



# SHEBOYGAN AREA

SCHOOL DISTRICT

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

*\*Starting/ending times may vary*

**Tuesday, June 24, 2025**

**Time:** 6:15 p.m. – 6:30 p.m.

**CHAIR:** Ms. Hibl

**MEMBERS:** Ms. Donohue, Vice Chair  
Ms. Robbins  
Ms. Boehmer

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

The Human Resources Committee meeting will be held in the Superintendent's Conference Room, 3330 Stahl Road, Sheboygan, Wisconsin on **Tuesday, June 24, 2025, 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.

## REPORT TO THE HUMAN RESOURCES COMMITTEE AGENDA

### 2 min. 1. **APPOINTMENTS – Ms. Jami Hintz** (Confirming Action)

The administration recommends the following appointments be confirmed:

#### ADMINISTRATOR

Abigail MacDonald Madison, WI	School Psychologist District-Wide	UW-Madison	Master's Degree \$63,960.00
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Ms. MacDonald has been hired as a School Psychologist for the 2025-2026 school year. She obtained her Master's degree in School Psychology from the University of Wisconsin–Madison. Ms. MacDonald will be completing her practicum at Farnsworth Middle School and Wilson Elementary School. Ms. MacDonald was one of six candidates interviewed.

Emma Reineking Sheboygan, WI	School Psychologist District-Wide	UW-Whitewater	Master's Degree \$63,960.00
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Ms. Reineking has been hired as a School Psychologist for the 2025-2026 school year. She obtained her Master's degree in School Psychology from the University of Wisconsin–Whitewater. Ms. Reineking will be completing her practicum at Early Learning Center. Ms. Reineking was one of six candidates interviewed.

Jenna Worth Sheboygan, WI	Associate Principal North High	Concordia University	Master's Degree \$83,200.00
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Ms. Worth has been hired as the Associate Principal at North High School. She will assume this role on July 1, 2025. She received her Master of Science in Educational Administration from Concordia University. She has been serving the District as the Dean of Students at North High since August 2024. Previously, Ms. Worth has served as a Spanish Teacher at both the Howards Grove School District and the Kohler School District. Ms. Worth was the only candidate interviewed.

#### TEACHERS

Lisa Ceisel Lake Geneva, WI	Physical Education North High	UW-Whitewater	Bachelor's Degree \$48,104.00
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Ms. Ceisel has been hired for the 2025-2026 school year. She will be certified in Health and Physical Education. She was one of six candidates interviewed.

Kari Chevalier Ham Lake, MN	Program Support Student Services	UW-Eau Claire	Bachelor's Degree \$71,104.00
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Ms. Chevalier has been hired for the 2025-2026 school year. She is certified in Autism and Learning Disabilities. She was one of three candidates interviewed.

Jennifer Dvoran Port Washington, WI	Multi-lingual Learner Pigeon River	UW-Milwaukee	Bachelor's Degree \$55,604.00
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Ms. Dvoran has been hired for the 2025-2026 school year. She is certified in English as a Second Language and Regular Education. She was one of six candidates interviewed.

Justin Engler Oconomowoc, WI	Social Studies North High	UW-Oshkosh	Bachelor's Degree \$49,604.00
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Mr. Engler has been hired for the 2025-2026 school year. He is certified in History and Social Studies. He was one of eight candidates interviewed.

Laura Fornal Mequon, WI	Speech and Language Pathologist Jackson	Concordia University	Bachelor's Degree \$66,604.00
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Ms. Fornal has been hired for the 2025-2026 school year. She will be certified as a Speech and Language Pathologist. She was the only candidate interviewed.

Jenna Johnson Two Rivers, WI	English North High	UW-Oshkosh	Bachelor's Degree \$48,104.00
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Ms. Johnson has been hired for the 2025-2026 school year. She is certified in English. She was one of five candidates interviewed.

Jillene Juday Sheboygan, WI	English Etude Middle	University of Minnesota	Bachelor's Degree \$48,104.00
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Ms. Juday has been hired for the 2025-2026 school year. She will be certified in English. She was the only candidate interviewed.

