



# Minutes for Regularly Scheduled Board Meeting

To Be Held in the District Board Room

1055 Griffiths Lane

Ashwaubenon WI 54304

(Phone: 920.492.2900)

Wednesday, February 8, 2023

6:30 pm

\*\*\*\*\*

A. **Call to order:** President VanLaanen called the meeting to order at 7:00 pm

B. **Roll call:**

Board Members Present: VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke (remote)  
 Board Members Excused: all present  
 School Choice Advisory Representative: Matthew Rotter  
 Other Present: Kurt Weyers, Keith Lucius, Tammy Nicholson, Andy Bake, Tom Schmitt, Nick Senger, Dirk Ribbens, Cassie Schneider, Pete Marto, Doug Pieschek, Brian Carter, Kris Hucek, Andrea Pasqualucci, Drew Meinel, Rodney Anderson, Nadine Mathu, Erin Sawaski, Dawn Austin, Scott Truskowski

C. **Declaration of quorum:** Quorum present

D. **Pledge of allegiance:** The pledge was recited

E. **Adoption of Agenda:** Moved Vyskocil, seconded by VandeWalle to adopt the agenda as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0

F. **Citizens and/or delegations:**

1. **Public Forum** – Any citizen and/or delegations: no topics to present

G. **Consent Agenda:** Moved Vyskocil, seconded by VandeWalle to approve Consent Agenda items 1-6 as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0

1. Minutes of the regular meeting held on Wednesday, January 11, 2023
2. Minutes of the executive session held on Wednesday, January 11, 2023
3. Staffing: hirings, resignations, retirements, leave of absences
3. The schedule of checks written 01/04/23 to 01/30/23
5. There were 27 co-curriculars approved
6. Budget Financial Reports for December

H. **Superintendent’s Report (Staff/Student Recognition)**

- **State School Board Convention:** On January 17th -20th I attended the 102nd State Education Convention with Michelle Garrigan, Jennie Vyskocil, Tammy Nicholson and Andy Bake. The theme for this year’s conference was Unity, Community, and Opportunity. It was very validating for me after attending two different sessions on leading a successful Operational Referendum that we are doing everything right. This was the first time I noticed so many sessions on coordinating a successful operational referendum. I want to thank Michelle, Jennie, Tammy, and Andy for attending.
- **Referendum Update:** Our newest version of the Jaguar Nation is out. This version will focus on the upcoming referendum in April and the Community Conversation in March. The next Referendum Community Information session is on Wednesday, February 22, at 6:00 at Pioneer Elementary School.
- **Tool Slam:** The Tundra EdTech ToolSlam, a night of learning and collaborating for area educators, was held on Wednesday, February 8<sup>th</sup> at the Neville Public Museum in Green Bay. This FREE event is the result of a partnership between the Neville Public Museum and the

Ashwaubenon School district. It is designed to provide educators with the opportunity to learn new technology tools in the classroom, as well as time to collaborate with other attendees. This year we have 140 attendees from 20 area school districts participating. Thank you to Jamie Averbek and Jen Layden for their work in hosting this event.

- **Wisconsin Newspaper Association:** The Wisconsin Newspaper Association (WNA) Foundation is excited to announce the winners of the 2022 Wisconsin Civics Games Editorial Writing & Cartoon Contest. Winners, selected by Wisconsin newspaper professionals, were chosen in both writing and cartoon contests. We are very excited to announce that Haylie Dumoulin won 2nd place for her Cartoon submission. Haylie will have her entry published in newspapers across the state as well as receive \$250.00. Well done Haylie.
- **Taste of Ashwaubenon:** Taste of Ashwaubenon will occur on Monday, March 6th at Delta Hotel on Ramada Way. Stadium View is under construction set to re-open on April 1st. This is the biggest fundraiser of the year for the Jaguar Backers. Please take some time to support our Jaguar Backers by attending the Taste of Ashwaubenon.
- **Jaguar Excellence Awards:** For the month of December 94 Jaguar Excellence awards were handed out to staff. Our APPL staff were recognized for the great work they do with our youngest students. We have already 620 Jaguar Excellence awards winners this school year.
- **Golden Apple Nominations:** 129 Ashwaubenon School District teachers were nominated for the 2023 Golden Apple Award. The Teachers of Distinction were announced and we are very proud to announce that three Ashwaubenon School District teachers were recognized. They are Taylor Ratzburg - Kindergarten grade teacher at Pioneer, Amanda Paul - 2nd grade teacher at Valley View, and Michael Smits - Science teacher at Parkview Middle School. Over 3,000 teachers were nominated across Brown County. Winners of the coveted Golden Apples will be announced soon. The 30th annual Golden Apple Awards ceremony is scheduled for April 19, 2023 at the Lambeau Field Atrium.
- **Perfect Attendance:** 31 students at AHS had perfect attendance during the 1<sup>st</sup> semester. These students are recognized in February as students of the month!
- **AHS Dance Team - State Champions:** Senger recognized the AHS Dance team for their State Championship in Kicks and Regional Championship in Kicks and Pom. This is the 13th year the team has gone to State. VandeWalle stated he has been told by other districts that the AHS program is envied throughout the state! Senger stated that this is an amazing program with dedicated student athletes, driven parents and coaches that are respected throughout the state.

**I. Discussion/Presentation Items:** topics to present

**J. Action Items:**

1. **Library Media Plan 3 year Plan:** Bake introduced the three Library Media Specialists Nadine Mathu, Erin Sawaski and Dawn Austin. The district's five libraries are managed by these three individuals and their staff.
  - Mathu, Sawaski and Austin presented the 3-year Library Plan. DPI requires the board review and approve the plan every 3 years. The plan is kept on a Google site allowing for easy updating. The plan uses the "Future Ready Library Framework" model which is supported by DPI.
  - The district's mission drives all library planning.
  - The Library Media Specialists provided an overview of their individual libraries, the role of library medias in the district and their overall goals. These are all available for review in the plan.
  - They thanked the administrators, board, staff, tech team and community for the support that is given to the district's library program. This support allows the district libraries to have great spaces and resources that help reach their goals.

Moved by Vyskocil, seconded by Garrigan to approve the 3-year Library Media Plan as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

2. **5-year Technology Plan:** Scott Truskowski presented the 5-year Technology Plan to the board. He presented the projected 2023-24 technology budget of \$664,100.

Infrastructure	\$50,000	(Cormier wireless replacement; UPS replacement at HS, PI, VV, CM and DO; server replacement)
Internet	\$26,100	(ongoing costs for firewall and contact filters and mobile hotspots)
Hardware	\$393,000	(Chromebook replacements for grades 8-12; Art Lab desktop and laptop replacements; iPad replacements for 4K-K; older projector replacements)
Services	\$195,000	(licensing, warranties, maintenance and operating expenses)
Total	\$664,100	

- Truskowski reviewed the extended plan through the 2027-28 school year. He stated he tries to keep the projected budgets around the same amount each year.
- The board asked how this budget would be impacted if the referendum did not pass? This area would see a reduction which would impact things like equipment replacement and devices. Lucius stated that the administrators are working on the budget now and will present it to the board at a later date.
- Weyers thanked Truskowski for the work he does to keep the district safe. He stated the Scott does many things behind the scenes to help prevent interruptions due to security issues.

Moved by Garrigan, seconded by VandeWalle to approve the 5-year Technology Plan as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

3. **Facilities and Maintenance 10 year Plan:** Schmitt presented the 10-year Facilities and Maintenance Plan. Schmitt stated that the items in the plan come from previous recommendations as well as new items presented by staff and administrators.

- The board is only approving the plan; they are not committing to the overall dollars at this meeting.
- The actual projects for the 2023-24 will be presented to the board as part of the 2023-24 budget.
- It is possible that projects proposed in a given year could be moved to another year depending on the need and final budget for that year.
- When reviewing the projects each year and looking at the budget, we need to consider priority versus non-priority items. Items placed further out in the budget could be placed on hold. Items placed 2-3 years out on the budget at not necessarily committed to the year they are listed.
- The board recognized the district for the tremendous work they have done in maintaining our buildings. The upkeep of our buildings has been a priority which has prevented the piling up of maintenance work.
- Schmitt was recognized for his outstanding work when working with the maintenance and referendum projects. He has been able to keep project costs down.
- When working through the budget process, the first budgets to be impacted are usually the technology and maintenance budgets.

Moved by Vyskocil, seconded by Garrigan to approve the Facilities and Maintenance 10 year Plan as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

4. **Sunday Hockey Game 2-12-23:** Nick Senger stated that the WIAA handbook requires board approval to play on a Sunday. The high school hockey team is requesting board approval to play their 24<sup>th</sup> game on Sunday, February 12, 2023. With ice time being limited and the opportunity to fill the 22-23 hockey schedule, the team has an opportunity to play on Sunday. Senger recommended the board approve the Sunday, February 12<sup>th</sup> boys' hockey game.

Moved Vyskocil, seconded by VandeWalle to approve the Sunday game of Boys Hockey scheduled for Sunday, February 12, 2023, as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

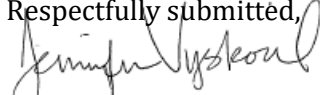
**K. Board & Superintendent Communications:**

- Weyers shared with the board a number of cards received from staff and community members.
- Garrigan shared the information shared with the school board delegates at the resolution meeting during the state convention. She stated 300 delegates met to review 19 resolutions. During the 4 hour meeting, the group was able to get through 16 of the resolutions (15 passed). The resolution about universal school meals did not pass. It was felt this resolution was not defined enough when it comes to where the funding would come from. Garrigan discussed the resolution around the requirement of new teachers to take the teachers test in order to obtain their licensure. With a cost of \$139 an attempt and a 61% passing rate, it is felt we are turning people away from this profession. People are getting discouraged by the number of hoops they need to jump through to obtain their license upon graduating from college.

**L. Future Board Meetings & Topics:**

- The next board meeting is scheduled for **Wednesday, March 15, 2023**, at 6:30 pm in the District Office.

**M. Adjournment:** Moved Vyskocil, seconded by VandeWalle to adjourn the meeting at 7:59 p.m. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

Respectfully submitted,  
  
Jennifer Vyskocil

## APPOINTMENTS

### PROFESSIONAL / ADMINISTRATION STAFF - HIRES

Name	FTE	Position	School	Compensation	Effective Date	Reason for request
Pahl, James	.42 FTE	Mathematics Instructor	AHS	Step 10 Lane J	Start on 2-13-23 for the remainder of the school year	This position is due to a staff resignation.

## RESIGNATIONS/RETIREMENTS/LAYOFFS

### NON-TEACHING STAFF - RESIGNATIONS/RETIREMENTS/LAYOFFS

Name	FTE	Position	School	Notes
LeSage, Cheryl	1.0 FTE	Educational Associate – 4K Aide	Cormier	Retirement after 21 years in the district. Retirement is effective the end of the 2022-23 school year.
Beno, Jean	1.0 FTE	Head Cook	Pioneer	Retirement after 29 years in the district. Retirement is effective the end of the 2022-23 school year.

