education. She was one of three candidates interviewed.

Gregory Kiehl Sheboygan, WI	Music (50%) Lincoln-Erdman	UW-Milwaukee	Master's Degree \$40,470.50 (prorated)
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Mr. Kiehl has been hired for the 2023-2024 school year. He is certified in Instrumental Music. Prior to his retirement from SASD in June 2021, Mr. Kiehl had served as an instrumental music teacher for 34 years.

Akuma Lor Green Bay, WI	Physical Education Horace Mann	UW-Stevens Point	Bachelor's Degree \$43,454.00
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Mr. Lor has been hired for the 2023-2024 school year. He will be certified in Physical Education and Health. He was one of four candidates interviewed.

Gaelle Lorient-de Swarte Sheboygan, WI	French North High	University Jean Moulin Lynn III France	Bachelor's Degree \$43,454.00
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Ms. Lorient-de Swarte has been hired for the 2023-2024 school year. She will be certified in French. She was the only candidate interviewed.

Peri Luedke Sheboygan Falls, WI	First Grade Lincoln-Erdman	Lakeland College	Bachelor's Degree \$53,454.00
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Ms. Luedke has been hired for the 2023-2024 school year. She is certified in Regular Education and English as a Second Language. She was one of six candidates interviewed.

Caitlin Martens Elgin, IL	English Learner Farnsworth	National Louis University	Master's Degree \$59,454.00
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Ms. Martens has been hired for the 2023-2024 school year. She is certified in English as a Second Language, Regular Education, English/Language Arts, and Reading Teacher. She was the only candidate interviewed.

Jennifer Marx Appleton, WI	English Learner North High	UW-Oshkosh	Bachelor's Degree \$67,454.00
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Ms. Marx has been hired for the 2023-2024 school year. She is certified in English as a Second Language and Spanish. She was the only candidate interviewed.

Jamie Mathews Englewood, CO	Physical Education North High	UW-La Crosse	Bachelor's Degree \$47,454.00
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Mr. Mathews has been hired for the 2023-2024 school year. He is certified in Physical Education, Health, and Adaptive Physical Education. He was one of four candidates interviewed.

Brenna McDonough* Sheboygan, WI	English/Social Studies Farnsworth	Viterbo University	Bachelor's Degree \$43,454.00
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Ms. McDonough has been hired for the 2023-2024 school year. She will be certified in Regular Education. She was one of two candidates interviewed.

Kristi McMullen Plymouth, WI	First Grade Lincoln-Erdman	Ripon College	Bachelor's Degree \$54,954.00
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Ms. McMullen has been hired for the 2023-2024 school year. She is certified in Regular Education. She was one of fourteen candidates interviewed.

Jaden Rieck Sheboygan, WI	Science/Social Studies Farnsworth	Alverno College	Bachelor's Degree \$43,454.00
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Ms. Rieck has been hired for the 2023-2024 school year. She will be certified in Regular Education. She was one of two candidates interviewed.

Kellie Roethel Sheboygan, WI	Art Madison	UW-Milwaukee	Bachelor's Degree \$49,454.00
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Ms. Roethel has been hired for the 2023-2024 school year. She is certified in Art. She was the only candidate interviewed.

Tyson Schuchardt Sheboygan, WI	Social Studies North High	UW-Green Bay	Bachelor's Degree \$43,454.00
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Mr. Schuchardt has been hired for the 2023-2024 school year. He will be certified in History, Broad Field Social Studies, and Regular Education. He was one of seven candidates interviewed.

Zachary Skubal Green Bay, WI	Health Farnsworth	UW-Stevens Point	Bachelor's Degree \$43,454.00
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Mr. Skubal has been hired for the 2023-2024 school year. He will be certified in Health and Physical Education. He was one of five candidates interviewed.

Autumn Smith Sheboygan, WI	Second Grade Pigeon River	UW-Green Bay	Bachelor's Degree \$43,454.00
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Ms. Smith has been hired for the 2023-2024 school year. She will be certified in Regular Education. She was one of three candidates interviewed.

Abigail Steib Phoenix, AZ	Third Grade Lincoln-Erdman	UW-La Crosse	Bachelor's Degree \$45,454.00
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Ms. Steib has been hired for the 2023-2024 school year. She is certified in Regular Education. She was one of fourteen candidates interviewed.

Rachel Swengel Sheboygan, WI	French & World Language Horace Mann	Wellesley College	Bachelor's Degree \$43,454.00
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Ms. Swengel has been hired for the 2023-2024 school year. She will be certified in World Languages. She was one of two candidates interviewed.

Hallie Theune* Sheboygan, WI	Mathematics South High	Lakeland University	Bachelor's Degree \$43,454.00
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Ms. Theune has been hired for the 2023-2024 school year. She will be certified in Mathematics. She was one of two candidates interviewed.

Elise Vollmer* Kohler, WI	Fourth Grade Pigeon River	UW-Green Bay	Bachelor's Degree \$45,454.00
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Ms. Vollmer has been hired for the 2023-2024 school year. She is certified in Regular Education. She was one of four candidates interviewed.