Kennedie Kautzer Kiel, WI	English/Social Studies Farnsworth	UW-Milwaukee	Bachelor's Degree \$48,104.00
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Ms. Kautzer has been hired for the 2025-2026 school year. She will be certified in Regular Education. She was one of two candidates interviewed.

Paola Khatib Chicago, IL	Bilingual School Counselor South High	Northeastern Illinois University	Master's Degree \$53,604.00
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Ms. Khatib has been hired for the 2025-2026 school year. She will be certified as a School Counselor. She was the only candidate interviewed.

Jayden Kolgen Fremont, WI	Cross-Categorical Jefferson	UW-Stout	Bachelor's Degree \$48,104.00
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Ms. Kolgen has been hired for the 2025-2026 school year. She will be certified in Cross-Categorical Special Education. She was one of three candidates interviewed.

Emily Liesener Grafton, WI	Physical Therapist 90% Early Learning Center	Concordia University	Bachelor's Degree \$58,593.60 (prorated)
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Ms. Liesener has been hired for the 2025-2026 school year. She will be certified in Physical Therapy. She was one of two candidates interviewed.

Grace Mansfield Clinton, WI	Cross-Categorical Jefferson	UW-Platteville	Bachelor's Degree \$48,104.00
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Ms. Mansfield has been hired for the 2025-2026 school year. She will be certified in Cross-Categorical Special Education and Regular Education. She was one of three candidates interviewed.

Amy Portmann Sheboygan, WI	Family and Consumer Science Urban	Wayland Baptist University	Masters's Degree \$62,104.00
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Ms. Portman has been hired for the 2025-2026 school year. She is certified in Cross-Categorical Special Education and Family and Consumer Education. She was the only candidate interviewed.

Anna Quinlevan Grafton, WI	Reading and Math Interventionist Jackson	UW-Milwaukee	Bachelor's Degree \$62,104.00
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Ms. Quinlevan has been hired for the 2025-2026 school year. She is certified as a Reading Teacher and in Regular Education. She was one of four candidates interviewed.

Michael Schroeder Sheboygan, WI	Special Education-Teenship North High	UW-Oshkosh	Bachelor's Degree \$48,104.00
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Mr. Schroeder has been hired for the 2025-2026 school year. He has been serving as an Educational Assistant with the District since March 2023 and previously as a custodian from August 2021 to February 2023. He has been participating in the RITE program and has an anticipated completion date of June 2026. He will be certified in Cross-Categorical Special Education. He was one of three candidates interviewed.

Olivia Schuh Manitowoc, WI	Cross-Categorical Urban	UW-Madison	Bachelor's Degree \$48,104.00
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Ms. Schuh has been hired for the 2025-2026 school year. She will be certified in Cross-Categorical Special Education. She was one of two candidates interviewed.

Sophia Shelley Lannon, WI	Speech and Language Pathologist Pigeon River	Concordia University	Master's Degree \$66,604.00
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Ms. Shelley has been hired for the 2025-2026 school year. She will be certified as a Speech and Language Pathologist. She was the only candidate interviewed.

Daniel Siebert Sheboygan, WI	Third Grade Cooper	Lakeland University	Bachelor's Degree \$48,104.00
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Mr. Siebert has been hired for the 2025-2026 school year. He will be certified in Regular Education. He was one of seven candidates interviewed.

Jessica Wampler Green Bay, WI	Cross-Categorical North High	UW-Milwaukee	Master's Degree \$62,104.00
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Ms. Wampler has been hired for the 2025-2026 school year. She is certified in English and History and will be certified in Cross-Categorical Special Education. She was one of two candidates interviewed.

Brooke Weiss West Bend, WI	Cross-Categorical Pigeon River	UW-Superior	Bachelor's Degree \$48,104.00
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Ms. Weiss has been hired for the 2025-2026 school year. She will be certified in Cross-Categorical Special Education and Regular Education. She was one of three candidates interviewed.

Melissa Wilke Oostburg, WI	Multi-lingual Learner 50% South High	UW-Oshkosh	Bachelor's Degree \$26,802.00 (prorated)
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Ms. Wilke has been hired for the 2025-2026 school year. She is certified in English as a Second Language and Spanish. She was the only candidate interviewed.