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
0		12/31/2022		BANK FIRST	33.04
284		11/12/2022		CORP MASTERCARD	0.00
285		12/12/2022		CORP MASTERCARD	0.00
286		01/12/2023		CORP MASTERCARD	0.00
287		02/12/2023		CORP MASTERCARD	30,949.24
287		02/12/2023		CORP MASTERCARD	0.00
287		02/12/2023		CORP MASTERCARD	0.00
287		02/12/2023		CORP MASTERCARD	0.00
287		02/12/2023		CORP MASTERCARD	0.00
288		03/12/2023		CORP MASTERCARD	37,739.46
2295		02/05/2023		BANK FIRST	206,266.04
2296		02/05/2023		WI DEPT OF REVENUE	33,544.45
2297		02/20/2023		BANK FIRST	210,336.91
2298		02/20/2023		WI DEPT OF REVENUE	34,369.13
2299		02/20/2023		WI DEPT OF REVENUE	565.57
2302		02/22/2023		WI RETIREMENT SYSTEM	246,825.10
2303		02/24/2023		VISION SERVICE PLAN	2,826.37
2304		03/05/2023		BANK FIRST	207,326.71
2305		03/05/2023		WI DEPT OF REVENUE	34,745.88
18108		02/28/2023		LEWAREN, TIM	-95.00
18123		02/28/2023		LEWAREN, TIM	-95.00
18252		02/28/2023		LEWAREN, TIM	-55.00
18318		01/31/2023		BENESH, GREG	55.00
18319		01/31/2023		BROCKMAN, JAMES	80.00
18320		01/31/2023		CAMPBELL, RICK	80.00
18321		01/31/2023		DEMERATH BRIAN	55.00
18322		01/31/2023		HARRIS, BARRY	55.00
18323		01/31/2023		SCHOENHERR, MARK	55.00
18324		01/31/2023		WAGNER NATHANIEL	80.00
18325		02/02/2023		KARCZ, TODD	135.00
18326		02/03/2023		BARTMANN ALEX	80.00
18327		02/03/2023		CYRACUS KENNETH	80.00
18328		02/03/2023		DEMERATH BRIAN	55.00
18329		02/03/2023		HEIDMANN, LUCAS	80.00
18330		02/03/2023		KASSNER, STEVEN	55.00
18331		02/03/2023		SEEHAFER, BILL	55.00
18332		02/03/2023		STEAVPACK, DAVE	55.00
18333		02/06/2023		BAY PORT HIGH SCHOOL	185.00
18334		02/06/2023		FREEDOM HIGH SCHOOL	225.00
18335		02/06/2023		NEENAH HIGH SCHOOL	100.00
18336		02/06/2023		PEWAUKEE HIGH SCHOOL	225.00
18337		02/06/2023		PREBLE HIGH SCHOOL	200.00
18338		02/07/2023		DEMERATH BRIAN	55.00
18339		02/07/2023		DEVILLERS GREG	80.00
18340		02/07/2023		GAULKE ROBERT	80.00
18341		02/07/2023		KASSNER, STEVEN	55.00
18342		02/07/2023		VANDEN HEUVEL ERIC	80.00
18343		02/14/2023		BENESH, GREG	55.00
18344		02/14/2023		BERKEN, DAVID	80.00
18345		02/14/2023		CAMPBELL, RICK	80.00
18346		02/14/2023		DEMERATH BRIAN	55.00
18347		02/14/2023		HARRIS, BARRY	55.00
18348		02/14/2023		KEY, JOHN	80.00
18349		02/14/2023		LEWAREN, TIM	55.00
18350		02/16/2023		BENESH, GREG	55.00
18351		02/16/2023		DEMERATH BRIAN	55.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
18352		02/16/2023		STEVENS MARCEL	80.00
18353		02/16/2023		WAZNY CHRIS	80.00
18354		02/16/2023		WILKINSON RIC	80.00
18355		02/21/2023		JOZWIAK, KATE	95.00
18356		02/21/2023		WILKINSON RIC	80.00
18357		02/24/2023		BENESH, GREG	55.00
18358		02/24/2023		DEMERATH BRIAN	55.00
18359		02/24/2023		ELBE, JOSEPH	80.00
18360		02/24/2023		HARRIS, BARRY	55.00
18361		02/24/2023		KASSNER, STEVEN	55.00
18362		02/24/2023		KRONE, DAN	80.00
18363		02/24/2023		VANLANEN, ROGER	80.00
18364		02/27/2023		LEWAREN, TIM	55.00
18365		02/27/2023		LEWAREN, TIM	190.00
31665		02/01/2023		ELSMORE SWIM SHOP	238.03
31666		02/01/2023		FASTSIGNS	35.00
31667		02/01/2023		KIEWIZ, PATTY	94.50
31668		02/01/2023		MEINEL, ANDREW	777.00
31669		02/01/2023		MELOTTE-SKALESKI DIST INC	2,763.42
31670		02/01/2023		SCHWALLER, CHRIS	140.00
31671		02/01/2023		STONE CREEK HOTEL AND CONFERENCE CENTER	3,109.18
31672		02/01/2023		STONE CREEK HOTEL AND CONFERENCE CENTER	2,480.00
31673		02/01/2023		STROUD, JENNIFER	25.50
31674		02/01/2023		TEAM APPAREL & SPECIALTIES INC	136.00
31675		02/01/2023		WATERS, KYLE	140.00
31676		02/01/2023		ZORZA, BRET	140.00
31677		02/10/2023		BREVARD PRODUCTIONS	15,507.70
31678		02/10/2023		BROWN COUNTY ICE MANAGEMENT	400.00
31679		02/10/2023		EQUAL RIGHTS DIVISION	112.50
31680		02/10/2023		HEIDNER, CHARLES	89.40
31681		02/10/2023		JOSEPHS, CONNIE	605.00
31682		02/10/2023		LAFLEUR, HEATHER	210.61
31683		02/10/2023		LINDEMAN'S CLEANING	33.28
31684		02/10/2023		LINSTAD, AMY	127.50
31685		02/10/2023		LUECK, DANNY	75.00
31686		02/10/2023		MELOTTE-SKALESKI DIST INC	1,153.00
31687		02/10/2023		PHALEN, PATRICK JAMES	100.00
31688		02/10/2023		QUALI T	5,712.48
31689		02/10/2023		SAWALL, DAVE	75.00
31690		02/10/2023		SCHWEITZER, BARBARA	111.45
31691		02/10/2023		SWIM OUTLET	294.80
31692		02/10/2023		WAHLSTROM WHITNEY	76.00
31693		02/13/2023		SHEDD AQUARIUM SOCIETY	1,293.90
31694		02/14/2023		JENSEN, SCOTT	85.20
31695		02/14/2023		LEMIRE, SCOTT	96.10
31696		02/14/2023		LITCHFIELD, LANCE	131.20
31697		02/15/2023		BRAUER, KEVIN	116.00
31698		02/15/2023		BRAY, MARK	91.60
31699		02/15/2023		ELITE GROUP, THE	126.00
31700		02/15/2023		KIEWIZ, PATTY	171.71
31701		02/15/2023		KING, DAVID	103.20
31701		02/20/2023		KING, DAVID	-103.20
31702		02/15/2023		KLITZKE, DUSTIN	91.60
31703		02/15/2023		KRUEGER, JAY	229.98
31704		02/15/2023		MARTIN, FREDERICK	198.00
31705		02/15/2023		PETTY CASH ASHWAUBENON HIGH SCHOOL	500.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
31706		02/15/2023		SAM'S CLUB/SYCHRONY BANK	3,916.04
31707		02/15/2023		TOMPKINS, JENN	255.00
31708		02/15/2023		VANDENELZEN, STEVEN OR HEIDI	558.18
31709		02/15/2023		PETTY CASH ASHWAUBENON HIGH SCHOOL	200.00
31710		02/21/2023		DECLEENE, CHASE	412.00
31711		02/21/2023		SUICK, SCOTT	69.90
31712		02/21/2023		DELZER, BOB	83.50
31713		02/21/2023		DUMAS, DON	77.20
31714		02/21/2023		LATOUR, PATRICK	94.30
31715		02/22/2023		ANDERSON, RODNEY	88.93
31716		02/22/2023		ASHWAUBENON BASKETBALL ASSOCIATION	4,770.81
31717		02/22/2023		ASHWAUBENON GIRLS YOUTH BASKETBALL	4,078.65
31718		02/22/2023		BOB ROGERS TRAVEL	2,645.08
31719		02/22/2023		BOB ROGERS TRAVEL	4,004.86
31720		02/22/2023		COOTWAY, CURT	586.74
31721		02/22/2023		FOX CITIES EMBROIDERY INC	210.00
31722		02/22/2023		MELOTTE-SKALESKI DIST INC	677.91
31723		02/22/2023		SKILLS USA	153.00
31724		02/22/2023		VELICER SHANNON	80.00
31725		02/22/2023		VOLK, MICHELLE	109.40
31726		03/01/2023		ANDRUS INTELLECTUAL PROPERTY LAW, LLP	1,850.00
31727		03/01/2023		BOIVIN, TODD	112.40
31728		03/01/2023		CORNERSTONE COMMUNITY CENTER	11,973.69
31729		03/01/2023		FASTSIGNS	684.55
31730		03/01/2023		FLOOD, MEGAN	102.00
31731		03/01/2023		FORD PAUL	90.80
31732		03/01/2023		FOX CITIES EMBROIDERY INC	2,510.00
31733		03/01/2023		GILSOUL, LISA	2,407.90
31734		03/01/2023		GROOVE NATION ENTERTAINMENT	350.00
31735		03/01/2023		HAWKINS, SHAHONON	117.00
31736		03/01/2023		HENINGER, BENJAMIN	163.00
31737		03/01/2023		HRUDIK, MONICA	113.00
31738		03/01/2023		KRAMER, KRAIG OR BILLIE	24.99
31739		03/01/2023		KRUEGER, NATHAN	142.00
31740		03/01/2023		PETTY CASH ASHWAUBENON HIGH SCHOOL	700.00
31741		03/01/2023		RIDDELL ALL AMERICAN SPORTS	12,349.23
31742		03/01/2023		SEIDL, LYNN	153.00
31743		03/01/2023		VANDENELZEN, STEVEN OR HEIDI	352.00
31744		03/01/2023		WILLIAMS, TOMMIE	91.70
31745		03/02/2023		ARNESON CHRISTOPHER	88.10
31746		03/02/2023		FEUCHT JASON	88.10
31747		03/02/2023		WEINER, DANIEL	88.10
31748		03/03/2023		STOKES, EVA	132.00
108315		03/03/2023		VANHIEL, ALEXIS	-616.91
108605		02/27/2023		BERNARDY, MICHAEL	-8.00
108659		02/09/2023		SUPERIOR CHEMICAL COMPANY	-133.02
108773		03/17/2023		MATHIAS, DAISIE	-10.00
108975		02/14/2023		SALEWSKI, DONOVAN	-60.00
109020		02/02/2023		SUPERIOR CHEMICAL COMPANY	-168.10
109084		02/01/2023		WI SUPPORT COLLECTION TRUST FUND	1,161.93
109085		02/02/2023		PETTY CASH / DISTRICT OFFICE	100.00
109086		02/02/2023		PETTY CASH / DISTRICT OFFICE	160.00
109087		02/02/2023		SALEWSKI, DONOVAN	30.00
109087		02/14/2023		SALEWSKI, DONOVAN	-30.00
109088		02/02/2023		WARD, RYAN	30.00
109088		02/14/2023		WARD, RYAN	-30.00



CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
109089		02/06/2023		CENGAGE LEARNING	2,186.10
109090		02/06/2023		CENTRAL PROGRAMS INC	3,733.63
109091		02/06/2023		CESA 10	400.00
109092		02/06/2023		DUNCKER-HOFFMANN, KARINA	180.00
109093		02/06/2023		EDGE ENTERTAINMENT LIMITED	4,430.00
109094		02/06/2023		FIRE-PIXEL	30.00
109095		02/06/2023		FRAME OF MIND INC	287.50
109096		02/06/2023		GRAINGER INC	508.89
109097		02/06/2023		HOME DEPOT PRO	452.33
109098		02/06/2023		LAKESHORE LEARNING MATERIALS	1,489.57
109099		02/06/2023		LOSSE, SANDRA	24.00
109100		02/06/2023		UW MADISON	1,000.00
109101		02/06/2023		VELEZ, EMILY	22.80
109102		02/06/2023		WI DEPT OF REVENUE	570.00
109103		02/06/2023		WILSON LANGUAGE TRAINING CORP	2,201.04
109104		02/06/2023		WOGB-FM	400.00
109105		02/06/2023		ZIMONICK BROTHERS PRODUCE INC	1,565.79
109106		02/06/2023		ZUELKE KARCH, JACKIE	1,114.63
109107		02/08/2023		BROWN COUNTY PARK DEPT	416.00
109108		02/09/2023		UW OSHKOSH	1,053.50
109109		02/13/2023		BIRNBAUM, PATTY	17.45
109110		02/13/2023		BOELTER, ABBY	10.00
109111		02/13/2023		BOURGET, JENNIFER	49.98
109112		02/13/2023		BROWN COUNTY PARK DEPT	192.00
109113		02/13/2023		BROWN COUNTY PARK DEPT	196.00
109114		02/13/2023		BROWN COUNTY PARK DEPT	192.00
109115		02/13/2023		DOBBIN-DIETRICH, CHERY LYNN	22.00
109116		02/13/2023		GARRIGAN, MICHELLE	642.20
109117		02/13/2023		HEARTLAND BUSINESS SYSTEMS LLC	461.25
109118		02/13/2023		HEYRMAN & GREEN BAY BLUE	2,139.00
109119		02/13/2023		LET ME BE FRANK PRODUCTIONS	401.00
109120		02/13/2023		MENARDS GREEN BAY EAST	25.65
109121		02/13/2023		MOMMAERTS, MELINDA	145.05
109122		02/13/2023		NATURE'S BEST FLORAL	50.00
109123		02/13/2023		QUADIENT FINANCE USA INC	4,000.00
109124		02/13/2023		ROUTE 41 PIZZA LLC - DOMINO'S	3,434.50
109125		02/13/2023		SAM'S CLUB/SYCHRONY BANK	329.49
109126		02/13/2023		SCHOLASTIC INC	969.77
109127		02/13/2023		SCHOOL HOUSE	81.95
109128		02/13/2023		SEYMOUR COMMUNITY SCHOOL DISTRICT	49.00
109129		02/13/2023		SEYMOUR, PAUL	1,939.95
109130		02/13/2023		SHI, XIAOWEN	29.20
109131		02/13/2023		SLATHER, JESSICA	34.60
109132		02/13/2023		SPECTRA PRINT	72.26
109133		02/13/2023		TEACHER CREATED MATERIALS INC	113.03
109134		02/13/2023		WEST DE PERE SCHOOL DISTRICT	1,032.50
109135		02/13/2023		ZIMONICK BROTHERS PRODUCE INC	1,175.85
109136		02/15/2023		ASHWAUBENON EDUCATION FOUNDATION	10.00
109137		02/15/2023		UNITED WAY OF BROWN COUNTY INC	76.00
109138		02/15/2023		WI SUPPORT COLLECTION TRUST FUND	1,161.93
109139		02/20/2023		ALEXANDER, SIERRA	7.86
109140		02/20/2023		AMSTERDAM PRINTING	236.31
109141		02/20/2023		BOURGET, JENNIFER	19.92
109142		02/20/2023		CHARTER COMMUNICATIONS	54.64
109143		02/20/2023		EXTREME ENTERTAINMENT	375.00
109144		02/20/2023		HOPE SQUAD LLC	680.00

CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
109145		02/20/2023		ITSAVVY	100.00
109146		02/20/2023		JEFF'S PIANO SALES & SERVICE	200.00
109147		02/20/2023		LIGHTHOUSE PRODUCTIONS	1,500.00
109148		02/20/2023		LINDE GAS & EQUIPMENT INC	500.49
109149		02/20/2023		NASH, SABRINA	6.90
109150		02/20/2023		NEWCOMERS SERVICE	88.55
109151		02/20/2023		PARAGON DEVELOPMENT SYSTEMS	55.00
109152		02/20/2023		PETTY CASH / DISTRICT OFFICE	167.50
109153		02/20/2023		PRAIRIE FARMS DAIRY, INC	11,606.68
109153		02/20/2023		PRAIRIE FARMS DAIRY, INC	0.00
109153		02/20/2023		PRAIRIE FARMS DAIRY, INC	0.00
109154		02/20/2023		QUADIENT LEASING USA INC	468.63
109155		02/20/2023		RGM ENTERPRISES LLC	685.00
109156		02/20/2023		ROUTE 41 PIZZA LLC - DOMINO'S	1,222.50
109157		02/20/2023		SCHOLASTIC INC	395.20
109158		02/20/2023		SCHOOL HEALTH CORP	17.77
109159		02/20/2023		SCOTT A WINKLER	330.00
109160		02/20/2023		TRACKSIDE DESIGN LLC	732.00
109161		02/20/2023		VANHIEL, ALEXIS	616.91
109162		02/20/2023		VANIDESTINE, AMANDA	50.00
109163		02/20/2023		VAZQUEZ, LORNA T	1,750.00
109164		02/20/2023		WEST DE PERE SCHOOL DISTRICT	792.00
109165		02/20/2023		WI ASSN OF SCHOOL BOARDS INC	60.00
109166		02/20/2023		WI DEPT OF JUSTICE	126.00
109167		02/20/2023		ZIMONICK BROTHERS PRODUCE INC	1,091.20
109168		02/22/2023		PEASE, TOM	1,360.00
109169		02/22/2023		PREBLE HIGH SCHOOL FORENSICS	75.00
109170		02/22/2023		STOTTS, STUART	1,420.00
109171		02/27/2023		AMUNDSEN DAVIS	885.00
109172		02/27/2023		ASHWAUBENON WATER & SEWER UTILITY	16,986.73
109173		02/27/2023		BAY BUS LLC	1,225.00
109174		02/27/2023		BAY PORT HIGH SCHOOL FORENSICS	35.50
109175		02/27/2023		BETTER DAYS MENTORING LLC	10,885.50
109176		02/27/2023		BOURASSA, MARK OR SHELLEY	18.50
109177		02/27/2023		BUREAU OF EDUCATION & RESEARCH INC	1,036.00
109178		02/27/2023		CEC	413.25
109179		02/27/2023		CELLCOM GREEN BAY MSA	1,634.54
109180		02/27/2023		CESA 10	672.00
109181		02/27/2023		CESA 8	5,074.00
109182		02/27/2023		DORT, JESSICA	17.25
109183		02/27/2023		FRAME OF MIND INC	79.00
109184		02/27/2023		GRAINGER INC	151.46
109185		02/27/2023		GREEN BAY CITY TREASURER	417.00
109186		02/27/2023		HEYRMAN & GREEN BAY BLUE	4,849.94
109187		02/27/2023		HOME DEPOT PRO	40.46
109188		02/27/2023		HOWICK, DREW	10,996.13
109189		02/27/2023		JOHNSON CONTROLS	1,136.00
109190		02/27/2023		MADISON NATL LIFE INSURANCE CO	1,755.79
109191		02/27/2023		MADISON NATL LIFE INSURANCE CO	8,448.92
109192		02/27/2023		MARCIA BRENNER ASSOCIATES LLC	85.00
109193		02/27/2023		MATTHEWS TIRE AND AUTO SVC INC	66.78
109194		02/27/2023		METLIFE	11,060.56
109195		02/27/2023		NEW DOCUMENTS & LABELS	211.00
109196		02/27/2023		NSIGHT TELSVCES	1,384.85
109197		02/27/2023		PETTY CASH / DISTRICT OFFICE	252.00
109198		02/27/2023		RAE-COR DISTRIBUTING LLC	1,083.00

CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
109199		02/27/2023		ROPSON, KELLY	20.00
109200		02/27/2023		SEYMOUR COMMUNITY SCHOOL DISTRICT	162.00
109201		02/27/2023		SOLUTION TREE	749.00
109202		02/27/2023		STAPLES BUSINESS CREDIT	71.87
109203		02/27/2023		T-MOBILE	200.00
109204		02/27/2023		WBAY	1,545.00
109205		02/27/2023		WOGB-FM	1,335.00
109206		02/27/2023		ZIMONICK BROTHERS PRODUCE INC	1,056.80
109207		02/28/2023		888 MANUFACTURING CORPORATION	75.30
109208		02/28/2023		ANDERSON, DUSTIN	160.00
109209		02/28/2023		PETTY CASH / DISTRICT OFFICE	272.00
109210		03/01/2023		WI SUPPORT COLLECTION TRUST FUND	1,161.93
109211		03/06/2023		ACUTRANS	50.49
109212		03/06/2023		ALEXANDER, SIERRA	5.24
109213		03/06/2023		ASCD	89.00
109214		03/06/2023		ASHWAUBENON KIWANIS CLUB	150.00
109215		03/06/2023		BUTKUS, LUCAS OR NICOLE	16.00
109216		03/06/2023		COLLINS, CAROLYN	20.00
109217		03/06/2023		COMMUNITY INSURANCE CORP	25.00
109218		03/06/2023		CRISIS PREVENTION INSTITUTE INC	3,499.00
109219		03/06/2023		DELANEY, STEVE	20.00
109220		03/06/2023		JOHNSON, JENNIFER	87.08
109221		03/06/2023		LESSONPIX	110.70
109222		03/06/2023		LEURQUIN, TAMMY	20.00
109223		03/06/2023		MATHIAS, DAISIE	10.00
109224		03/06/2023		NEENAH JOINT SCHOOL DISTRICT	2,515.00
109225		03/06/2023		NORTHEAST WI TECHNICAL COLLEGE	250.00
109226		03/06/2023		NORTHERN SOUND & VIDEO LLC	140.00
109227		03/06/2023		OCCLC INC (ONLINE COMPUTER LIBRARY CENTER	3.10
109228		03/06/2023		ROUTE 41 PIZZA LLC - DOMINO'S	3,410.25
109229		03/06/2023		SCHOOL HOUSE	15.30
109230		03/06/2023		SCHWARTZ, CASSANDRA OR ALBARO MORALES	17.26
109231		03/06/2023		STAPLES BUSINESS CREDIT	281.52
109232		03/06/2023		STEEN MACEK PAPER COMPANY	116.25
109233		03/06/2023		TRAVELIN' TOM'S COFFEE	340.00
109234		03/06/2023		WBAY	600.00
109235		03/06/2023		ZIMONICK BROTHERS PRODUCE INC	906.60
222301027		02/01/2023		COOK, TASHA	100.00
222301028		02/01/2023		LAMERS BUS LINES INC	2,944.92
222301029		02/01/2023		WILLIAMS, KATHRYN	19.95
222301030		02/06/2023		ALPHA BAKING COMPANY	522.48
222301031		02/06/2023		AMA HEATING & AIR CONDITIONING INC	163.87
222301032		02/06/2023		AMERICAN WELDING & GAS INC	1,124.19
222301033		02/06/2023		BAER PERFORMANCE MARKETING	3,057.50
222301034		02/06/2023		BELLIN HEALTH	17,970.39
222301035		02/06/2023		BIRDSEYE DAIRY INC	456.87
222301036		02/06/2023		CARRICO AQUATIC RESOURCES INC	1,458.11
222301037		02/06/2023		CESA 6	125.00
222301038		02/06/2023		CINTAS CORPORATION	399.02
222301039		02/06/2023		COMPASS GROUP	73,291.00
222301040		02/06/2023		COOK, TASHA	48.86
222301041		02/06/2023		DIGGERS HOTLINE INC	52.80
222301042		02/06/2023		FIRST SUPPLY LLC- GREEN BAY	587.91
222301043		02/06/2023		FOX SPECIALTY CO LLC	466.39
222301044		02/06/2023		HOME TEAM SPORTS & APPAREL INC	112.07
222301045		02/06/2023		INFO MART INC	40.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
222301046		02/06/2023		LAMERS BUS LINES INC	3,391.12
222301047		02/06/2023		LYNC ACADEMY LLC	2,140.00
222301048		02/06/2023		MARCO	482.68
222301049		02/06/2023		MATHU, NADINE	99.00
222301050		02/06/2023		MENARDS INC	419.56
222301051		02/06/2023		MENARDS INC	241.50
222301052		02/06/2023		MULTI MEDIA CHANNELS LLC	75.00
222301053		02/06/2023		NASSCO INC	83.16
222301054		02/06/2023		PEPSI COLA OF GREEN BAY	2,436.91
222301055		02/06/2023		PERFORMANCE FOODSERVICE	18,077.26
222301055		02/06/2023		PERFORMANCE FOODSERVICE	0.00
222301056		02/06/2023		POOL WORKS INC	43.98
222301057		02/06/2023		QUILL CORP	310.29
222301058		02/06/2023		STATHAS, SHERYL	185.40
222301059		02/06/2023		VAN'S FIRE AND SAFETY INC	108.00
222301060		02/06/2023		WI PUBLIC SERVICE CORP	65.81
222301062		02/07/2023		IEI GENERAL CONTRACTORS INC	263,420.45
222301063		02/09/2023		TRUE NORTH ENERGY	3,397.50
222301064		02/10/2023		LAMERS BUS LINES INC	255.00
222301065		02/10/2023		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	2,629.60
222301066		02/13/2023		ALPHA BAKING COMPANY	467.90
222301067		02/13/2023		AMA HEATING & AIR CONDITIONING INC	936.88
222301068		02/13/2023		AMERICAN WELDING & GAS INC	559.89
222301069		02/13/2023		AMSTERDAM PRINTING	236.31
222301070		02/13/2023		BATTERIES PLUS LLC	256.73
222301071		02/13/2023		BIRDSEYE DAIRY INC	539.66
222301072		02/13/2023		CAMERA CORNER INC	393.00
222301073		02/13/2023		CDW GOVERNMENT	22,432.98
222301074		02/13/2023		CINTAS CORPORATION	202.15
222301075		02/13/2023		CONSTELLATION NEWENERGY-GAS DIV LLC	22,689.05
222301076		02/13/2023		FOOTE, CARLA	89.10
222301077		02/13/2023		GFL ENVIRONMENTAL USA INC	2,767.43
222301078		02/13/2023		GREEN BAY AREA PUBLIC SCHOOLS	5,863.40
222301079		02/13/2023		IEI GENERAL CONTRACTORS INC	28,299.00
222301080		02/13/2023		JOHNSON & JONET MECHANICAL CONTRACTORS I	2,479.04
222301081		02/13/2023		KASTER, MEEGAN	72.19
222301082		02/13/2023		KOPP, AMY	5.75
222301083		02/13/2023		LAFORCE HARDWARE INC	229.46
222301084		02/13/2023		LAMERS BUS LINES INC	6,147.97
222301084		02/13/2023		LAMERS BUS LINES INC	0.00
222301085		02/13/2023		LYNC ACADEMY LLC	1,320.00
222301086		02/13/2023		MADISON, JODIE	37.14
222301087		02/13/2023		MENARDS INC	436.43
222301088		02/13/2023		MENARDS INC	40.86
222301089		02/13/2023		MULTI MEDIA CHANNELS LLC	654.12
222301090		02/13/2023		PEPSI COLA OF GREEN BAY	1,262.28
222301091		02/13/2023		PERFORMANCE FOODSERVICE	9,157.34
222301092		02/13/2023		STATHAS, SHERYL	55.65
222301093		02/13/2023		SULLIVAN, EVAN	70.02
222301094		02/13/2023		WEX BANK	727.72
222301095		02/13/2023		WI DOCUMENT IMAGING LLC	1,859.16
222301096		02/13/2023		WI PUBLIC SERVICE CORP	39,925.02
222301096		02/13/2023		WI PUBLIC SERVICE CORP	0.00
222301097		02/13/2023		TRUE NORTH ENERGY	945.00
222301098		02/15/2023		RELIANCE TRUST COMPANY - ASHWAUBNEON 403	10,419.45
222301099		02/15/2023		RELIANCE TRUST COMPANY - ASHWAUBENON 457	8,502.60

CHECK COMMENT NUMBER	CHECK DATE	COMMENT	VENDOR	AMOUNT
222301100	02/15/2023		WEA TSA TRUST	70,300.83
222301101	02/15/2023		LAMERS BUS LINES INC	2,970.86
222301102	02/15/2023		PENZA, KEVIN	231.75
222301103	02/15/2023		PHILLIPS, KEVIN	518.39
222301104	02/15/2023		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	208.08
222301105	02/20/2023		ALPHA BAKING COMPANY	109.32
222301106	02/20/2023		AMAZON CAPITAL SERVICES	4,112.73
222301107	02/20/2023		BARNHART, THOMAS	376.03
222301108	02/20/2023		BIRDSEYE DAIRY INC	528.35
222301109	02/20/2023		BLICK ART MATERIALS	33.48
222301110	02/20/2023		CARRICO AQUATIC RESOURCES INC	350.00
222301111	02/20/2023		CESA 6	5,052.12
222301112	02/20/2023		CINTAS CORPORATION	207.43
222301113	02/20/2023		FISHER, SHANA	184.97
222301114	02/20/2023		GILLESPIE, BRACK	64.56
222301115	02/20/2023		HEID MUSIC CO	285.07
222301116	02/20/2023		HEINEMANN EDUCATIONAL BOOKS	84.00
222301117	02/20/2023		HERALD, KATHERINE	65.39
222301118	02/20/2023		INFO MART INC	140.00
222301119	02/20/2023		INSTRUMENTAL MUSIC CO INC	443.23
222301120	02/20/2023		KASTER, MEEGAN	10.00
222301121	02/20/2023		KITCHEN-TECH LLC	564.00
222301122	02/20/2023		LAMERS BUS LINES INC	97,723.58
222301122	02/20/2023		LAMERS BUS LINES INC	0.00
222301123	02/20/2023		LYNC ACADEMY LLC	5,120.00
222301124	02/20/2023		MACHT VILLAGE PROGRAMS LLC	11,534.00
222301125	02/20/2023		MARCO	11,627.66
222301126	02/20/2023		MENARDS INC	862.10
222301127	02/20/2023		MILLER, ERIC	130.33
222301128	02/20/2023		OBERSTADT, MEGAN	16.48
222301129	02/20/2023		PERFORMANCE FOODSERVICE	11,875.55
222301130	02/20/2023		QUILL CORP	426.85
222301131	02/20/2023		SCHOOL SPECIALTY LLC	653.84
222301132	02/20/2023		SEVEN UP BOTTLING CO INC	120.00
222301133	02/20/2023		VILLAGE OF ASHWAUBENON	110,741.31
222301134	02/20/2023		WI SCHOOL MUSIC ASSN INC	1,627.30
222301135	02/20/2023		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	346.80
222301136	02/20/2023		TRUE NORTH ENERGY	7,155.00
222301137	02/21/2023		TRUE NORTH ENERGY	4,792.50
222301138	02/22/2023		GLOBAL RECOGNITION INC	21.00
222301139	02/22/2023		LASEE, MELANIE	1,152.00
222301140	02/22/2023		MATHU, NADINE	25.00
222301141	02/22/2023		PENZA, KEVIN	81.51
222301142	02/22/2023		SENGER, KATHYRN	1,250.00
222301143	02/22/2023		WILLIAMS, KATHRYN	144.00
222301144	02/27/2023		ALPHA BAKING COMPANY	507.09
222301145	02/27/2023		AMERICAN WELDING & GAS INC	951.61
222301146	02/27/2023		BAER PERFORMANCE MARKETING	4,137.75
222301147	02/27/2023		BAKE, ANDREW	211.71
222301148	02/27/2023		BIRDSEYE DAIRY INC	478.30
222301149	02/27/2023		CINTAS CORPORATION	202.15
222301150	02/27/2023		COMPASS GROUP	69,491.00
222301151	02/27/2023		CONRADT, BRENDA	391.99
222301152	02/27/2023		CONRADT, SCOTT	165.69
222301153	02/27/2023		COOK, FRANCINE	80.73
222301154	02/27/2023		FOX SPECIALTY CO LLC	138.26

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
222301155		02/27/2023		LAMERS BUS LINES INC	98,483.90
222301156		02/27/2023		LAYDEN, PHILIP	44.97
222301157		02/27/2023		LYNC ACADEMY LLC	2,580.00
222301158		02/27/2023		MARCO	14,149.64
222301159		02/27/2023		MENARDS INC	222.34
222301160		02/27/2023		NASSCO INC	271.42
222301161		02/27/2023		PEPSI COLA OF GREEN BAY	3,105.92
222301162		02/27/2023		PERFORMANCE FOODSERVICE	10,688.96
222301163		02/27/2023		SHERWIN WILLIAMS COMPANY	186.18
222301164		02/27/2023		UNITED MAILING SERVICES INC	398.97
222301165		02/27/2023		VOS ELECTRIC INC	139.86
222301166		03/01/2023		BSN SPORTS LLC	260.00
222301167		03/01/2023		HOME TEAM SPORTS & APPAREL INC	497.26
222301168		03/01/2023		MATHU, NADINE	49.98
222301169		03/01/2023		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	3,197.34
222301170		03/06/2023		ALBRENT, DANIEL	252.39
222301171		03/06/2023		ALPHA BAKING COMPANY	164.72
222301172		03/06/2023		AUSTIN, DAWN	235.98
222301173		03/06/2023		BARNHART, THOMAS	430.57
222301174		03/06/2023		BELLIN HEALTH	20,362.67
222301175		03/06/2023		BIRDSEYE DAIRY INC	404.53
222301176		03/06/2023		CESA 7	3,100.00
222301177		03/06/2023		CINTAS CORPORATION	204.79
222301178		03/06/2023		COOK, FRANCINE	5.68
222301179		03/06/2023		DECLEENE, CHASE	30.00
222301180		03/06/2023		FOLLETT CONTENT SOLUTIONS LLC	577.16
222301181		03/06/2023		GEHRING, LORI	12.61
222301182		03/06/2023		HOME TEAM SPORTS & APPAREL INC	356.03
222301183		03/06/2023		INFO MART INC	192.00
222301184		03/06/2023		JW PEPPER & SONS INC	147.99
222301185		03/06/2023		LASEE, MELANIE	228.12
222301186		03/06/2023		LYNC ACADEMY LLC	3,200.00
222301187		03/06/2023		MARCO	1,761.62
222301188		03/06/2023		MENARDS INC	395.00
222301189		03/06/2023		NASSCO INC	232.52
222301190		03/06/2023		NICHOLSON, TAMMY	745.80
222301191		03/06/2023		PEPSI COLA OF GREEN BAY	987.69
222301192		03/06/2023		PERFORMANCE FOODSERVICE	13,293.43
222301193		03/06/2023		QUILL CORP	56.26
222301194		03/06/2023		SCHOOL SPECIALTY LLC	155.83
222301195		03/06/2023		STATHAS, SHERYL	72.85
222301196		03/06/2023		WAGNER, ERIN	4.08
222301197		03/06/2023		WI DOCUMENT IMAGING LLC	1,241.94
222301198		03/06/2023		WI PUBLIC SERVICE CORP	62.22
222301199		03/06/2023		WOJTYLA, MATTHEW	57.12