HERITAGE SCHOOL COUNCIL COORDINATOR

Holly Hansen-Grotbeck	June 16, 2023	\$2,500.00 per year (Funded by Endowment)
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NOON HOUR SUPERVISOR

Andrea Canales Aceves Sheridan	May 11, 2023	\$10.00 per hour
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RECREATION DEPARTMENT

Blake Becker	Umpire/Tee Ball Instructor	June 6, 2023	\$13.00 per hour
Makayla Buchner	Summer Adventures Assistant	June 8, 2023	\$14.00 per hour
Cornelia Damkot	Summer Maintenance	June 6, 2023	\$12.00 per hour
Louisa Damkot	Summer Adventures Assistant	June 4, 2023	\$14.00 per hour
Grace Leonhardt	Summer Adventures Assistant	May 22, 2023	\$14.00 per hour
Amy Leynse	Summer Adventures Assistant	June 1, 2023	\$16.50 per hour
Reagan Makela	Summer Adventures Assistant	June 2, 2023	\$14.00 per hour
Kadence Paul	Gymnastics Coach	June 19, 2023	\$13.00 per hour

Emily Presti	Summer Adventures Assistant	June 1, 2023	\$14.00 per hour
Kamryn Rabon	Softball Supervisor	June 6, 2023	\$15.00 per hour
Kaitlyn Udovich	KidStop Childcare	May 17, 2023	\$14.00 per hour
Kamrynn Wiltzius	Baseball/Softball Umpire	June 5, 2023	\$15.00 per hour

SCHOOL NUTRITION

Mariah Warnecke	Supervisor	June 12, 2023	\$26.00 per hour
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SUBSTITUTE EDUCATIONAL ASSISTANTS

Kelly DeRuyter	District-Wide	May 15, 2023
Theresa Gehl	District-Wide	May 15, 2023
Peggy Grimins*	District-Wide	May 22, 2023
Molly Hocevar*	Jackson	May 22, 2023
Tatiana Ruiz	District-Wide	May 30, 2023
Donna Schultz	District-Wide	June 7, 2023
Jessica Sullivan	District-Wide	May 25, 2023

SUBSTITUTE SECRETARIES

Lori Anderson	Jefferson	May 22, 2023
Theresa Gehl	District-Wide	May 15, 2023

SUBSTITUTE TEACHERS

Chad Brandis	Degreed, Non-certified	May 3, 2023
Kellie Broghammer	Emotional Behavior Disabilities	June 9, 2023
Cale Schueffner	Regular Education	June 9, 2023
Jessica Sullivan	Degreed, Non-certified	May 25, 2023
Robert Szyman	Degreed, Non-certified	May 25, 2023
Jennifer Tolman	Degreed, Non-certified	May 2, 2023
Dawson Wilterdink*	Regular Education	May 12, 2023

\*Relative of SASD employee

2. Leave of Absence

From the committee meeting:

Moved by Mr. Mancl, seconded by Ms. Boehmer to approve the following request for a personal leave of absence without compensation. All ayes. Motion carried unanimously.

Robyn Salm	Teacher	North High	October 30, 2023 – June 10, 2024
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3. Separations

From the committee meeting:

The following separations have been granted:

Timothy Becker	Substitute Custodian	Facilities Services	June 13, 2023
Arianna Beltran	CLC Enrichment Assistant	Sheridan	May 24, 2023
Ruth Benedum	Substitute Teacher/Tutor	District-Wide	May 17, 2023
Emma Bretl-Eden	Substitute Teacher	District-Wide	June 8, 2023
Kellie Broghammer	Teacher	Lincoln Erdman	June 8, 2023
Donna Brunbauer	Noon Supervisor	Madison	June 7, 2023
Hayley Burkart	Educational Assistant	Central High	June 7, 2023
Christin Campbell	Teacher	Étude High	June 8, 2023
Morgan Cavnah	Dance Assistant	North High	May 19, 2023
Khao Chang	Educational Assistant	Jefferson	May 18, 2023
Aliza Chavez	Artist in Residence	Étude High	May 19, 2023
Alyssa Conway	Assistant Basketball Coach	North High	May 22, 2023
Kelly DeRuyter	Educational Assistant	Urban	May 12, 2023
Samuel Domine	Teacher	Central High	June 8, 2023
Dee Erdmann	Substitute Cook	District-Wide	May 22, 2023
Azlyn Faust	Educational Assistant	Jefferson	May 9, 2023
Ryan Fladvid	Teacher	South High	June 8, 2023