Kendra Winkel Little Chute, WI	Kindergarten Madison	UW-Oshkosh	Bachelor's Degree \$53,604.00
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Ms. Winkel has been hired for the 2025-2026 school year. She is certified in Regular Education. She was one of seven candidates interviewed.

COOK

Anthony Cabrera*	South High School	May 27, 2025	\$15.67 per hour
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HUMAN RESOURCES

Scott Mabie	Employee Engagement/Wellness	June 11, 2025	\$65,900.00 per year
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SECRETARY

Jill Madson	Cleveland	August 4, 2025	\$18.25 per hour
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\*Relative of SASD employee

1 min. **2. LEAVE OF ABSENCE – Ms. Jami Hintz (Action)**

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

Brenda Miron	Educational Assistant	Horace Mann	April 28, 2025 - June 04, 2025
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1 min. **3. SEPARATIONS – Ms. Jami Hintz (Information)**

The following separations have been granted:

Susan Becker	Cook	North High	June 4, 2025
Levi Bender	Cook	Horace Mann	June 4, 2025
Erin Berlin	Educational Assistant	Farnsworth	May 21, 2025
Ann Borden	Educational Assistant	Madison	May 9, 2025
Jenika Flores	Educational Assistant	Longfellow	May 29, 2025
Monica Garcia Castro	Secretary	North High	June 13, 2025
Theresa Gehl	Educational Assistant	Jefferson	June 4, 2025
Jolene Giffey	Teacher	Jefferson	June 5, 2025
Evelyn Gurrola	Educational Assistant	Wilson	June 4, 2025
Zaylie Kleinman	Educational Assistant	Madison	June 4, 2025
Patrick Kyle	Teacher	Grant	June 5, 2025
Chu Lee	Educational Assistant	Early Learning Center	June 4, 2025
Lauren Merry	Teacher	South High	June 26, 2025
Hannah Mohoric	Educational Assistant	Longfellow	June 4, 2025
Brett Morth	Educational Assistant	CHANGE Academy	June 4, 2025
Mangda Moua	Educational Assistant	Lincoln-Erdman	June 4, 2025
Kela Neils	Educational Assistant	Wilson	June 4, 2025
Melissa Pirlot	Custodian	Cleveland	June 4, 2025
Naida Roscovius	Interpreter	Urban	June 4, 2025
Danielle Schuessler	Teacher	South High	June 5, 2025
Ariana Soto	Teacher	Sheridan	June 5, 2025
Steven Thayer	Educational Assistant	Jackson	June 4, 2025
Adella Ya	Educational Assistant	Longfellow	June 4, 2025
Mai S Yang	Educational Assistant	Jackson	May 30, 2025

1 min. **4. RETIREMENTS – Ms. Jami Hintz (Action)**

The administration recommends that the following requests to retire be granted and that the employees be recognized for their years of service per board policy.

Brenda Aleff	Educational Assistant	North High	27.25 years of service
Lynn Bitney	Secretary	North High	27.00 years of service
Christy Brunette	Educational Assistant	Horace Mann	27.00 years of service

Linda Hahn	Cook	Wilson	25.20 years of service
Diane Kisow	Educational Assistant	Jefferson	17.70 years of service
Elizabeth Klessig	Educational Assistant	Horace Mann	29.30 years of service
Dawn Wagner	Cook	Jackson	24.00 years of service

1 min. **5. INTERNAL ADMINISTRATIVE TRANSFER – Ms. Jami Hintz (Information)**

The following internal transfer (an internal employee moving from one position to another position) for the 2025-2026 school year has been granted:

Salvatore Di Stefano	Principal at Urban Middle School	Principal at Cleveland Elementary School and S&I Coordinator
Joseph O'Brien	Assistant Principal at North High School	Principal at Urban Middle School

1 min. **6. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3120.04 – EMPLOYMENT OF SUBSTITUTES – Ms. Jami Hintz (Discussion/Possible Action)**