Totals for checks

2,498,862.05

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	General Fund	961,983.51	50.00	895,848.55	1,857,882.06
21	Gifts & Donations	1,250.00	92.00	144,968.79	146,310.79
27	Special Education	154,271.96	0.00	56,155.96	210,427.92
50	Food Service	19,210.78	242.70	132,109.58	151,563.06
80	Community Service Fund	2,125.71	0.00	101,163.67	103,289.38
81	Ashwaubenon PAC	4,042.47	0.00	25,346.37	29,388.84
***	Fund Summary Totals ***	1,142,884.43	384.70	1,355,592.92	2,498,862.05

\*\*\*\*\* End of report \*\*\*\*\*

<u>CHECK</u>	<u>COMMENT</u>	<u>CHECK</u>	<u>COMMENT</u>	<u>AMOUNT</u>
<u>NUMBER</u>		<u>DATE</u>	<u>VENDOR</u>	
222301061		02/07/2023	IEI GENERAL CONTRACTORS INC	307.65
Totals for checks				307.65



FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
49	Referendum 2020	0.00	0.00	307.65	307.65
***	Fund Summary Totals ***	0.00	0.00	307.65	307.65

\*\*\*\*\* End of report \*\*\*\*\*

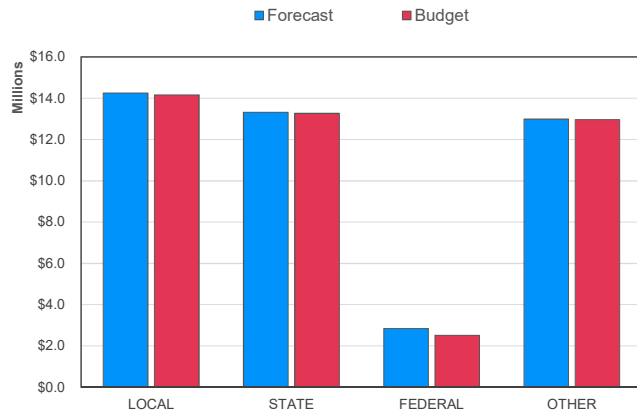
<b>Last Name</b>	<b>First Name</b>	<b>School Name</b>	<b>School</b>	<b>Position</b>	<b>Board Approval</b>
Milhaupt	Samuel	Ashwaubenon High School	AHS	Baseball (JV2) Coach	15-Mar
Swagel-Kohn	Amanda	Ashwaubenon High School	AHS	Softball - JV1 (Coach)	15-Mar

## General and Special Education Funds | Financial Forecast

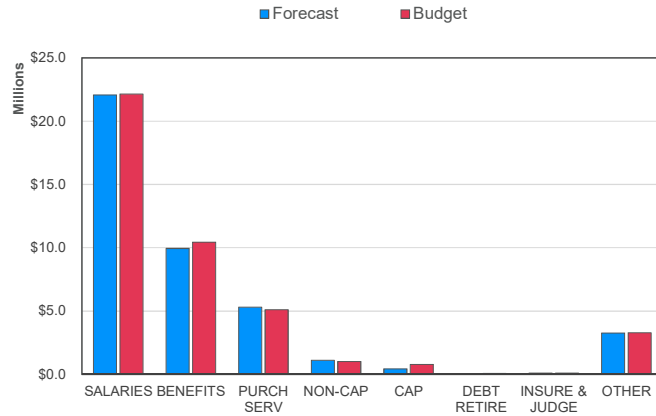
For the Period Ending January 31, 2023

	Prior YTD	Current YTD	Add: Anticipated Revenues / Expenses	Annual Forecast	Annual Budget	Variance Favorable / (Unfavorable)
<b>REVENUES</b>						
Local	\$5,750,882	\$5,788,028	\$8,463,091	\$14,251,119	\$14,166,340	\$84,779
State	\$4,104,982	\$4,354,416	\$8,969,237	\$13,323,653	\$13,263,543	\$60,110
Federal	\$1,235,368	\$1,592,173	\$1,251,051	\$2,843,224	\$2,520,240	\$322,984
Other	\$35,007	\$38,783	\$12,951,042	\$12,989,825	\$12,962,083	\$27,742
<b>TOTAL REVENUE</b>	<b>\$11,126,239</b>	<b>\$11,773,400</b>	<b>\$31,634,421</b>	<b>\$43,407,820</b>	<b>\$42,912,207</b>	<b>\$495,614</b>
<b>EXPENDITURES</b>						
Salaries	\$9,808,113	\$9,927,299	\$12,144,448	\$22,071,747	\$22,140,893	\$69,146
Benefits	\$4,771,644	\$4,339,201	\$5,613,741	\$9,952,942	\$10,442,078	\$489,136
Purchased Services	\$2,026,653	\$2,207,384	\$3,099,051	\$5,306,435	\$5,095,317	(\$211,118)
Non-Cap Objects	\$425,142	\$590,061	\$520,389	\$1,110,450	\$1,015,651	(\$94,798)
Capital Objects	\$151,996	\$59,744	\$373,902	\$433,646	\$783,567	\$349,921
Debt Retirement	\$8,556	\$8,028	\$33,786	\$41,814	\$58,500	\$16,686
Insurance and Judgements	\$83,379	\$87,748	\$4,625	\$92,373	\$95,000	\$2,627
Other Objects/Transfers	\$44,027	\$40,999	\$3,227,386	\$3,268,384	\$3,279,064	\$10,679
<b>TOTAL EXPENDITURES</b>	<b>\$17,319,510</b>	<b>\$17,260,463</b>	<b>\$25,017,327</b>	<b>\$42,277,791</b>	<b>\$42,910,070</b>	<b>\$632,279</b>
<b>SURPLUS / (DEFICIT)</b>	<b>(\$6,193,270)</b>	<b>(\$5,487,063)</b>	<b>\$6,617,093</b>	<b>\$1,130,030</b>	<b>\$2,137</b>	<b>\$1,127,893</b>
<b>ENDING FUND BALANCE</b>	<b>(\$1,091,000)</b>	<b>(\$1,700,252)</b>		<b>\$4,916,841</b>	<b>\$3,788,948</b>	<b>\$1,127,893</b>

**Revenues by Source | Forecast vs. Budget**



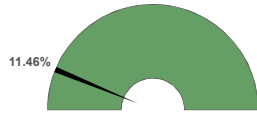
**Expenditures by Object | Forecast vs. Budget**



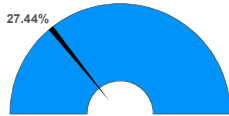
# General and Special Education Funds | Revenue Dashboard

For the Period Ending January 31, 2023

Projected Year End Fund Balance as % of Budgeted Revenues

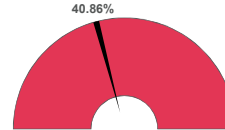


Actual YTD Total Revenues



Projected YTD Total Revenues  
23.18%

Actual YTD Local Sources



Projected YTD Local Sources  
32.60%

Actual YTD State Sources

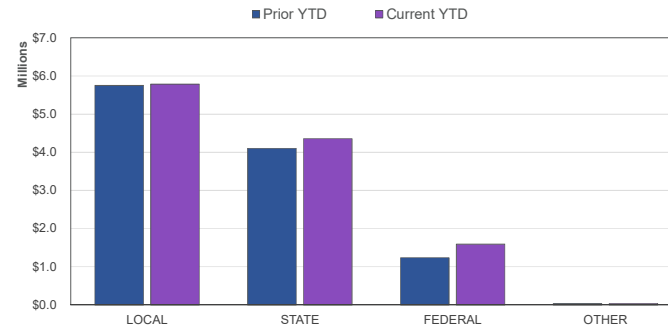


Projected YTD State Sources  
34.00%

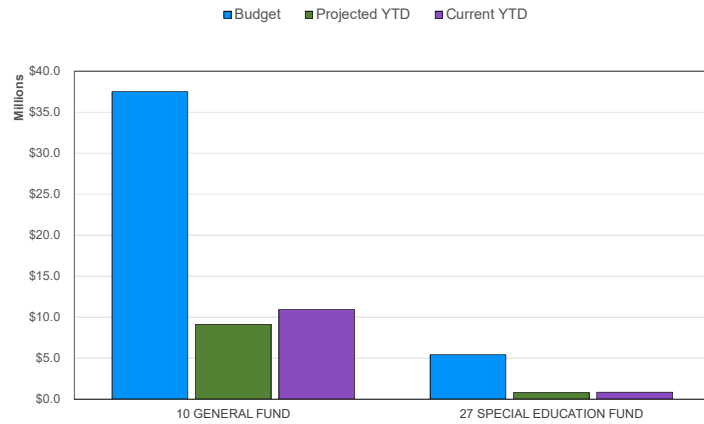
Top 10 Sources of Revenue (Year-to-Date)

Current Property Tax	\$5,567,225.41
State Equalization Aid	\$3,870,202.00
Federal Spec Project Grants	\$1,251,302.52
State Handicapped Aid	\$394,649.96
Fed Aid Fr Non Dpi State Agency	\$237,172.28
Chapter I Ecia - Title I	\$98,403.30
Student Fees	\$97,724.23
Interest On Investments	\$54,503.68
Admissions	\$54,341.11
State Transportation Aid	\$33,855.00
<b>Percent of Total Revenues Year-to-Date</b>	<b>99.03%</b>

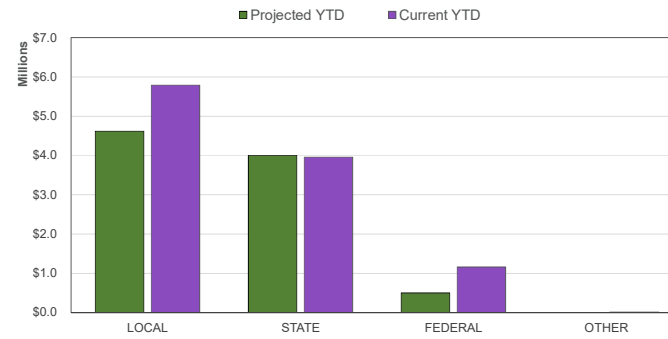
Revenues by Source



Total Revenues



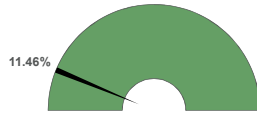
Revenues by Source



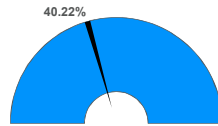
# General and Special Education Funds | Expenditure Dashboard

For the Period Ending January 31, 2023

Projected Year End Fund Balance as % of Budgeted Expenditures

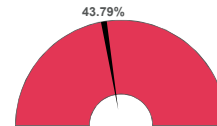


Actual YTD Total Expenditures



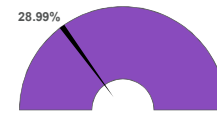
Projected YTD Total Expenditures  
41.26%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits  
44.92%

Actual YTD Other Objects

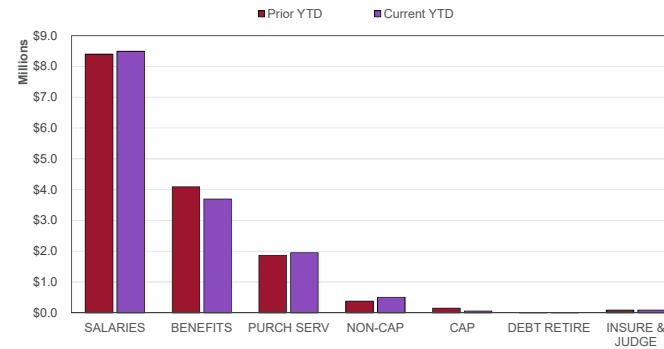


Projected YTD Other Objects  
29.71%

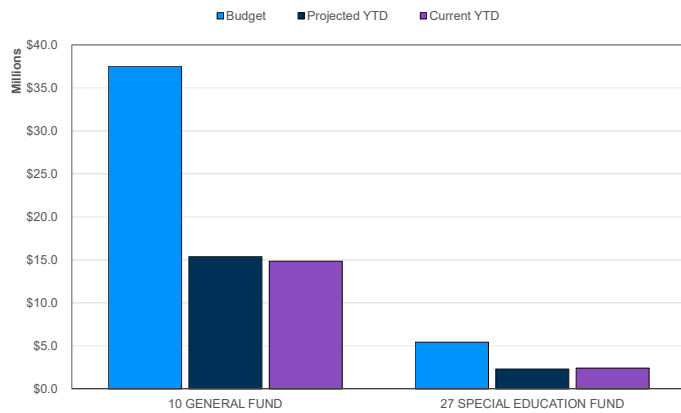
Top 10 Expenditures by Function (Year-to-Date)

Undifferentiated Curriculum	\$4,638,821.75
Regular Curriculum	\$2,726,843.46
Business Administration	\$2,331,772.38
Special Education Curriculum	\$1,712,074.07
School Building Administration	\$1,186,950.45
Pupil Services	\$902,245.13
Other Support Services	\$847,483.43
Instructional Staff Services	\$703,038.12
Vocational Curriculum	\$604,474.89
Physical Curriculum	\$438,288.99
<b>Percent of Total Expenditures Year-to-Date</b>	<b>93.23%</b>

