



SHEBOYGAN AREA

SCHOOL DISTRICT

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

REGULAR MEETING AGENDA **Tuesday, July 22, 2025** **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 22, 2025, at 6:30 p.m.** The following items will be presented for consideration at that time:

Please note that 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 livestream <https://www.youtube.com/user/SheboyganSchools> at the scheduled meeting time.

(*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 24, 2025 and Closed Session meeting minutes of June 24, 2025.

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

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

6:36 **VII. SUPERINTENDENT’S REPORT – Dr. Jacob Konrath** (Information)

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

6:42 **VIII. MISCELLANEOUS**

5 min. **A. RATIFY COLLECTIVE BARGAINING AGREEMENT WITH THE SHEBOYGAN EDUCATION ASSOCIATION (SEA) – Dr. Jacob Konrath/Mr. Mark Boehlke/Ms. Jami Hintz/Ms. Rachel Ledezma (Discussion/Possible Action)**

Administration recommends approval to ratify the collective bargaining agreement and base wage settlement with the Sheboygan Education Association (SEA) with base wage settlement of 2.95% in the aggregate.

2 min. **B. ADOPTION (SECOND READING) OF REVISED BOARD OF EDUCATION POLICY 3120.04 – EMPLOYMENT OF SUBSTITUTES – Ms. Jami Hintz (Discussion/Possible Action)**

Administration recommends the adoption (second reading) of the following revised policy:

- Policy 3120.04 – Professional Staff; Employment of Substitutes

2 min. **C. ADOPTION (SECOND READING) OF REVISED BOARD OF EDUCATION POLICY 4120.04 – EMPLOYMENT OF SUBSTITUTES – Ms. Jami Hintz (Discussion/Possible Action)**

Administration recommends the adoption (second reading) of the following revised policy:

- Policy 4120.04 – Support Staff; Employment of Substitutes

2 min. **D. ADOPTION (SECOND 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 adoption (second reading) of the following revised policy:

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

2 min. **E. ADOPTION (SECOND READING) OF REVISED BOARD OF EDUCATION POLICY 3431 – EMPLOYEE LEAVES – Ms. Jami Hintz (Discussion/Possible Action)**

Administration recommends the adoption (second reading) of the following revised policy:

- Policy 3431 – Professional Staff; Employee Leaves

2 min. **F. ADOPTION (SECOND READING) OF REVISED BOARD OF EDUCATION POLICY 4431 – EMPLOYEE LEAVES – Ms. Jami Hintz (Discussion/Possible Action)**

Administration recommends the adoption (second reading) of the following revised policy:

- Policy 4431 – Support Staff; Employee Leaves

2 min. **G. ADOPTION (SECOND 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 adoption (second reading) to delete the following policy:

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

2 min. **H. ADOPTION (SECOND 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 adoption (second reading) of the following new policy:

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

2 min.

I. ADOPTION (SECOND READING) TO DELETE BOARD OF EDUCATION POLICY 8640 – TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS – Ms. Rachel Ledezma (Discussion/Possible Action)

Administration recommends the adoption (second reading) to delete the following policy:

- Policy 8640 – Operations; Transportation for Field and Other District-Sponsored Trips

7:03

IX. REPORT OF COMMITTEES

A. CURRICULUM AND INSTRUCTION COMMITTEE – Ms. Kay Robbins, Chair

1. Introduction of New Course (Information/Possible Action)
2. 2025-2026 Sheboygan Area School District Academic Standards (Information/Action)
3. Introduction (First Reading) of Revised Board of Education Policy 2413 – Health Education (Discussion/Possible Action)
4. Introduction (First Reading) of Revised Board of Education Policy 5200 – Attendance (Discussion/Possible Action)
5. Introduction (First Reading) of Revised Board of Education Policy 5330 – Administration of Medication/Emergency Care (Discussion/Possible Action)
6. Introduction (First Reading) of Revised Board of Education Policy 5350 – Student Suicide Prevention (Discussion/Possible Action)
7. Introduction (First Reading) of Revised Board of Education Policy 5540 – The Schools and Governmental Agencies (Discussion/Possible Action)
8. Introduction (First Reading) of Revised Board of Education Policy 5610 – Suspension and Expulsion (Discussion/Possible Action)
9. Introduction (First Reading) of New Board of Education Policy 5610.03 – Alternatives to Expulsion and Re-Entry Plans (Discussion/Possible Action)
10. Introduction (First Reading) of Revised Board of Education Policy 5722 – School-Sponsored Publications and Productions (Discussion/Possible Action)
11. Introduction (First Reading) of Revised Board of Education Policy 7540 – Technology (Discussion/Possible Action)
12. Introduction (First Reading) of Revised Board of Education Policy 7540.03 – Student Technology Acceptable Use and Safety (Discussion/Possible Action)
13. Introduction (First Reading) of Revised Board of Education Policy 7540.04 – Staff Technology Acceptable Use and Safety (Discussion/Possible Action)

B. HUMAN RESOURCES COMMITTEE – Ms. Leah Hibi, Chair

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

C. FACILITIES/RECREATION/THEATRE COMMITTEE – Mr. Peter Madden, Chair

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

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

1. Fund 41 Capital Projects (Action)
2. Statement of Cash Flow (Action)
3. Revenues and Expenditures Reports (Action)
4. Budget Revisions and Transfers of Appropriations (Action)
5. Introduction (First Reading) of Revised Board of Education Policy 6423 – Use of Credit Cards (Discussion/Possible Action)
6. Introduction (First Reading) of Revised Board of Education Policy 8500 – Food Services (Discussion/Possible Action)
7. Introduction (First Reading) of Revised Board of Education Policy 8510 – Wellness (Discussion/Possible Action)
8. Gifts (Action)

- 7:13 **X. COMMUNICATIONS** (Information)
 Ms. Nan Minster – Thank you; Ms. Tiffany Schanno – The Helpers
- 7:14 **XI. FUTURE MEETING DATES** (Information/Possible Action)
 August 12, 2025 – Committee meetings at 6:00 p.m.
 August 26, 2025 - Regular Board of Education meeting at 6:00 p.m.
- XII. ADJOURN to Closed Session Pursuant to Wisconsin State Statute Sections 19.85(1)(e)** (*Action with roll call vote*) – To deliberate or negotiate the sale of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically, for the purpose of developing potential sale and negotiation strategy of district property.
- XIII. Reconvene to Open Session** (Action)
- XIV. Adjourn** (Action)



Jacob Konrath, Ph.D.
Superintendent & Secretary of the Board

JK/jjh

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 24, 2025**

The regular meeting of the Board of Education of the Sheboygan Area School District was held on Tuesday, the 24th day of June, 2025, at 6:30 p.m. at the Administrative Services Building (Boardroom), 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 Laster called the meeting to order at 6:49 p.m.

