



**SHEBOYGAN AREA**  
— SCHOOL DISTRICT —

**Tuesday, May 11, 2021**

**Time:** 6:30 p.m. – 6:45 p.m.

**CHAIR:** Mr. Mancl

**MEMBERS:** Dr. Hein, Vice Chair  
Mr. Laster  
Mr. Whelton

**Note:** This Committee will meet in Room 3206

\*Starting/ending times may vary

(a quorum of the Board may be present)

Please note that due to the precautions recommended during the current COVID-19 health emergency, 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 Board Room. In addition, in the interest of social distancing recommended by health officials as well as the governmental limits on the size of gatherings, the District is offering audio and video access to the meeting via phone connection by calling 1-650-779-0324 with access code 352 669 207# or at [meet.google.com/ufo-voev-zgd](https://meet.google.com/ufo-voev-zgd) the scheduled meeting time. (Please be aware that a Google account is needed in order to access the meeting from this link.)

**REPORT TO THE HUMAN RESOURCES COMMITTEE  
AGENDA**

2 min. **1. APPOINTMENTS – Ms. Andrea Holschbach** (Confirming Action)

The administration recommends the following appointments be confirmed:

**EDUCATIONAL ASSISTANTS**

Kalin Colberg	Horace Mann	April 26, 2021	\$12.80 per hour
Elizabeth Garcia	Urban	April 9, 2021	\$12.80 per hour
Carrissa Gregory	Farnsworth	April 6, 2021	\$12.80 per hour
Brenda Miron	Madison	April 8, 2021	\$12.80 per hour
Ashley Schmidt	Longfellow	April 15, 2021	\$12.80 per hour

**EVENT WORKERS**

Todd Dulmes	North High	April 28, 2021	\$11.21 per hour
Addison Mattox	South High	April 28, 2021	\$11.21 per hour

**RECREATION DEPARTMENT**

Sophia Gielow	Aquatic Aide	April 15, 2021	\$9.75 per hour
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**SECRETARY**

Rebecca Huberty	Longfellow	April 14, 2021	\$15.20 per hour
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**SUBSTITUTE EDUCATIONAL ASSISTANTS**

Emily Hansell	District-wide	April 15, 2021	
Samantha Jandre	District-wide	April 16, 2021	

**SUBSTITUTE FOOD SERVICE**

Sally Weber	Central	April 28, 2021	
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**SUBSTITUTE TEACHERS**

Barbara Alvarez	Degreed, Non-certified		
Lani Goeser	Degreed, Non-certified		
Heidi Mignonne	Degreed, Non-certified		

EXTRA PAY FOR EXTRA SERVICE (COACHES / ADVISORS)

Horace Mann

Mykalene Bordeau	Internal Candidate	Track and Field Coach	\$1,250.00
Toni Czekala	External Candidate	Tennis Coach	Unpaid Volunteer

Urban

Jennifer Brault	External Candidate	Tennis Coach	Unpaid Volunteer
Kelly DeRuyter	External Candidate	Tennis Coach	Unpaid Volunteer
Carrie Green	External Candidate	Track and Field	Unpaid Volunteer
Charles Green	External Candidate	Track and Field	Unpaid Volunteer
Michelle Johnson	External Candidate	Track and Field	Unpaid Volunteer
Julie Maddalena	External Candidate	Tennis Coach	Unpaid Volunteer
Elise Opel	External Candidate	Tennis Coach	Unpaid Volunteer

North High

Tanner Good	Internal Candidate	Asst. Football Coach	\$1,371.50 (Job Share)
Samuel Hopp	Internal Candidate	Varsity Boys' Tennis	\$3,018.00
Ashlyn Prisinger*	External Candidate	Asst. Girls' Swim Coach	\$1,371.50 (Job Share)
Ashlyn Prisinger*	External Candidate	Asst. Softball Coach	\$1,371.50 (Job Share)
Garett Rivest	Internal Candidate	Asst. Baseball Coach	\$1,509.00 (Job Share)
Eric Schmitz	External Candidate	Asst. Baseball Coach	\$1,577.50 (Job Share)
Todd Tutas	Internal Candidate	Asst. Football Coach	\$1,646.00 (Job Share)

South High

Michael Heling	External Candidate	Asst. Girls' Softball Coach	\$2,743.00
Nicholas Larson	Internal Candidate	Asst. Boys' Tennis Coach	\$2,057.00
Kameron Meyer	External Candidate	Asst. Baseball Coach	\$2,743.00
Theodore Pitsch	Internal Candidate	Asst. Boys' Golf Coach	\$1,372.00
Stuart Stemphiar	External Candidate	Varsity Boys' Tennis Coach	\$3,081.00