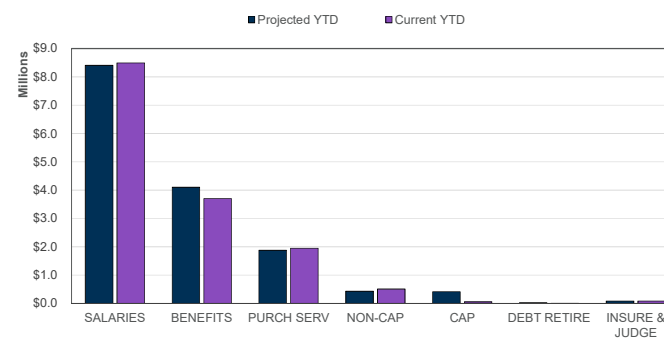
Expenditures by Object



Total Expenditures



Expenditures By Object



**Discussion Item: 1**

Ashwaubenon School Board

Meeting Date:	March 15, 2023
Issue:	Discuss the 2020 referendum project closeout
Requested By:	Tom Schmitt
Attachments:	Summary Sheet
Financial and/or Staffing Implications:	None
Funding Source:	None
Explanation:	<p>The projects listed in the 2020 Referendum have been closed out.</p> <p>The attached summary sheet lists the cost of each project and any variance associated with the project. The referendum approved spending of \$10,050,000 to complete the listed projects. In addition, the School Board approved spending an additional \$1,076,054 at the March 17, 2021 School Board Meeting in order to complete the A/C projects. These sources of these additional funds were listed as Fund 10, Fund 46 and Federal funds associate with the Pandemic.</p> <p>The total approved funding for the 2020 Referendum was \$11,126,054. The total Expenses incurred for the projects totaled \$11,187,558. Focus on Energy issued rebates totaling \$41,142 to the School District for energy efficient upgrades.</p> <p>The projects closed out overbudget by \$20,392 or 0.18%.</p> <p>A typical project contingency for the scope of these approved projects is between 10-15% of the total project costs. These projects were undertaken with a 5% contingency. The projects were completed with a contingency expensed at 3.43%.</p> <p>The School District offered voluntary change orders to Brander Engineering for cost overtures and to IEI to recover the costs of escalating materials pricing associated with the Valley View A/C project. The project contingency excluding these voluntary change orders is equal to 1.76%.</p>

	<p>All of the projects were completed on time which is a to the quality of the contractors involved. This is especially true considering that the entirety of the work performed was done at the peak of the Global Pandemic started in 2019.</p> <p>Special thanks to Brander Engineering and especially to Joe Finger for his work and dedication in seeing the Cormier and Pioneer Safety Upgrades completed on time as well as the High School, Valley View and Pioneer A/C projects which were also completed on time.</p>
Recommendation:	None

Variance by Project Code		Expenses by Fund Source			
Project Code	Project Variance	Fund 49	Fund 10	Fund 46	Project Expense Total
CO Safety 150	127,239 [1]	2,592,147	31,895		2,624,042
PI Safety 151	-67,046	1,104,110	112,937		1,217,046
PI Air Cond 154	-75,369 [2]	671,654	7,645		679,299
PI Fndtn Repairs 155	43,371	106,629			106,629
PI Gym Floor 156	42,260	107,740			107,740
VV Air Cond 153	-998,601 [3]	1,606,281	358,997	490,290	2,455,568
PV Gym Floor 157	18,570	131,430			131,430
PV Windw Replac 158	88,727	111,273			111,273
HS Air Cond 152	-527,594 [4]	2,779,648	65,116		2,844,764
HS Old Gym Flr 159	26,845	123,155			123,155
HS Track Repair 164	76,152	603,848			603,848
LED Lighting 161	-1,253 [5]	133,048			133,048
Asbestos Abtrmt 162	150,255	49,745			49,745
<b>Total Referendum Project Variance</b>	<b>-1,096,446 [6]</b>			<b>Total Expenses</b>	<b>11,187,588</b>
<b>2020 Referendum Expense Summary</b>					
	<b>Ref Funding</b>	<b>School Board Approved Expenses</b>	<b>Approved Variance</b>		
HS, VV and PIO AC Funding	4,350,000	5,426,054 [7]	-1,076,054		
		<b>Total Referendum Project Variance</b>	-1,096,446		
		<b>Expense Overature</b>	20,392		
		<b>Overature Percentage</b>	0.18%		



- [1] Variance includes rebate from FOE for \$1,281
- [2] Variance includes rebate from FOE for \$3,930
- [3] Variance includes rebate from FOE of \$6,967
- [4] Variance includes rebate from FOE for \$17,169
- [5] Variance includes rebate from FOE for \$11,795
- [6] Total Variance includes FOE rebates
- [7] School Board approved expenses of \$5,420,054 on March 17, 2021

**Action Item:   X**  
**Discussion Item:**

Ashwaubenon School Board

Meeting Date:	March 17, 2021
Issue:	Consider bids for air conditioning and HVAC upgrades to Valley View, Pioneer and the High School
Requested By:	Thomas Schmitt
Attachments:	A bid tabulation will be provided at the time of the meeting
Financial and/or Staffing Implications:	\$4,350,000 was approved with the successful referendum to complete the air conditioning and HVAC upgrades at Valley View, Pioneer and the High School. This total dollar amount includes Brander Engineering fees and construction contingency.
Funding Source:	Referendum Funds, Fund 46,
Explanation:	<p>Bids for the proposed air conditioning and HVAC upgrades were received on February 4th. The formal bid tabulation is attached.</p> <p>The project was significantly over the approved budget. Staff, Brander Engineering and two of the low responsible bidders Ziese Construction and IEI collaborated on scope reductions and value engineering which produced cost reductions of approximately \$1,897,245.</p> <p>The Village of Ashwaubenon has granted an exception to the rooftop mechanical screening ordinance which resulted in an additional \$699,000 in scope reductions.</p> <p>After considering proposed scope reductions IEI was the low bidder at \$4,841,022.</p> <p>Automated Logic HVAC controls were removed from the IEI scope of work and will be directly contracted through the ASD. Staff worked with Automated Logic to match the reduced scope of work and Automated Logic was able to obtain additional savings by working with their vendors. The base bid from Automated Logic was \$581,891. The bid to the School district including scope</p>

	<p>reductions is \$432,843.</p> <p>Summary of Expenses</p> <table border="0"> <tr> <td>IEI Contract</td> <td style="text-align: right;">\$4,841,022</td> </tr> <tr> <td>Automated Logic</td> <td style="text-align: right;">\$ 432,532</td> </tr> <tr> <td>Brander</td> <td style="text-align: right;">\$ 261,000</td> </tr> <tr> <td>Project contingency 5%</td> <td style="text-align: right;">\$ 217,500</td> </tr> <tr> <td>Reduce A/C contingency to 3%</td> <td style="text-align: right;">(\$ 86,500)</td> </tr> <tr> <td>Reduce current project contingency to 3%</td> <td style="text-align: right;">(\$ 59,500)</td> </tr> <tr> <td>Value engineering (electrical feeds)</td> <td style="text-align: right;"><u>(\$ 180,000)</u></td> </tr> <tr> <td>Total Expenses</td> <td style="text-align: right;">\$5,426,054</td> </tr> </table> <p>Summary of Funding Sources</p> <table border="0"> <tr> <td>Approved ref funds</td> <td style="text-align: right;">\$ 4,350,000</td> </tr> <tr> <td>Completed project variance</td> <td style="text-align: right;">\$ 300,772</td> </tr> <tr> <td>Office buildout variance</td> <td style="text-align: right;">\$ 37,500</td> </tr> <tr> <td>Fund 46</td> <td style="text-align: right;">\$ 400,000</td> </tr> <tr> <td>Asbestos abatement variance</td> <td style="text-align: right;">\$ 100,000</td> </tr> <tr> <td>Fed/State government aid</td> <td style="text-align: right;">?</td> </tr> <tr> <td>Capital improvements funds</td> <td style="text-align: right;">?</td> </tr> <tr> <td>Total Funding Sources</td> <td style="text-align: right;"><u>\$5,188,272</u></td> </tr> </table> <p>Total Project Variance = \$ (237,782)</p>	IEI Contract	\$4,841,022	Automated Logic	\$ 432,532	Brander	\$ 261,000	Project contingency 5%	\$ 217,500	Reduce A/C contingency to 3%	(\$ 86,500)	Reduce current project contingency to 3%	(\$ 59,500)	Value engineering (electrical feeds)	<u>(\$ 180,000)</u>	Total Expenses	\$5,426,054	Approved ref funds	\$ 4,350,000	Completed project variance	\$ 300,772	Office buildout variance	\$ 37,500	Fund 46	\$ 400,000	Asbestos abatement variance	\$ 100,000	Fed/State government aid	?	Capital improvements funds	?	Total Funding Sources	<u>\$5,188,272</u>
IEI Contract	\$4,841,022																																
Automated Logic	\$ 432,532																																
Brander	\$ 261,000																																
Project contingency 5%	\$ 217,500																																
Reduce A/C contingency to 3%	(\$ 86,500)																																
Reduce current project contingency to 3%	(\$ 59,500)																																
Value engineering (electrical feeds)	<u>(\$ 180,000)</u>																																
Total Expenses	\$5,426,054																																
Approved ref funds	\$ 4,350,000																																
Completed project variance	\$ 300,772																																
Office buildout variance	\$ 37,500																																
Fund 46	\$ 400,000																																
Asbestos abatement variance	\$ 100,000																																
Fed/State government aid	?																																
Capital improvements funds	?																																
Total Funding Sources	<u>\$5,188,272</u>																																
<p>Recommendation:</p>	<p>Award project to IEI for a sum total of \$4,841,022 and award Automated Logic the project for HVAC controls for a sum total of \$432,532.</p>																																

**Discussion Item: 2**

Ashwaubenon School Board

Meeting Date:	March 15, 2023
Issue:	Discuss Natural Gas Contracting
Requested By:	Tom Schmitt
Attachments:	None
Financial and/or Staffing Implications:	None
Funding Source:	General fund
Explanation:	<p>The Ashwaubenon School District contracts a fixed rate for natural gas thru a company called Constellation. Natural gas contracting is done to help reduce the ASD exposure to fluctuations in the pricing of Natural gas.</p> <p>Because of the fixed rate contracting the ASD annual cost for natural gas is very predictable and can be confidently budgeted. The High School, Valley View and Parkview are contracted for 80% of the annual usage based on historical records. Pioneer and Cormier do not use enough natural gas to benefit from contracting.</p> <p>If a contracted month is warmer than normal and ASD usage falls below the 80% nominated volume, natural gas is purchased back by the contract at the current market rate. If ASD natural gas usage is in excess of the nominated volume ASD is then billed at the current market rate for any excess volume.</p> <p>Natural gas is contracted by the volume known as a Dekatherm or DTH. The ASD current contracted pricing through 10/31/2028 is \$4.798/DTH. This contracted rate is equal to the hedged futures market rate for natural gas for the contract term plus transportation and distribution charges of approximately \$1.10 per DTH.</p>

	<p>The following is an example of the Pros and Cons associated with natural gas contracting.</p> <p>In November of 2022 the market rate for natural gas was \$4.24/DTH. ADS used 2369 DTH and paid \$1,322 over market. Because it was a warm month ASD did not use the 80% nominated volume and 365 DTH were purchase back by the contract at a loss of \$200.</p> <p>In December 2022 the DTH market rate increased to \$9.95/DTH. The month of December was normal and the ASD used 117 DTH above the 80% nominated volume and paid \$9.95/DTH for the excess volume. Because of the nominated and contracted volume of 2372 DTH the ASD demonstrated a \$17,795 cost avoidance for that month.</p> <p>In 2005 Hurricane Katrina impacted natural gas and rates peaked at \$12.60/DTH. At this rate ASD would have realized a cost avoidance of approximately \$27,000 for the month of December.</p> <p>In summary, natural gas contracting provides the ASD insurance against extreme fluctuations in natural gas pricing as demonstrated by the December 2022 natural gas rate spike. It also allows the ASD to confidently budget for the costs of natural gas. At times the ASD may pay above current market rates for natural gas but it is important to consider that from a budgeting standpoint costs for natural gas are covered by the annual budget with little risk. The floor for natural gas rates is very close to the contracted rate. The ceiling for natural gas however has the potential for a much greater variance than the floor.</p>
<p>Recommendation:</p>	<p>None</p>

---

**Action Item: 1**

Ashwaubenon School Board

Meeting Date:	March 15, 2023
Issue:	Early College Credit and Start College Now Requests
Requested By:	Dirk Ribbens
Attachments:	Fall 2023 Early College Credit Start College Now requests. Completed applications are available at the district office.
Financial and/or Staffing Implications:	
Funding Source:	School District
Explanation:	Twenty students have made Early College Credit or Start College Now requests. The school counselors and I have reviewed the requests and after reviewing Board Policy and the eligibility requirements under the program statute as well as the administrative rules of the Department of Public Instruction, it was determined that these students are eligible for participation in the program.
Recommendation:	It is recommended that these qualifying students be approved for enrollment in the Early College Credit and Start College Now programs at the post-secondary institutions noted in their applications.

<b>College Credit Requests for Fall 2023</b>						
<b>Student</b>	<b>Institution</b>	<b>Course(s)</b>	<b>Credits</b>	<b>Reason for request</b>	<b>Approved</b>	<b>Reason for denial</b>
Gerarden, Claire	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Phillips, Loralie	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Vaile, Zoey	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Delmarcelle, Ava	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Allen, Alexandria	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Hockers, Kailey	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Hudecek, Addison	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Wirth, Jocelyn	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Andersen, Ashtyn	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Raye, Olivia	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Newman, Miah	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Forgette, Calliegh	NWTC	NA 30-543-300	3	On site nursing ass't program	Yes	
Hoppman, Braylie	NWTC	NA 30-543-300	3	On site nursing program	Yes	
		Intro To Biochemistry 108-061-86	4	Not meeting prerequisite	NO	
Schiegg, Nadia	NWTC	NA 30-543-300	3	On site nursing program	Yes	
Sudol, Faith	NWTC	NA 30-543-300	3	On site nursing program	Yes	
Skolasinski, Sky	NWTC	American Sign Language 10-533-110	3	Not offered at AHS	Yes	
Balu, Jayanth	ST. Norbert	Data Analytics CSCI 201	4	Major for College	No	Has not taken our classes
		Structures CSCI 205	4	Major for College	No	Has not taken our classes
		Computing in a Global Society CSCI 310	4	Major for College	No	Has not taken our classes
		Calculus & Analytical Geometry Math 233	4	Maxed out math	Yes	
		Advanced Foundations of Math Math 250	4	Maxed out math	Yes	
		Differential Equations Math 310	4	Maxed out math	Yes	
		Statistics in the Sciences Math 221	4	Maxed out math	Yes	
	UWGB	221	3	Major for College	No	Has not taken our classes
		Discrete Mathematics COMP SCI 240	4	Major for College	No	Has not taken our classes
		292	3	Major for College	No	Has not taken our classes
		Advanced Software Design COMP SCI 316	4	Major for College	No	Has not taken our classes
		Multivariate Calculus MATH 209	4	Major for College	Yes	
		Ordinary Differential Equations MATH 305	4	Major for College	Yes	
		314	3	Major for College	Yes	
		361	3	Major for College	No	Has not taken our classes
Smits, Alex	UWGB	Multivariate Calculus MATH 209	4	Maxed out math courses	Yes-at 25%	
		Ordinary Differential Equations MATH 305	4	Maxed out math courses	Yes- at 25%	
	St. Norbert	Calculus & Analytical Geometry MATH232	4	Maxed out math courses	Yes - at 25%	
		Linear Algebra MATH203	4	Maxed out math courses	Yes - at 25%	
Heier, Jackson	St Norbert	Fundamental Physics 1 PHYS111	4	Has taken high school physics	Yes	
		General Physics 1 PHYS121	4	Has taken high school physics	Yes	
	UWGB	Physics 103 PHYS103	5	Has taken high school physics	Yes	
Shankar, Arya	St. Norbert	Linear Algebra MATH203	4	Maxed out math courses	Yes - 25%	
		Calculus & Analytical Geometry MATH233	4	Maxed out math courses	Yes - 25%	
		Statistics in the Sciences MATH221	4	Maxed out math courses	Yes - 25%	
		General Chemistry 1 CHEM105	4	Taken all chem	Yes - 25%	

---

**Action Item: 2**

Ashwaubenon School Board

Meeting Date:	3/15/2023
Issue:	Updated Handbook for professional staff
Requested By:	Keith Lucius and Jody Smits
Attachments:	Handbook
Financial and/or Staffing Implications:	
Funding Source:	
Explanation:	<p>We regularly need to update our handbook to match current Board Policies and current practices. The attached handbook shows the new language highlighted in yellow and eliminated language in red. This update is an accumulation of changes over several years.</p> <p>Please share any questions with Keith</p>
Recommendation:	Approve as written.