President Laster requested that everyone stand and join him in the Pledge of Allegiance.

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

Present: Ms. Allie Tasche, Ms. Leah Hibl, Mr. Peter Madden, Ms. Kay Robbins, Mr. Santino Laster, Ms. Heidi Boehmer, Ms. Sarah Ruiz-Harrison, Ms. Denise Wittstock, Ms. Mary Lynne Donohue

APPROVAL OF MINUTES

Moved by Ms. Hibl, seconded by Mr. Madden to approve the Regular Board of Education meeting minutes of May 27, 2025, Special Session meeting minutes of June 10, 2025, Closed Session meeting minutes of May 27, 2025, and Closed Session meeting minutes of June 10, 2025. All ayes. Motion carried unanimously.

DIPLOMAS

Moved by Mr. Laster, seconded by Ms. Donohue to award high school diplomas to Jackson Conard, Noah Langston, and Korey Wallis, North High School Class of 2024. All ayes. Motion carried unanimously.

COMMUNITY INPUT

There was no community input.

SUPERINTENDENT'S REPORT

Dr. Konrath congratulated Azrielle Berge, and Matilde Guevara as Ruth DeYoung Kohler Scholarship for Artistic Excellence Recipients. The scholarship recognizes artistic vision, creativity, technical mastery, and dedication to a career in the arts. Summer school started the week of June 16 and is off to a great start and summer free meals are open to all children 18 years of age and younger. Dr. Konrath talked about the budget and how it fell short for expectations for our students. There has been good dialogue with legislators and he raised issue with the special education reimbursement rate. He added that since 2008-09 the District is more than \$3 thousand behind in inflation for each student, and Wisconsin has dropped in the Nation for funding and other statistics. Dr. Konrath stated that when Wisconsin has a surplus and is unable to find money to fund public education there is something wrong. It is perplexing how the special education funding is not consistent with the voucher schools who receive 100 percent reimbursement rate. Ms. Donohue commented that it is important to let our legislators know and Ms. Tasche is in favor of putting our position on paper and what implications it has to our local property taxes.

MISCELLANEOUS

A. Presentation of the 2025-2026 Preliminary Budget

Moved by Mr. Madden, seconded by Ms. Hibl to accept administration's recommendation to approve the preliminary budget for the 2025-2026 fiscal year. All ayes. Motion carried unanimously.

Dr. Konrath recommends the Board move forward with the budget as it is. There will be a gap and there is so much uncertainty it is just impossible to know; however, he recommends this preliminary budget. Mr. Boehlke reported that a balanced budget was presented with a 10 percent increase in special education back in April. We were then told it was a 5 percent increase which is about a \$1 million gap for the District. To come forth with reductions right now may cause a lot of angst and we do need a preliminary budget by July 1, 2025 or approve a spending resolution. Mr. Boehlke added that he will continue to move forward with one slight change from May which changed the insurance rate increase projection from 10 to 9 percent. That is only claims through May so we will not know the official rate increase until around September. That reduction was moved to our property liability and workers compensation insurance. The Board is required to approve the budget as presented in the Department of Public Instruction (DPI) format. This is just a snapshot at this time and changes will continue to be made until administration comes back in October when the Board sets the final budget.

B. Spending Resolution for the 2025-2026 Fiscal Year

No action was required as the Board approved the 2025-2026 Preliminary Budget.

C. 10-Year Capital Plan

Moved by Ms. Tasche, seconded by Ms. Hibl to approve the Fund 41 10-Year Capital Plan for the maintenance and capital improvements to districtwide facilities and grounds. All ayes. Motion carried unanimously.

Mr. Boehlke reported that monies spent out of Fund 41 are for capital maintenance improvements and major equipment replacement. The Plan shows a detailed roofing schedule and lists what needs to be done and when we anticipate doing them. At times, we need to defer projects due to budget. There is a large fund balance for facility needs which supplements the Fund 41 budget. The budget that was just passed provided an increase to the Fund 41 budget. Should things change with the budget, we may not be able to put that increase into the Fund 41 budget. Roofing bids have increased in cost significantly so often times we defer to extend their lifetime as long as we can. Many of our buildings were built at the same time so often you will see the same issues at the buildings at the same time. Mr. Boehlke added that generators are a priority.

Dr. Konrath thanked Mr. Vollmer and the extra hours he also contributes with the referendum projects. Mr. Vollmer noted that we have an amazing maintenance staff, and their knowledge base has helped tremendously.

Mr. Laster noted he would like one motion for agenda items D. through I. and asked if the Board had any questions on any of the policies.

Moved by Mr. Madden, seconded by Ms. Boehmer to approve agenda items D., E., F., G., H., and I. All ayes. Motion carried unanimously.

- D. Adoption (Second Reading) of Revised Board of Education Policy 2131 – Program; Educational Outcome Goals and Expectations**
- E. Adoption (Second Reading) of Revised Board of Education Policy 2340 – Program; District-Sponsored Trips**
- F. Adoption (Second Reading) of New Board of Education Policy 5411 – Students; Third Grade Promotion and Retention: At-Risk Students**
- G. Adoption (Second Reading) of Revised Board of Education Policy 5505 – Students; Academic Honesty**
- H. Adoption (Second Reading) of Revised Board of Education Policy 7540.05 – Property; Assistive Technology and Services**
- I. Adoption (Second Reading) of Revised Board of Education Policy 7544 – Property; Use of Social Media**

REPORT OF COMMITTEES

A. CURRICULUM & INSTRUCTION COMMITTEE

1. Diplomas

From the committee meeting:

Moved by Ms. Tasche, seconded by Ms. Wittstock to accept administration's recommendation to award high school diplomas to Jackson Conard, Noah Langston, and Korey Wallis, North High School Class of 2024. All ayes. Motion carried unanimously.

2. Introduction (First Reading) to Delete Board of Education Policy 8640 – Transportation for Field and Other District-Sponsored Trips

Moved by Ms. Robbins, seconded by Ms. Donohue to accept the Curriculum and Instruction Committee recommendation to approve the introduction (first reading) to delete Board of Education Policy 8640 – Operations; Transportation for Field and Other District-Sponsored Trips. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Ms. Robbins, seconded by Ms. Hibl to approve the introduction (first reading) to delete Board of Education Policy 8640 – Operations; Transportation for Field and Other District-Sponsored Trips. All ayes. Motion carried unanimously.

