

**Minutes for Regularly Scheduled Board Meeting**  
**To Be Held in the District Office Board Room**  
**1055 Griffiths Lane**  
**Ashwaubenon, WI 54304**  
**(Phone: 920.492.2900)**

**Wednesday, May 10, 2023**

**6:30 p.m.**

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**A. Call to order:** Board President VanLaanen called the meeting to order at 6:31 pm

**B. Roll call:**

Board Members Present: VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke  
 Board Members Excused: All present  
 School Choice Advisory Representative: Matthew Rotter  
 Other Present: Kurt Weyers, Tammy Nicholson, Andy Bake, Nick Senger, Brian Carter,  
 Pete Marto, Dirk Ribbens, Doug Pieschek, Kris Hucek, Michael Heim,  
 Mark Williams, Bernie Rocheleau, Andrea Pasqualucci

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

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

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

**F. Announcement of Executive Session**

In accordance with W.S. 19.85(1) (c) an executive session is being held for the consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility. *(Staff Compensation)*

**G. Election of Offices:**

**1. Election of Offices**

- a. President: VanLaanen nominated Vyskocil for Board President, seconded by VanDeKreeke . There were no other nominations. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0 to elect Vyskocil as Board President.
- b. Vice President: VanLaanen nominated VanDeKreeke for Board Vice President, seconded by Garrigan. There were no other nominations. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0 to elect VanDeKreeke as Board Vice President.
- c. Clerk: VanLaanen nominated VandeWalle for Board Clerk, seconded by VanDeKreeke. There were no other nominations. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0 to elect VanDeKreeke as Board Clerk.
- d. Treasurer: VanLaanen nominated Garrigan for Board Treasurer, seconded by VanDeKreeke. There were no other nominations. Aye 5 (VanLaanen, Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0 to elect Garrigan as Board Treasurer.
- e. Member At Large: will be VanLaanen

**H. Establish Board Meeting Time and Place**

- 1. Annual Meeting/Budget Hearing: July 12, 2023; 6:00 pm in the District Office; 1055 Griffiths Lane.

2. **Monthly Board Meeting:** Second Wednesday of the month (with exception to dates listed below); 6:30 pm; District Office - 1055 Griffiths Lane; Green Bay WI.
  - a. **October 2023:** October 2023 meeting will be held on **Wednesday, October 25, 2023.**
  - b. **March 2024:** Taste of Ashwaubenon is scheduled for the week of March 11, 2024. The March 2024 meeting will be held on **Wednesday, March 20, 2024.**

**I. Citizens and/or delegations:** No topics presented

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

1. Minutes of the regular meeting held on Wednesday, April 12, 2023
2. Minutes of the executive session held on Wednesday, April 12, 2023
3. The schedule of checks written 4/04/23 to 5/01/23
4. Staffing: hirings, resignations, retirements, leave of absences
5. Board financial reports for March

**K. Superintendent's Report – Special Recognition**

- **Jaguar Excellence Awards:** For the month of March, 95 Jaguar Excellence Awards were handed out. We have already 897 Jaguar Excellence awards winners this school year.
- **Rodney Millett:** Rodney Millett, 3<sup>rd</sup> grade teacher at Valley View Elementary School, was awarded a \$10,000 grant from the Meemic Foundation to help enhance a “Media Room or Reading Nook” for students. Mr. Millett will use the grant money to create a classroom reading nook for students to enjoy and expand in their reading abilities. Congratulations Rodney!!
- **Ashwaubenon School District Art Show:** Great work by our district Art teachers on the District Wide art show at the Performing Arts Center. It was very impressive to see the work of such talented students on display.
- **AHS Civics Team:** The senior civics squad of Lilly Marto, Janet Parise, Haylie Dumoulin, and Truman Thor look to take home the state title at this year's Wisconsin Civics Games on Friday at the State Capitol. Eric Mommaerts and Cortney Lemens lead in advising this great group of students. Good luck on Friday to our AHS Civics team!
- **Parkview Band and Choir Concerts:** The Parkview Band and Choir students and directors did an amazing job at their recent concert. It was great to see a packed house of parents, grandparents, families, and community members.
- **ASD #StrongerTogether Mini Conference:** On Monday, April 10, the Ashwaubenon School District hosted our first every homegrown mini-conference. On this day, over 250 Ashwaubenon staff members participated in nearly 60 breakout sessions. Thank you for our professional development team of Michelle Haapala, Amanda Johnson, Anika Johnson, Jen Layden, Christian Nolan, Jamie Averbek, Megan Diedrick, Sheryl Stathas, Kris Hucek, Doug Pieschek, Dirk Ribbens, Tammy Nicholson, and Andy Bake.
- **Ashwaubenon Nordic Ski Team:** Nick Senger - introduce team and the coaches on their State Championship. Bernie Rocheleau shared the accomplishments of this year's team. The boys' team were conference champs and the girls' team were runners up. This is the 25<sup>th</sup> anniversary of the Nordic Ski Team.
- **Guys and Dolls Recognition:** Ashwaubenon High School's musical production of *Guys and Dolls* is being honored by the Fox Cities PAC Center Stage High School Musical Awards program, during its 7<sup>th</sup> year of honoring achievements of high school musical theater. The entire cast and production were honored as Outstanding Ensemble, one of 5 of the 32 northeast Wisconsin high schools participating in the program. The cast performed its ensemble number, *Luck Be a Lady*, at the Center Stage Awards Showcase. AHS seniors, Olivia Weyenberg and Luke Calaway, were

selected for Outstanding Performance in a Lead Role; AHS junior, Aren Damayo, was selected for Outstanding Performance in a Supporting Role; and AHS students, Isabelle Garrigan and Vincent Vue, were chosen to perform with the Center Stage Ensemble in the opening number of the ceremony. Luke will be representing the Wisconsin delegate at the Jimmy Awards in New York this June.

- **Al Vandenberg Track Invite:** On Friday, the Ashwaubenon High School Track team will be hosting the Al Vandenberg Track Meet. Also, at this time, we will be naming the AHS track after longtime head coach Al Vandenberg.
- **Mandy Schroeder** On Friday, May 12th it is National School Communication Day. Mandy does an outstanding job of leading our school communication with all of our stakeholders. Her work is not limited to just communications as she also leads many of our state reports along with our student information system called PowerSchool. As you can see, Mandy is very busy and always does incredible work with a smile on her face. Congratulations Mandy.

#### **L. Discussion Items:**

1. **Alumni Association Scholarship Update:** Mark Williams provided an update on the Alumni Association. He spoke about the 2023 scholarships awarded through the Alumni Association. In 2019, they provided one \$1,000 scholarship for community services work. In 2023, they were able to provide 10 scholarships totaling \$11,500. This was due to sponsorship programs. Williams read through the 10 scholarships awarded this year. Williams stated that they would like to look into providing opportunities for student to mentor in an area of interest.
2. **Standards Based Grading:** Andy Bake provided the board an update on the work being done with the District's future grading process. Through the District's work with Tom Schimmer, we are developing a reliable grading system that better communicates and informs students and parents. The District has been working with other school districts in the area that are a few years ahead of us in this process. The new grading system is a slow and methodical process and will be implemented overtime. Bake spoke about the purpose of grading (communicate, self-evaluation, life and career readiness, and evaluate effectiveness). He spoke about the changes to assessments (1-4 versus 1-100) and report cards. He explained the next steps and that it will take 2-3 years of work before we are doing this process well!

#### **M. Action Items:**

1. **Dance Trip:** Nick Senger presented the request for the Dance Team to travel to Orlando, Florida from February 29, 2024 through March 6, 2024. The Dance Team fundraises for the entire trip. They travel to complete in Florida every other year with the last year being 2022. Senger stated that the ACT is scheduled for March 5. Dancers impacted by this testing date will be signed up to test on the makeup date. Coaches Anderson and Meinel spoke about the Dance Team budget and fundraising for these competition trips. Moved VandeWalle, seconded by VanLaanen to approve the 2024 Dance Trip as presented. Aye 5 (Vyskocil, VanLaanen, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.
2. **Open enrollment IN Applications:** Weyers presented the recommendation for the 2023-24 open enrollment IN applications as follows:
  - The district received 290 open enrollment IN applications.
  - It is being recommended the board approved 253 application and deny 37 applications.
  - The reasons for denial include: zero open seats and no waiting list for 24 student with special education needs; 1 student referred for a special education evaluation; 2 students who have been habitually truant while in attendance in ASD during the current

or proceeding school years; 1 student is age ineligible; 1 incomplete application; 8 duplicate applications.

- The board asked Nicholson to explain how the process works when a student identifies as needing special education services mid-year and is open enrolled.
- The board inquired if we were to add staff could we accept the students denied due to space. Nicholson stated that is not just adding a staff member for all 24 students. The ability to service a child will be dependent on their disability/age/grade/school. The 24 student denied are spread throughout these areas requiring multiple staff additions. Nicholson stated that some of the more behavioral needs would also require the district to pay for offsite services. The group was reminded that when we went to referendum, we told the community that the referendum was to maintain status quo and not for additional things. Adding staff to take on additional open enrollment students would be against what we stated.
- It was recommended that people contact their legislature to help push for more funding for special education.
- The board inquired if it was true that some parents are opting out of special education services for their child or paying for services on their own in order to stay in Ashwaubenon. Tammy stated that is true.

Moved VanLaanen, seconded by VandeWalle to approve 253 applications and deny 37 applications for 2023-24 Open enrollment into Ashwaubenon as presented. Aye 5 (Vyskocil, VanLaanen, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

3. **Open enrollment OUT Applications:** Weyers presented the recommendation for the 2023-24 open enrollment OUT applications as follows:

- 44 applications were filed for open enrollment OUT for 2023-24. This equates to 38 total students.
- It is being recommended 38 applications be approved and 6 denied.
- Reasons for denial include: 3 duplicate applications and 3 age ineligible applicants.