**ASHWAUBENON SCHOOL DISTRICT**

**EMPLOYMENT HANDBOOK**  
**for**  
**PROFESSIONAL STAFF MEMBERS**

## TABLE OF CONTENTS

<b><u>TOPIC</u></b>	<b><u>PAGE</u></b>
<b>I. INTRODUCTION</b>	
Introductory Statement.....	1
Disclaimer Statement .....	2
Statement of Philosophy .....	2
<b>II. EMPLOYMENT STATUS AND RECORDS</b>	
Employment Categories .....	3
Personnel Files .....	3
Personnel File Record Correction .....	4
Performance Evaluation.....	4
Student Supervision and Welfare .....	4
Assignment and Transfers .....	4
Staff Discipline .....	6
Reduction in Staff.....	6
Discipline, Non-Renewal, Termination, Resignation and Probationary Status.....	8
<b>III. EMPLOYMENT PAY AND BENEFITS</b>	
Pay Periods.....	9
Leaves of Absences .....	10
Family and Medical Leave .....	14
Health Insurance Benefits.....	14
<b>IV. WORKING CONDITIONS AND HOURS OF WORK</b>	
Dress Code .....	16
Attendance and Reporting Absences .....	16
Planning/Conference Period .....	18
Personal Communications .....	20
Use of Employer Property/Equipment.....	20
Use of Personal Property at School.....	20
Emergency Closings.....	20
Travel Expenses.....	20
<b>V. SAFETY AND HEALTH</b>	
Smoking .....	21
Reporting Work Related Injury.....	21
<b>VI. EMPLOYMENT</b>	
Employee Code of Conduct .....	21
Equal Employment Opportunity .....	22
Anti-Harassment Policy .....	23

Job Descriptions.....	23
Immigration Reform Act Compliance .....	24
Conflict of Interest .....	24
Outside Activities of Staff.....	24
Communications and Suggestions .....	25
Political Activities.....	25

**VII. EMPLOYEE COMMUNICATION & TECHNOLOGY**

Responsible Use of District Technology, the Internet, and the District’s Network .....	25
Email.....	25
Social Media .....	26

**VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

Staff Discipline .....	26
Grievance Procedure.....	26
Drug and Alcohol Use .....	26

# I. INTRODUCTION

## INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for professional staff members in the Ashwaubenon ~~School District Education Association (AEA)~~. The provisions described herein are the terms and conditions governing employment in the Ashwaubenon School District and compliance with them is required.

The Board ~~and Association~~ encourages ~~to the fullest degree~~ a friendly and cooperative relationship ~~between the respective representatives~~ at all levels, and among all ~~staff teachers~~. This relationship is intended to foster collaboration and professionalism throughout the district.

This Employee Handbook is a collection of selected employment policies ~~and administrative guidelines~~, as well as rules and regulations of the Ashwaubenon School District ("District"). It has been prepared to acquaint all professional staff members with the policies ~~and administrative guidelines~~, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each professional staff member's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board ~~and/or the administrative guidelines~~. They are available electronically on the District website.

## DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies ~~and administrative guidelines~~, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. Employment is not for any definite period, unless otherwise provided by individual contract. The District's professional staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policy.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Policy 3139 – Staff Discipline.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the School Board, in accordance with Board Policy. This Employee Handbook supersedes any and all previous handbooks, statements, policies ~~and administrative guidelines~~, rules, or regulations given to employees, whether verbal or written.

## STATEMENT OF PHILOSOPHY

**Vision of the Ashwaubenon School District . . .**

To achieve world class excellence in education so each child can reach his or her full potential.

**Mission of the Ashwaubenon School District . . .**

Partnering with our community to develop students who are high-achieving lifelong learners and contributing world citizens.

## II. EMPLOYMENT STATUS AND RECORDS

### EMPLOYMENT CATEGORIES

The Board establishes the specific categories of employment by which staff are identified as members of the professional staff if they fall into a category established in Policy 3120 – Employment of Professional Staff, or are identified as members of the support staff if they fall into a category established in Policy 4120 – Employment of Support Staff.

### PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. Further, the access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of professional staff members and grant access to inspect or review those records in accordance with Policy 8320 – Personnel Records and State law.

#### **Review Rights:**

An employee will have the right two times per year, upon written request, to review the contents of the individual's personnel file. This does not preclude the employee from further inspection of this file at times when grievances are filed or upon notification of non-renewal or dismissal

No material derogatory to an employee's conduct, service, character or personality will be placed in the personnel file unless the employee has been provided a copy. The employee will have the right to submit a written response to such material. The employee's response will be reviewed by the Superintendent or designee and attached to the file copy.

#### **Third-Party Access to Personnel Records – Confidentiality:**

It is the Board's policy to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practicable in keeping with the Board's interest. Information in an employee's personnel file, medical file, payroll file, I-9 file and all other employment related files will not be disclosed to any third party without an employee's written consent, except to meet the legitimate business needs of the Board or as required by law (e.g. subpoena or public records request). Further, neither the Board nor any individual employed by the Board shall access an employee's personnel records except for legitimate business purposes.

## PERSONNEL FILE RECORD CORRECTION

If there is any disagreement with the content or information contained in an employee's personnel record, the employee will follow the process established in Policy 8320 – Personnel Records to either have a correction made to the information in question, or to have the content in question removed from the file.

## PERFORMANCE EVALUATION

The District Administrator has established and will implement a program of staff evaluation.

This program shall focus upon the early identification of specific areas in which the professional staff member needs improvement so that appropriate assistance may be provided in a systematic way. The evaluations shall be consistent with:

- A. Applicable State statutes
- B. Policy 3220 - Staff Evaluation **and Educator Effectiveness**
- ~~C. AG 3220A – Evaluation of Staff (when available upon District Administrator completion)~~

## STUDENT SUPERVISION AND WELFARE

The Board requires each professional staff member to maintain a standard of care for supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.

For the Board's expectations in this regard, professional staff members should refer to Policy 3213 - Student Supervision and Welfare.

## ASSIGNMENT AND TRANSFERS

The District Administrator is responsible for the proper assignment of all professional staff members in conformance with any legal requirements or certification requirements.

The purpose of this section is twofold:

1. To identify a set of conditions under which staff member transfers from one position to another can be made. Transfers can be requested, voluntary, or involuntary.
2. To establish a process for appealing an involuntary transfer.

### **Section A: Requested Transfers:**

The District will offer staff members the opportunity to request a change in assignment for the upcoming school year. Interested staff members may request a transfer by completing the District Transfer Request Form and submitting it to the Human Resources Coordinator according to the established timelines.

A transfer request may be granted based on the following conditions:

1. A vacancy exists in an area for which the staff member is qualified. “Qualified” means holding a current license or being eligible to obtain a license.
2. The transfer supports the District staffing goal of filling all vacancies with qualified staff.
3. The transfer provides high quality instruction or services for students.
4. The transfer supports the needs of the staff.
5. The transferring staff member is not on a Plan of Improvement.
6. In the case of equally qualified staff members requesting the same transfer, the staff member with the most seniority will first be considered for the transfer unless the above conditions cannot be met.

### **Section B: Voluntary Transfers:**

In certain instances, staff members may be requested to change their teaching assignments. In the event that a staff member is requested to fill a vacancy, volunteers will first be considered to fill the open position. Volunteers will be accepted according to the conditions established in Section A.

### **Section C: Involuntary (Unrequested) Transfers:**

On occasion, a staff member may be transferred involuntarily to a position. An involuntary transfer will be made according to the following conditions:

1. Transfers will be done to allow the most qualified and effective teachers in a department.
2. Transfer will not be used as a form of discipline.
3. The District will observe all non-discrimination policies when determining transfers.
4. Involuntary transfers will be made according to conditions 1-4 in Section A.



**Section D: Appeal Process for Involuntary Transfers:**

In the event that a staff member opposes an involuntary transfer on the basis of unreasonableness, the staff member has the right to appeal to the Superintendent. The appeal will be made according to the following process:

The staff member will file a written letter of appeal with the Superintendent. The Superintendent’s decision is final and not subject to the grievance procedure or arbitration.

STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of an administrator or a professional staff member shall be consistent with the terms established in Policy 3139 – Staff Discipline

REDUCTION IN STAFF

In the event the Board determines to reduce the number of employee positions (full layoff) or the number of hours in any position (partial layoff) for the forthcoming school year, this procedure will apply (except in the case of limited term employees) under the authority of the Superintendent. The Superintendent will provide written notice to the employee who has been selected for layoff in accordance with individual contract or State Statute.

1. The Board will determine the number of employees to be fully or partially laid off and the Superintendent will then determine the individual employees to be laid off in accordance with the following guidelines:
  - a. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent possible.
  - b. Volunteers will be considered next. In the event an employee does volunteer to be laid off, and the Superintendent approves such layoff in lieu of another employee being laid off, such volunteer will be accorded all rights under these provisions.
  - c. Selection by the Superintendent after consideration of the following factors (in no particular order or weighting) based on the needs of the District: length of service in the District, length of service in education, certifications, performance of staff member, breadth of work experiences or qualifications, positive contributions to building and district level initiatives, input from direct supervisor (building, not classroom) and whether subject to a plan for improvement.

2. The re-employment rights as set forth below will extend up to January 1 of the third school year following lay-off.
3. If within an employee's re-employment rights period, the District has a vacancy in an area of certification within which the employee was certified at the time of the layoff, and is currently certified in at the time of said vacancy, the employee will be considered for the vacancy based on the criteria described in Section 1(c) above.
4. Within ten (10) days after an employee receives an offer for a vacancy pursuant to Section 3, the employee must advise the District in writing that the employee accepts the position offered and will be able to commence employment on the date specified therein. Any notice pursuant to Section 3 will be sent to the last known regular and/or electronic address of the employee as shown on the District's records. It will be the responsibility of each employee to keep the District advised of the employee's current contact information.
5. Any and all re-employment rights granted to an employee on layoff will terminate upon: (a) the expiration of such employee's re-employment rights or (b) such employee's failure to accept within ten (10) days any position offered to the employee as provided in Sections 3 & 4. Employees laid off from a full-time position will have the option of declining recall to a part-time position without jeopardizing their right to subsequent recall to a fulltime position.
6. Employees re-employed will be reinstated with sick leave benefits at the level of the effective date of their layoff.

**Seniority:**

Definition: Seniority is defined as length of service as a full-time or part-time certified employee within the District commencing with the employee's more recent date of hire. Employees who voluntarily terminate their employment in the District lose their seniority in the District--this does not apply to leaves of absence. A full-time employee is defined as anyone working one-hundred percent (100%) of a full-time contract.

Seniority will be based on an employee's percentage FTE times one (1) year. Seniority for employees with the same number of years will be determined by the school board approved date. In the event of a tie with the School Board approved date, the date the contract is signed and returned to the Human Resources Department shall determine the seniority order. Example: A part-time employee at an FTE of .7 will gain 70% of one year of seniority. His/her hire date will remain as is. The District will report the number of years of seniority employees have accrued **per Article XII of the Master Agreement.**

### **Seniority List:**

~~No later than December 1 of each school year, the Board and the Association will develop a mutually agreeable seniority list which will rank all employees, including full-time employees, employees on reduced contract, and employees on full layoff, according to their length of continuous services with the District. Such list will state the teaching assignment, if any presently held by such employees and the areas in which employees are licensed.~~

The seniority list will be **distributed** **posted** in each building **by** **in** January **5** of **each school year** and the employees will have twenty (20) days from the **posting** **distribution** date to challenge their placement **through the grievance procedure** if they feel they are improperly placed on the list.

### **Termination:**

An employee's seniority is terminated:

1. Upon expiration of layoff recall rights, except that this period can be extended by **mutual consent of** the Board **and the Association**.
2. If an employee is absent from the job because of illness or injury for more than five (5) years from the date the employee was placed on extended leave, except that this period can be extended by **mutual consent of** the Board **and the Association**.
3. If a laid off employee fails to notify the employer of the employee's intention of reporting for work within ten (10) days of being notified to do so and fails to report for work within ten (10) days of notification to do so.
4. If an employee is discharged for cause.
5. If an employee retires.
6. If an employee is under contract with another organization

### **Other:**

Supervisors or administrators returning to teaching positions within the District will receive seniority for time spent in the District.

## DISCIPLINE, NON-RENEWAL, TERMINATION, RESIGNATION AND PROBATIONARY STATUS

No employee will be disciplined, reprimanded, suspended, non-renewed, or terminated for arbitrary or capricious reasons. Individual contracts may be terminated or non-renewed upon a majority vote of the full membership of the Board. Any decision to terminate a staff member's employment contract shall be subject to review consistent with Policy 3340 - Grievance Procedure.

Finally, a staff member may resign in accordance with the terms of his/her individual employment contract.

Any employee who has signed an individual employment contract and wishes to breach such contract after June 15th will give the employer thirty (30) days notice and will reimburse the employer \$500 after June 15th; \$1000 after July 1st; and \$1500 after August 1st as liquidated damages. Such liquidated damages will be deducted from any amount due the employee.

In the event of breach of contract, a first year employee receiving training prior to completion of one year of service to the employer will be held responsible for the cost of the training paid for by the employer. Exception will be determined by the Board without precedence.