3. Achievement Gap Reduction Goal Update

From the committee meeting:

Administration updated the Board on the end-of-year Achievement Gap Reduction (AGR) program currently in place at Grant, Jefferson, Longfellow, and Sheridan Elementary Schools. Wisconsin Acts 53 and 71 amended the program which required a five-year contract between the school and Department of Public Instruction (DPI). Each principal talked about the growth at their respective school and some of the implemented strategies they continue to make to continue to be on target with their objectives and progress. Ms. Ledezma thanked the Principals for their dedication to the work they do. Ms. Robbins asked what month Kindergarten students are tested and Mr. Neils responded in May. Ms. Hibl thanked the Principals for their work, and she noted that she appreciated how Longfellow Elementary School outlined how their school will be moving forward. Ms. Wittstock also was appreciative of the report as it assists her in her role with a local non-profit.

4. Adoption of Textbooks/Instructional Materials

Moved by Ms. Robbins, seconded by Ms. Tasche to accept the Curriculum and Instruction Committee recommendation to approve the adoption of Spanish (Grades 8-12) – EntreCulturas, Second Edition, Levels 104, Triangulo Apreciado, 6th Edition textbooks and instructional materials and the adoption of Science (Grades 6-8) – Issues and Science by Lab Aids textbooks and instructional materials. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Laster, seconded by Ms. Wittstock to approve the adoption of Spanish (Grades 8-12) – EntreCulturas, Second Edition, Levels 104, Triangulo Apreciado, 6th Edition textbooks and instructional materials. All ayes. Motion carried unanimously.

Moved by Ms. Tasche, seconded by Mr. Laster to approve the adoption of Science (Grades 6-8) – Issues and Science by Lab Aids textbooks and instructional materials. All ayes. Motion carried unanimously.

Administration presented the background and rationale for each textbook/instructional materials adoption. Ms. Blum walked through the process Spanish teachers and science teachers went through to determine their recommendations. The Spanish adoption is more aligned with the Wisconsin standards and is more about language acquisition and usage (performance indicators). The adoption is two different textbooks and staff will be trained in July as well as professional development days utilized to roll out the textbooks and instructional materials. The science adoption surveyed staff as part of the process and the results indicated that teachers were more interested in the scientific practice because that is how a person more actively thinks about science. This adoption provides real world problems and works with the three-dimensions of learning that include core ideas, crosscutting concepts and science and engineering practices. It is a hands-on curriculum for students and will help teachers who were struggling on how to teach it well. Science will become engaging again.

B. HUMAN RESOURCES COMMITTEE

Moved by Ms. Hibl, seconded by Ms. Tasche to accept the Human Resources Committee recommendation to approve agenda items #1 and #2. All ayes. Motion carried unanimously.

Moved by Ms. Hibl, seconded by Mr. Madden to accept the Human Resources Committee recommendation to approve agenda items #6, #7, #8, #9, #10, #11, and #12. All ayes. Motion carried unanimously.

1. Appointments

From the committee meeting:

Moved by Ms. Robbins, seconded by Ms. Donohue to confirm the following appointments. All ayes. Motion carried

unanimously.

ADMINISTRATOR

Abbigail 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 Étude 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 Univ	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 Univ	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

2. Leave of Absence

From the committee meeting:

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

Brenda Miron	Educational Assistant	Horace Mann	April 28, 2025 - June 04, 2025
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3. Separations

From the committee meeting:

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

4. Retirements

Moved by Ms. Hibl, seconded by Ms. Donohue to accept the Human Resources Committee recommendation to grant requests to retire. All ayes. Motion carried unanimously.

From the committee meeting:

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

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

5. Internal Administrative Transfer

From the committee meeting:

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

6. Introduction (First Reading) of Revised Board of Education Policy 3120.04 – Employment of Substitutes

From the committee meeting:

Moved by Ms. Robbins, seconded by Ms. Boehmer to approve the introduction (first reading) of revised Policy 3120.04 – Professional Staff; Employment of Substitutes. All ayes. Motion carried unanimously.

Ms. Hintz explained that the revisions to this policy incorporate language from the administrative guidelines.

7. Introduction (First Reading) of Revised Board of Education Policy 4120.04 – Employment of Substitutes

From the committee meeting:

Moved by Ms. Donohue, seconded by Ms. Boehmer to approve the introduction (first reading) of revised Policy 4120.04 – Support Staff; Employment of Substitutes. All ayes. Motion carried unanimously.

Ms. Hintz noted the revisions to this policy incorporate language from the administrative guidelines.

8. Introduction (First Reading) of Revised Board of Education Policy 3120.08 – Employment of Personnel for Co-Curricular/Extra Curricular Activities

From the committee meeting:

Moved by Ms. Boehmer, seconded by Ms. Donohue to approve the introduction (first reading) of revised Policy 3120.08 – Professional Staff; Employment of Personnel for Co-Curricular/Extra-Curricular Activities. All ayes. Motion carried unanimously.

9. Introduction (First Reading) of Revised Board of Education Policy 3431 – Employee Leaves

From the committee meeting:

Move by Ms. Robbins, seconded by Ms. Boehmer to approve the introduction (first reading) of revised Policy 3431 – Professional Staff; Employee Leaves. All ayes. Motion carried unanimously.

10. Introduction (First Reading) of Revised Board of Education Policy 4431 – Employee Leaves

From the committee meeting:

Moved by Ms. Boehmer, seconded by Ms. Donohue to approve the introduction (first reading) of revised Policy 4431 – Support Staff; Employee Leaves. All ayes. Motion carried unanimously.

11. Introduction (First Reading) to Delete Board of Education Policy 4162 – Controlled Substance and Alcohol Policy for Employees that Transport Students

From the committee meeting:

Moved by Ms. Robbins, seconded by Ms. Boehmer to approve the introduction (first reading) to delete Policy 4162 – Support Staff; Controlled Substance and Alcohol Policy for Employees that Transport Students. All ayes. Motion carried unanimously.

Ms. Hintz explained that this policy is being deleted as it is being renumbered as indicated in the next agenda item. The policy is being renumbered so it is in the same area as other transportation policies and will be easier to locate and reference.

12. Introduction (First Reading) of New Board of Education Policy 8601 – Controlled Substance and Alcohol Policy for Employees that Transport Students

From the committee meeting:

Moved by Donohue, seconded by Ms. Hibl to approve the introduction (first reading) of new Policy 8601 – Operations; Controlled Substance and Alcohol Policy for Employees that Transport Students. All ayes. Motion carried unanimously.

C. FACILITIES/RECREATION/THEATRE COMMITTEE

1. Community Recreation Department Annual Report

From the committee meeting:

Mr. Brooks presented the Community Recreation Department Report for the past three years. He highlighted facility projects, increased youth enrollment numbers, nomination for the ATHENA Organizational Leadership Award on behalf of the Sheboygan County Chamber of Commerce, and the Able in Action program was created. He added they are not seeing large numbers of girls interested in participating in softball so they will work on increasing those number at the younger levels.