Moved VanLaanen, seconded by VandeWalle to approve 38 applications and deny 6 (due to age ineligibility and duplicates) for 2023-24 open enrollment out of Ashwaubenon as presented. Aye 5 (Vyskocil, VanLaanen, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

4. **Staffing Layoffs:** Weyers reminded the board that they approved the preliminary non-renewals for purpose of lay-offs at the April board meeting. The board being asked to approve the final non-renewals for the purpose of lay-off as recommended:

- **Amy Kopp** – partial lay-off of 0.04 FTE from her teacher position at Valley View and Cormier. This is down from the 0.08 approved by the board in April.
- **Chris Dinse** – Partial lay-off of 0.20 FTE from his Parkview music teacher position. This is down from the 0.30 approved by the board in April.
- Kurt thanked the community for their support for the referendum in April. The community support has helped to prevent this list from being larger.

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

5. **Professional Staff Handbook Update:** Weyers presented the changes to the Professional Staff Handbook for board approval. The update being presented are an accumulation of changes that have taken place over several years. Moved VanLaanen, seconded by VandeWalle to approve the professional staff handbook updates as presented. Aye 5 (Vyskocil, VanLaanen, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

**N. Board & Superintendent Communications:**

- Shared letter from the Pioneer staff
- Thanked Brett, Keith, Megan Oberstadt, Cassie, Nick and Dirk for their work on post-prom
- Parkview will be celebrating its 50<sup>th</sup> anniversary on Friday, May 12th

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

- The next regular board meeting is scheduled for Wednesday, June 14, 2023, at 6:30 pm in the District Office Board Room.

**P. Adjournment to executive session:**

In accordance with W.S. 19.85(1) (c) an executive session is being held for the consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility. *(Staff Compensation)*

Moved VanDeKreeke, seconded by VanLaanen to adjourn executive session at 8:08 pm. Aye 5 (Vyskocil, VanLaanen, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

**Q. Adjournment to open session:** Moved VanLaanen, seconded by VanDeKreeke to adjourn to open session. Aye 5 (Vyskocil, VanLaanen, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

**R. Action following executive session:**

6. Moved by VanLaanen, seconded by VanDeKreeke to approve a 5% salary increase for all salary staff in the district to include co-curricular positions effective the 2023-24 school year. Aye 5 (Vyskocil, VanLaanen, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

**S. Adjournment:** Moved VanLaanen, seconded by VanDeKreeke to adjourn the meeting at 8:35pm. Aye 5 (Vyskocil, VanLaanen, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 5:0.

Respectfully submitted,



Brett VandeWalle

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
0		05/03/2023		JENSON, STACY	0.00
0		05/11/2023		SCHOLASTIC BOOK FAIRS	0.00
0		04/28/2023		QUILL CORP	0.00
289		04/12/2023		CORP MASTERCARD	0.00
289		04/12/2023		CORP MASTERCARD	0.00
290		05/12/2023		CORP MASTERCARD	41,135.50
290		05/12/2023		CORP MASTERCARD	0.00
290		05/12/2023		CORP MASTERCARD	0.00
2322		05/05/2023		BANK FIRST	210,440.01
2323		05/05/2023		WI DEPT OF REVENUE	33,750.22
2324		05/20/2023		BANK FIRST	211,380.70
2325		05/20/2023		WI DEPT OF REVENUE	34,633.85
2326		05/20/2023		WI DEPT OF REVENUE	575.52
2329		05/26/2023		WI RETIREMENT SYSTEM	247,147.26
2330		05/26/2023		VISION SERVICE PLAN	2,810.56
2331		06/05/2023		BANK FIRST	209,970.94
2332		06/05/2023		WI DEPT OF REVENUE	34,729.43
18429		05/02/2023		BAKEBERG RANDE	70.00
18430		05/02/2023		HAGBERG, GARY	70.00
18431		05/03/2023		BROWN, FARAH	55.00
18432		05/03/2023		BUCHBERGER JAMES	70.00
18433		05/03/2023		KRAUS, BRIAN	70.00
18434		05/03/2023		SEEHAFER JOEL	55.00
18435		05/04/2023		BIRDSALL RYAN	80.00
18436		05/04/2023		LEWAREN, TIM	55.00
18437		05/04/2023		SCHOENHERR, MARK	55.00
18438		05/04/2023		SEIFER MARTIN	120.00
18439		05/04/2023		SIEVERT, GARRY	70.00
18440		05/04/2023		VANLANEN, ROGER	70.00
18441		05/04/2023		WAZNY CHRIS	120.00
18442		05/05/2023		ANDERSON THOR	210.00
18443		05/05/2023		BENESH, GREG	55.00
18444		05/05/2023		ELSNER, ROBIN	210.00
18445		05/05/2023		HEGLUND, TROY	70.00
18446		05/05/2023		LIERMANN CHRIS	70.00
18447		05/05/2023		MAILAND, THOMAS	210.00
18448		05/05/2023		ORTIZ, RUBEN	210.00
18449		05/05/2023		SCHOENHERR, MARK	55.00
18450		05/05/2023		SIEVERT, GARRY	210.00
18451		05/05/2023		VANLANEN, ROGER	210.00
18452		05/08/2023		HAMPTON JEFFREY	80.00
18453		05/08/2023		SEBRANEK THOMAS	80.00
18454		05/11/2023		SALVESON-KREPLINE, TYLER	100.00
18455		05/11/2023		TOLKACZ, DON	100.00
18456		05/12/2023		BUCHBERGER JAMES	110.00
18457		05/12/2023		ELSNER, ROBIN	140.00
18458		05/12/2023		GLAESER, LEE	80.00
18459		05/12/2023		HERALD, MIKE	60.00
18460		05/12/2023		KAUFMAN JEFF	175.00
18461		05/12/2023		LIERMANN, LANCE	80.00
18462		05/12/2023		MAILAND, THOMAS	140.00
18463		05/12/2023		NINEDORF, RYAN	60.00
18464		05/12/2023		ORTIZ, RUBEN	110.00
18465		05/12/2023		SALVESON-KREPLINE, TYLER	175.00
18466		05/12/2023		TOLKACZ, DON	175.00
18467		05/15/2023		ALLIE, DENNIS	120.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
18468		05/15/2023		HELGESON TROY	120.00
18469		05/15/2023		JOLY, TIM	70.00
18470		05/15/2023		LEITERMAN, ANDREW	80.00
18471		05/15/2023		LEMMENS, KEVIN	55.00
18472		05/15/2023		LEWAREN, TIM	55.00
18473		05/15/2023		ZELLNER, BRUCE	70.00
18474		05/16/2023		BLODGETT, MIKE	55.00
18475		05/16/2023		BLOHM, TED	55.00
18476		05/16/2023		KRAUS, BRIAN	70.00
18477		05/16/2023		STEINER, STEVE	70.00
18478		05/18/2023		ABELLA DARIO	120.00
18479		05/18/2023		HERALD, MIKE	60.00
18480		05/18/2023		JANDRIN, MARK	80.00
18481		05/18/2023		JENDE, JEFFREY	80.00
18482		05/18/2023		KRCMAR, RYAN	80.00
18483		05/18/2023		LEMMENS, KEVIN	60.00
18484		05/18/2023		PFUFF, SCOTT	120.00
18485		05/19/2023		BLANCHARD, TROY	160.00
18486		05/19/2023		BLOHM, TED	160.00
18487		05/19/2023		BROWN, FARAH	160.00
18488		05/19/2023		BUCHBERGER JAMES	160.00
18489		05/19/2023		LAURIN JASON	160.00
18490		05/19/2023		ORTIZ, RUBEN	160.00
18491		05/19/2023		SEEHAFER, BILL	160.00
18492		05/19/2023		SHAW WILLIAM	160.00
18493		05/22/2023		MANITOWOC LINCOLN HIGH SCHOOL	180.00
18494		05/22/2023		NOTRE DAME ACADEMY	170.00
18495		05/22/2023		PREBLE HIGH SCHOOL	130.00
18496		05/22/2023		PULASKI HIGH SCHOOL	615.00
18497		05/22/2023		SEEHAFER JOEL	60.00
18498		05/22/2023		SEVASTOPOL HIGH SCHOOL	150.00
18499		05/22/2023		SEYMOUR HIGH SCHOOL	170.00
18500		05/22/2023		TAYLOR JAMES	60.00
18501		05/23/2023		HEGLUND, TROY	60.00
18502		05/23/2023		HERALD, MIKE	60.00
18503		05/25/2023		VANG, SOUALONG	120.00
18504		05/25/2023		VANG, HOUA	120.00
18505		05/25/2023		VISTE, JOSHUA	80.00
31809		05/30/2023		UW STEVENS POINT	-534.00
31854		05/03/2023		ANNEX APPAREL	115.20
31855		05/03/2023		DISCOUNT DANCE SUPPLY	3,633.80
31856		05/03/2023		EQUAL RIGHTS DIVISION	135.00
31857		05/03/2023		FASTSIGNS	1,932.53
31858		05/03/2023		FORTUNE TALENT INC	625.00
31859		05/03/2023		FRAME OF MIND INC	287.50
31860		05/03/2023		HEINEVETTER, SARAH	1,500.00
31861		05/03/2023		MELOTTE-SKALESKI DIST INC	355.60
31862		05/03/2023		OLD FASHIONED GOLF, LLC	1,400.00
31863		05/03/2023		LACHANCE, KRISTEN	80.84
31864		05/03/2023		VANDUYSE, SARA	75.40
31865		05/03/2023		VYSKOCIL, JENNIFER	457.07
31866		05/03/2023		WANDER SPRINGS GOLF COURSE	1,821.00
31867		05/04/2023		ROAD AMERICA	2,900.00
31868		05/10/2023		ACUSPIKE	1,049.00
31869		05/10/2023		ANDERSON, RODNEY	500.00
31870		05/10/2023		DISCOUNT DANCE SUPPLY	530.10

CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
31871		05/10/2023		EVERETTS, TRACY	53.93
31872		05/10/2023		JONES SIGN CO INC	341.50
31873		05/10/2023		JOSEPHS, CONNIE	24.00
31874		05/10/2023		JT IMAGING	900.00
31875		05/10/2023		JUST FOR KIX	10,469.00
31876		05/10/2023		KIEWIZ, PATTY	270.00
31877		05/10/2023		KRAMER, KRAIG OR BILLIE	14.84
31878		05/10/2023		MOMMAERTS, ERIC	150.00
31879		05/10/2023		RADISSON HOTEL & CONFERENCE CENTER	5,910.90
31880		05/10/2023		RUSH MEDIA CO., LLC	112.50
31881		05/10/2023		URBANEK, JON OR SARAH	100.00
31882		05/10/2023		VANDUYSE, SARA	298.51
31883		05/10/2023		VOLK, MICHELLE	70.00
31884		05/10/2023		WEBER BOWLING & AWARDS	156.70
31885		05/17/2023		BOYD, SALENA	291.00
31886		05/17/2023		CUPCAKE COUTURE	360.00
31887		05/17/2023		DISCOUNT DANCE LLC	26.10
31888		05/17/2023		FASTSIGNS	35.00
31889		05/17/2023		HOFFMAN, DEANICE	10.00
31890		05/17/2023		HOPPMAN, SUSAN	191.91
31891		05/17/2023		JONES SIGN CO INC	341.50
31892		05/17/2023		JOSEPHS, CONNIE	198.70
31893		05/17/2023		KOBUSSEN BUSES LTD	2,150.00
31894		05/17/2023		LASEE, MELANIE	28,500.00
31895		05/17/2023		MELLOTTE-SKALESKI DIST INC	785.75
31896		05/17/2023		PETTY CASH ASHWAUBENON HIGH SCHOOL	100.00
31896		05/30/2023		PETTY CASH ASHWAUBENON HIGH SCHOOL	-100.00
31897		05/17/2023		PRINTABLES INK LLC	391.00
31898		05/17/2023		UW GREEN BAY	1,600.00
31899		05/17/2023		VANDUYSE, SARA	366.64
31900		05/17/2023		VANLAANEN, SHANNON	300.60
31901		05/23/2023		NEUBERT, KENNETH	93.85
31902		05/23/2023		WIRTH, TIM	88.00
31903		05/24/2023		ARCEO, NEMIAS	10.00
31904		05/24/2023		BASS, MICHAEL	10.00
31904		05/30/2023		BASS, MICHAEL	-10.00
31905		05/24/2023		BAUTISTA, ROSALVA	10.00
31906		05/24/2023		BOKUNEVITZ, JENNIFER OR JASON	10.00
31907		05/24/2023		BREFCZYNSKI, JASON OR MARY	10.00
31908		05/24/2023		BRICKHOUSE SCHOOL SERVICES	25.00
31909		05/24/2023		BROWN, MICHAEL OR TARA	10.00
31910		05/24/2023		CAMPBELL, CARRIE	10.00
31911		05/24/2023		COLLEGE BOARD	32,706.00
31912		05/24/2023		CORNELIUS, ROSITA	10.00
31913		05/24/2023		CORPUS, GREG OR CHRISSEY EVERRETS	10.00
31914		05/24/2023		CRIER, MELISSA	10.00
31915		05/24/2023		DIETZLER, JESSICA	10.00
31916		05/24/2023		ELAND, JAMES OR TANYA	10.00
31917		05/24/2023		GEZELLA, CHAD	10.00
31918		05/24/2023		HERZOG, DEBORAH	10.00
31919		05/24/2023		JONES SR, KAREEM	10.00
31920		05/24/2023		KIRST, MARK	10.00
31921		05/24/2023		KLUBERTANZ, TONY	10.00
31922		05/24/2023		KOMANEKIN, JAMIE OR TAMMY	10.00
31923		05/24/2023		LAEDTKE, BRYAN	10.00
31924		05/24/2023		LASEE, MELISSA	10.00



CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
31925		05/24/2023		LO, ZEE	10.00
31926		05/24/2023		LUKES, MICHELLE	10.00
31927		05/24/2023		MANKOWSKI, FORREST	200.00
31928		05/24/2023		MAYNARD, KELLY	10.00
31929		05/24/2023		MINZLAFF, TODD	10.00
31930		05/24/2023		NOTRE DAME ACADEMY	175.00
31931		05/24/2023		OLBRANTZ, SUSAN	10.00
31932		05/24/2023		ORTIZ, ANA CLAUDIA	10.00
31933		05/24/2023		PEER, RODNEY OR CAROL	10.00
31934		05/24/2023		RAMOS, ALICIA OR JASON	10.00
31935		05/24/2023		SENGER, KATHYRN	800.00
31936		05/24/2023		SKOLASINSKI, STEPHANIE	10.00
31937		05/24/2023		SNELLING, CHRISTY	10.00
31938		05/24/2023		SRUBAS, ELSABETH	10.00
31939		05/24/2023		STEENO, RONALD OR LORI	10.00
31940		05/24/2023		TEAM APPAREL & SPECIALTIES INC	480.00
31941		05/24/2023		GRAPHIC EDGE	710.85
31942		05/24/2023		TILOT, JACQUE OR CRAIG	10.00
31943		05/24/2023		TURNBULL, KRISTIN	10.00
31944		05/24/2023		VANDEHEY, JAMES OR MICHELLE	10.00
31945		05/24/2023		VANDENELZEN, STEVEN OR HEIDI	10.00
31946		05/24/2023		VANDUYSE, SARA	96.56
31947		05/24/2023		VANG, SHANG OR KONG	10.00
31948		05/24/2023		VICTORY PRINTING & DESIGN	290.00
31949		05/24/2023		WAUTERS, JOSH	10.00
31950		05/24/2023		WHITERS, LATRICK OR NICOLE	10.00
31951		05/24/2023		WILD, JENNIFER	10.00
31952		05/24/2023		WILLEMS, KATIE	10.00
31953		05/24/2023		WILLIAMS, QUONETTA	10.00
31954		05/25/2023		BLOCK, JED	93.40
31955		05/25/2023		ELSNER, ROBIN	72.70
31956		05/30/2023		HOLSCHUH, LARRY	93.40
31957		05/30/2023		SCHEFFLER, COREY	100.60
31958		05/30/2023		KROMM, CALEB	700.00
31959		05/31/2023		LAURIN JASON	104.20
31960		05/31/2023		VANEVENHOVEN, JOE	97.45
31961		05/31/2023		BANGEN, EMILY	536.33
31962		05/31/2023		BASS, FRANCES	10.00
31963		05/31/2023		CALMES, DENISE	50.00
31964		05/31/2023		ERFFMEYER & SON COMPANY INC	220.00
31965		05/31/2023		INSTRUMENTALIST AWARDS LLC	17.50
31966		05/31/2023		LACHANCE, KRISTEN	66.96
31967		05/31/2023		PROMOTIONAL DESIGNS INC	411.00
31968		05/31/2023		TROPHIES ETC	377.50
31969		05/31/2023		VALLEY POPCORN SERVICE, LLC	224.75
31970		06/01/2023		SEROOGYS CHOCOLATES	624.00
109341		05/26/2023		MOODY DJ SERVICE LLC	-300.00
109457		05/02/2023		HERITAGE HILL STATE PARK	962.00
109458		05/02/2023		NAPONELLI, CHRISTINA	292.00
109459		05/03/2023		WI SUPPORT COLLECTION TRUST FUND	1,161.93
109460		05/08/2023		ACE DRAIN & SEWER	135.00
109461		05/08/2023		ALBERS, MELISSA	35.00
109462		05/08/2023		BIELKE, KERRY	94.74
109463		05/08/2023		BOURGET, JENNIFER	69.45
109464		05/08/2023		BRICKHOUSE SCHOOL SERVICES	220.00
109465		05/08/2023		CENGAGE LEARNING	1,750.00

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109466		05/08/2023		CONRAD LUMBER	1,699.22
109467		05/08/2023		FIRE-PIXEL	30.00
109468		05/08/2023		GRAINGER INC	126.87
109469		05/08/2023		HEWITT, JENNIFER	127.93
109470		05/08/2023		HOME DEPOT PRO	131.67
109471		05/08/2023		JEFF'S PIANO SALES & SERVICE	200.00
109472		05/08/2023		LIGHTHOUSE PRODUCTIONS	1,500.00
109473		05/08/2023		NATURE'S BEST FLORAL	210.00
109474		05/08/2023		NORTHERN METAL & ROOFING CO INC	1,526.56
109475		05/08/2023		NORTHERN TELEPHONE & DATA CORP	220.00
109476		05/08/2023		NWTC BOOKSTORE	304.25
109477		05/08/2023		ROUTE 41 PIZZA LLC - DOMINO'S	1,313.25
109478		05/08/2023		SCHOOL HOUSE	6.30
109479		05/08/2023		SEESAW LEARNING INC	1,200.00
109480		05/08/2023		STOCKS, JOE OR JESSICA	35.00
109481		05/08/2023		SUMMIT COMMERCIAL FITNESS	7,675.90
109482		05/08/2023		T-ROX LLC	1,560.00
109483		05/08/2023		THOR, TRUMAN	500.00
109484		05/08/2023		VILLAGE ROASTERS	1,105.00
109485		05/08/2023		WNAM-AM	170.00
109486		05/08/2023		WOGB-FM	1,810.00
109487		05/08/2023		ZIMONICK BROTHERS PRODUCE INC	995.50
109488		05/15/2023		ACUTRANS	241.56
109489		05/15/2023		ASHWAUBENON BOWLING ALLEY	1,953.00
109490		05/15/2023		CENTRAL PROGRAMS INC	2,989.83
109491		05/15/2023		CESA 4	50.00
109492		05/15/2023		CONRADT, KARLEIGH	40.00
109493		05/15/2023		CRISIS PREVENTION INSTITUTE INC	200.00
109494		05/15/2023		GRAINGER INC	77.24
109495		05/15/2023		INLAND FINANCE COMPANY	269.20
109496		05/15/2023		JOHNSON, RANDY	120.00
109497		05/15/2023		LINDE GAS & EQUIPMENT INC	47.65
109498		05/15/2023		MOODY DJ SERVICE LLC	300.00
109499		05/15/2023		OVERDRIVE INC	2,379.55
109500		05/15/2023		PIESCHEK DOUG	1,848.00
109501		05/15/2023		QUADIENT LEASING USA INC	1,023.15
109502		05/15/2023		ROUTE 41 PIZZA LLC - DOMINO'S	2,361.00
109503		05/15/2023		SAM'S CLUB/SYCHRONY BANK	303.38
109504		05/15/2023		SKYWARD	250.00
109505		05/15/2023		SYSCO	910.53
109506		05/15/2023		THOR, TRUMAN	350.00
109507		05/15/2023		VANGALIS, BONNIE	2,622.00
109508		05/15/2023		VERNOSH, MARTIN OR MARY	40.00
109509		05/15/2023		ZIMONICK BROTHERS PRODUCE INC	1,054.50
109510		05/16/2023		YMCA CAMP U-NAH-LI-YA	250.00
109511		05/17/2023		ASHWAUBENON EDUCATION FOUNDATION	10.00
109512		05/17/2023		UNITED WAY OF BROWN COUNTY INC	76.00
109513		05/17/2023		WI SUPPORT COLLECTION TRUST FUND	1,112.29
109514		05/22/2023		AMUNDSEN DAVIS	59.00
109515		05/22/2023		BETTER DAYS MENTORING LLC	15,726.50
109516		05/22/2023		BUELOW VETTER BUIKEMA OLSON & VLIET, LLC	203.00
109517		05/22/2023		CEC	3,020.00
109518		05/22/2023		CELLCOM GREEN BAY MSA	1,234.77
109519		05/22/2023		CHARTER COMMUNICATIONS	229.46
109520		05/22/2023		CORNERSTONE MONTESSORI PRE-SCHOOL LITD	1,386.79
109521		05/22/2023		FREUND RESOURCES	297.00