Policy 3140 – ~~Non-Renewal, Resignation, and Termination, Non-Renewal and Resignation~~

### III. EMPLOYEE PAY AND BENEFITS

#### PAY PERIODS

All professional staff members shall be paid in accordance with the provisions established in ~~Policy 6510 AG-6510B~~ – Payroll Authorization.

Salary payments will be in twenty (20) equal payments beginning September 5th and ending June 20th unless the employee gives written notice prior to May 15th of the previous school year to elect twenty-four (24) equal payments beginning September 5th and ending August 20th. New employees must notify the District prior to the first official in-service day, or prior to the first pay period if they are hired after the start of the school year. If an employee fails to make an election or misses the deadline, the employee will be paid in twenty (20) payments. An employee may not change their payment selection in the middle of a school year. Once a selection has been made, it will remain in effect until the employee notifies the District by the May 15th deadline.

#### **Summer School:**

The hourly rate for summer school teaching will be ~~the summer school rate of pay \$20.00~~. Teachers will be paid for the July 4<sup>th</sup> holiday if they are contracted before and after the holiday.

Teachers will be given ~~a half hour~~ preparation time ~~as outlined in their individual summer school contract for each ninety (90) minutes of class time~~. Active staff members that apply within the application period, will be employed first for available summer school positions within their area of certification.



## LEAVES OF ABSENCE (extended leave)

### **Sick Leave:**

Employees will be granted ten (10) days sick leave per year for illness or non-occupational injury of the employee such that the employee is incapable of performing employee's regular duties. Sick days must be taken in minimum units of one-half (1/2) days.

Should an employee leave the District prior to the completion of the contract, the sick leave for the current period will be pro-rated. Employees hired after the official start of the school year or employees employed on less than a full-time contract will receive a pro-rated number of sick days for that year. There will be an accumulation of sixty (60) days of sick leave.

In the event of absence in excess of the accumulated days or in violation of established criteria, salary deduction will be made at the time of overuse at the daily rate of the annual salary for each day. In the event of extended personal illness whereby the employee becomes eligible to collect the income protection disability insurance, the compensation derived from accumulated sick leave will cease with the balance of the sick leave days remaining as a credit to the employee's sick leave account.

In all cases of absence, the employee will follow the District Attendance and Reporting Absences procedure.

In the event that an employee is aware in advance that sick leave benefits will be needed or due, it will be the duty of the employee to notify the Building Principal as far in advance as possible in writing of the anticipated time and duration of such sick leave, the reason for requesting such sick leave and medical certification that the employee will be unable to perform normal work functions.

The employee will be required to begin using sick leave on the date after which their doctor certifies that they are medically unable to perform their normal duties. An employee on sick leave is required to notify the Building Principal at the earliest possible time of the anticipated date on which the employee will be able to resume normal duties. Any employee abusing sick leave benefits will be subject to discipline.

When an employee's return to work after twenty (20) days of consecutive sick leave occurs within ten (10) days before the end of the semester or other grading period, said employee returning from such sick leave may have the return to normal duties delayed until such grading period is completed.

As an alternative to the regular assignment, the District Administrator will have the option to require the returning employee to perform alternate work or to have

the returning employee perform curriculum development work until such time the next grading period commences. In any event, the returning employee will receive full wages and benefits during the time prior to assuming their normal duties.

In cases of prolonged absence in excess of the number of sick days credited to the employee's sick leave account at the onset of the illness, the employee will be placed on an unpaid leave of absence for a duration to be determined by administration.

After a three day absence, or in such other instances deemed appropriate by administration, the employee will immediately submit to Human Resources a letter from the employee's physician giving the diagnosis or description of the illness and the probable date of return. An employee returning from such a leave of absence will be assigned to the employee's same position or comparable position. An employee not desiring to return when declared able by a physician will be deemed to have resigned effective the day the employee was able to return to employment.

Should there be no such vacancy existing at the time of indicated return to service the employee will be offered the next open comparable position for which the employee is qualified. Should the employee turn down the offer of a position the obligation of further offers will be deemed waived.

An employee returning to duty after an absence due to illness may be requested to present a statement from a physician to Human Resources or may be required to submit to an examination by a physician designated by the school District and at the District's expense as a condition of returning.

**Emergency Leave:**

A maximum of three (3) days of emergency leave deductible from sick leave will be allowed for the serious illness of the family which demands the presence of the employee. Family is defined as spouse, children, parents, brother/sister, grandparents, mother-in-law/father-in-law, grandchildren, or a relative who is member of the employee's household.

Should circumstance require more than three (3) days of emergency leave purposes, the Superintendent or designee may consider each case on its merits.

**Bereavement Leave:**

Time off needed for funerals should be handled on an individual basis with the building administration. In the event of the death of a District employee, the building administration will determine the representation to attend the funeral. If a staff member feels that they need more than 3 days leave, they may submit a request to the superintendent. In the event of the death of a District employee, the building administration will determine the representation to attend the

funeral. These days are deducted from accumulated sick days.

**Professional Leave:**

This leave will be given to attend educational functions other than general state or regional conventions as approved by the District Administrator. The District Administrator will determine the time limit for such leave according to the individual situation.

**Personal Days:**

Two (2) personal days in the school year may be taken by an employee with prior approval. Such leave will be deducted from accumulated sick leave. An employee will file a request with the employee's building principal three (3) days prior to such leave, when possible. Building principals may limit the use of this leave to five (5) percent, but not less than one (1) of the employees in the building on any one day. Personal days must be taken in minimum units of one-half (1/2) days. Staff eligible for leave will be rounded to the next highest full number.

Up to 3 unused personal days may be carried over into the next school year.

Staff members are not allowed to take personal days on district in-service days.

**Voluntary Leave:**

Voluntary non-paid leave is a request with re-employment rights for full-time leave from a position for not less than a semester, nor more than two years and will be granted at the discretion of the superintendent. Employees who plan this leave will request to do so prior to March 15 of the year preceding the commencement of the leave. Seniority of the employee who is on voluntary leave will be pro-rated on the basis of time worked during the contract year. This provision will not be used for child rearing leave purposes. Staff members have the right to appeal the superintendent's decision to the board of education.

Any staff member who requests an unpaid leave of absence one or two years prior to reaching retirement age and/or eligibility for early retirement must declare intent to return. If the employee does not intend to return to the District, the District will hire a permanent replacement not designated as a limited term employee. If the employee declares that he/she will return to the District following the unpaid leave, the employee must work the number of years equal to the length of the unpaid leave of absence in order to qualify for retirement.

**Military Leave:**

The Board of Education will, upon request, grant a military leave of absence for active duty with the U.S. Armed Forces, U.S. Coast Guard, an authorized military reserve unit, or the National Guard, provided that the time off is for one's annual training or the result of an emergency mobilization during the regular school year.



Absence resulting from a military obligation to the United States government will be considered as an excused absence.

1. If such active duty assignment is a requirement of the employee's military obligation, the Board of Education will pay the difference between the employee's regular daily rate of pay and his or her daily rate of pay for up to a maximum of ten (10) working days per fiscal year. The employee must present the District with a statement showing the amount of daily pay prior to receiving remuneration.

If the military rate of pay equals or exceeds the school District's rate, no differential will be considered or implemented.

2. If an employee volunteers for an active duty assignment(s), no pay differential will be considered and the employee will be considered to be on an unpaid leave of absence.

**Jury Duty:**

1. Employees required to be absent because of subpoena, when such is received as a result of school District employment and not as a result of subpoena which has been served on the employee as a result of his/her violation of the law and/or when named as a plaintiff or acting as a defendant in a civil court action, will be given leave without loss of pay or deduction from sick or personal leave. The employee will remit to the District any fee received, less expenses incurred for serving as a witness.
2. In the event an employee is called to serve as a juror, the District will release the employee for such duty and continue to pay the employee's salary. The employee will remit to the District any fee received, less expenses incurred for serving as a juror.

**Other Leaves:**

All other leaves will be considered by the administration on an individual basis.

**Insurance:**

If a professional staff member wishes to maintain membership in the group medical and dental insurances during the term of the leave, the staff member will be responsible for the full payment of the premiums for those insurances, except as may otherwise be required by law. Payment of those premiums will be made to the school District business office on the first day of each calendar month during the term of the leave.

It will be the responsibility of the staff member to remit payment.

No payment notices, bills, or reminders of payment will be issued by the school District. Failure to remit payment for insurance premiums within the thirty (30) day grace period may result in coverage being discontinued. Employees on leave during the contract year will have their yearly insurance premium prorated on the basis of time worked.

**Seniority:**

Any staff member who is on leave will be pro-rated on the basis of time worked during the term of the contract year. Accrual of seniority will be suspended starting on the initial day of the leave and will recommence upon the first day of the return of the staff member to full employment.

FAMILY AND MEDICAL LEAVE

In accordance with Federal and State law, the Board of Education will provide family and medical leave for professional staff members. The provisions of both the Federal and State family and medical leave provisions require specific eligibility and qualifying reasons to access this leave; to determine if you are eligible or qualify for family and medical leave refer to Policy 3430.01 – Family and Medical Leave of Absence (FMLA).

HEALTH INSURANCE BENEFITS

**Covered Employees:**

1. Regular Full-Time Employees:  
Regular full-time employees are defined as employees who carry a full-time load. Regular full-time employees will be entitled to all benefits under the terms of this handbook.
2. Regular Part-Time Employees:  
Regular part-time employees are defined as employees who teach less than a full-time load. Regular part-time teachers who teach 30 hours (80% FTE) or more are eligible for prorated health and dental insurance benefits. For all benefits other than health and dental insurance, regular part-time teachers who teach fifty percent (50%) or more of full-time status will be entitled to prorated fringe benefits. Regular part-time employees who teach less than fifty percent (50%) of the full-time status will not be entitled to any benefits except as provided elsewhere in this handbook.

**Eligibility:**

Employees will be eligible for group coverage either as full-time or part-time employees on the first day of the month after the first day of active service.

An employee will have thirty (30) days to decide to participate in the program. Employees not electing coverage at the times set forth above must show evidence

of insurability to become eligible for group coverage unless otherwise permitted by the plan document, a statute or rule of law, or permitted by cafeteria regulations. Employees not returning to the District will have the premiums for the group plan paid by the District for the months of July and August in the same proportion as paid during the previous school year.

If an employee for the District has medical benefits provided under the same policy, the Board will not pay a premium that would result in duplicate health insurance benefits. This provision includes a spousal transfer.

**Health and Dental Insurance:**

The Board will pay a portion of the health and dental insurance premium toward single coverage and family coverage for all full-time and regular part-time staff members that work 30 hours or more, pursuant to the provisions above.

For full-time employees, the Board will pay 87.5% of the health insurance premium and 95% of the dental insurance premium (Board share). Employees will be responsible for the remaining premium via payroll deduction. The Board's share of the premium will be prorated for part-time employees hired after 01/01/1999. For example, for health insurance for an employee at 80% of full-time, the Board share will be 87.5% of 80% ( $.875 \times .80 = .70$ ) for a total of 70% of insurance premium and the employee will be responsible for the remaining 30% via payroll deduction. Married staff members, where both are full time, may only be covered once under district insurance policies.

**Life:**

The Board will pay the total cost of the premium for group life insurance. Employees not returning to the District may participate in the group plan upon payment of the full premium for the July and August payments.

Optional Life Insurance Benefits for Insured Persons terminate on the first day of the policy month coinciding with or next following the date of retirement or termination of employment.

Basic and Optional Accidental Death and Dismemberment Benefits for Insured Persons terminate on the first of the policy month coinciding with or next following attainment of age 65.

**Long Term Disability (LTD):**

The Board will pay the total cost of the premium for LTD insurance with a sixty (60) day waiting period. Employees not returning to the District may participate in the group plan upon payment of the full premium for the July and August payments. Medical premium waiver is in effect for up to twenty-seven (27) months while on LTD.

**Extended Leave of Absence:**

In the event an employee is placed on an “extended leave of absence”, the employee may have their insurance coverage above continued in force as a staff member of the group for up to two (2) years (maximum time allowed by the carrier) from the date of the beginning of the “extended leave” provided that the employee pays the premium to the school District on or before the first day of each month. Failure to make this payment in a timely manner will in itself signify a desire of the employee to discontinue coverage.

In the event of failure to make payment, a thirty (30) day grace period will commence. Should payment not be received during the grace period, coverage will be discontinued. No bills, invoices or statements will be rendered by the school District as the responsibility for payments rests with the employee. The provisions of the insurance programs will prevail if ever in conflict with the above.

**Flexible Spending Account:**

The District will make available a Health Care and Dependent Care Flexible Spending Account (FSA) for pre-tax payment of premium contributing, unreimbursed medical expenses, and for dependent care services to the extent allowable by law.

**Employee Assistance Program:**

The District will design and provide an Employee Assistance Program (EAP) at no cost to the employees as follows. EAP is not subject to the deductible.

**IV. WORKING CONDITIONS AND HOURS OF WORK**

DRESS CODE

The Board has exercised its authority to specify dress and grooming guidelines for staff.

When on duty, professional staff members are expected to dress in a manner that is professional and will distinguish staff from students, and is consistent with the expectations described in Policy 3216 - Staff Dress and Grooming.

ATTENDANCE AND REPORTING ABSENCES

As an employee of the Ashwaubenon School District, you are expected to report your absence promptly whether or not your absence will require a substitute.

Employees can access ~~Aesop, the substitute management system~~ at <http://www.aesop.com> the time off management system, 24 hours a day, to report an absence (or 800-942-3767). ~~Each em~~Employees are is assigned a user

login and PIN which will be emailed to their school email account. The process for reporting an absence is complete only when the management system gives the employee a “job number” which confirms that the absence was successfully created. If an employee doesn’t know or doesn’t have a PIN, they should contact the District Office.

Absences must be taken in either full or half day increments. ~~There are no exceptions to this.~~ If an employee calls in a half-day absence, the time for a mid-day start and/or end is as follows:

- High School 11:00 a.m.
- All other schools 11:30 a.m.

### **Absences employees can record in Aesop themselves:**

- Illness (employee illness or a medical appointment)
- Emergency (illness of a family member that requires the employee’s assistance or any other emergency requiring immediate attention—the employee will be required to explain the circumstances upon their return.)
- Bereavement
- Jury Duty (usually can be entered ahead of time—the employee should coordinate with the school office [how to proceed](#) ~~what they should do in case the jury duty is cancelled at the last minute.~~)

*All other absences require pre-arranged approval by the building principal.*

### **Advance planning means a better opportunity to obtain a qualified substitute:**

- Employees should enter an absence as soon as they are aware [of the absence](#) ~~they will need to be absent.~~ The [time off management system](#) ~~computer~~ will open the absence to substitutes once it is entered. It will accept absences up to the end of this current school year. (Medical appointments are considered illness and can be entered well in advance in many cases.) ~~Aesop will look for a sub in the employee’s grade/subject as much as possible.~~
- Call in early! If an employee needs a substitute today, remember substitutes are called beginning at 5:30 a.m. and they often sub for other districts as well. Employees should be entering in today’s absence by 5:00 a.m. and no later than 6:30 am, if at all possible.