Bryce Gannigan	Teacher	Étude MS/North	June 8, 2023
Itzchel Garza-Martinez	Secretary	Early Learning Center	June 14, 2023
Ella Gerstner	Summer School Assistant	District-Wide	May 19, 2023
Sara Gigot	Teacher	Jackson	June 8, 2023
Jason Giordano	Teacher	Warriner High	August 15, 2023
Stacy Gottschalk	Noon Supervisor	Madison	June 7, 2023
Bethany Grimins	KidStop Childcare	Recreation Department	June 7, 2023
Lora Hagen	Substitute Teacher/Tutor	District-Wide	May 16, 2023
Lisa Herber	Substitute Teacher	District-Wide	June 8, 2023
Patricia Holmes	Council Coordinator	Heritage School	June 15, 2023
Samuel Hopp	Basketball Instructor	Recreation Department	May 19, 2023
David Kapp	Supvr of Maintenance/Custodian	Central Support	June 30, 2023
Lila Kue	Educational Assistant	Wilson	June 7, 2023
Pa Chia Lee	KidStop Childcare	Pigeon River	May 23, 2023
Pa Nhia Lee	Educational Assistant	Urban	June 7, 2023
Megan Little	Event Worker	North High	May 19, 2023
Madeline Makhouf	Teacher	South High	June 8, 2023
Rebecca Mann	Teacher	Warriner Middle	June 8, 2023
Deborah Noworatzky	Substitute Educational Assistant	District-Wide	June 8, 2023
Kyla Nguyen	Student Lifeguard	North High	May 2, 2023
Sierra Nichols	Educational Assistant	Horace Mann	June 7, 2023
Claire Pelto	Educational Assistant	Étude High	May 26, 2023
Christopher Peterson	Teacher	Urban	June 8, 2023
Samantha Pipp	Teacher	Jefferson	June 8, 2023
Logan Pond	Student Lifeguard	North High	May 2, 2023
Jason Qualls	Cook	Horace Mann	June 7, 2023
Jessica Radschlag	Educational Assistant	Jackson	June 8, 2023
Debra Sawyer	Substitute Teacher	District-Wide	June 8, 2023
Macy Schetter	Event Worker	North High	May 19, 2023
Lisa Schisel	KidStop Childcare	Recreation Department	May 11, 2023
Shelly Schnitzer	Teacher	Étude Elementary	June 8, 2023
David Shoemaker	Substitute Teacher	District-Wide	June 8, 2023
Terry Schwark	Custodian	Horace Mann	August 1, 2023
Ryan Simmelink	Student Lifeguard	South High	May 2, 2023
Joanna Sizer	Teacher	Urban	June 8, 2023
Josphine Sorenson	Lifeguard	North High	May 19, 2023
Lurian Sota Cartegena	Referee	Recreation Department	May 19, 2023
Candy Stasiak	KidStop Childcare	Pigeon River	May 23, 2023
Tabitha Steinbock	Substitute Teacher	District-Wide	June 8, 2023
Dakota Swenson	Substitute Cook	District-Wide	May 22, 2023
Mai Jee Thao	Teacher	Madison	July 11, 2023
Daniel Trossen	Custodian	Pigeon River	May 19, 2023
Christina Veldman	Substitute Educational Assistant	District-Wide	June 7, 2023
Jose Vera	CLE Enrichment Assistant	Sheridan	May 23, 2023
Zachary Webster	Teacher	North High	June 8, 2023
Kailee Whitney	Teacher	Sheridan	June 8, 2023
Shoua Xiong	Educational Assistant	South High	July 20, 2023
John Zemke	Substitute Teacher	District-Wide	June 8, 2023
Kaitlyn Zynda	KidStop Childcare	Pigeon River	May 23, 2023

#### 4. Retirements

From the committee meeting:

Moved by Mr. Mancl, seconded by Ms. Boehmer to grant the following requests to retire and the employees be recognized for their years of service per board policy. All ayes. Motion carried unanimously.

Debra Koehler	Secretary	Student Services	22.85 years of service
Sandra Schroeder	Secretary	Instructional Services	23.90 years of service

5. Internal Administrative Transfer

From the committee meeting:

The following internal transfer (an internal employee moving from one position to another position) for the 2023-2024 school year has been granted:

Jennifer Eisold

Recreation Department Supervisor

Special Education Cross-Categorical Teacher

**C. FACILITIES/RECREATION/THEATRE COMMITTEE**

Moved by Mr. Burg, seconded by Ms. Robbins to accept the Facilities/Recreation/Theatre Committee's recommendation to approve agenda items #1 and #2. All ayes. Motion carried unanimously.

1. Sheboygan Theatre Company Financial Report

From the committee meeting:

Moved by Mr. Laster, seconded by Ms. Ruiz-Harrison to accept the Sheboygan Theatre Company Financial Report through April 30, 2023. All ayes. Motion carried unanimously.

Mr. Koehler reported that the Sheboygan Theatre Company is on track for a positive season. Fundraisers that were held at Acuity and the Plymouth dirt track were very successful.

2. Community Recreation Department Financial Report

From the committee meeting:

Moved by Mr. Laster, seconded by Ms. Robbins to accept the Community Recreation Department Financial Report through April 30, 2023. All ayes. Motion carried unanimously.

Mr. Koehler commented that more than 600 kids are in KidStop this year, and 850 are signed up for the 2023-2024 school year.

3. Facility Permit Report

From the committee meeting:

Mr. Koehler provided the Facility Permit Report through May 31, 2023 for information.

**D. FINANCE & BUDGET COMMITTEE**

Moved by Ms. Ruiz-Harrison, seconded by Mr. Burg to accept the Finance and Budget Committee's recommendation to approve agenda items #1, #2, #3, #4, #5, and #6. All ayes. Motion carried unanimously.

1. Fund 41 Capital Projects

From the committee meeting:

Moved by Dr. Hein, seconded by Mr. Burg to approve the Fund 41 Capital Projects through April 30, 2023, as presented. All ayes. Motion carried unanimously.

Mr. Boehlke reported that \$786,000 was expended and that there is an overlap over the summer when most of the projects are done between June – August. He highlighted that the Administrative Services Building parking lot work is being paid with funds that were designated at the time of purchasing the building.

2. Statement of Cash Flow

From the committee meeting:

Moved by Dr. Hein, seconded by Mr. Burg to approve the Statement of Cash Flow through April 30, 2023, as presented. All ayes. Motion carried unanimously.

3. Revenues & Expenditures Reports

From the committee meeting:

Moved by Mr. Burg, seconded by Dr. Hein to approve the Revenue & Expenditures reports through April 30, 2023, as presented. All ayes. Motion carried unanimously.

Mr. Boehlke noted that the General Fund and Special Education Fund balances are as expected. He explained that the Nutritional Services Fund has a large deficit, which was a result of the District providing free lunch to all students. This was planned as the Department of Public Instruction only allows so much in that fund, and this was a way of spending down that fund.

#### 4. Budget Revisions and Transfers of Appropriations

From the committee:

Moved by Mr. Burg, seconded by Dr. Hein to approve the Budget Revisions and Transfers reports through April 30, 2023, as presented. All ayes. Motion carried unanimously.