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109522		05/22/2023		GOODHEART-WILLCOX PUBLISHER	2,616.88
109523		05/22/2023		GRAINGER INC	234.90
109524		05/22/2023		GREEN BAY CITY TREASURER	417.00
109525		05/22/2023		HOWARD SUAMICO SCHOOL DISTRICT	45.00
109526		05/22/2023		KURZ INDUSTRIAL SOLUTIONS, INC	440.00
109527		05/22/2023		NEENAH JOINT SCHOOL DISTRICT	1,940.00
109528		05/22/2023		OVERDRIVE INC	1,350.00
109529		05/22/2023		PARAGON DEVELOPMENT SYSTEMS	707.61
109530		05/22/2023		PETTY CASH / DISTRICT OFFICE	160.00
109531		05/22/2023		PRAIRIE FARMS DAIRY, INC	9,999.42
109531		05/22/2023		PRAIRIE FARMS DAIRY, INC	0.00
109531		05/22/2023		PRAIRIE FARMS DAIRY, INC	0.00
109532		05/22/2023		RGM ENTERPRISES LLC	1,155.00
109533		05/22/2023		ROUTE 41 PIZZA LLC - DOMINO'S	1,346.25
109534		05/22/2023		SAVVAS LEARNING COMPANY LLC	1,889.62
109535		05/22/2023		STEPHANY, JESSICA	10.00
109536		05/22/2023		T-MOBILE	200.00
109537		05/22/2023		TEXTHELP	6,151.95
109538		05/22/2023		WEST DE PERE SCHOOL DISTRICT	293.00
109539		05/22/2023		WI DEPT OF JUSTICE	98.00
109540		05/22/2023		ZIMONICK BROTHERS PRODUCE INC	1,245.65
109541		05/22/2023		ZUENGLER, JOELLE	886.98
109542		05/22/2023		CARE SOLACE INC	37,860.00
109543		05/23/2023		ASHWAUBENON BOWLING ALLEY	1,260.00
109544		05/30/2023		ABEE INC	1,414.70
109545		05/30/2023		ADVANTA PRINT LLC	1,547.20
109546		05/30/2023		AMSTERDAM PRINTING	213.45
109547		05/30/2023		AMUNDSEN DAVIS	2,907.00
109548		05/30/2023		ANDERSEN, MARIA	112.30
109549		05/30/2023		ASHWAUBENON WATER & SEWER UTILITY	18,620.74
109550		05/30/2023		ATIS ELEVATOR INSPECTIONS LLC	250.00
109551		05/30/2023		COMER, STACY	35.00
109552		05/30/2023		EDYNAMIC LP	1,295.00
109553		05/30/2023		FASTSIGNS	190.00
109554		05/30/2023		JONES, JELANI	100.00
109555		05/30/2023		LARSEN, JENNIFER	480.00
109556		05/30/2023		MADISON NATL LIFE INSURANCE CO	1,768.25
109557		05/30/2023		MADISON NATL LIFE INSURANCE CO	8,443.80
109558		05/30/2023		METLIFE	10,966.79
109559		05/30/2023		NSIGHT TELSERVICES	1,394.35
109560		05/30/2023		PARAGON DEVELOPMENT SYSTEMS	1,470.00
109561		05/30/2023		QUARLES & BRADY LLP	2,959.50
109562		05/30/2023		READING READING BOOKS LLC	993.30
109563		05/30/2023		ROCHESTER 100 INC	1,058.50
109564		05/30/2023		TEACHER CREATED MATERIALS INC	113.03
109565		05/30/2023		TRUSCO MANUFACTURING COMPANY	238.88
109566		05/30/2023		UW GREEN BAY	1,600.00
109567		05/30/2023		VANGALIS, BONNIE	5,156.73
109568		05/30/2023		VILLAGE ROASTERS	658.00
109569		05/30/2023		WEVIDEO INC	762.45
109570		05/30/2023		ZIMONICK BROTHERS PRODUCE INC	925.50
109571		05/30/2023		SHILLCOX, MIKE	150.00
109572		05/31/2023		METRO MARKET	24.99
109573		05/31/2023		MIRACLE LEAGUE OF GREEN BAY	1,000.00
109574		06/01/2023		WI SUPPORT COLLECTION TRUST FUND	1,112.29
109575		06/02/2023		NEW ZOO & ADVENTURE PARK	1,577.00

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109576		06/05/2023		ACUTRANS	65.34
109577		06/05/2023		APPLETON AREA SCHOOL DISTRICT	500.00
109578		06/05/2023		BRICKHOUSE SCHOOL SERVICES	60.50
109579		06/05/2023		CEC	757.72
109580		06/05/2023		DE PERE HIGH SCHOOL	747.84
109581		06/05/2023		DE ROECK, BARBARA	25.00
109582		06/05/2023		FIRE-PIXEL	30.00
109583		06/05/2023		FOLLETT SCHOOL SOLUTIONS LLC	6,791.55
109584		06/05/2023		GARRIGAN, JOHANNA	113.94
109585		06/05/2023		HELMRICH LEANNE	240.00
109586		06/05/2023		HILLMAN, MATTHEW	400.00
109587		06/05/2023		JT IMAGING	516.95
109588		06/05/2023		LIGHTHOUSE PRODUCTIONS	3,217.20
109589		06/05/2023		MOODY DJ SERVICE LLC	400.00
109590		06/05/2023		NGUYEN, TUYETMAI	87.50
109591		06/05/2023		PEGUERO ALMONTE, RISSEL	400.00
109592		06/05/2023		PREMIER DOOR AND SUPPLY INC	12,680.00
109593		06/05/2023		ROUTE 41 PIZZA LLC - DOMINO'S	1,346.25
109594		06/05/2023		SEASONAL HARVEST LLC	720.00
109595		06/05/2023		SEYMOUR, PAUL	865.91
109596		06/05/2023		SWANK MOTION PICTURES INC	1,400.00
109597		06/05/2023		TAEFOE, COLE OR SKYLER	11.00
109598		06/05/2023		THOR, TRUMAN	350.00
109599		06/05/2023		TWIRL SEWER SERVICE CO INC	220.00
109600		06/05/2023		ZIMONICK BROTHERS PRODUCE INC	1,218.90
222301483		05/02/2023		TRUE NORTH ENERGY	2,542.50
222301484		05/03/2023		BARNHART, THOMAS	492.00
222301485		05/03/2023		MATHU, NADINE	25.97
222301486		05/03/2023		NEWHOUSE, CHERYL	141.18
222301487		05/08/2023		A1 ELEVATOR INC	204.80
222301488		05/08/2023		ALPHA BAKING COMPANY	275.23
222301489		05/08/2023		AMAZON CAPITAL SERVICES	7,270.15
222301490		05/08/2023		AMERICAN WELDING & GAS INC	913.34
222301491		05/08/2023		BIRDSEYE DAIRY INC	541.32
222301492		05/08/2023		BLICK ART MATERIALS	184.47
222301493		05/08/2023		BOYS & GIRLS CLUB OF THE BAY & LAKES REG	70,000.00
222301494		05/08/2023		BRUSS, JULIE	248.66
222301495		05/08/2023		CDW GOVERNMENT	520.72
222301496		05/08/2023		CESA 7	36,207.25
222301497		05/08/2023		CINTAS CORPORATION	202.15
222301498		05/08/2023		CONRADT, SCOTT	97.74
222301499		05/08/2023		DIETZLER, JESSICA	17.89
222301500		05/08/2023		ENTERPRISE RENT-A-CAR	276.64
222301501		05/08/2023		FOX SPECIALTY CO LLC	788.24
222301502		05/08/2023		GEHRING, LORI	311.96
222301503		05/08/2023		GFL ENVIRONMENTAL USA INC	2,961.44
222301504		05/08/2023		JOHNSON & JONET MECHANICAL CONTRACTORS I	692.50
222301505		05/08/2023		KASTER, MEEGAN	97.50
222301506		05/08/2023		KELLY, ANGELA	11.00
222301507		05/08/2023		KOPP, AMY	31.96
222301508		05/08/2023		LYNC ACADEMY LLC	1,940.00
222301509		05/08/2023		MARCO	206.22
222301510		05/08/2023		MENARDS INC	3,950.98
222301511		05/08/2023		MENARDS INC	64.25
222301512		05/08/2023		NORTHEAST WI TECHNICAL COLLEGE	4,496.10
222301513		05/08/2023		PACKERLAND GLASS INC	133.37