\*Relative of SASD employee

\*\*Not a SASD employee

1 min. **2. LEAVE OF ABSENCE – Ms. Andrea Holschbach (Action)**

The administration recommends the following request for a personal leave of absence without compensation be approved:

Mari Seiler	Educational Assistant	Jackson	August 23, 2021 – January 20, 2022
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3 min. **3. SEPARATIONS – Ms. Andrea Holschbach (Information)**

The following separations have been granted:

Isabelle Barrington	Summer Adventure	Rec Dept	April 6, 2021
Madeline Bauer	Teacher	North High	June 9, 2021
Alexandra Bayliss	Substitute Teacher	District-wide	April 13, 2021
Alexandra Bayliss	Sub. Educational Asst.	District-wide	April 13, 2021
Gail Behnke	Educational Assistant	North High	April 8, 2021
Elizabeth Binversie	Baseball Instructor	Rec Dept	April 6, 2021
Natalie Binversie	Softball/Baseball Instr.	Rec Dept	April 6, 2021
Lily Bohn	Tennis Instructor	Rec Dept	April 6, 2021
Ava Cinealis	Summer Adventure	Rec Dept	April 6, 2021
Emma Cinealis	Summer School Asst	Rec Dept	April 6, 2021
Crystal Dalkin	Fitness Instructor	Rec Dept	April 6, 2021
Owen Dominguez	Basketball/Baseball Inst.	Rec Dept	April 6, 2021
Emilio Earls	Basketball Instructor	Rec Dept	April 6, 2021
Noelle Fehring	Substitute Teacher	District-wide	April 25, 2021
Crystal Fields	CLC Assistant	Jefferson	April 6, 2021

Ashley Flipse	Summer Adventure	Rec Dept	April 6, 2021
Sandra Francis	CLC Assistant	Jefferson	April 6, 2021
Abigail Galbraith	Aquatic Aide	Rec Dept	April 6, 2021
Nicholas Gamez	Childcare Assistant	Rec Dept	April 6, 2021
Sierra Genske	Baseball/Softball Instr.	Rec Dept	April 6, 2021
Janet Gerhartz	Sub. Educational Asst.	District-wide	April 21, 2021
Alexis Giles	Gymnastic Instructor	Rec Dept	April 6, 2021
Haley Goldbeck	CLC Assistant	Sheridan	April 6, 2021
Maxwell Gottsacker	Substitute Teacher	District-wide	April 14, 2021
Christine Grunwald	School Nurse	North High	June 30, 2021
Makensie Gustafson	Kidstop Childcare	Rec Dept	April 30,2021
Matthew Haefke	Baseball Instructor	Rec Dept	April 6, 2021
Jack Harrison	Basketball Instructor	Rec Dept	April 6, 2021
Emily Heinemann	Aquatic Center Instructor	Rec Dept	April 6, 2021
Elvis Her	Baseball/Basketball Inst.	Rec Dept	April 6, 2021
Joshua Hittman	Swimming Instructor	Rec Dept	April 6, 2021
Isaiah Holfeltz	Basketball Scorekeeper	Rec Dept	April 6, 2021
Kathleen Hoppe	Director of S & I Services	S & I Services	June 30, 2021
Marthe Humke	Aquatic Instructor	Rec Dept	April 6, 2021
Maddeline Ivy	Gymnastics Instructor	Rec Dept	April 6, 2021
Mercades Jager	Child Care Leader	Rec Dept	April 23, 2021
Gjilsime Jonuzi	Tech Support	Rec Dept	April 6, 2021
Caroline Judnic	Summer Adventure	Rec Dept	April 6, 2021
Jayden Kerwin	Aquatic Center Instructor	Rec Dept	April 6, 2021
Elizabeth Kraus	CLC Assistant	Jefferson	April 6, 2021
Roberta Krueger	CLC Assistant	Rec Dept	April 6, 2021
Emily Lauth	Educational Assistant	Horace Mann	April 30, 2021
Emily LeRoy	Teacher	Jackson	June 9, 2021
Bradley Lischka	CLC Assistant	Longfellow	April 6, 2021
Jonathon Lorenz	CLC Assistant	Jefferson	April 6, 2021
Oury Lor	Educational Assistant	ELC	April 9, 2021
Mariah Mand	CLC Assistant	Sheridan	April 6, 2021
Elijah Mayer	Baseball/Basketball Instr.	Rec Dept	April 6, 2021
Ariana Methfessel	Gymnastic/Basketball Instr.	Rec Dept	April 6, 2021
Preston Meyer	Fitness Center	Rec Dept	April 6, 2021
Mikayla Mork	Soccer Instructor	Rec Dept	April 6, 2021
Lindsay Norris	Event Worker	South High	April 8, 2021
Ashley Ostermann	Kidstop Assistant	Rec Dept	April 6, 2021
Ashley Paltzer	Gymnastic Instructor	Rec Dept	April 6, 2021
Paige Perez	Gymnastics Instructor	Rec Dept	April 6, 2021
Jordan Pollock	Teacher	Urban	June 9, 2021
Jolene Procek-Klein	Fitness Instructor	Rec Dept	April 6, 2021
Lily Reyer	Summer Adventure	Rec Dept	April 6, 2021
Tabitha Roethel	Childcare Assistant	Rec Dept	April 6, 2021
Jeremy Rusch	Basketball Instructor	Rec Dept	April 6, 2021
Molly Schlieder	Summer Adventure	Rec Dept	April 6, 2021
Lisa Schumacher	Educational Assistant	Urban	June 9, 2021
Jeremy Schwarten	Girls' Basketball Coach	Farnsworth	April 26, 2021
Elliot Simenz	Educational Assistant	ELC	April 23, 2021
Lydia Slotke	Basketball Scorekeeper	Rec Dept	April 6, 2021
Caitlin Smith	CLC Assistant	Longfellow	April 6, 2021
Riley Smith	Baseball Instructor	Rec Dept	April 6, 2021
Hunter Steger	Baseball Instructor	Rec Dept	April 6, 2021
Dashurie Tahiri	Tennis Instructor	Rec Dept	April 6, 2021
Kennedy Theobald	After School Childcare	Pigeon River	April 6, 2021
Andrew Thimmig	Basketball Instructor	Rec Dept	April 6, 2021
Lynn Thimmig	Assistant Cook	Jefferson	June 8, 2021
Harlie Valentine	Soccer Supervisor	Rec Dept	April 5, 2021
Samantha Veldboom	Educational Assistant	South High	June 8, 2021
Lindsay Ver Straate	Summer Adventure	Rec Dept	April 6, 2021
Nadia Versey	Gymnastics Instructor	Rec Dept	April 6, 2021