<b>GENERAL FUND (FUND 10)</b>	<b>Revised Budget 3-31-23</b>	<b>Revised Budget 4-30-23</b>	<b>Budget Increase (Decrease)</b>
<b>REVENUES</b>			
100 Transfers-in	0.00	0.00	0.00
<b>Local Sources</b>			
210 Taxes	20,759,666.00	20,759,666.00	0.00
240 Payments for Services Provided Local Governments	0.00	36,660.00	36,660.00
260 Non-Capital Sales	281,206.70	289,880.12	8,673.42
270 School Activity Income	152,686.28	190,860.22	38,173.94
280 Interest on Investments	120,000.00	120,000.00	0.00
290 Other Revenue, Local Sources	346,062.91	356,473.28	10,410.37
<b>Subtotal Local Sources</b>	<b>21,659,621.89</b>	<b>21,753,539.62</b>	<b>93,917.73</b>
<b>Other School Districts Within Wisconsin</b>			
340 Payments for Services	1,801,056.00	1,801,056.00	0.00
<b>Revenue from Intermediate Sources</b>			
510 Transit of Aids	75,383.00	75,383.00	0.00
<b>State Sources</b>			
610 State Aid -- Categorical	797,328.00	797,328.00	0.00
620 State Aid -- General	86,781,290.00	86,781,290.00	0.00
630 DPI Special Project Grants	201,708.39	261,308.39	59,600.00
640 Payments for Services	140,000.00	140,000.00	0.00
650 Student Achievement Guarantee in Education	2,252,202.00	2,255,131.00	2,929.00
660 Other State Revenue Through Local Units	17,000.00	17,000.00	0.00
690 Other Revenue	7,658,161.00	7,658,161.00	0.00
<b>Subtotal State Sources</b>	<b>97,847,689.39</b>	<b>97,910,218.39</b>	<b>62,529.00</b>
<b>Federal Sources</b>			
710 Transit of Aids	97,009.00	97,009.00	0.00
730 DPI Special Project Grants	12,014,584.34	12,078,864.34	64,280.00
750 IASA Grants	1,967,695.00	1,967,695.00	0.00
780 Other Federal Revenue Through State	20,000.00	166,929.00	146,929.00
790 Other Revenue from Federal Sources	0.00	0.00	0.00
<b>Subtotal Federal Sources</b>	<b>14,099,288.34</b>	<b>14,310,497.34</b>	<b>211,209.00</b>
<b>Other Financing Sources</b>			
860 Compensation, Fixed Assets	107,847.00	107,847.00	0.00
<b>Other Revenues</b>			
960 Adjustments	0.00	0.00	0.00
970 Refund of Disbursement	276,229.00	276,229.00	0.00

990 Miscellaneous	305,650.78	307,344.40	1,693.62
<b>Subtotal Other Revenues</b>	<b>581,879.78</b>	<b>583,573.40</b>	1,693.62
<b>TOTAL REVENUES</b>	<b>136,172,765.40</b>	<b>136,542,114.75</b>	369,349.35
	<b>Revised Budget 3-31-23</b>	<b>Revised Budget 4-30-23</b>	<b>Budget Increase (Decrease)</b>
<b>EXPENDITURES</b>			
<b>Instruction</b>			
110 000 Undifferentiated Curriculum	23,662,017.30	23,740,942.10	78,924.80
120 000 Regular Curriculum	30,518,867.97	30,527,861.63	8,993.66
130 000 Vocational Curriculum	3,292,342.29	3,309,384.21	17,041.92
140 000 Physical Curriculum	2,961,147.00	2,960,976.00	(171.00)
160 000 Co-Curricular Activities	1,471,631.02	1,451,017.12	(20,613.90)
170 000 Other Special Needs	513,928.00	514,300.00	372.00
<b>Subtotal Instruction</b>	<b>62,419,933.58</b>	<b>62,504,481.06</b>	84,547.48
<b>Support Sources</b>			
210 000 Pupil Services	6,403,891.07	6,383,203.01	(20,688.06)
220 000 Instructional Staff Services	6,531,642.21	6,759,691.21	228,049.00
230 000 General Administration	2,184,687.54	2,207,603.76	22,916.22
240 000 School Building Administration	8,113,042.13	8,043,822.63	(69,219.50)
250 000 Business Administration	22,414,667.55	24,153,280.04	1,738,612.49
260 000 Central Services	1,035,299.10	1,045,002.10	9,703.00
270 000 Insurance & Judgments	1,046,949.00	1,046,949.00	0.00
280 000 Debt Services	0.00	0.00	0.00
290 000 Other Support Services	2,845,917.10	2,889,720.61	43,803.51
<b>Subtotal Support Sources</b>	<b>50,576,095.70</b>	<b>52,529,272.36</b>	1,953,176.66
<b>Non-Program Transactions</b>			
410 000 Inter-fund Transfers	14,363,678.39	14,363,678.39	0.00
430 000 Instructional Service Payments	15,454,369.76	15,506,298.60	51,928.84
490 000 Other Non-Program Transactions	10,000.00	10,000.00	0.00
<b>Subtotal Non-Program Transactions</b>	<b>29,828,048.15</b>	<b>29,879,976.99</b>	51,928.84
<b>TOTAL EXPENDITURES</b>	<b>142,824,077.43</b>	<b>144,913,730.41</b>	2,089,652.98

<b>SPECIAL EDUCATION (FUND 27)</b>	<b>Revised Budget 3-31-23</b>	<b>Revised Budget 4-30-23</b>	<b>Change in Budget</b>
<b>TOTAL REVENUES</b>	<b>23,057,042.39</b>	<b>23,058,327.39</b>	1,285.00
100 000 Instruction	19,106,505.00	19,107,234.00	729.00
200 000 Support Services	3,810,537.39	3,811,093.39	556.00
400 000 Non-Program Transactions	140,000.00	140,000.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>23,057,042.39</b>	<b>23,058,327.39</b>	1,285.00

5. Confirmation of Sale of House Construction Project

From the committee meeting:

Moved by Ms. Boehmer, seconded by Mr. Burg to approve administration's request to sell the residential property at 5510 Chime Lane, Sheboygan, WI, for the amount of \$424,900, which is owned by the school district and is no longer needed for school purposes. All ayes. Motion carried unanimously.