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222301514		05/08/2023		PEPSI COLA OF GREEN BAY	1,634.82
222301515		05/08/2023		PERFORMANCE FOODSERVICE	12,668.73
222301516		05/08/2023		SHERWIN WILLIAMS COMPANY	81.86
222301517		05/08/2023		SMITH, NICOLE	45.15
222301518		05/08/2023		SMITS, MICHAEL	128.20
222301519		05/08/2023		TAURIAINEN, KAITLIN	185.10
222301520		05/08/2023		VAN'S FIRE AND SAFETY INC	27.10
222301521		05/08/2023		VILLAGE OF ASHWAUBENON	1,464.04
222301522		05/08/2023		WERNER ELECTRIC SUPPLY CO	229.32
222301523		05/08/2023		WEYERS, KURT	266.75
222301524		05/08/2023		WI DOCUMENT IMAGING LLC	636.90
222301525		05/08/2023		WI PUBLIC SERVICE CORP	39,559.27
222301525		05/08/2023		WI PUBLIC SERVICE CORP	0.00
222301526		05/08/2023		WILS	4,028.43
222301527		05/08/2023		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	520.20
222301528		05/10/2023		LAMERS BUS LINES INC	2,536.88
222301529		05/10/2023		SENGER, KATHYRN	17.49
222301530		05/10/2023		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	485.96
222301531		05/15/2023		ALPHA BAKING COMPANY	150.00
222301532		05/15/2023		APPLE COMPUTER INC	8,625.00
222301533		05/15/2023		BERNATH, JAMIE	253.69
222301534		05/15/2023		BIRDSEYE DAIRY INC	1,158.50
222301535		05/15/2023		BRAUER, AMY	33.68
222301536		05/15/2023		CAMERA CORNER INC	585.00
222301537		05/15/2023		CARRICO AQUATIC RESOURCES INC	350.00
222301538		05/15/2023		CDW GOVERNMENT	1,678.37
222301539		05/15/2023		CINTAS CORPORATION	202.15
222301540		05/15/2023		COOK, FRANCINE	34.39
222301541		05/15/2023		DEMCO INC	240.06
222301542		05/15/2023		DILLENBERG, AMY	163.88
222301543		05/15/2023		EHRFURTH, CHRISTINA	31.38
222301544		05/15/2023		FOLLETT CONTENT SOLUTIONS LLC	9,117.38
222301545		05/15/2023		FOX SPECIALTY CO LLC	37.50
222301546		05/15/2023		GILLESPIE, BRACK	16.25
222301547		05/15/2023		HODGSON, VALERIE	576.29
222301548		05/15/2023		INFO MART INC	189.00
222301549		05/15/2023		JOHNSON & JONET MECHANICAL CONTRACTORS I	234.50
222301550		05/15/2023		JW PEPPER & SONS INC	40.00
222301551		05/15/2023		KASTER, MEEGAN	79.59
222301552		05/15/2023		LAMERS BUS LINES INC	26,629.42
222301552		05/15/2023		LAMERS BUS LINES INC	0.00
222301553		05/15/2023		LYNC ACADEMY LLC	2,500.00
222301554		05/15/2023		MACHT VILLAGE PROGRAMS LLC	18,122.50
222301555		05/15/2023		MARCO	425.26
222301556		05/15/2023		MATHU, NADINE	63.76
222301557		05/15/2023		MENARDS INC	309.16
222301558		05/15/2023		MILLER, DANA	15.94
222301559		05/15/2023		NICHOLSON, TAMMY	268.16
222301560		05/15/2023		OBERSTADT, MEGAN	73.48
222301561		05/15/2023		OLIVER, JACQUELINE	46.92
222301562		05/15/2023		PEPSI COLA OF GREEN BAY	1,855.16
222301563		05/15/2023		PERFORMANCE FOODSERVICE	11,471.60
222301564		05/15/2023		QUILL CORP	718.05
222301565		05/15/2023		ROETHLISBERGER, LORI	262.00
222301566		05/15/2023		RYDIN	422.00
222301567		05/15/2023		VANNIEUWENHOVEN, FALINE	31.87

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222301568		05/15/2023		VITRANO, MEGAN	22.10
222301569		05/15/2023		WI PUBLIC SERVICE CORP	1,838.91
222301570		05/15/2023		WILS	5,384.67
222301571		05/15/2023		TRUE NORTH ENERGY	1,080.00
222301572		05/16/2023		TRUE NORTH ENERGY	5,130.00
222301573		05/17/2023		RELIANCE TRUST COMPANY - ASHWAUBNEON 403	10,548.79
222301574		05/17/2023		RELIANCE TRUST COMPANY - ASHWAUBENON 457	8,502.60
222301575		05/17/2023		WEA TSA TRUST	69,710.87
222301576		05/17/2023		BECKER, ERICA	24.65
222301577		05/17/2023		BSN SPORTS LLC	823.00
222301578		05/17/2023		HALLMAN LINDSAY QUALITY PAINTS	349.75
222301579		05/17/2023		MEINEL, ANDREW	197.88
222301580		05/17/2023		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	234.68
222301581		05/22/2023		ALBRENT, DANIEL	811.38
222301582		05/22/2023		ALPHA BAKING COMPANY	477.79
222301583		05/22/2023		AMA INC	192.85
222301584		05/22/2023		AMERICAN WELDING & GAS INC	320.37
222301585		05/22/2023		APPLE COMPUTER INC	3,239.00
222301586		05/22/2023		ARMSTRONG, MICHELLE	45.43
222301587		05/22/2023		AUTOMATED LOGIC CONTRACTING SERVICES	745.00
222301588		05/22/2023		BARNHART, THOMAS	187.74
222301589		05/22/2023		BATTERIES PLUS LLC	29.75
222301590		05/22/2023		BIRDSEYE DAIRY INC	420.18
222301591		05/22/2023		CESA 6	5,052.12
222301592		05/22/2023		CINTAS CORPORATION	210.07
222301593		05/22/2023		COMPASS GROUP	69,491.00
222301594		05/22/2023		CONTINENTAL CLAY CO	200.00
222301595		05/22/2023		CURIEL MELI, SARAH	96.00
222301596		05/22/2023		DEHNEL, LYNN	281.11
222301597		05/22/2023		FOLLETT CONTENT SOLUTIONS LLC	581.20
222301598		05/22/2023		GEHRING, LORI	87.64
222301599		05/22/2023		HEID MUSIC CO	2,006.00
222301600		05/22/2023		HILGEMANN, LINDSEY	109.93
222301601		05/22/2023		HYDE, JASON	15.99
222301602		05/22/2023		JAROCK, DEBRA	511.19
222301603		05/22/2023		JOHNSON & JONET MECHANICAL CONTRACTORS I	627.04
222301604		05/22/2023		KASTER, MEEGAN	31.25
222301605		05/22/2023		LAFORCE HARDWARE INC	811.00
222301606		05/22/2023		LAMERS BUS LINES INC	120,302.44
222301606		05/22/2023		LAMERS BUS LINES INC	0.00
222301607		05/22/2023		LYNC ACADEMY LLC	2,680.00
222301608		05/22/2023		MENARDS INC	137.23
222301609		05/22/2023		NASSCO INC	199.42
222301610		05/22/2023		PEPSI COLA OF GREEN BAY	1,517.74
222301611		05/22/2023		PERFORMANCE FOODSERVICE	13,045.87
222301612		05/22/2023		PIESCHEK, DOUG	314.81
222301613		05/22/2023		USIC LOCATING SERVICES INC	443.35
222301614		05/22/2023		WEX BANK	881.05
222301615		05/23/2023		RELIANCE TRUST COMPANY - ASHWAUBNEON 403	500.00
222301616		05/24/2023		BSN SPORTS LLC	4,936.14
222301617		05/24/2023		LAMERS BUS LINES INC	1,584.57
222301618		05/24/2023		MENARDS INC	139.35
222301619		05/24/2023		PENZA, KEVIN	27.94
222301620		05/30/2023		ALPHA BAKING COMPANY	226.21
222301621		05/30/2023		AMERICAN WELDING & GAS INC	913.34
222301622		05/30/2023		BIRDSEYE DAIRY INC	273.13

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
222301623		05/30/2023		CAMERA CORNER INC	865.00
222301624		05/30/2023		CDW GOVERNMENT	346.52
222301625		05/30/2023		CINTAS CORPORATION	207.43
222301626		05/30/2023		FOLLETT CONTENT SOLUTIONS LLC	2,816.53
222301627		05/30/2023		FOX SPECIALTY CO LLC	396.50
222301628		05/30/2023		GEHRING, LORI	32.05
222301629		05/30/2023		HANSEN, COREY	508.96
222301630		05/30/2023		LAMERS BUS LINES INC	3,489.67
222301631		05/30/2023		LEMENS, CORTNEY	48.01
222301632		05/30/2023		LYNC ACADEMY LLC	1,400.00
222301633		05/30/2023		MEINEL, ANDREW	189.67
222301634		05/30/2023		MENARDS INC	883.37
222301635		05/30/2023		NEOLA INC	1,295.00
222301636		05/30/2023		PACKERLAND GLASS INC	137.90
222301637		05/30/2023		PAVLIK, JANIS	56.60
222301638		05/30/2023		PEPSI COLA OF GREEN BAY	1,356.32
222301639		05/30/2023		PERFORMANCE FOODSERVICE	9,690.19
222301640		05/30/2023		QUILL CORP	453.59
222301641		05/30/2023		WILS	1,275.75
222301642		05/31/2023		HOISKA, CRAIG	170.76
222301643		05/31/2023		HOME TEAM SPORTS & APPAREL INC	3,430.40
222301644		05/31/2023		LAMERS BUS LINES INC	19,450.00
222301645		05/31/2023		STADEL, DEAN	61.94
222301646		06/02/2023		TRUE NORTH ENERGY	1,530.00
222301647		06/05/2023		ALPHA BAKING COMPANY	380.54
222301648		06/05/2023		BAER PERFORMANCE MARKETING	2,167.50
222301649		06/05/2023		BANKS, LEIGH	59.95
222301650		06/05/2023		BECKER, ERICA	43.89
222301651		06/05/2023		BELLIN HEALTH	17,295.51
222301652		06/05/2023		BIRDSEYE DAIRY INC	704.21
222301653		06/05/2023		CAMERA CORNER INC	429.00
222301654		06/05/2023		CINTAS CORPORATION	207.43
222301655		06/05/2023		CONSTELLATION NEWENERGY-GAS DIV LLC	9,946.13
222301656		06/05/2023		DECLEENE, AUTUMN	47.69
222301657		06/05/2023		DEMCO INC	112.45
222301658		06/05/2023		FISCHER, JOHN	1,599.91
222301659		06/05/2023		FISHER, SHANA	87.96
222301660		06/05/2023		FOOTE, CARLA	61.08
222301661		06/05/2023		FOX SPECIALTY CO LLC	7.00
222301662		06/05/2023		HIBBARD, JOEL	78.40
222301663		06/05/2023		INFO MART INC	240.00
222301664		06/05/2023		JW PEPPER & SONS INC	27.99
222301665		06/05/2023		LAFORCE HARDWARE INC	1,480.93
222301666		06/05/2023		LAMERS BUS LINES INC	10,212.96
222301666		06/05/2023		LAMERS BUS LINES INC	0.00
222301666		06/05/2023		LAMERS BUS LINES INC	0.00
222301666		06/05/2023		LAMERS BUS LINES INC	0.00
222301667		06/05/2023		LASEE, MELANIE	791.59
222301668		06/05/2023		LAYDEN, PHILIP	162.66
222301669		06/05/2023		LYNC ACADEMY LLC	2,080.00
222301670		06/05/2023		MENARDS INC	56.40
222301671		06/05/2023		MULTI MEDIA CHANNELS LLC	1,000.00
222301672		06/05/2023		NASSCO INC	356.45
222301673		06/05/2023		NORTHEAST WI TECHNICAL COLLEGE	6,416.49
222301674		06/05/2023		OBERSTADT, MEGAN	17.99
222301675		06/05/2023		PEPSI COLA OF GREEN BAY	375.64