Mr. Madden asked if there has been difficulty finding people to coach and Mr. Brooks responded that it has gone well for all of the programs. Ms. Wittstock asked if there has been any discussion about offering coed baseball/softball and Mr. Brooks responded that they are reviewing that as a possibility.

2. Sheboygan Theatre Company Financial Report

Moved by Mr. Madden, seconded by Ms. Wittstock to accept the Facilities/Recreation/Theatre Committee recommendation to accept the Sheboygan Theatre Company Financial Report through April 30, 2025. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Ms. Tasche, seconded by Ms. Wittstock to accept the Sheboygan Theatre Company Financial Report through April 30, 2025. All ayes. Motion carried unanimously.

3. Community Recreation Department Financial Report

Moved by Mr. Madden, seconded by Ms. Boehmer to accept the Facilities/Recreation/Theatre Committee recommendation to approve the Community Recreation Department Financial Report through April 30, 2025. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Ms. Ruiz-Harrison, seconded by Mr. Laster to accept the Community Recreation Department Financial Report through April 30, 2025. All ayes. Motion carried unanimously.

4. Facility Permit Report

From the committee meeting:

Administration presented the Facility Permit Report through May 31, 2025.

Mr. Brooks reported there have been some problems with the adult soccer program, so he is working through some of those concerns and different ways to manage that.

D. FINANCE & BUDGET COMMITTEE

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

1. Fund 41 Capital Projects

From the committee meeting:

Moved by Mr. Madden, seconded by Ms. Boehmer to approve the Fund 41 Capital Projects through April 30, 2025, as presented. All ayes. Motion carried unanimously.

2. Statement of Cash Flow

From the committee meeting:

Moved by Ms. Donohue, seconded by Ms. Boehmer to approve the Statement of Cash Flow through April 30, 2025, as presented. All ayes. Motion carried unanimously.

3. Revenues and Expenditures Reports

From the committee meeting:

Moved by Mr. Madden, seconded by Ms. Boehmer to approve the Revenue & Expenditures reports through April 30, 2025, as presented. All ayes. Motion carried unanimously.

4. Budget Revisions and Transfers of Appropriations

From the committee meeting:

Moved by Ms. Boehmer, seconded by Ms. Donohue to approve the Budget Revisions and Transfers reports through April 30, 2025, as presented. All ayes. Motion carried unanimously.

GENERAL FUND (FUND 10)	Revised Budget 3-31-25	Revised Budget 4-30-25	Budget Increase (Decrease)
REVENUES			
100 Transfers-in	0.00	0.00	0.00

Local Sources			
210 Taxes	22,978,621.00	22,978,621.00	0.00
240 Payments for Services Provided Local Governments	0.00	0.00	0.00
260 Non-Capital Sales	421,942.00	429,380.03	7,438.03
270 School Activity Income	188,795.12	192,030.87	3,235.75
280 Interest on Investments	2,268,155.14	2,268,155.14	0.00
290 Other Revenue, Local Sources	212,773.60	221,266.20	8,492.60
Subtotal Local Sources	26,070,286.86	26,089,453.24	19,166.38
Other School Districts Within Wisconsin			
340 Payments for Services	1,899,944.00	1,899,944.00	0.00
Revenue from Intermediate Sources			
510 Transit of Aids	18,172.00	18,172.00	0.00
State Sources			
610 State Aid -- Categorical	1,028,148.00	1,028,148.00	0.00
620 State Aid -- General	92,186,717.00	92,186,717.00	0.00
630 DPI Special Project Grants	48,273.00	48,273.00	0.00
640 Payments for Services	130,000.00	130,000.00	0.00
650 Student Achievement Guarantee in Education	2,309,520.64	2,309,520.64	0.00
660 Other State Revenue Through Local Units	15,000.00	15,000.00	0.00
690 Other Revenue	7,592,638.00	7,592,638.00	0.00
Subtotal State Sources	103,310,296.64	103,310,296.64	0.00
Federal Sources			
710 Transit of Aids	115,948.00	115,948.00	0.00
730 DPI Special Project Grants	2,912,814.00	2,912,814.00	0.00
750 IASA Grants	2,375,973.00	2,375,973.00	0.00
780 Other Federal Revenue Through State	0.00	0.00	0.00
790 Other Revenue from Federal Sources	0.00	0.00	0.00
Subtotal Federal Sources	5,404,735.00	5,404,735.00	0.00
Other Financing Sources			
860 Compensation, Fixed Assets	27,738.00	27,738.00	0.00
Other Revenues			
960 Adjustments	0.00	0.00	0.00
970 Refund of Disbursement	142,423.50	155,861.07	13,437.57
990 Miscellaneous	334,143.68	334,143.68	0.00
Subtotal Other Revenues	476,567.18	490,004.75	13,437.57
TOTAL REVENUES	137,207,739.68	137,240,343.63	32,603.95
EXPENDITURES	Revised Budget 3-31-25	Revised Budget 4-30-25	Budget Increase (Decrease)
Instruction			
110 000 Undifferentiated Curriculum	25,803,483.52	25,812,356.72	8,873.20
120 000 Regular Curriculum	31,158,533.66	31,170,949.66	12,416.00
130 000 Vocational Curriculum	3,216,537.51	3,223,728.54	7,191.03
140 000 Physical Curriculum	3,062,563.00	3,062,563.00	0.00
160 000 Co-Curricular Activities	1,535,311.32	1,532,739.07	(2,572.25)
170 000 Other Special Needs	522,900.00	527,787.00	4,887.00
Subtotal Instruction	65,299,329.01	65,330,123.99	30,794.98

Support Sources			
210 000 Pupil Services	6,469,012.06	6,444,484.06	(24,528.00)
220 000 Instructional Staff Services	6,078,559.57	6,095,970.37	17,410.80
230 000 General Administration	2,108,310.64	2,113,507.14	5,196.50
240 000 School Building Administration	8,264,321.39	8,257,750.59	(6,570.80)
250 000 Business Administration	17,810,893.56	18,227,897.99	417,004.43
260 000 Central Services	594,977.35	595,541.35	564.00
270 000 Insurance & Judgments	1,240,737.00	1,247,473.00	6,736.00
280 000 Debt Services	1,700.00	1,700.00	0.00
290 000 Other Support Services	2,800,359.51	2,793,371.51	(6,988.00)
Subtotal Support Sources	45,368,871.08	45,777,696.01	408,824.93
Non-Program Transactions			
410 000 Inter-fund Transfers	14,675,631.77	14,675,631.77	0.00
430 000 Instructional Service Payments	18,882,710.37	18,884,234.37	1,524.00
490 000 Other Non-Program Transactions	0.00	0.00	0.00
Subtotal Non-Program Transactions	33,558,342.14	33,559,866.14	1,524.00
TOTAL EXPENDITURES	144,226,542.23	144,667,686.14	441,143.91
SPECIAL EDUCATION (FUND 27)	Revised Budget 3-31-25	Revised Budget 4-30-25	Change in Budget
TOTAL REVENUES	24,133,484.77	24,133,484.77	-
100 000 Instruction	19,892,665.62	19,893,165.62	500.00
200 000 Support Services	4,168,569.15	4,168,069.15	(500.00)
400 000 Non-Program Transactions	72,250.00	72,250.00	-
TOTAL EXPENDITURES	24,133,484.77	24,133,484.77	-

5. Fund Balance Designation

From the committee meeting:

Moved by Mr. Madden, seconded by Ms. Donohue to approve the fund balance designations for the fiscal year ending June 30, 2025, as presented. All ayes. Motion carried unanimously.