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

- Policy 3120.04 – Professional Staff; Employment of Substitutes

1 min. **7. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4120.04 – EMPLOYMENT OF SUBSTITUTES – Ms. Jami Hintz (Discussion/Possible Action)**

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

- Policy 4120.04 – Support Staff; Employment of Substitutes

1 min. **8. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3120.08 – EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES – Ms. Jami Hintz (Discussion/Possible Action)**

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

- Policy 3120.08 – Professional Staff; Employment of Personnel for Co-Curricular/Extra-Curricular Activities

1 min. **9. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3431 – EMPLOYEE LEAVES – Ms. Jami Hintz (Discussion/Possible Action)**

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

- Policy 3431 – Professional Staff; Employee Leaves

1 min. **10. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4431 – EMPLOYEE LEAVES – Ms. Jami Hintz (Discussion/Possible Action)**

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

- Policy 4431 – Support Staff; Employee Leaves

1 min. **11. INTRODUCTION (FIRST READING) TO DELETE BOARD OF EDUCATION POLICY 4162 – CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS – Ms. Jami Hintz (Discussion/Possible Action)**

Administration recommends the introduction (first reading) to delete the following policy:

- Policy 4162 – Support Staff; Controlled Substance and Alcohol Policy for Employees that Transport Students

1 min. **12. INTRODUCTION (FIRST READING) OF NEW BOARD OF EDUCATION POLICY 8601 – CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS – Ms. Jami Hintz (Discussion/Possible Action)**

Administration recommends the introduction (first reading) of the following new policy:

- Policy 8601 – Operations; Controlled Substance and Alcohol Policy for Employees that Transport Students

Book	Policy Manual
Section	3000 Professional Staff
Title	EMPLOYMENT OF SUBSTITUTES
Code	po3120.04*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	June 10, 2025

### 3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.

The District Administrator shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law. There must also be verification that a satisfactory background and criminal history check has been conducted by the Department of Public Instruction (DPI), an appropriate State agency, authorized District personnel, or contracted vendor.

The investigation and interview procedures described in AG 3120A - Selection of Professional Personnel will be used, as applicable to the position. Each substitute will be required to undergo a criminal history record check as described in AG 3120A.

Each principal is to develop procedures that ensure each substitute has completed necessary forms; received appropriate instructions, plans, and other resources needed to function properly in the position and the building; and been observed early and regularly in the performance of the substitute's responsibilities.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set annually by the Board. A person will be considered a long-term substitute if the person is appropriately certified and the staff member for whom the person has been hired to replace has a leave which extends for more than 10 consecutive school days. The long-term substitute position will be terminated by the end of the school year.

Prior to the end of the school year, the District employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

Revised 11/27/18

Revised 8/24/21

Revised 2/28/23

T.C. 6/10/25

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Legal 118.19, Wis. Stats.  
P.I. 3.03(8), Wis. Adm. Code

Book	Policy Manual
Section	4000 Support Staff
Title	EMPLOYMENT OF SUBSTITUTES
Code	po4120.04*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	February 28, 2023

#### 4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Assistant Superintendent of Human Resources and Administrative Services.

Proper certification shall be on file if the position requires certification. A satisfactory background check shall be conducted consistent with Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements.

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which they are supervised directly by the staff member who is related.

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

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Legal  
118.19, Wis. Stats  
P.I. 3.03(8), Wis. Adm. Code

Book	Policy Manual
Section	3000 Professional Staff
Title	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	February 23, 2016

### 3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

The Assistant Superintendent of Human Resources and Administrative Services shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular appointment letter which that specifies the assignment and the stipend associated with the assignment. Any such appointment may be terminated by the District Administrator for any reason that is not arbitrary or capricious. There must also be verification that a satisfactory background check has been conducted by the District through appropriate State agencies or other applicable means.

Coaching/advisory duties accepted by a ~~member of the teaching or administrative staff~~ teacher or administrative staff member shall not be incorporated into the staff members regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Non-renewal procedures are not applicable to coaching/advising assignments.

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through ~~the District~~ grievance Policy 3340 - Grievance Procedure.