Mr. Duff explained that the District received an offer of \$424,900 to purchase this year's house construction project. He noted that after the realtor fees and building costs, there should be a net of \$118,000 which will go towards the next house construction project. He highlighted that the District has one additional lot in Stonebrook Crossing that would be used for the 2023-2024 house construction project. This house was featured in the Sheboygan County Tour of Homes.

## 6. Fund Balance Designation

From the committee meeting:

Moved by Dr. Hein, seconded by Mr. Burg to approve the fund balance designations for the fiscal year ending June 30, 2023, as presented. All ayes. Motion carried unanimously.

Mr. Boehlke explained that it is a Governmental Accounting Standards Board (GASB) requirement that fund balance designations occur at the end of the fiscal year, which ends June 30, 2023. These are previous designations with the current balances. The administration will present recommendations to the Board in November to adjust the proposed fund balance designations based on the closing of the 2022-2023 fiscal year and after the completion of the audit.

## 7. Gifts

From the committee meeting:

Administration presents the following list of gifts to the District.

<u>Gift</u>	<u>Donor</u>	<u>Building/Program</u>	<u>Amount</u>
<u>For Information</u>			
Monetary	Sheb Cty Baseball Association	South/Baseball	150.00
Monetary	Barbara/Nicholas Meriggioli	Wilson	1,000.00
Snacks	Yvette Scherer	Longfellow (for carnival)	60.00
Fidget Spinners	Kevin Karas/Karas Kreate	Longfellow (for carnival)	258.00
Palo Popcorn (30 bags)	Palo Foods, Inc.	Lincoln-Erdman (PBIS raffle)	68.70
Gift Certificates	Tom & Jerry's Mini Golf	Lincoln-Erdman (PBIS raffle)	39.00
Tickets	Milwaukee Admirals	Lincoln-Erdman (PBIS raffle)	64.00
Gift Certificates	Biggby Coffee	Lincoln-Erdman (PBIS raffle)	96.00
Gift Certificates	Blast Soft Serve	Lincoln-Erdman (PBIS raffle)	60.00
Gift Certificates	Crumbl Cookies	Lincoln-Erdman (PBIS raffle)	24.00
Admission Passes	Discovery World Museum	Lincoln-Erdman (PBIS raffle)	80.00
Tickets	Green Bay Gamblers	Lincoln-Erdman (PBIS raffle)	144.00
Pokemon Prize Pack	The Gameboard	Lincoln-Erdman (PBIS raffle)	50.00
Gift Certificates	Harbor Pointe Mini Golf	Lincoln-Erdman (PBIS raffle)	16.00
Tickets	Wisconsin Herd	Lincoln-Erdman (PBIS raffle)	30.00
Putty & Colored Pencils	JMKAC	Lincoln-Erdman (PBIS raffle)	60.00
Admission Passes	Milwaukee Public Museum	Lincoln-Erdman (PBIS raffle)	96.00
Swag Bags	Green Bay Packers Give Back	Lincoln-Erdman (PBIS raffle)	40.00
Tickets	Sheboygan A's	Lincoln-Erdman (PBIS raffle)	10.00
Gift Certificates	South Pier Parlor	Lincoln-Erdman (PBIS raffle)	105.00
Passes	Strand Adventures	Lincoln-Erdman (PBIS raffle)	420.00
Gift Certificates	Sunset Hills Golf Course	Lincoln-Erdman (PBIS raffle)	24.00
Tickets	Milwaukee Wave	Lincoln-Erdman (PBIS raffle)	38.00
Tickets	Wisconsin Timber Rattlers	Lincoln-Erdman (PBIS raffle)	56.00
Gift Certificates	Tomsons of Appleton, Inc.	Lincoln-Erdman (PBIS raffle)	169.00
Monetary	Carla Sorenson	North (Track & Field)	2,000.00
Trombone	Richard/Kristine Riley	Horace Mann	150.00
Monetary	Joanne Howe	Urban (Yearbook donation)	162.00
Monetary	Northeastern WI Area Health Ed Ctr	Urban	1,000.00
Monetary	Debbie Bennin	Sheboygan Theatre Company	20.00
Monetary	Wayne/Kate Orsted	Sheboygan Theatre Company	100.00
Monetary	David/Linda Schulz	Sheboygan Theatre Company	50.00
Monetary	Tom/Eileen	Sheboygan Theatre Company	100.00
Monetary	Chris Hembel	Sheboygan Theatre Company	100.00
Monetary	Jean/Bill Worth	Sheboygan Theatre Company	500.00
Monetary	Matt/Denice Klett	Sheboygan Theatre Company	100.00
Monetary	Mike/Chris Short	Sheboygan Theatre Company	150.00
Monetary	Lynn/Jim Glavan	Sheboygan Theatre Company	150.00
Monetary	Mark/Margie Verhelst	Sheboygan Theatre Company	100.00
Monetary	Elizabeth Haag	Sheboygan Theatre Company	25.00
Monetary	Paul Weber	Sheboygan Theatre Company	48.72
Monetary	Robert Weber	Sheboygan Theatre Company	46.72
Monetary	Tammy/Paul Corson	Sheboygan Theatre Company	75.00
Monetary	Wayne/Mary Novak	Sheboygan Theatre Company	50.00