Mr. Boehlke noted 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, 2025. These are previous designations with the current balances. He further noted that fund balance designations really occur in November after the audit has been completed. The administration will present recommendations to the Board in November to adjust the fund balance designations based on the completion of the 2024-2025 audit.

6. Gifts

Moved by Ms. Ruiz-Harrison, seconded by Mr. Madden to accept the Finance and Budget Committee recommendation to accept all gifts to the District. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Ms. Donohue, seconded by Ms. Boehmer to accept all gifts to the District, approving those \$2,500 and greater. All ayes. Motion carried unanimously.

<u>Gift</u>	<u>Donor</u>	<u>Building/Program</u>	<u>Amount</u>
<u>For Information</u>			
Monetary	Bookworm Gardens	South	75.00
Monetary	Cory Bouck/Elizabeth Sanders Bouck	North	200.00
Monetary	McGoey Dermatology	North	200.00
Monetary	Sandra Diener	North	250.00
Monetary	Elizabeth Bartelt	North	500.00
Monetary	Mustard Seed Hair Co., LLC	North	500.00
Monetary	Delasanta Dental	North	500.00

Monetary	Mayer Law Firm, S.C.	North	750.00
Monetary	Leslie Kohler	North	1,000.00
Gift Cards	MilwauTea	North	1,190.00
Monetary	Bemis Family Foundation	Sheboygan Theatre Company	1,000.00
Monetary	Sheboygan County Chamber	Sheboygan Theatre Company	300.00
 <i>Action</i>			
Monetary	Semicolon Inc.	North	3,000.00

F. SPECIAL BOARD COMMITTEES/ASSIGNMENTS

1. Legislative Roundtable – Dr. Konrath shared information from the June 16, 2025 meeting and added that most of his colleagues are very concerned with the budget and the effects it will have on schools. Legislators listened but did not have much to update.
2. Sheboygan Public Education Foundation – Dr. Konrath shared information from the June 11, 2025 meeting and thanked the Foundation for their scholarship night.
3. Hazardous Review Committee – Mr. Madden shared information from the June 16, 2025 meeting including the annual hazardous areas to be reviewed. Mr. Madden reported there are no changes; however, the committee will review possible changes to include Weeden Creek Road for the 2026-2027 hazardous areas.

Moved by Mr. Madden, seconded by Ms. Donohue to accept the Hazardous Review Committee recommendation to recertify the current hazardous walking areas for the 2025-2026 school year. All ayes. Motion carried unanimously.

COMMUNICATIONS

Communications were received.

FUTURE MEETING DATES

July 22, 2025 – Committee meetings at 6:00 p.m.; Regular Board of Education meeting at 6:30 p.m.

ADJOURN

Moved by Ms. Donohue, seconded by Ms. Hibl to adjourn at 7:35 p.m. to Closed Session per Wisconsin State Statutes Section 19.85(1)(c) – To discuss the employment contract of the Superintendent of Schools in accordance with Policy 1240. A roll call vote was taken, and motion carried unanimously (Tasche, Hibl, Madden, Robbins, Laster, Boehmer, Ruiz-Harrison, Donohue, Wittstock).

Moved by Ms. Hibl, seconded by Ms. Donohue to reconvene to Open Session at 8:52 p.m. All ayes. Motion carried unanimously.

Moved by Ms. Boehmer, seconded by Ms. Hibl to enter into contract with Dr. Jacob Konrath for the 2025-2026 and 2026-2027 school years to serve as Superintendent of Schools based upon the contract parameters discussed in Closed Session. All ayes. Motion carried unanimously.

Moved by Ms. Donohue, seconded by Ms. Boehmer to adjourn at 8:53 p.m. All ayes. Motion carried unanimously.