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Book	Policy Manual
Section	3000 Professional Staff
Title	EMPLOYEE LEAVES
Code	po3431*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	August 27, 2024

### 3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 Unrequested Leaves of Absence/Fitness for Duty, Policy 3430.01 Family & Medical Leaves of Absence ("FMLA"), and Policy 3430 Personal Leaves of Absence.

#### **A. Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

#### **B. Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

#### **C. Leave for Jury Duty**

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

#### **D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the

person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

#### **E. Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

#### **F. Leave for Voting**

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

#### **G. Election Official Leave**

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

#### **H. Leave to Testify**

Any employee who is issued a subpoena to testify in a ~~criminal court~~ legal proceeding shall be provided the following:

1. If the proceeding relates to a ~~criminal matter~~ matters under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee ~~provides notice within one (1) business day of receiving~~ immediately notifies the District Administrator of receipt of the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), or any proceeding involving matters arising within the employee's course of employment shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena.



Book	Policy Manual
Section	4000 Support Staff
Title	EMPLOYEE LEAVES
Code	po4431*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	August 27, 2024

#### 4431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4161 Unrequested Leaves of Absence/Fitness for Duty, Policy 4430.01 Family & Medical Leaves of Absence ("FMLA"), and Policy 4430 Leaves of Absence.

##### **A. Bereavement Leave**

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##### **B. Military Leave**

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##### **C. Leave for Jury Duty**

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

##### **D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;
2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an

emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

#### **E. Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to disrupt the District's operations. The employee will be returned to the same position upon return, or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

#### **F. Leave for Voting**

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

#### **G. Election Official Leave**

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days notice of leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

#### **H. Leave to Testify**

Any employee who is issued a subpoena to testify in a ~~criminal court~~ legal proceeding shall be provided the following:

1. If the proceeding relates to ~~a criminal matter~~ matters under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee ~~provides notice within one (1) business day of receiving~~ immediately notifies the District Administrator of receipt of the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), ~~or any proceeding involving matters arising within the employee's course of employment~~ shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena.

Revised 2/23/16  
T.C. 11/30/23

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Book	Policy Manual
Section	4000 Support Staff
Title	CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
Code	po4162*jrm
Status	First Reading
Adopted	November 26, 2013
Last Revised	June 28, 2022

## ~~4162~~ **CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS**

### **Purpose**

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety sensitive functions with District vehicles, must be mentally and physically alert at all times while on duty. In addition, the Board recognizes that a drug-free and alcohol-free school and work environment is vital to workplace and school safety and to the quality of the District's educational services.

To that end, the Board has established this policy, which includes alcohol and controlled substances testing program. The Board expects all Drivers to comply with Board Policy 4122.01 on Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Drivers should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in alcohol and controlled substances testing program is a condition of employment for all Drivers.

### **Covered Employees**

This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.

### **Definitions**

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, and/or phencyclidine (PCP).
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.

- D. The term *safety sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety sensitive function.
- E. The term *Driver* means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.
- F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

## Procedures

The District Administrator shall establish a drug and alcohol testing program whereby each driver is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations:

- A. prior to employment (Controlled Substances only);
- B. reasonable suspicion;
- C. upon return to duty after any alcohol or drug rehabilitation;
- D. after any accident, whenever the District determines that an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property, the District may require the employee to be tested for drugs or alcohol, or both;

In addition, the Department of Transportation regulations require that drivers submit to post-accident testing for drugs and alcohol under the following circumstances:

- 1. When the driver is involved in an accident involving the loss of a human life, regardless of who was at fault; or
- 2. When the driver is involved in an accident in which s/he is issued a citation for a moving traffic violation, and the accident involves an injury to any person who, as a result of the injury, immediately receives medical treatment away from the accident scene, or involves disabling damage (i.e. must be towed away or cannot be driven from the accident scene) to any vehicle.
- E. on a random basis; and
- F. on a follow up basis.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completed any required treatment program, and passed a retest.