<u>CHECK</u>	<u>COMMENT</u>	<u>CHECK</u>	<u>COMMENT</u>	<u>AMOUNT</u>
<u>NUMBER</u>		<u>DATE</u>	<u>VENDOR</u>	
222301676		06/05/2023	PERFORMANCE FOODSERVICE	10,805.98
222301677		06/05/2023	QUILL CORP	413.35
222301678		06/05/2023	RIEDERER, SHARON	30.70
222301679		06/05/2023	ROETHLISBERGER, LORI	59.96
222301680		06/05/2023	SHERWIN WILLIAMS COMPANY	39.98
222301681		06/05/2023	STADEL, DEAN	385.50
222301682		06/05/2023	SWANSON, MISHELLE	100.00
222301683		06/05/2023	UNITED MAILING SERVICES INC	230.52
222301684		06/05/2023	WI DOCUMENT IMAGING LLC	2,063.86
222301685		06/05/2023	WI PUBLIC SERVICE CORP	205.81
222301686		06/05/2023	WILLS, RENEE	513.60
Totals for checks				2,136,774.05



FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	General Fund	919,321.66	75.00	558,158.79	1,477,555.45
21	Gifts & Donations	0.00	1,020.36	206,586.05	207,606.41
27	Special Education	153,850.51	0.00	95,414.10	249,264.61
50	Food Service	19,797.89	10.00	96,525.52	116,333.41
80	Community Service Fund	1,778.57	0.00	60,219.14	61,997.71
81	Ashwaubenon PAC	6,221.92	0.00	17,794.54	24,016.46
***	Fund Summary Totals ***	1,100,970.55	1,105.36	1,034,698.14	2,136,774.05

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

## APPOINTMENTS

### PROFESSIONAL / ADMINISTRATION STAFF - HIRES

Name	FTE	Position	School	Compensation	Effective Date	Reason for request
Gagnon, Theresa	1.0 FTE	Mathematics Instructor	AHS	Step 4 Lane A Provisional License	Start of the 2023-24 school year	This position is due to a staff vacancy.
Huber, Cole	1.0 FTE	Grade 4 Instructor	Valley View	Step 5 Lane A Provisional License	Start of the 2023-24 school year	This position is due to a staff vacancy.
Larson, Megan	1.0 FTE	Grade 5 Instructor	Valley View	Step 5 Lane A Provisional License	Start of the 2023-24 school year	This position is due to a staff vacancy and internal transfer.
Schroeder, Karmen	1.0 FTE	Language Arts Instructor	AHS	Step 5 Lane A Provisional License	Start of the 2023-24 school year	This position is due to a staff vacancy.
Seder, Candice	.50 FTE	Bilingual/EL Instructor	AHS	Step 8 Lane H Lifetime License	Start of the 2023-24 school year	This position is due to student needs.
Fisch, Jason	1.0 FTE	Associate Principal	Valley View	\$92,000	7-1-23	This position is due to a staff vacancy.
Jacobson, Jessica	1.0 FTE	Mathematics At-Risk/Intervention Instructor	AHS	Step 6 Lane A Lifetime License	Start of the 2023-24 school year	This position is due to student needs.
Mueller, Davi Ann	1.0 FTE	Language Arts At-Risk/Intervention Instructor	AHS	Step 8 Lane F Lifetime License	Start of the 2023-24 school year	This position is due to student needs.

## RESIGNATIONS/RETIREMENTS/LAYOFFS

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

Name	FTE	Position	School	Notes
Lasee, Annika	1.0 FTE	Educational Associate – EL Aide	AHS	Resignation is effective the end of the 2022-23 school year.

### PROFESSIONAL / ADMINISTRATION STAFF - RESIGNATIONS/RETIREMENTS/LAYOFFS

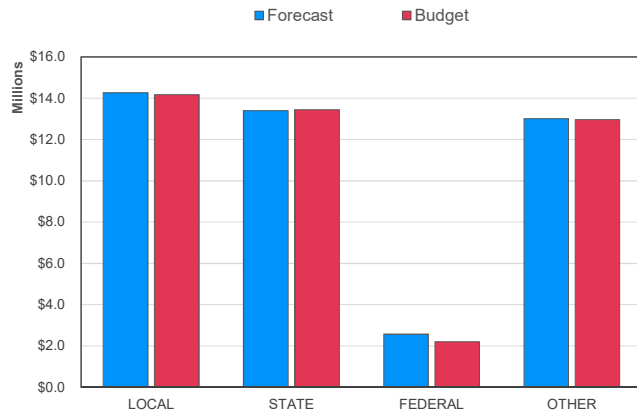
Name	FTE	Position	School	Notes
Imig, Jake	1.0 FTE	At-Risk Instructor	Parkview	Resignation is effective the end of the 2022-23 school year.
Bellile, Lisa	1.0 FTE	Social Emotional Learning Coach	Pioneer	Resignation is effective the end of the 2022-23 school year.

## General and Special Education Funds | Financial Forecast

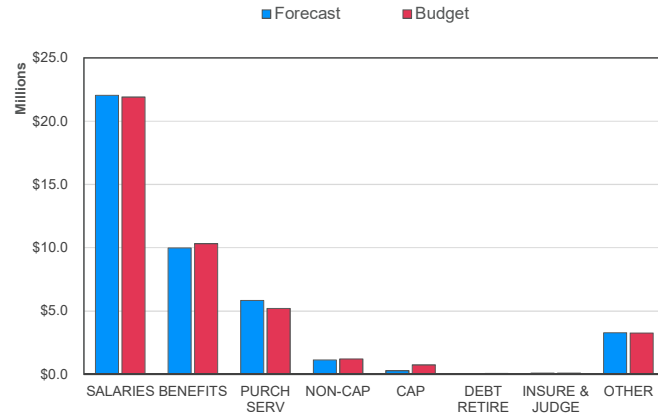
For the Period Ending April 30, 2023

	Prior YTD	Current YTD	Add: Anticipated Revenues / Expenses	Annual Forecast	Annual Budget	Variance Favorable / (Unfavorable)
<b>REVENUES</b>						
Local	\$12,486,536	\$11,095,056	\$3,172,762	\$14,267,818	\$14,167,340	\$100,478
State	\$8,446,478	\$9,133,691	\$4,268,869	\$13,402,560	\$13,442,928	(\$40,369)
Federal	\$1,815,162	\$2,057,456	\$510,933	\$2,568,389	\$2,203,110	\$365,278
Other	\$49,644	\$89,394	\$12,926,758	\$13,016,152	\$12,962,977	\$53,175
<b>TOTAL REVENUE</b>	<b>\$22,797,821</b>	<b>\$22,375,596</b>	<b>\$20,879,322</b>	<b>\$43,254,919</b>	<b>\$42,776,356</b>	<b>\$478,563</b>
<b>EXPENDITURES</b>						
Salaries	\$15,731,177	\$15,544,947	\$6,492,628	\$22,037,575	\$21,899,542	(\$138,033)
Benefits	\$7,024,743	\$6,916,162	\$3,062,209	\$9,978,371	\$10,322,284	\$343,913
Purchased Services	\$3,177,860	\$3,509,005	\$2,332,174	\$5,841,178	\$5,206,132	(\$635,046)
Non-Cap Objects	\$606,062	\$747,112	\$388,614	\$1,135,727	\$1,215,052	\$79,326
Capital Objects	\$319,167	\$93,957	\$195,955	\$289,912	\$746,942	\$457,031
Debt Retirement	\$18,039	\$7,222	\$4,560	\$11,782	\$58,500	\$46,718
Insurance and Judgements	\$83,404	\$87,748	\$4,252	\$92,000	\$95,000	\$3,000
Other Objects/Transfers	\$47,544	\$53,667	\$3,220,917	\$3,274,584	\$3,269,189	(\$5,396)
<b>TOTAL EXPENDITURES</b>	<b>\$27,007,994</b>	<b>\$26,959,821</b>	<b>\$15,701,309</b>	<b>\$42,661,130</b>	<b>\$42,812,642</b>	<b>\$151,512</b>
<b>SURPLUS / (DEFICIT)</b>	<b>(\$4,210,173)</b>	<b>(\$4,584,225)</b>	<b>\$5,178,014</b>	<b>\$593,789</b>	<b>(\$36,286)</b>	<b>\$630,075</b>
<b>ENDING FUND BALANCE</b>	<b>\$892,097</b>	<b>(\$797,414)</b>		<b>\$4,380,600</b>	<b>\$3,750,525</b>	<b>\$630,075</b>

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



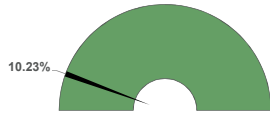
**Expenditures by Object | Forecast vs. Budget**



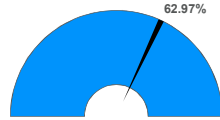
# General and Special Education Funds | Expenditure Dashboard

For the Period Ending April 30, 2023

Projected Year End Fund Balance as % of Budgeted Expenditures

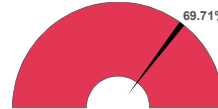


Actual YTD Total Expenditures



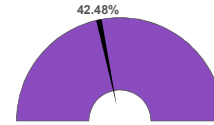
Projected YTD Total Expenditures  
63.01%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits  
69.93%