Monetary	Robert/Barbara Ramm	Sheboygan Theatre Company	25.00
Monetary	Alan Ambrosius	Sheboygan Theatre Company	25.00
Monetary	Dennis Halloran	Sheboygan Theatre Company	25.00
Monetary	Coleen Allee	Sheboygan Theatre Company	75.51
Monetary	James/Deborah Van Alstine	Sheboygan Theatre Company	58.10
Monetary	Lisa Lehmann	Sheboygan Theatre Company	35.10
Monetary	Richard/Janice Schukow	Sheboygan Theatre Company	25.00
Monetary	Kory Bajus	Sheboygan Theatre Company	50.00
Monetary	Tim/Sandy Lorenz	Sheboygan Theatre Company	200.00
Monetary	Thomas Schmelter	Sheboygan Theatre Company	25.00
Monetary	Stephen Werner	Sheboygan Theatre Company	25.00
Monetary	Tom/Doris Dann	Sheboygan Theatre Company	25.00

**E. SPECIAL BOARD COMMITTEES/ASSIGNMENTS**

1. Sheboygan Public Education Foundation – Ms. Boehmer shared the Foundation’s new logo and noted their new website will have a direct giving link for donations. The All in for Education event is set for November 3, 2023.
2. Hazardous Review Committee – Moved by Mr. Burg, seconded by Mr. Laster to approve the Hazardous Review Committee recommendation to recertify the current hazardous walking areas for the 2023-2024 school year. All ayes. Motion carried unanimously.

**COMMUNICATIONS**

Communications were received.

**FUTURE MEETING DATES**

July 11, 2023 – Committee meetings at 6:00 p.m.; July 25, 2023 - Regular Board of Education meeting at 6:00 p.m.

There will be one meeting in July. July 25, 2023 – Committee meetings at 6:00 p.m.; Regular Board of Education meeting at 6:30 p.m.

**ADJOURN**

Moved by Mr. Mancl, seconded by Dr. Hein to adjourn at 8:12 p.m. All ayes. Motion carried unanimously.

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Seth A. Harvatiné  
 Superintendent & Secretary of the Board

# EXECUTIVE SUMMARY

## FOR THE SHEBOYGAN AREA SCHOOL BOARD

**Topic:** Addendum to Contract for Sheboygan Leadership Academy

**Date:** July 25, 2023

**Prepared by:** Eric Spielman, Coordinator – Student and Instructional Services

**Recommended action:** Information only  
 Presentation/Discussion  
 Discussion/Possible Action by Committee  
 X Discussion/Possible Action by Board of Education  
 Presentation/Possible Action next meeting

**Purpose:** An addendum to the Sheboygan Leadership Academy contract is being proposed. The updated language will bring Sheboygan Leadership Academy into alignment with the contract approved for Lake Country Academy, which goes into effect in 2023-2024.

**How does this relate to the Principles of Equity:** The addendum ensures equity of funding among our non-instrumentality schools.

**Recommendation:** Approval of the addendum to the contract for Sheboygan Leadership Academy.

### Background:

- **Who is affected?** Sheboygan Leadership Academy and the Sheboygan Area School District
- **What is the cost and budget impact?** The District will pass the additional \$325 in per student revenue to Sheboygan Leadership Academy.
- **How will this be implemented and what is the timing?** This would be implemented for the 2023-2024 school year.
- **How will we assess if this is successful?** The continued partnership between the Sheboygan Area School District and Sheboygan Leadership Academy.

**Attachments:** Proposed addendum

ADDENDUM TO CONTRACT  
BETWEEN THE SHEBOYGAN AREA SCHOOL DISTRICT  
AND SHEBOYGAN LEADERSHIP ACADEMY, INC

The undersigned parties to a Charter School contract commencing July 1, 2022, agree to modify the existing Contract (current through June 30, 2027) as set forth below:

1. The provision which states:

WHEREAS, 22. Payments to Sheboygan Leadership Academy For Pupils Enrolled.

The following describes the manner in which SLA will receive per pupil Full-Time Equivalent (FTE) rate for SLA students in the 2022-2023 school year.

Pre-Kindergarten:                      In-District - \$5,278\*

K-8:    In-District - \$8,797\*

\*The above are 2020-2021 allocations and will be adjusted based upon the 2022-2023 budget.

**In subsequent years the per pupil FTE rate for SLA students will be an equal proportion of the per pupil FTE rate of the district.**

Shall be modified as follows to revise the per pupil FTE rate for SLA students in subsequent years to match any per pupil FTE increase the district receives.

WHEREAS, 22. Payments to Sheboygan Leadership Academy For Pupils Enrolled.

The following describes the manner in which SLA will receive per pupil Full-Time Equivalent (FTE) rate for SLA students in the 2022-2023 school year.

Pre-Kindergarten:                      In-District - \$5,278\*

K-8:    In-District - \$8,797\*

\*The above are 2020-2021 allocations and will be adjusted based upon the 2022-2023 budget.