### **Communicate with the substitute:**

- If an employee absence requires a substitute, the employee may upload attached files with lesson plans, notes, or other documents to the absence in the [time off management system](#) ~~Aesop~~ website.
- Traveling ~~staff teachers~~ who are assigned to more than one school should also upload special instructions informing the substitute of the schedule for the day of the absence so they are prepared to travel between buildings or to start at a different location than the home school.

**Communicate with the school office:**

- If an employee will need to be absent an additional day, they need to call the office before school is dismissed so the substitute can personally be asked to return. It will help to ensure consistency in the classroom, since the substitute management system will not automatically contact the same substitute.

**Time off records:**

- An employee's time off records will be tracked in the Skyward payroll system. They will be able to check their records using the same online system used to view payroll records. The employee is responsible for verifying that the system is up-to-date. Any questions about an employee's time off allowances should be directed to the District Office.

PLANNING/CONFERENCE PERIOD

**Work Day Expectations:**

1. In recognition of the inherent differences among the needs of buildings, groups, and individuals, the district has authorized a flexible environment to allow professionals to use their time most effectively.
2. Employees may use time during which they are not responsible for student supervision or instruction in a manner that is most effective for them. It is understood that alterations to the work day are acceptable; however, employees are expected to be available during the student contact hours in the building they are assigned. Permanent or regular alterations to the student contact hours are not acceptable.
3. Employees leaving the building between 7:30 and 3:30 must follow office procedures.
4. Substitute pay – Employees required to substitute for another employee in lieu of a preparation period will receive extra compensation calculated by prorating the hourly summer school rate

**Student Contact Hours:**

1. Employees are expected to work an average of seven and one half (7.5) hours per day. Employees are expected to be prepared for the teaching day and be prepared to begin the day when the students enter the building and classroom.
2. Employees should be in their assigned areas approximately ten (10) minutes before the students enter the building and approximately ten (10) minutes after the students leave the building.

3. Student Contact hours are the times students start the day until the time they are dismissed at the end of the day. They are as follows:

Cormier	8:00 a.m. – 3:00 p.m.
Valley View / Pioneer	8:15-a.m. – 3:15 p.m.
Parkview	7:30 a.m. – 2:48 p.m.
High School	7:30 a.m. – 2:40 p.m.
District Wide Hours	7:30 a.m. – 3:30 p.m.

**Non Classroom Staff:**

1. Employees not assigned to a classroom will generally work during the District Wide hours. Other modifications to the work schedule will be mutually agreed to by the employee and the building principal.
2. Employees assigned to the District Office will generally work during the District Wide hours. Alteration to the work schedule will be mutually agreed to by the employee and the supervisor.

**Meetings, Conferences and In-service:**

1. Full-time and part-time employees are, as part of their professional responsibilities, expected to fulfill all professional obligations such as attending meetings, in-services, parent-teacher conferences, collaboration, etc. [Part-time staff expectations for meetings](#)

- a. Collaboration Days - attend the full session
- b. Staff Development Days – attend the full session
- c. Teacher Work Days – work their minimum FTE percentage of these days
- d. Conference Days – Staff member must conduct all conferences as requested by parents. After all conferences have been completed **and** staff member has worked their minimum FTE the staff member is excused
- e. In-service Days – attend full session

~~1.2.~~ Building and District-wide Meetings:

- a. The District may schedule regular meetings on Wednesdays. These meetings will generally last no longer than one (1) hour and fifteen (15) minutes.
- b. -It is understood that on occasion a situation may require the necessity for a meeting on a night other than a Wednesday or to go longer than the normal time.

~~2.3.~~ District Head Coaches will be excused from meetings if they have practice or a game that conflict with the meeting.

- a. Coaches will be responsible for getting the information from another employee or the building or district administrator.

### 3.4. IEP Meetings / Student Services Meetings:

- a. Every attempt will be made to meet the needs of parents, employees and students when scheduling IEP meetings and Student Services (SS) meetings. IEP/SS meetings should be conducted within the District Wide hours.
- b. However, under certain circumstances, IEP meetings may need to be scheduled outside the District Wide time frame. Under these rare circumstances, the IEP may be conducted beginning at 7:15 a.m. or until one (1) hour and fifteen (15) minutes after the District Wide Hours.
- c. In the extremely rare occasion when an IEP/SS meeting must be scheduled beyond the one (1) hour fifteen (15) minute window, employees will be compensated at the summer school rate in fifteen minute (15) increments (<15 min. = 15 minutes, 16-30 min.= 30 minutes, 31-45 min.=45, 46-60 min.=one hour).

### PERSONAL COMMUNICATIONS

During work hours, personal communications made or received, regardless of whether on a Wireless Communication Device (WCD), regular telephone, or network computer, can interfere with employee productivity, distract others, and/or set a bad example for students. Employees are expected to use discretion in using personal WCDs while at work. Employees are expected to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard.

### USE OF EMPLOYER PROPERTY/EQUIPMENT

Personal use of District equipment or facilities by employees will be in accordance with the District Administrator's **policies guidelines**.

Policy 7530 – Lending of District-Owned Equipment

**AG 7530 – Personal use of District Equipment/Facilities**

### USE OF PERSONAL PROPERTY AT SCHOOL

Employees may wish to bring personal property to school either for reasons associated with their professional responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

### EMERGENCY CLOSINGS



The District Administrator shall make the decision regarding emergency closings in accordance with the Plan for Emergency Preparedness as established in accordance with Policy 8420 – School Safety ~~Emergency Evacuation of Schools~~.

### TRAVEL EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including travel expenses, of any professional staff member that is incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator’s policies ~~administrative guidelines~~.

Policy 3440 – Job-Related Expenses

~~AG 3440A – Job Related Expenses~~

~~AG 3440 B – Use of Private Car for School Business~~

## **V. SAFETY AND HEALTH**

### SMOKING

The Board of Education is committed to providing students, professional staff, and visitors with a tobacco and smoke-free environment. Accordingly, the Board prohibits professional staff members from using tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

Policy 3215 – Use of Tobacco and Nicotine by Professional Staff

### REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office in compliance with Policy 8442 – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

## **VI. EMPLOYMENT**

### EMPLOYEE CODE OF CONDUCT

All professional staff members are expected to conduct themselves as outlined in Policy 3210 – Staff Ethics.

**Dispute Resolution Procedure:**

The District believes that disputes are best resolved directly between the parties involved. Whenever possible, the first step in resolving an issue is a conversation between the people involved.

**Disagreements between staff members:**

Periodically, staff members will have issues with other staff members. In these cases, a staff member who has an issue with another staff member, will approach the other staff member and attempt to resolve the issue prior to going to administration. If the issue is not resolved at the first level, the staff members involved have three options.

- They can agree to disagree and continue to work through the issues.
- They may jointly schedule a meeting with their immediate supervisor.
- They may seek peer mediation. If peer mediation is not successful, one of the other two steps will be implemented.

If the second option is chosen, the supervisor will listen to both sides and attempt to bring all parties to a mutual agreement. If a mutual agreement cannot be reached, the supervisor will determine the most appropriate course of action. This course of action could be to agree with one of the individuals or groups, or develop a compromise or alternative solution.

If a staff member approaches an administrator about an issue with another staff member, the administrator may direct the staff member to this dispute resolution procedure first unless it is to report illegal or dangerous incidents.

**Disagreements Between Staff and Administrators:**

Periodically, staff members will have issues with administrators. In these cases, a staff member, who has an issue with an administrator, may approach the administrator with the assistance of a representative (if desired) and attempt to resolve the issue. If the issue is not resolved satisfactorily at the first level, the staff members can request a meeting with the superintendent. The individuals involved, the representatives and the immediate supervisor will present the issues and their solutions to the superintendent. The superintendent will determine the best course of action.

If a staff member approaches an administrator about an issue regarding another administrator, the administrator may direct the staff member to this dispute resolution procedure first unless it is to report illegal or dangerous incidents.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate in the employment of professional staff on the basis of any characteristic protected under State or Federal law including, but not limited to: race, color, age, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in Section 111.32, Wisconsin Statutes), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters or any other characteristic protected by law in its employment practices.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to:

Policy 3122 - Nondiscrimination and Equal Employment Opportunity  
~~AG 3122 - Nondiscrimination and Equal Employment Opportunity~~  
~~AG 3122B - Complaint Procedures for Nondiscrimination and Equal Opportunity/Access~~

### ANTI-HARASSMENT POLICY

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

For purposes of anti-harassment, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, student, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, male-to-female, female-

to-male, male-to-male, or female-to-female.

The District Administrator has prepared written policies ~~administrative guidelines~~ for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these policies ~~administrative guidelines~~. For more information employees shall refer to:

Policy 3362 - Employee Anti-Harassment

Policy 3362.01 - Threatening Behavior Toward Staff Members

~~AG 3362 – Employee Anti Harassment~~

~~AG 3362A – Reporting Threatening Behaviors~~

### JOB DESCRIPTIONS

The Board of Education recognizes that it is essential for professional staff member accountability that each professional staff member is fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency.

For more information regarding job descriptions, professional staff members shall refer to Policy 3120.01 – Job Descriptions. Further, if a copy of a job description is required or desired, the professional staff member shall ask their immediate supervisor or go to the Human Resources office and request a duplicate copy.

### IMMIGRATION REFORM ACT COMPLIANCE

The District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees. For more information regarding this compliance, please refer to the following:

Policy 3111 - Creating a Position

### CONFLICT OF INTEREST

Professional staff members are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to Section 19.59 Wisconsin Statutes.

Policy 1130 – Ethics and Conflict of Interest – Private Practice

Policy 3210 - Staff Ethics

## OUTSIDE ACTIVITIES OF STAFF

It is imperative that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If a professional staff member is involved in an activity that threatens that staff member's effectiveness within the school system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. (i.e. undue time consumption, undue stress, conflicts with role model expectation.)

For more information regarding the Board's expectations concerning interests, activities or associations that may conflict with the interests of the District, professional staff members should review the following:

Policy 3231 - Outside Activities of **Professional** Staff

## COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Employees should follow the chain-of-command when offering a suggestion or comment.

Professional staff members should refer to the detailed procedure regarding communication set forth in Policy 3112 - Board-Staff Communication

## POLITICAL ACTIVITIES

Political activities that do not contribute to a positive learning climate may be disruptive, divisive and distracting. Therefore, the Board has concluded that such activities are not appropriate within the school setting. It is the intention of the Board of Education to regulate such activities on all Board owned or used property, within all school buildings and at all school sponsored activities.

**AG 3231A – Participation in Political Activities**

## **VII. EMPLOYEE COMMUNICATION & TECHNOLOGY**

### RESPONSIBLE USE OF DISTRICT TECHNOLOGY, THE INTERNET, AND THE DISTRICT'S NETWORK

Staff use of the District's Network will be governed by Policy 7540.04 – **Staff**

~~Education Technology Responsible Use and Safety Staff Network and Internet Responsible Use and Safety and the related administrative guidelines.~~

### EMAIL

When available, the District's e-mail system must be used by employees for any official District e-mail communications.

Employees are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold, and purging all other e-mails that have been read.

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District employees may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Employees should be aware of the framework for the proper use of e-mail established in Policy 7540.06 – Electronic Mail ~~and the District Administrator's established guidelines regarding e-mail.~~

### SOCIAL MEDIA

In accordance with Policy 1213 – Student Supervision and Welfare and Policy 3213 - Student Supervision and Welfare, professional staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, ~~MySpace~~, etc.

## **VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION**

### STAFF DISCIPLINE

Staff discipline and required investigations regarding potential wrongdoings of a staff member shall be consistent with Policy 3139 – Staff Discipline

### GRIEVANCE PROCEDURE

The procedures detailed in Policy 3340 – Grievance Procedure shall be followed when a grievance has been filed that pertains to termination, discipline, and work place safety as defined in the policy.

### DRUG AND ALCOHOL USE

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's administrative and/or professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates Policy 3122.01 – Drug-Free Workplace shall be subject to disciplinary action in accordance with Policy 3139 – Staff Discipline ~~and the District Administrator's guidelines.~~

Any employee who feels that he or she needs assistance with drug or alcohol dependency is encouraged to contact Human Resources for information about the District's Employee Assistance Program (EAP). Employees receiving assistance in this regard are not exempted from compliance with the District's prohibition on the manufacture, possession, use, distribution, or dispensing of any controlled substance while on duty or on school premises or at any school sponsored activity.

Policy 3170.01 – Employee Assistance Program (EAP)

I acknowledge that I have received and read Ashwaubenon School District's Employee Handbook for Professional Staff Members and understand the provisions contained herein. I understand that the terms described in the Employee Handbook for Professional Staff Members may be altered, modified, changed, or eliminated by the Board at any time, with or without prior notice.

I further understand that the Employee Handbook for Professional Staff Members and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that my employment is at-will unless governed by my individual employment contract and that my employment may be terminated at any time with or without cause or terminated or not renewed consistent with the terms of my individual contract.

---

(Employee Signature)

---

(Witness Signature)

---

(Date)



**Action Item: 3**

**Ashwaubenon School Board**

Meeting Date:	Wednesday, March 15, 2023
Issue:	Increase mental health support for the community: Care Solace
Requested By:	Tammy Nicholson & Keith Lucius
Attachments:	
Financial and/or Staffing Implications:	\$4 per student x 3200 students: \$12,800 each year for 3 years.
Funding Source:	Separate Levy as part of the Community Service (Fund 80)
Explanation:	<p>Care Solace offers a 24x7x365 Mental Health Navigation for students, family members, community members and district staff. Connections are made to quality mental health and substance use treatment providers matched to their needs. Care Solace can be used by phone, web, tablet, mobile, video chat, email, or text when connecting families, community members, students, and staff with mental health resources. It ensures access to care regardless of coverage, including private insurance, Medicaid, and sliding scale options for those without insurance. Care Solace provides full case management and live data on the mental health needs of the school community.</p> <p>As a district, we have utilized our mental health grant funds for other screenings and supports that directly impact students. In a joint effort, with leadership from Ashwaubenon, DePere and Howard Suamico, a rationale was presented to consider fund 80 Community Service Fund as a more stable funding source for this community level service. On Friday, March 3rd, DPI provided approval for this as a fund 80 expenditure. The department stated that the service needs to be made available to all community members, including local private schools and home schooled students. The district will publicize and provide links to make this service available online and through our social media accounts. It will also be shared through community mailings.</p>
Recommendation:	<p>Recommend Board Motion and Approval of the Following:</p> <ul style="list-style-type: none"> <li>• Approval of Care Solace as a Community Mental Health Navigator Service with a 3 year contract beginning April 2023 and ending June 30, 2026.</li> <li>• Pre-approve this as a community fund service, which will be included as part of the 2023-24 school year budget and tax levy.</li> </ul>