Actual YTD Other Objects

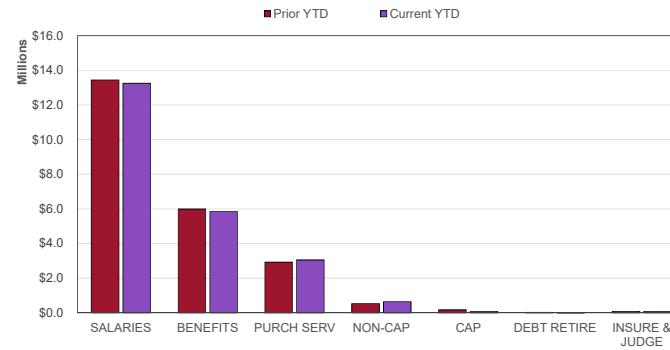


Projected YTD Other Objects  
41.96%

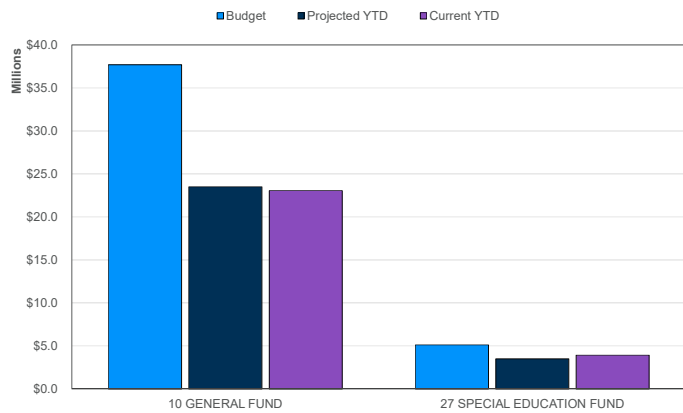
Top 10 Expenditures by Function (Year-to-Date)

Undifferentiated Curriculum	\$7,477,770.15
Regular Curriculum	\$4,230,405.25
Business Administration	\$3,528,625.26
Special Education Curriculum	\$2,781,752.26
School Building Administration	\$1,722,775.89
Pupil Services	\$1,537,510.26
Other Support Services	\$1,197,365.53
Instructional Staff Services	\$1,062,990.12
Vocational Curriculum	\$956,962.28
Physical Curriculum	\$682,341.83
<b>Percent of Total Expenditures Year-to-Date</b>	<b>93.39%</b>

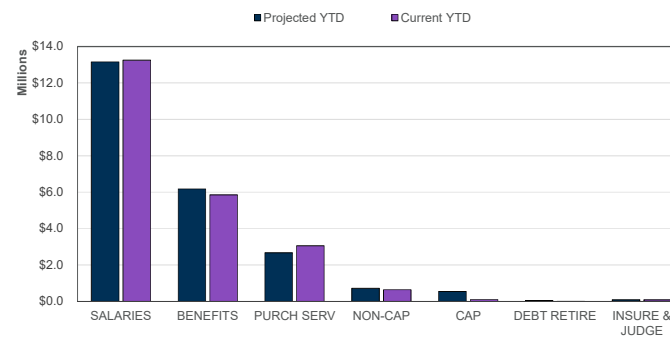
Expenditures by Object



Total Expenditures



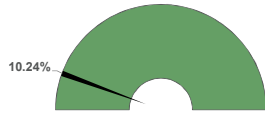
Expenditures By Object



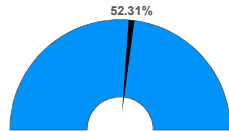
# General and Special Education Funds | Revenue Dashboard

For the Period Ending April 30, 2023

Projected Year End Fund Balance as % of Budgeted Revenues

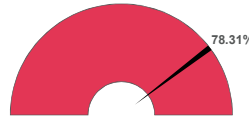


Actual YTD Total Revenues



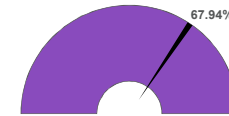
Projected YTD Total Revenues  
47.97%

Actual YTD Local Sources



Projected YTD Local Sources  
69.15%

Actual YTD State Sources

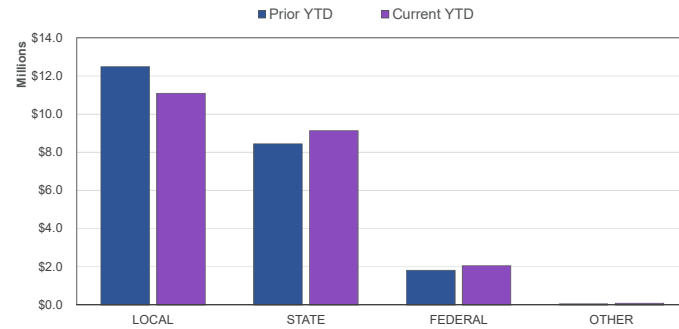


Projected YTD State Sources  
70.82%

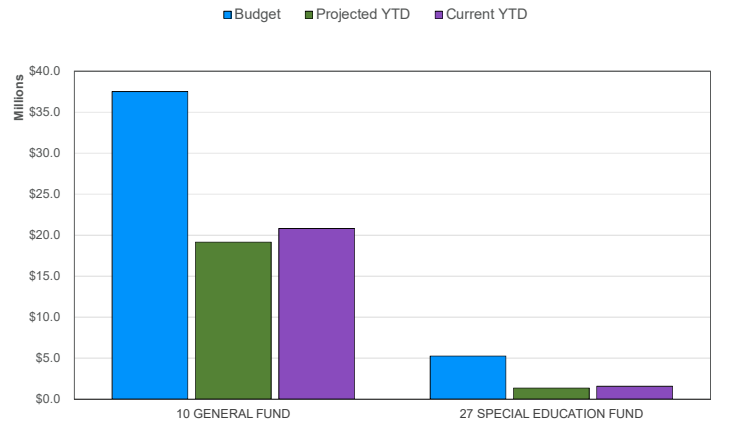
Top 10 Sources of Revenue (Year-to-Date)

Current Property Tax	\$10,796,314.92
State Equalization Aid	\$6,289,078.00
Federal Spec Project Grants	\$1,600,625.33
Per Pupil Aid	\$1,587,138.00
State Handicapped Aid	\$1,045,037.96
Fed Aid Fr Non Dpi State Agency	\$263,575.63
Chapter I Ecia - Title I	\$145,249.57
State Library Aid	\$131,180.00
Interest On Investments	\$106,343.63
Student Fees	\$104,452.38
<b>Percent of Total Revenues Year-to-Date</b>	<b>98.63%</b>

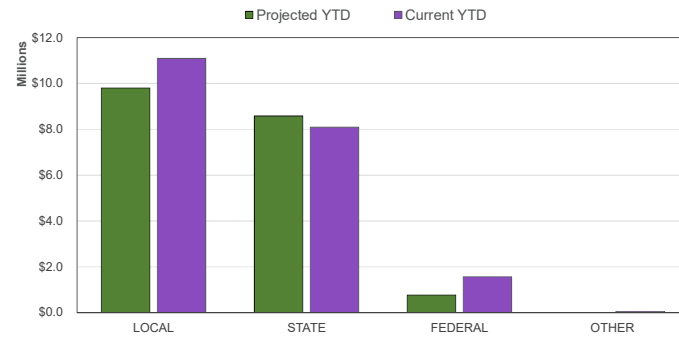
Revenues by Source



Total Revenues



Revenues by Source





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**Action Item: 1**

## Ashwaubenon School Board

Meeting Date:	June 14, 2023
Issue:	Annual Meeting and Budget Hearing agenda
Requested By:	Keith Lucius
Attachments:	Agenda for Budget Hearing Agenda for Annual Meeting
Financial and/or Staffing Implications:	NA
Funding Source:	NA
Explanation:	Set the agenda for the meetings to be held on Wednesday, July 12, 2023.
Recommendation:	Approval of the agendas as presented.

*ASHWAUBENON SCHOOL DISTRICT*

**BUDGET HEARING AGENDA**

**July 12, 2023**

**6:00 p.m.**

**Ashwaubenon District Offices**

**1055 Griffiths Lane**

**Green Bay, WI 54304**

- A. Call the meeting to Order:** Jennifer Vyskocil, School Board President
- B. Roll Call:**
- C. Purpose of Budget Hearing:** The purpose of the budget hearing is described in Section 65.90(4) of Wisconsin State Statutes as follows: (Jennifer Vyskocil, School Board President, will announce)  
  

*“... A public hearing shall be held at the time and place stipulated at which time any resident or taxpayer of the governmental unit shall have an opportunity to be heard on the proposed budget.”*
- D. Overview of Proposed Budget:** Kurt Weyers, Superintendent of Schools
- E. Review of 2023-24 Budget:** Keith Lucius, Assistant Superintendent of Schools
- F. Questions and Comments**
- G. Adjourn Budget Hearing:** Jennifer Vyskocil, School Board President

**ASHWAUBENON SCHOOL DISTRICT**

**ANNUAL MEETING AGENDA**

**July 12, 2023**

**6:00 pm**

**Ashwaubenon District Offices**

**1055 Griffiths Lane**

**Green Bay, WI 54304**

- A. Call the meeting to Order:** *(Jennifer Vyskocil - School Board President)*
- B. Roll Call:**
- C. Elect Meeting Chairperson:**
- D. Approve 2022-23 Annual Meeting Minutes:**
- E. Treasurer's Report:** *(Michelle Garrigan – School Board Treasurer)*
- F. Continuous Improvement Plan / District Goals:** *(Kurt Weyers - Superintendent of Schools and Andy Bake – Director of Curriculum and Instruction)*
  - 1. Operational Referendum Update:** *(Tammy Nicholson – Director of Pupil Services)*
- G. Remuneration for School Board Members -- Set salaries and reimbursements/compensation:** *(Kurt Weyers – Superintendent of Schools)*
- H. Vote taxes sufficient to support operation of schools, transportation, sites, buildings and maintenance, and capital outlay as presented in the proposed budget as follows:** *(Keith Lucius – Assistant Superintendent/Business Manager)*
  - **Operating Fund**
  - **Debt Service Fund**
  - **Community Service Fund**
- I. Establish date, time and location for next year's annual meeting and budget hearing.**
- J. Such other legally permissible matters as may be brought before the meeting.**
- K. Adjournment**