Prior to the beginning of the testing program, the District shall provide training for all employees, including Drivers and their supervisors about:

- A. the dangers and adverse effects of drug and alcohol use;
- B. indicators of probable alcohol misuse and controlled substance abuse;

- C. ~~Board Policy 4122.01—Drug-Free Workplace and; Policy 4161—Unrequested Leaves of Absence/Fitness for Duty~~
- D. ~~the sanctions that may be imposed for violations of Policy 4122.01.~~

~~The District Administrator shall arrange for periodic retraining of supervisors and staff members as necessary. The District Administrator shall provide a copy of this policy and testing guidelines to all Drivers and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.~~

~~The District Administrator shall submit, for Board approval, a contract with a certified laboratory to provide the following services:~~

- A. ~~testing of all first and second test urine samples~~
- B. ~~clear and consistent communication with the District's Medical Review Officer (MRO)~~
- C. ~~methodology and procedures for conducting random tests for controlled substances and alcohol~~
- D. ~~preparation and submission of all required reports to the District, the MRO, and to Federal and State governments~~

~~The District Administrator shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.~~

#### **~~Return-to-Duty (Safety-Sensitive Positions)~~**

~~Employees who are removed from performing safety sensitive functions as a result of this policy must take and pass a return to duty test before returning to performing safety sensitive functions. The return to duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety sensitive duties.~~

~~Subject to any legal requirements, employees who are eligible to return to performing safety sensitive functions may not do so without the approval of the District Administrator.~~

~~Revised 11/27/18~~

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Legal

49 C.F.R. 382.101 et seq



Book	Policy Manual
Section	8000 Operations
Title	CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
Code	po8601*JRM
Status	First Reading

## 8601 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS

### Purpose

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, must be mentally and physically alert at all times while on duty. In addition, the Board recognizes that a drug-free and alcohol-free school and work environment is vital to workplace and school safety and to the quality of the District's educational services.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board expects all drivers to comply with Board Policy 3122.01/Policy 4122.01 - Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all drivers should be free of any influence of alcohol or controlled substances while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Driversdrivers.

### Covered Employees

This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty. This policy also applies to other staff members who drive students in District vehicles or inspect, service, or condition District vehicles. The District views these as "safety-sensitive" functions.

### Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, and/or phencyclidine (PCP).
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

- E. The term *Driver* means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.
- F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

### Procedures

The District Administrator shall establish a drug and alcohol testing program whereby each driver is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations:

- A. prior to employment (Controlled Substances only);
- B. reasonable suspicion;
- C. upon return to duty after any alcohol or drug rehabilitation;
- D. after any accident, whenever the District determines that an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property, the District may require the employee to be tested for drugs or alcohol, or both;

In addition, Department of Transportation regulations require that drivers submit to post-accident testing for drugs and alcohol under the following circumstances:

- 1. when the driver is involved in an accident involving the loss of a human life, regardless of who was at fault; or
- 2. when the driver is involved in an accident in which s/he is issued a citation for a moving traffic violation, and the accident involves an injury to any person who, as a result of the injury, immediately receives medical treatment away from the accident scene, or involves disabling damage (i.e., must be towed away or cannot be driven from the accident scene) to any vehicle.
- E. on a random basis; and
- F. on a follow-up basis.

Any staff member who tests positive as defined in the guidelines shall be:

- A. subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completed any required treatment program, and passed a retest.

Prior to the beginning of the testing program, the District shall provide a training for all employees, including Drivers and their supervisors about:

- A. the dangers and adverse effects of drug and alcohol use;
- B. indicators of probable alcohol misuse and controlled substance abuse;

- C. Board Policy 3122.01/Policy 4122.01 - Drug-Free Workplace and Policy 3161/Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty;
- D. the sanctions that may be imposed for violations of Policy 3122.01/Policy 4122.01 - Drug-Free Workplace.

The District Administrator shall arrange for periodic retraining of supervisors and staff members as necessary. The District Administrator shall provide a copy of this policy and testing guidelines to all Driversdrivers and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The District Administrator shall contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples;
- B. clear and consistent communication with the District's Medical Review Officer (MRO);
- C. methodology and procedures for conducting random tests for controlled substances and alcohol;
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments.

The District Administrator shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

#### **Return-to-Duty (Safety Sensitive Positions)**

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.

Subject to any legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the District Administrator.

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