



**Tuesday, September 12, 2023**

**Time:** 6:15 p.m. – 6:25 p.m.

**CHAIR:** Ms. Ruiz-Harrison

**MEMBERS:** Mr. Burg, Vice Chair  
Ms. Boehmer  
Dr. Hein

**Note:** This meeting will be held in the Superintendent's Conference Room

*\*Starting/ending times may vary*

*(A quorum of the Board may be present)*

The Finance and Budget Committee meeting will be held in the Superintendent's Conference Room, 3330 Stahl Road, Sheboygan, Wisconsin on **Tuesday, September 12, 2023 at 6:15 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 Superintendent's Conference Room. 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: 825 4785 0027 and Passcode: 385850 or <https://us06web.zoom.us/j/82547850027?pwd=VEF1ZmNTQ053VnFOV0h1WTIiUE02QT09> at the scheduled meeting time.

### **REPORT TO THE FINANCE & BUDGET COMMITTEE AGENDA**

- 1 min. **1. FUND 41 CAPITAL PROJECTS – Mr. Mark Boehlke** (Information)  
No Fund 41 Capital Projects report until completion of the audit.
- 1 min. **2. STATEMENT OF CASH FLOW – Mr. Mark Boehlke** (Information)  
No statement of cash flow report until completion of the audit.
- 1 min. **3. REVENUES & EXPENDITURES REPORTS – Mr. Mark Boehlke** (Information)  
No revenue and expense reports until completion of the audit.
- 1 min. **4. BUDGET REVISIONS & TRANSFERS OF APPROPRIATIONS – Mr. Mark Boehlke** (Information)  
No budget revisions and transfers of appropriations until approval of the original budget.
- 2 min. **5. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8600.01 – USE OF VIDEO MONITORING SYSTEMS ON SCHOOL BUSES – Mr. Mark Boehlke** (Discussion/Possible Action)  
The administration recommends the introduction of (first reading) of the following revised policy:
- Policy 8600.01 – Operations; Use of Video Monitoring Systems on School Buses

2 min. **6. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 7440 – FACILITY SECURITY – Mr. Mark Boehlke** (Discussion/Possible Action)

The administration recommends the introduction of (first reading) of the following revised policy:

- Policy 7440 – Property; Facility Security

1 min. **7. GIFTS – Mr. Mark Boehlke** (Action)

Administration presents the following list of gifts to the District, requesting approval for those \$2500 and greater.

<u>Gift</u>	<u>Donor</u>	<u>Building/Program</u>	<u>Amount</u>
<u>For Information</u>			
Backpacks w/supplies	Anne Holzem	Wilson	250.00
Monetary	Tim/Sandy Lorenz	Sheboygan Theatre Company	245.00
Monetary	Joe/Cindy Klapperich	Sheboygan Theatre Company	20.44
Monetary	Vollrath Company	Sheboygan Theatre Company	1,000.00
Monetary	Angie Vergowe	Sheboygan Theatre Company	35.00
Monetary	Ardis Mani	Sheboygan Theatre Company	35.00
Monetary	Noel Miller	Sheboygan Theatre Company	60.00
Monetary	Jason Shockley	Sheboygan Theatre Company	700.00
<u>For Action</u>			
Monetary	Kohler Company	North (Red Raider Robotic Sponsorship-Branding for Team)	37,500.00

Book	Policy Manual
Section	8000 Operations
Title	Use of Video Monitoring Systems On School Buses
Code	po8600.01mb
Status	
Adopted	October 22, 2013

#### 8600.01 - **USE OF VIDEO MONITORING SYSTEMS AND AUDIO SURVEILLANCE ON SCHOOL BUSES**

It is the policy of the Sheboygan Area School District to use video cameras and audio surveillance on school buses for the purpose of enforcing school bus rules with a view to preventing student misconduct and vandalism on buses.

Parents/Guardians will be notified, in writing, at least once a year that video cameras and audio surveillance is being used on school buses. The notice will advise parents/guardians that a video and audio recorder may or may not be present on a particular bus each day and that a recording may or may not be prepared as a result. Such notification will be provided each year during student registration and to new students as they register during the year. This policy will be discussed with students at least once each school year.

A sign will be placed at the front of each bus indicating that a video camera and audio surveillance may be present. This sign will be written in English and other languages spoken by students.