**In subsequent years, the per pupil FTE rate for SLA students will be determined using the per pupil member amount allowed under the revenue limit and per pupil categorical aid. The amount SLA receives will change at the same dollar amount as the change received by the district.**

2. Section

To SASD:  
Attn: Seth Harvatine  
Superintendent  
3330 Stahl Rd  
Sheboygan, WI 53081

To Sheboygan Leadership Academy:  
Attn: Laura Studee  
Administrator  
1305 St. Clair Ave  
Sheboygan, WI 53081

3. All other provisions of the Contract remain in effect.

SHEBOYGAN AREA SCHOOL DISTRICT  
BOARD OF EDUCATION

SHEBOYGAN LEADERSHIP ACADEMY

By: \_\_\_\_\_  
President, Board of Education

By: \_\_\_\_\_  
President, Sheboygan Leadership  
Academy Governance Board

By: \_\_\_\_\_  
Board of Education Clerk

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

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

Book	Policy Manual
Section	0000 Bylaws
Title	DEFINITIONS
Code	po0100*jjh
Status	First Reading
Adopted	October 22, 2013
Last Revised	September 27, 2022

## 0100 - **DEFINITIONS**

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

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

### **Administrative Guideline**

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

### **Administrator**

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

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

### **Apps and Services**

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

### **Board**

The School Board also commonly referred to as the Board of Education. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

### **Bylaw**

Rule of the Board for its own governance.

### **Classified**

An employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

### **Clerk**

The chief clerk of the Board of Education. (See Bylaw 0171.3)

### **District**

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

### **District Administrator**

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

### **Due Process**

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

### **Full Board**

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

### **Information Resources**

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

### **Law Enforcement Officer(s) or Agency(ies)**

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

### **Legal Custodian of Records**

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

### **Legal Notice**

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

### **May**

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

### **Medical Advisor**

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

### **Meeting**

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

### **Official Newspaper**

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

### **Parent**

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

### **Personal Communication Devices**

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

**Policy**

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

**President**

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

**Principal**

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

**Professional Staff Member**

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

**Relative**

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

**School Nurse**

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

**School Official**

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her/their tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Students Records.

**Shall**

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

**Social Media**

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

**Student**

A person who is officially enrolled in a school or program of the District.

**Support Staff**

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

**Treasurer**

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

### **Vice-President**

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

### **Voting**

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

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

Revised 10/27/15

Revised 8/22/17

Revised 1/23/18

Revised 3/24/20

Revised 7/27/21

Revised 3/22/22

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Book	Policy Manual
Section	0000 Bylaws
Title	ASSOCIATION MEMBERSHIPS
Code	po0175*jjh
Status	First Reading
Adopted	October 22, 2013

#### 0175 - **ASSOCIATION MEMBERSHIPS**

The Board of Education may maintain membership in the National School Boards Association, and the Wisconsin Association of School Boards, and/or the Consortium of State School Board Associations, and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the District Administrator and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

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Book	Policy Manual
Section	2000 Program
Title	SPECIAL OBSERVANCE DAYS
Code	po2221*jjh
Status	First Reading
Adopted	October 22, 2013

#### 2221 - **SPECIAL OBSERVANCE DAYS**

In compliance with the Wisconsin School Laws, the Board of Education directs the District Administrator to ensure that the following days, and any additional days proclaimed by the Governor, are appropriately observed in all schools:

January 15th	Martin Luther King Jr. Day
February 12th	Abraham Lincoln's Birthday
February 15th	Susan B. Anthony's Birthday
February 22nd	George Washington's Birthday
March 4th	Casimir Pulaski Day
March 17th	The Great Hunger
April 9th	Prisoners of War Remembrance Day
April 13th	American Creed Day
April 19th	Patriot's Day
April 22nd	Environmental Awareness Day
Last Friday in April	Arbor Day *except that of the Governor by proclamation sets apart one (1) day to be designated as Arbor and Bird Day under State law, that day shall be appropriately observed.
June 14th	Robert La Follete Sr. Day
<b>September 11th</b>	A day to remember the attacks that occurred on September 11, 2001, and to honor law enforcement officers and firefighters.
September 28th	Frances Willard Day
Wednesday of the third week in September	as part of Wonderful Wisconsin Week
Friday of the 3rd week in September	POW-MIA Recognition Day

Wednesday of the 4th  
week in September      Bullying Awareness Day

October 9th      Leif Erikson Day

October 12th      Christopher Columbus's Birthday

November 11th      Armistice Day

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Legal      14.16, 118.02, 118.025, Wis. Stats.

Book	Policy Manual
Section	7000 Property
Title	STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02*jjh
Status	First Reading

### **7530.02 - STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per-use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

#### **Conducting District Business Using a PCD**

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages that concern District business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements.

#### **Safe and Appropriate Use of a PCD**

Employees and school officials are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using a PCD while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

#### **Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements**

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using his/her PCD in accordance with the District's requirements.

Cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records, and ESI subject to a litigation hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her PCD.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records, and/or ESI that is subject to a litigation hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD.

Failure to comply with these requirements may result in disciplinary action.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator so a determination can be made as to whether any public records, students records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers
- E. student personally identifiable information
- F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

It is suggested that employees and school officials lock and password-protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

### **Privacy Issues**

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

### **Potential Disciplinary Action**

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.

Legal	34 C.F.R. Part 99
	20 U.S.C. 1232g
	Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)
	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Book	Policy Manual
Section	7000 Property
Title	TECHNOLOGY
Code	po7540*jjh
Status	First Reading
Adopted	October 22, 2013
Last Revised	August 22, 2017

## 7540 - **TECHNOLOGY**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Students' use of District technology resources (see definition in Bylaw 0100 - Definitions) is a privilege not a right. Students and their parents ~~must sign and submit a Student Technology Acceptable Use and Safety form annually. (see also, comply with~~ Policy 7540.03 - Student Technology Acceptable Use and Safety.)

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

The District Administrator shall create a Technology Governance Committee ~~(see AG 7540B)~~ to oversee and guide the development of the DTP. The District Administrator shall appoint individuals to the Technology Governance Committee that include representatives of all educational, administrative, and business/operational areas in the District.