Jacob Konrath, Ph.D.
Superintendent & Secretary of the Board

Negotiated Teacher Salay Schedule

VIII. Miscellaneous A.

2024-25		2025-26		FTE	2024-25		2025-26	\$ Incr.	% Incr.
30	\$ 85,038			4.1	30	\$ 85,038	28-TDI \$86,133	\$1,095	1.29%
29	\$ 84,038			46.5	29	\$ 84,038	27 \$85,133	\$1,095	1.30%
28	\$ 83,267			5.6	28	\$ 83,267	26 \$84,133	\$866	1.04%
27	\$ 82,630	28-TDI \$86,133		6.0	27	\$ 82,630	26 \$84,133	\$1,503	1.82%
26	\$ 81,882	27 \$85,133		27.6	26	\$ 81,882	25 \$83,133	\$1,251	1.53%
25	\$ 81,551	26 \$84,133		30.0	25	\$ 81,551	25 \$83,133	\$1,582	1.94%
24	\$ 81,104	25 \$83,133		25.0	24	\$ 81,104	25 \$83,133	\$2,029	2.50%
23	\$ 80,104	24 \$82,133		6.0	23	\$ 80,104	24 \$82,133	\$2,029	2.53%
22	\$ 79,104	23 \$81,133		7.9	22	\$ 79,104	23 \$81,133	\$2,029	2.56%
21	\$ 78,104	22 \$80,133		15.0	21	\$ 78,104	22 \$80,133	\$2,029	2.60%
20	\$ 77,104	21 \$79,133		15.0	20	\$ 77,104	21 \$79,133	\$2,029	2.63%
19	\$ 76,104	20 \$78,133		9.0	19	\$ 76,104	20 \$78,133	\$2,029	2.67%
18	\$ 75,104	19 \$77,133		16.0	18	\$ 75,104	19 \$77,133	\$2,029	2.70%
17	\$ 74,104	18 \$76,133		20.0	17	\$ 74,104	18 \$76,133	\$2,029	2.74%
16	\$ 73,104	17 \$75,133		27.0	16	\$ 73,104	17 \$75,133	\$2,029	2.78%
15	\$ 72,104	16 \$74,133		21.0	15	\$ 72,104	16 \$74,133	\$2,029	2.81%
14	\$ 71,104	15 \$73,133		21.0	14	\$ 71,104	15 \$73,133	\$2,029	2.85%
13	\$ 69,604	14 \$71,633		49.0	13	\$ 69,604	14 \$71,633	\$2,029	2.92%
12	\$ 68,104	13 \$70,133		20.0	12	\$ 68,104	13 \$70,133	\$2,029	2.98%
11	\$ 66,604	12 \$68,633		21.5	11	\$ 66,604	12 \$68,633	\$2,029	3.05%
10	\$ 65,104	11 \$67,133		13.0	10	\$ 65,104	11 \$67,133	\$2,029	3.12%
9	\$ 63,604	10 \$65,633		52.9	9	\$ 63,604	10 \$65,633	\$2,029	3.19%
8	\$ 62,104	9 \$64,133		21.0	8	\$ 62,104	9 \$64,133	\$2,029	3.27%
7	\$ 60,604	8 \$62,633		26.0	7	\$ 60,604	8 \$62,633	\$2,029	3.35%
6	\$ 59,104	7 \$61,133		34.0	6	\$ 59,104	7 \$61,133	\$2,029	3.43%
5	\$ 57,604	6 \$59,633		25.0	5	\$ 57,604	6 \$59,633	\$2,029	3.52%
4	\$ 55,604	5 \$58,133		26.6	4	\$ 55,604	5 \$58,133	\$2,529	4.55%
3	\$ 53,604	4 \$56,133		31.0	3	\$ 53,604	4 \$56,133	\$2,529	4.72%
2	\$ 51,604	3 \$54,133		24.0	2	\$ 51,604	3 \$54,133	\$2,529	4.90%
1	\$ 49,604	2 \$52,133		44.0	1	\$ 49,604	2 \$52,133	\$2,529	5.10%
0	\$ 48,104	1 \$50,133		21.5	0	\$ 48,104	1 \$50,133	\$2,029	4.22%

Total FTE: 712.2

Book	Policy Manual
Section	3000 Professional Staff
Title	EMPLOYMENT OF SUBSTITUTES
Code	po3120.04*jrm
Status	Second 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	Second 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	Second 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	Second 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	Second 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

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 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	Second 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	Second 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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Book	Policy Manual
Section	8000 Operations
Title	TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640*jjh
Status	Second Reading
Adopted	October 22, 2013

~~8640 — TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS~~

~~It shall be the policy of the Board of Education to use regular or special purpose school vehicles for transportation on field and other District sponsored trips.~~

~~The transportation for all field and other District sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the District Administrator.~~

~~The District shall assume transportation costs for approved field trips as specified in the District Administrator's administrative guidelines.~~

~~It will also assume a portion of the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.~~

~~Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.~~

~~All field trips shall be supervised by members of the staff. All other District sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.~~

~~All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.~~

~~District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.~~

~~No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission and does not transport any other student.~~

~~The District Administrator shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.~~

Legal	121.54(7), Wis. Stats.
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SHEBOYGAN AREA

— SCHOOL DISTRICT —

Committee Meeting Minutes, June 24, 2025

CURRICULUM & INSTRUCTION COMMITTEE – Ms. Kay Robbins, Chair

Ms. Kay Robbins, Chair, convened the meeting at 6:00 p.m.

Ms. Kay Robbins, Ms. Allie Tasche, Ms. Denise Wittstock, and Ms. Leah Hibl were present.

1. DIPLOMAS – Ms. Rachel Ledezma (Information/Action)

Moved by Ms. Tasche, seconded by Ms. Wittstock to accept administration's recommendation to award high school diplomas to Jackson Conard, Noah Langston, and Korey Wallis, North High School Class of 2024. All ayes. Motion carried unanimously.

2. INTRODUCTION (FIRST READING) TO DELETE BOARD OF EDUCATION POLICY 8640 – TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS – Ms. Rachel Ledezma (Discussion/Possible Action)

Moved by Ms. Robbins, seconded by Ms. Hibl to approve the introduction (first reading) to delete Board of Education Policy 8640 – Operations; Transportation for Field and Other District-Sponsored Trips. All ayes. Motion carried unanimously.

3. ACHIEVEMENT GAP REDUCTION GOAL UPDATE – Ms. Rachel Ledezma/Ms. Amy Buffington/Mr. Brian Hinn/Mr. Patrick Neils/Mr. True Vang (Information/Discussion)

Administration updated the Board on the end-of-year Achievement Gap Reduction (AGR) program currently in place at Grant, Jefferson, Longfellow, and Sheridan Elementary Schools. Wisconsin Acts 53 and 71 amended the program which required a five-year contract between the school and Department of Public Instruction (DPI). Each principal talked about the growth at their respective school and some of the implemented strategies they continue to make to continue to be on target with their objectives and progress. Ms. Ledezma thanked the Principals for their dedication to the work they do. Ms. Robbins asked what month Kindergarten students are tested and Mr. Neils responded in May. Ms. Hibl thanked the Principals for their work, and she noted that she appreciated how Longfellow Elementary School outlined how their school will be moving forward. Ms. Wittstock also was appreciative of the report as it assists her in her role with a local non-profit.

4. ADOPTION OF TEXTBOOKS/INSTRUCTIONAL MATERIALS – Ms. Rachel Ledezma/Ms. Kelly Blum/Mr. Ryan LaCrosse/Ms. Amy Matczak (Information/Possible Action)

Moved by Mr. Laster, seconded by Ms. Wittstock to approve the adoption of Spanish (Grades 8-12) – EntreCulturas, Second Edition, Levels 104, Triangulo Apreciado, 6th Edition textbooks and instructional materials. All ayes. Motion carried unanimously.

Moved by Ms. Tasche, seconded by Mr. Laster to approve the adoption of Science (Grades 6-8) – Issues and Science by Lab Aids textbooks and instructional materials. All ayes. Motion carried unanimously.

Administration presented the background and rationale for each textbook/instructional materials adoption. Ms. Blum walked through the process Spanish teachers and science teachers went through to determine their recommendations. The Spanish adoption is more aligned with the Wisconsin standards and is more about language acquisition and usage (performance indicators). The adoption is two different textbooks and staff will be trained in July as well as professional development days utilized to roll out the textbooks and instructional materials. The science adoption surveyed staff as part of the process and

the results indicated that teachers were more interested in the scientific practice because that is how a person more actively thinks about science. This adoption provides real world problems and works with the three-dimensions of learning that include core ideas, crosscutting concepts and science and engineering practices. It is a hands-on curriculum for students and will help teachers who were struggling on how to teach it well. Science will become engaging again.