Video cameras and audio surveillance shall be rotated among buses on an as-needed basis. The presence or absence of the camera and audio surveillance will not be disclosed to passengers. School building administrators, the bus transportation contractor, or individual drivers may request that the video camera and audio surveillance be placed on a specific bus on designated dates. The Transportation Manager, Supervisor, in consultation with School District Administration and the transportation contractor, shall review and approve these requests.

Preliminary review of video tapes and audio may be conducted by the District's Transportation Manager/Supervisor. Further review may be conducted by the bus contractor manager, bus drivers, and administrators of the District as authorized by the Transportation Manager/Supervisor, in consultation with District administration, for the purpose of enforcing school bus rules as to specific students. Decisions regarding discipline actions shall be made by the building administrator, in consultation with the Transportation Manager/Supervisor and bus contractor. Disciplinary action may be taken against students based on video and/or audio documentation of misconduct in accordance with Board of Education Policy and State law. The isolated segment of the video tape and/or audio that documents student misconduct may be viewed by the identified student(s) and/or his/her/their parent(s)/guardian(s), in the presence of a school administrator(s). The building administrator will prepare a record of the names of all persons viewing the video tape and/or audio and the date. The record will be maintained by the building administrator as a student record.

Requests for disclosure of school bus video tapes and/or audio segments will be presented to the Superintendent for decision. If there is a determination to release all or part of a tape or video and/or audio segment, a true and correct copy will be disclosed, not the original. It is the position of the School District that school bus video tape recordings of students are student records and exempt from public disclosure under the public records statute.

The District administration may authorize members of the faculty, a guidance counselor, school psychologist, social worker or other person with a legitimate educational interest to view segments of a specific video tape and/or audio for the purpose of providing educational and related services to specific students. A record will be prepared of the date and names of the persons viewing the video tape and/or audio, and maintained by the building administrator as a student record.

Video tape and/or audio segments used for disciplinary purposes will be maintained by the Assistant Superintendent for Student and Instructional Services as student records. The tape segments are subject to destruction in conformance with Section 188.125(3), Stats. as behavioral records.

~~A video tape which does not record student misconduct or other serious incidents, including student injuries and motor vehicle accidents, and which will not be used for the purpose of enforcing school bus rules, may be erased and reused after 120 days.~~

Video tape and/or audio segments which are used to provide educational and related services will be maintained by the Assistant Superintendent for Student and Instructional Services as student behavioral records under Section 118.125, Stats.

Video tape and/or audio segments which record other serious incidents, including student injuries and motor vehicle accidents, will be maintained indefinitely and destroyed only in conformance with State law.



Book	Policy Manual
Section	7000 Property
Title	FACILITY SECURITY
Code	po7440mb
Status	
Adopted	October 22, 2013
Last Revised	December 11, 2018

#### 7440 - **FACILITY SECURITY**

~~Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.~~

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

The District Administrator shall develop and supervise ~~a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment~~ **School Safety Plan** in compliance with State and Federal laws, ~~as described in Policy 8420. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.~~

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

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

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

The District Administrator is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property.

#### **Public Access to School Facilities**

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

- A. The building administrator shall designate one (1) entry into the school for use by visitors. This entry shall be the entry closest to the main office. All other exterior doors on the building shall be locked during the instructional day.
- B. All persons other than students and building staff shall check in with the main office of the building and shall complete a visitor log. Each visitor shall be given a visitor tab that shall be worn at all times while in the building.
- C. All visitors are expected to sign out prior to departing the building.

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

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

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

### Parents as Visitors

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

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

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

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

### Court Imposed Restrictions

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

### Sex Offenders on School Property

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

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

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

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

### Sheboygan Area School District

#### Gift Identification Form For Gifts With A Value Of \$2,500 Or More

Gifts valued at \$2,500 or more can not be accepted in any manner without Board approval.

Description of gift: RRR Sponsorship (\$37,500)  
FLL, FTC, FRC

Conditions of acceptance (if any): Brandy for team

If there are any expenses or budgetary considerations as a result of acceptance of this gift please describe:

Please include the following if applicable: Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Unit Value: \_\_\_\_\_ Serial No: \_\_\_\_\_  
Total Value: \_\_\_\_\_ Original Purchase Price: \_\_\_\_\_  
Quantity Received: \_\_\_\_\_ Date Received: 1/1/

Donor Information: Organization or name of Donor: Kohler Co.  
Donor Address: \_\_\_\_\_

How/Where Gift will be used: RRR budget

Acceptance Recommended By: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Board Acceptance: \_\_\_\_\_ (Feb 98)