Maya Walther	Gymnastic Instructor	Rec Dept	April 6, 2021
Dominic Willadsen	Basketball Instructor	Rec Dept	April 6, 2021
Brittany Wolf	Summer Adventure	Rec Dept	April 6, 2021
Vanessa Wolf	Summer Adventure	Rec Dept	April 6, 2021
Kobe Xiong	Volleyball Instructor	Rec Dept	April 6, 2021
Nou Xiong	CLC Assistant	Jefferson	April 6, 2021
Mailine Yang	Summer Adventure	Rec Dept	April 6, 2021
Claudia Zastrow	Summer Adventure	Rec Dept	April 6, 2021
Savanah Zodrow	After School Childcare	Rec Dept	April 6, 2021

5 min. **4. TRANSPORTATION SUPERVISOR POSITION – Ms. Andrea Holschbach** (Discussion/Possible Action)

The administration will discuss their recommendation to change the Transportation Secretary 8 position to a new Transportation Supervisor position effective July 1, 2021.

# EXECUTIVE SUMMARY

## FOR THE SHEBOYGAN AREA SCHOOL BOARD

**Topic:** Transportation Supervisor  
**Date:** May 11, 2021  
**Prepared by:** Mark Boehlke and Andrea Holschbach

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**Recommended action:** Information only  
Presentation/discussion  
X Discussion/action by committee  
Discussion/action by Board of Education  
Presentation/action next meeting

### **Purpose:**

The purpose of this summary is to give some background on the positions related to student transportation and to explain the rationale for the recommendation.

### **How does this relate to the Principles of Equity:**

Student transportation is a vital component to assure that all students have a safe way to and from school.

### **Recommendation:**

The recommendation from administration is to change Tracy Kurtzbach from the Transportation Secretary 8 position to a new Transportation Supervisor position effective July 1, 2021.

### **Background:**

Back in 2012, the District eliminated the Coordinator of Transportation position, which left the transportation department with one part-time secretary. Over the years, various administrators within

the District have supervised this secretary position. Over the past several years, the Assistant Superintendent of Business and Operations has supervised this position.