Meeting adjourned at 6:33 p.m.



SHEBOYGAN AREA

SCHOOL DISTRICT

Committee Meeting Minutes of June 24, 2025

HUMAN RESOURCES COMMITTEE – Ms. Leah Hibl, Chair

Ms. Leah Hibl, Chair, called the meeting to order at 6:35 p.m.

Present: Ms. Leah Hibl, Ms. Mary Lynne Donohue, Ms. Kay Robbins, Ms. Heidi Boehmer

1. APPOINTMENTS – Ms. Jami Hintz (Confirming Action)

Moved by Ms. Robbins, seconded by Ms. Donohue to confirm the following appointments. All ayes. Motion carried unanimously.

ADMINISTRATOR

Abbigail 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

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

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

Brenda Miron	Educational Assistant	Horace Mann	April 28, 2025 - June 04, 2025
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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

4. RETIREMENTS – Ms. Jami Hintz (Action)

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

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

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

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

Moved by Ms. Robbins, seconded by Ms. Boehmer to approve the introduction (first reading) of revised Policy 3120.04 – Professional Staff; Employment of Substitutes. All ayes. Motion carried unanimously.

Ms. Hintz explained that the revisions to this policy incorporate language from the administrative guidelines.

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

Moved by Ms. Donohue, seconded by Ms. Boehmer to approve the introduction (first reading) of revised Policy 4120.04 – Support Staff; Employment of Substitutes. All ayes. Motion carried unanimously.

Ms. Hintz noted the revisions to this policy incorporate language from the administrative guidelines.

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)

Moved by Ms. Boehmer, seconded by Ms. Donohue to approve the introduction (first reading) of revised Policy 3120.08 – Professional Staff; Employment of Personnel for Co-Curricular/Extra-Curricular Activities. All ayes. Motion carried unanimously.

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

Move by Ms. Robbins, seconded by Ms. Boehmer to approve the introduction (first reading) of revised Policy 3431 – Professional Staff; Employee Leaves. All ayes. Motion carried unanimously.

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

Moved by Ms. Boehmer, seconded by Ms. Donohue to approve the introduction (first reading) of revised Policy 4431 – Support Staff; Employee Leaves. All ayes. Motion carried unanimously.

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)

Moved by Ms. Robbins, seconded by Ms. Boehmer to approve the introduction (first reading) to delete Policy 4162 – Support Staff; Controlled Substance and Alcohol Policy for Employees that Transport Students. All ayes. Motion carried unanimously.

Ms. Hintz explained that this policy is being deleted as it is being renumbered as indicated in the next agenda item. The policy is being renumbered so it is in the same area as other transportation policies and will be easier to locate and reference.

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)

Moved by Donohue, seconded by Ms. Hibl to approve the introduction (first reading) of new Policy 8601 – Operations; Controlled Substance and Alcohol Policy for Employees that Transport Students. All ayes. Motion carried unanimously.

The meeting adjourned at 6:45 p.m.



SHEBOYGAN AREA

— SCHOOL DISTRICT —

Committee Meeting Minutes, June 24, 2025

FACILITIES/RECREATION/THEATRE COMMITTEE – Mr. Peter Madden, Chair

Mr. Peter Madden, Chair, convened the meeting at 6:34 p.m.

Mr. Peter Madden, Ms. Denise Wittstock, Ms. Allie Tasche, and Ms. Sarah Ruiz-Harrison were present.

1. COMMUNITY RECREATION DEPARTMENT ANNUAL REPORT – Mr. Jody Brooks (Information)

Mr. Brooks presented the Community Recreation Department Report for the past three years. He highlighted facility projects, increased youth enrollment numbers, nomination for the ATHENA Organizational Leadership Award on behalf of the Sheboygan County Chamber of Commerce, and the Able in Action program was created. He added they are not seeing large numbers of girls interested in participating in softball so they will work on increasing those number at the younger levels.

Mr. Madden asked if there has been difficulty finding people to coach and Mr. Brooks responded that it has gone well for all of the programs. Ms. Wittstock asked if there has been any discussion about offering coed baseball/softball and Mr. Brooks responded that they are reviewing that as a possibility.

2. SHEBOYGAN THEATRE COMPANY FINANCIAL REPORT – Mr. Jody Brooks (Action)

Moved by Ms. Tasche, seconded by Ms. Wittstock to accept the Sheboygan Theatre Company Financial Report through April 30, 2025. All ayes. Motion carried unanimously.

3. COMMUNITY RECREATION DEPARTMENT FINANCIAL REPORT – Mr. Jody Brooks (Action)

Moved by Ms. Ruiz-Harrison, seconded by Mr. Laster to accept the Community Recreation Department Financial Report through April 30, 2025. All ayes. Motion carried unanimously.

4. FACILITY PERMIT REPORT – Mr. Jody Brooks (Information)

Administration presented the Facility Permit Report through May 31, 2025.

Mr. Brooks reported there have been some problems with the adult soccer program, so he is working through some of those concerns and different ways to manage that.

Meeting adjourned at 6:44 p.m.



SHEBOYGAN AREA
— SCHOOL DISTRICT —

Committee Meeting Minutes of June 24, 2025

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

Ms. Ruiz-Harrison, Chair called the meeting to order at 6:00 p.m.

Present: Ms. Sarah Ruiz-Harrison, Ms. Heidi Boehmer, Mr. Peter Madden, Ms. Mary Lynne Donohue

1. FUND 41 CAPITAL PROJECTS – Mr. Mark Boehlke (Action)

Moved by Mr. Madden, seconded by Ms. Boehmer to approve the Fund 41 Capital Projects through April 30, 2025, as presented. All ayes. Motion carried unanimously.

2. STATEMENT OF CASH FLOW – Mr. Mark Boehlke (Action)

Moved by Ms. Donohue, seconded by Ms. Boehmer to approve the Statement of Cash Flow through April 30, 2025, as presented. All ayes. Motion carried unanimously.

3. REVENUES & EXPENDITURES REPORTS – Mr. Mark Boehlke (Action)

Moved by Mr. Madden, seconded by Ms. Boehmer to approve the Revenue & Expenditures reports through April 30, 2025, as presented. All ayes. Motion carried unanimously.

4. BUDGET REVISIONS & TRANSFERS OF APPROPRIATIONS – Mr. Mark Boehlke (Action)

Moved by Ms. Boehmer, seconded by Ms. Donohue to approve the Budget Revisions and Transfers reports through April 30, 2025, as presented. All ayes. Motion carried unanimously.