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

The District Administrator, in conjunction with the Technology Governance Committee shall review the DTP and recommend the approval of any changes, amendments, or revisions to the Board annually.

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

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, ~~which is defined in Bylaw 0100 - Definitions,~~ to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying.

For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e/g/. interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch} Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving email through the use of District-issued email accounts.

Staff may use social media for business-related purposes. Authorized staff may use District technology resources to access and use social media to promote achievements of staff and students, provided the District Administrator approves, in advance, such access and use. Use of social media for business-related purposes is subject to Wisconsin's public records laws and staff members are responsible for archiving their social media and complying with the District's records retention schedule. See Policy 8310 – Public Records, AG 8310A – Public Records, and AG 8310D – Records Retention and Disposal.

Instructional staff and their students may use District technology resources to access and use social media for educational purposes, provided the principal approves, in advance, such access and use.

Revised 4/26/16

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Legal

Wis. Stats. 947.0125, 948.11

Book	Policy Manual
Section	8000 Operations
Title	EPIDEMICS AND PANDEMICS
Code	po8420.01*jjh
Status	First Reading
Adopted	September 22, 2020

#### 8420.01 - EPIDEMICS AND PANDEMICS

Epidemics and pandemics, although related, are different. The Centers for Disease Control and Prevention (CDC) defines an epidemic as "an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area," and a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people." To address epidemics and pandemics, the District Administrator shall ~~establish an Epidemic/Pandemic Response Team ("EPRT") to develop an Epidemic/Pandemic Plan in coordination with local government and law enforcement officials. The EPRT may work as part of or in coordination with the Environmental Safety Committee and the plan~~ Epidemic/Pandemic Plan may be developed in accordance with ~~the plan developed pursuant to~~ Policy 8405 - Environmental Health and Safety Program. District administration is granted authority to take appropriate action as required in any instance where the District's plan ~~is inadequate or~~ does not cover the particular situation being addressed, and the urgency of the situation dictates the necessity for immediate decisive action.

The Epidemic/Pandemic Plan should include:

- A. a communication method for school schedule changes, busing changes, and school closures;
- B. a designee responsible for communicating with the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services, and other governmental entities;
- C. an educational pandemic prevention program for staff and students;
- D. provision for the business office to maintain continuity of operations during an epidemic or pandemic;
- E. provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;
- F. procedures for preventing the spread of infectious diseases during an epidemic or pandemic, including routine cleaning of school sites;
- G. procedures for staff and student absences and extended leaves of absence due to an epidemic or pandemic;
- H. procedures for isolation and possible transportation of students and staff who become ill at school due to an epidemic or pandemic;
- I. a plan of communication regarding epidemic and pandemic status to students, parents, and staff, including any restrictions imposed on staff or students upon travel to affected areas, which may include quarantine periods if recommended by authoritative health agencies;
- J. a plan for operating the District with less staff due to an epidemic or pandemic;
- K. a designee responsible for establishing timelines within the Epidemic/Pandemic Plan and ensuring that such timelines are met and implementation of the plan occurs;
- L. other emergency procedures necessary for the District to deal with an epidemic or pandemic;
- M. a plan for determining whether to cancel any planned staff or student travel, including field trips, competitions or performances, study abroad programs, or other travel that may involve travel to affected areas.

The Epidemic/Pandemic Plan should be reviewed annually ~~by the EPRT~~ and updated as appropriate.

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Book	Policy Manual
Section	8000 Operations
Title	CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES
Code	po8450*jjh
Status	First Reading
Adopted	October 22, 2013
Last Revised	September 22, 2020

#### 8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

#### Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, a teacher, school nurse, office staff, or the building principal will isolate the student in the building and contact the parents/guardians and may choose to send the student home. The staff members shall notify the parent(s) of the student, the Principal, and also contact the Sheboygan and/or Manitowoc County Health Department(s) to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those Protocols established by the Wisconsin Department of Health Services shall be followed.

The District Administrator is authorized to shall develop administrative guidelines for the control of communicable disease that shall include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the Wisconsin Department of Health services.

#### Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic. See Policy 8420-01 - Epidemics and Pandemics.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;
- D. parent/and/or student groups; and
- E. other resources developed for and specific to the circumstances facing the District.

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Legal 252.10, 252.19, 252.21, Wis. Stats.

Book	Policy Manual
Section	8000 Operations
Title	RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800*jjh
Status	First Reading
Adopted	October 22, 2013
Last Revised	August 2, 2022

### 8800 - RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the place of worship, if any, of the individual's choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family. The Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercises of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. The instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

The Board acknowledges that it is prohibited from adopting any ~~Students are not prohibited by this policy or rule respecting or promoting an establishment of religion or prohibiting any student from any guideline promulgated pursuant to this policy, from engaging in the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate, or on an individual basis in a manner that does not disrupt the educational process.~~

~~Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged.~~ Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies. The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

~~In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.~~

~~Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.~~

~~Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.~~

Revised 12/12/17  
Revised 12/14/21  
T.C. 8/2/22

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Legal                    118.06(2), Wis. Stats.  
                                 20 U.S.C. 4071 et seq.  
                                 29 C.F.R. 1910.1030

Book	Policy Manual
Section	8000 Operations
Title	PATRIOTIC ACTIVITIES AND OBSERVANCES
Code	PO8802
Status	First Reading

**8802 - PATRIOTIC ACTIVITIES AND OBSERVANCES**

In accordance with the U.S. Flag Code requirements, the flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

The District may offer students and staff a Moment of Silence to commemorate a significant event that has significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the District Administrator's decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity.

Legal	118.06, Wis. Stats.
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