Since 2012, Tracy Kurtzbach, in her role as Transportation Secretary, has taken on all the day-to-day duties related to student transportation. These duties include creating and maintaining all bus routes, updating student data and records related to transportation, all related communications to schools and families, working closely with Prigge Bus Company, and many other duties. Tracy was instrumental in the conversion to a new transportation routing software.

In visiting and comparing comparable school district transportation departments, it became clear that our department was understaffed. An additional part-time Secretary 7 position was added to the department in 2018 and after the second person to fill that position left the district in 2020; the position was filled as a full-time Secretary 7.

Tracy has been with the District for 23 years, 12 of those years as Transportation Secretary. Given her expertise and experience in running the student transportation department and now that she is training and supervising the Secretary 7, it is appropriate to change her position to properly reflect her duties.

The Transportation Supervisor position would follow the same salary steps as the Printing Supervisor and Stockroom Supervisor positions. The current proposed budget for the 2021-22 fiscal year would place Tracy in her current position at \$23.51 per hour. The recommendation would be to place her at step 3 in the newly created Transportation Supervisor position. The step 3 rate would be \$24.08 per hour.

- **Who is affected?**

Tracy's position will accurately reflect the work she is doing. Retention of this position will help maintain continuity with student transportation and positively affect the many students and families that rely on yellow bus transportation.

- **What is the cost and budget impact?**

The additional cost would be \$1,055. This additional cost will come out of the current transportation budget and will not have any impact on the overall 2021-22 budget.

- **How will this be implemented and what is the timing?**

The change would be effective July 1, 2021

- **How will we assess if this is successful?**

Continuity within the department will be maintained and the department will continue to run efficiently with continued growth of the Secretary 7 position.

**Attachments:** Transportation Supervisor Job Description

**SHEBOYGAN AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	Transportation Supervisor
<b>TERMS OF EMPLOYMENT:</b>	12-month, 1,613 hours
<b>REPORTS TO:</b>	Assistant Superintendent, Business and Operational Services
<b>BASIC FUNCTION:</b>	Provide leadership in the daily operation of student transportation services.

Desired Experience or Qualifications of the Position:

1. High school diploma or equivalent.
2. Understanding and familiarity with education and technology processes and functions.
3. Ability to organize and prioritize tasks in a manner to insure that deadlines are met.
4. Excellent communication and public relations skills.
5. Excellent supervisory and leadership skills.
6. Knowledge and understanding of Windows platforms.
7. Demonstrated ability to effectively utilize word processing, database spreadsheet, and transportation routing software.
8. Knowledge of time management, filing, employee and communication processes in a professional environment.
9. Answer telephone, greet and assist parents, vendors, and the public.
10. Maintain and work with student records, and reports on a daily basis.
11. Respond to requests for information from parents, community members, administration, and staff.
12. Create reports and prepare correspondence.
13. Demonstrate confidentiality.
14. Must possess a valid State of Wisconsin Driver's License.
15. Must be able to work with minimum supervision.
16. Ability to recognize problems and take initiative to solve them using established procedures and routines

Employment Terms:

This is a 12-month position, 1,613 hours annually.

Desired Qualification:

Previous experience with student transportation.

Special Requirements of the Position:

1. Ability to deal with highly confidential material in a very responsible manner.

2. Ability to anticipate needs and function independently.
3. Ability to make decisions based on established procedures and routines.

Position Responsibilities or Essential Functions:

1. Maintain and update student data files.
2. Manage, maintain, and upgrade transportation software, hardware, and operating system.
3. Process daily bus changes.
4. Act as a liaison between parents and bus contractor.
5. Work with bus contractor to establish and maintain bus runs for regular education, special education, and summer school students.
6. Process payments to accounts payable department for transportation billing.
7. Coordination of two bus evacuation drills on an annual basis.
8. Identify bus stops for new subdivisions.
9. Assist in responding to parent and community transportation concerns.
10. Assist in coordinating student transportation for all school closings.
11. Assist in responding to, following up, and reporting on all bus incidents.
12. Supervise, train and direct duties of the transportation secretary.
13. All other duties as assigned.

The statements listed above are intended to describe some of the major responsibilities and the level of work being performed by employees assigned to the classification. They are not to be construed as all-inclusive of the job duties performed by personnel so classified. Other duties may be assigned by the Assistant Superintendent of Business and Operations.