GENERAL FUND (FUND 10)	Revised Budget 3-31-25	Revised Budget 4-30-25	Budget Increase (Decrease)
REVENUES			
100 Transfers-in	0.00	0.00	0.00
Local Sources			
210 Taxes	22,978,621.00	22,978,621.00	0.00
240 Payments for Services Provided Local Governments	0.00	0.00	0.00
260 Non-Capital Sales	421,942.00	429,380.03	7,438.03
270 School Activity Income	188,795.12	192,030.87	3,235.75
280 Interest on Investments	2,268,155.14	2,268,155.14	0.00
290 Other Revenue, Local Sources	212,773.60	221,266.20	8,492.60
Subtotal Local Sources	26,070,286.86	26,089,453.24	19,166.38
Other School Districts Within Wisconsin			
340 Payments for Services	1,899,944.00	1,899,944.00	0.00
Revenue from Intermediate Sources			
510 Transit of Aids	18,172.00	18,172.00	0.00
State Sources			
610 State Aid -- Categorical	1,028,148.00	1,028,148.00	0.00

620 State Aid -- General	92,186,717.00	92,186,717.00	0.00
630 DPI Special Project Grants	48,273.00	48,273.00	0.00
640 Payments for Services	130,000.00	130,000.00	0.00
650 Student Achievement Guarantee in Education	2,309,520.64	2,309,520.64	0.00
660 Other State Revenue Through Local Units	15,000.00	15,000.00	0.00
690 Other Revenue	7,592,638.00	7,592,638.00	0.00
Subtotal State Sources	103,310,296.64	103,310,296.64	0.00
Federal Sources			
710 Transit of Aids	115,948.00	115,948.00	0.00
730 DPI Special Project Grants	2,912,814.00	2,912,814.00	0.00
750 IASA Grants	2,375,973.00	2,375,973.00	0.00
780 Other Federal Revenue Through State	0.00	0.00	0.00
790 Other Revenue from Federal Sources	0.00	0.00	0.00
Subtotal Federal Sources	5,404,735.00	5,404,735.00	0.00
Other Financing Sources			
860 Compensation, Fixed Assets	27,738.00	27,738.00	0.00
Other Revenues			
960 Adjustments	0.00	0.00	0.00
970 Refund of Disbursement	142,423.50	155,861.07	13,437.57
990 Miscellaneous	334,143.68	334,143.68	0.00
Subtotal Other Revenues	476,567.18	490,004.75	13,437.57
TOTAL REVENUES	137,207,739.68	137,240,343.63	32,603.95
EXPENDITURES	Revised Budget 3-31-25	Revised Budget 4-30-25	Budget Increase (Decrease)
Instruction			
110 000 Undifferentiated Curriculum	25,803,483.52	25,812,356.72	8,873.20
120 000 Regular Curriculum	31,158,533.66	31,170,949.66	12,416.00
130 000 Vocational Curriculum	3,216,537.51	3,223,728.54	7,191.03
140 000 Physical Curriculum	3,062,563.00	3,062,563.00	0.00
160 000 Co-Curricular Activities	1,535,311.32	1,532,739.07	(2,572.25)
170 000 Other Special Needs	522,900.00	527,787.00	4,887.00
Subtotal Instruction	65,299,329.01	65,330,123.99	30,794.98
Support Sources			
210 000 Pupil Services	6,469,012.06	6,444,484.06	(24,528.00)
220 000 Instructional Staff Services	6,078,559.57	6,095,970.37	17,410.80
230 000 General Administration	2,108,310.64	2,113,507.14	5,196.50
240 000 School Building Administration	8,264,321.39	8,257,750.59	(6,570.80)
250 000 Business Administration	17,810,893.56	18,227,897.99	417,004.43
260 000 Central Services	594,977.35	595,541.35	564.00
270 000 Insurance & Judgments	1,240,737.00	1,247,473.00	6,736.00
280 000 Debt Services	1,700.00	1,700.00	0.00
290 000 Other Support Services	2,800,359.51	2,793,371.51	(6,988.00)
Subtotal Support Sources	45,368,871.08	45,777,696.01	408,824.93
Non-Program Transactions			
410 000 Inter-fund Transfers	14,675,631.77	14,675,631.77	0.00
430 000 Instructional Service Payments	18,882,710.37	18,884,234.37	1,524.00

490 000 Other Non-Program Transactions	0.00	0.00	0.00
Subtotal Non-Program Transactions	33,558,342.14	33,559,866.14	1,524.00
TOTAL EXPENDITURES	144,226,542.23	144,667,686.14	441,143.91
SPECIAL EDUCATION (FUND 27)	Revised Budget 3-31-25	Revised Budget 4-30-25	Change in Budget
TOTAL REVENUES	24,133,484.77	24,133,484.77	-
100 000 Instruction	19,892,665.62	19,893,165.62	500.00
200 000 Support Services	4,168,569.15	4,168,069.15	(500.00)
400 000 Non-Program Transactions	72,250.00	72,250.00	-
TOTAL EXPENDITURES	24,133,484.77	24,133,484.77	-

5. FUND BALANCE DESIGNATION – Mr. Mark Boehlke (Information/Possible Action)

Moved by Mr. Madden, seconded by Ms. Donohue to approve the fund balance designations for the fiscal year ending June 30, 2025, as presented. All ayes. Motion carried unanimously.

Mr. Boehlke noted 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, 2025. These are previous designations with the current balances. He further noted that fund balance designations really occur in November after the audit has been completed. The administration will present recommendations to the Board in November to adjust the fund balance designations based on the completion of the 2024-2025 audit.

6. GIFTS – Mr. Mark Boehlke (Action)

Moved by Ms. Donohue, seconded by Ms. Boehmer to accept all gifts to the District, approving those \$2,500 and greater. All ayes. Motion carried unanimously.

<u>Gift</u>	<u>Donor</u>	<u>Building/Program</u>	<u>Amount</u>
<u>For Information</u>			
Monetary	Bookworm Gardens	South	75.00
Monetary	Cory Bouck/Elizabeth Sanders Bouck	North	200.00
Monetary	McGoey Dermatology	North	200.00
Monetary	Sandra Diener	North	250.00
Monetary	Elizabeth Bartelt	North	500.00
Monetary	Mustard Seed Hair Co., LLC	North	500.00
Monetary	Delasanta Dental	North	500.00
Monetary	Mayer Law Firm, S.C.	North	750.00
Monetary	Leslie Kohler	North	1,000.00
Gift Cards	MilwauTea	North	1,190.00
Monetary	Bemis Family Foundation	Sheboygan Theatre Company	1,000.00
Monetary	Sheboygan County Chamber	Sheboygan Theatre Company	300.00
<u>Action</u>			
Monetary	Semicolon Inc.	North	3,000.00

The meeting adjourned at 6:11 p.m.