**Action Item: 2**

Ashwaubenon School Board

Meeting Date:	June 14, 2023
Issue:	Preliminary 2023-24 Budget
Requested By:	Keith Lucius
Attachments:	
Financial and/or Staffing Implications:	Approval of preliminary budget for the upcoming school year. This will be the basis for the budget that is presented at the Annual Meeting. Also, it is good practice to have Board approval of a budget before the start of the next budget year
Funding Source:	All known sources of funds are included in the budget.
Explanation:	<p>The attached budget projections for Fund 10 and Fund 27 include the referendum, but do not include any increase from the State. Without a State budget or State Equalization estimate, it is very difficult to project tax levy and mill rate. The referendum passing has enabled the administrative team to put together a balanced budget even if the State does not increase school finance in the State budget. We did need to reduce our building maintenance plan in order to balance the budget. This can be restored if the State provides some school budget relief in the State Budget.</p> <p>If the State increases the Revenue Limit in the budget, the first million dollars will increase our budget. Any increase over \$1 million will not increase our budget due to the commitment that was made to reduce the referendum approved levy increase.</p> <p>The attached preliminary budget shows the budget compared to our 2021-22 actuals, the current 2022-23 budget, and the current budget forecast for 2022-23. The budget includes the pay increases approved by the Board, 5% health insurance increase, enrollment-based staffing adjustments, the elimination of any COVID/ESSER funded staff positions, and the updated Lamers contract increase.</p>
Recommendation:	We recommend the Board approve the preliminary budget as presented. (Please realize that the budget may be updated before the Annual Meeting if additional information is known before preparing reports for the meeting.)

# Ashwaubenon School District

## Preliminary 2023-24 Budget

presented June 14, 2023

<b><u>GENERAL FUND</u></b>	<b>2021-22</b>	<b>2022-23</b>		<b>2023-24</b>
	<b>Actual</b>	<b>Current Budget</b>	<b>Forecast Actuals</b>	<b>Preliminary</b>
<b><u>Revenue</u></b>				
PROPERTY TAX	\$14,625,720	\$13,936,530	\$13,936,530	\$15,638,744
LOCAL SOURCES (Other than taxes)	\$245,839	\$229,810	\$331,288	\$289,810
INTERDISTRICT PMTS (Open enrollment)	\$9,733,162	\$9,705,510	\$9,703,432	\$10,637,598
REVENUE FROM INTERMEDIATE SOURCES	\$16,674	\$15,773	\$27,284	\$15,773
REVENUE FROM STATE SOURCES	\$11,164,970	\$12,004,343	\$12,088,166	\$13,536,744
REVENUE FROM FEDERAL SOURCES	\$1,838,090	\$1,599,190	\$1,719,106	\$390,467
OTHER FINANCING SOURCES	\$0	\$0	\$0	\$0
OTHER REVENUES	\$28,239	\$5,000	\$37,415	\$5,000
	<b>\$37,652,694</b>	<b>\$37,496,156</b>	<b>\$37,843,221</b>	<b>\$40,514,136</b>
<b><u>Expenditures</u></b>				
SALARIES	\$19,107,476	\$18,994,207	\$18,834,966	\$19,791,167
EMPLOYEE BENEFITS	\$8,659,344	\$8,867,206	\$8,490,392	\$9,611,408
PURCHASED SERVICES	\$6,179,991	\$4,710,262	\$5,170,144	\$5,554,213
NON-CAPITAL OBJECTS	\$943,789	\$862,451	\$964,410	\$1,361,560
CAPITAL OBJECTS	\$352,433	\$608,567	\$289,726	\$608,212
DEBT RETIREMENT	\$19,133	\$58,500	\$11,782	\$28,500
INSURANCE AND JUDGMENTS	\$87,057	\$95,000	\$92,000	\$115,000
TRANSFERS	\$3,556,729	\$3,210,800	\$3,210,800	\$3,385,047
OTHER OBJECTS	\$62,201	\$59,163	\$62,185	\$59,029
	<b>\$38,968,153</b>	<b>\$37,466,156</b>	<b>\$37,126,405</b>	<b>\$40,514,136</b>
Surplus (Deficit)	<b>(\$1,315,459)</b>	\$30,000	\$716,816	\$0
<b><u>Fund Balance</u></b>	<b>4,491,145</b>	<b>4,521,145</b>	<b>5,237,961</b>	<b>5,237,961</b>
Fund Balance as a percent of Expenditures	11.53%	12.07%	14.11%	12.93%

### Notes

Referendum is included in budget, but no additional Rev Limit increase is included in the budget

2022-23 budget uses remaining ESSER funds causing large decrease in Federal Sources for 2023-24

2023-24 budget includes 100% of Technology equipment replacement from 5 year plan

2023-24 includes **PARTIAL** funding of Building plan projects - an additional \$235,000 is needed to fully fund the plan

<b>Special Education Fund</b>	<b>2021-22</b>	<b>2022-23</b>		<b>2023-24</b>
	<b>Actual</b>	<b>Current Budget</b>	<b>Forecast Actuals</b>	<b>Preliminary</b>
<b>Revenue</b>				
Transfer from Fund 10	\$3,056,729	\$3,210,800	\$3,264,970	\$3,385,047
REVENUE FROM INTERMEDIATE SOURCES	\$38,095	\$25,000	\$34,980	\$35,000
REVENUE FROM STATE SOURCES	\$1,277,205	\$1,259,200	\$1,307,928	\$1,288,527
REVENUE FROM FEDERAL SOURCES	\$1,072,691	\$918,913	\$988,550	\$921,050
OTHER REVENUES	\$0	\$0	\$0	\$0
	<b>\$5,444,720</b>	<b>\$5,413,913</b>	<b>\$5,596,428</b>	<b>\$5,629,624</b>
<b>Expenditures</b>				
SALARIES	\$3,289,517	\$3,146,686	\$3,231,037	\$3,272,554
EMPLOYEE BENEFITS	\$1,495,038	\$1,544,872	\$1,504,678	\$1,634,715
PURCHASED SERVICES	\$375,908	\$385,055	\$701,808	\$385,055
NON-CAPITAL OBJECTS	\$130,246	\$153,200	\$157,135	\$153,200
CAPITAL OBJECTS	\$149,863	\$175,000	\$186	\$175,000
OTHER OBJECTS	\$4,148	\$9,100	\$1,584	\$9,100
	<b>\$5,444,720</b>	<b>\$5,413,913</b>	<b>\$5,596,428</b>	<b>\$5,629,624</b>
Surplus (Deficit)	\$0	\$0	\$0	\$0

**Action Item: 3**

Ashwaubenon School Board

Meeting Date:	June 14, 2023
Issue:	Lamers contract extension
Requested By:	Keith Lucius
Attachments:	
Financial and/or Staffing Implications:	Lamers has requested that we extend their rolling contract another year to cover 2027-28. In addition, they propose locking in the bussing rates for 2023-24 with an 6% rate increase and increasing the hourly rate for co-curricular/other busing to \$22.26 an hour.
Funding Source:	The increase is included in our 2023-24 preliminary budget. The large increase is a result of the significant increases in labor rates along with increases in other cost. Last year we agreed to a 8% increase for the 2022-23 budget.
Explanation:	<p>As we have done in the past, we have negotiated a contract extension with Lamers bus lines. Having a multi-year rolling contract allows Lamers to finance equipment replacement and maintenance in a cost effective manner. We receive outstanding service from Lamers and their safety record is outstanding. This increase is in line with what other districts have received.</p> <p>This has been another very challenging year for Lamers. Labor costs continue to increase significantly. Even with the double-digit percentage increases in labor costs, they have struggled to find drivers. This is not a local problem. It is happening across the State.</p> <p>We met with Lamers management to discuss the challenges and develop a plan to address the current economy while being as cost efficient as possible. While it is not easy to fit this contract into our budget, we know that the cost increases that Lamers has experienced are real.</p>
Recommendation:	We recommend the Board approve the extension of the Lamers contract through 2027-28 and the 6% increase in rates and the increase in the hourly rate to \$22.26 an hour, effective for the 2023-24 school year.

**Action Item: 4**

Ashwaubenon School Board

Meeting Date:	June 14, 2023												
Issue:	Employee travel meal reimbursement rate maximum												
Requested By:	Keith and Kurt												
Attachments:													
Financial and/or Staffing Implications:													
Funding Source:	District operating budget and grant budgets												
Explanation:	<p>When staff travel for district purposes, the district reimburses meals. Inflation has increased the cost of meals and the District limits have not increased for more than 10 years. We are recommending the maximum reimbursement amounts increase to better reflect current meal prices.</p> <p>The IRS limits how much can be reimbursed without tax consequences. We are using the lowest amounts for the District proposed limits. Here are current and the proposed limits:</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Current</u></th> <th style="text-align: center;"><u>Proposed</u></th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td style="text-align: center;">\$8.00</td> <td style="text-align: center;">\$13.00</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">\$10.00</td> <td style="text-align: center;">\$15.00</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;">\$18.00</td> <td style="text-align: center;">\$26.00</td> </tr> </tbody> </table> <p>Staff members still need to provide detail meal receipts. They are only reimbursed what is actually spent, so many reimbursements will be less. The District does not reimburse meals if they are included in a conference. Also, the District will follow all IRS rules regarding when a reimbursement is taxable (paid through payroll).</p> <p>It is difficult to calculate the cost of the increase in meal amounts, but we feel this increase will have less than \$10,000 annual cost impact even if we return to pre-COVID staff travel frequency</p>		<u>Current</u>	<u>Proposed</u>	Breakfast	\$8.00	\$13.00	Lunch	\$10.00	\$15.00	Dinner	\$18.00	\$26.00
	<u>Current</u>	<u>Proposed</u>											
Breakfast	\$8.00	\$13.00											
Lunch	\$10.00	\$15.00											
Dinner	\$18.00	\$26.00											
Recommendation:	We recommend the Board approve the new meal reimbursement limits for both in-state and out-of-state meal purchases as proposed.												

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**Action Item: 5**

Ashwaubenon School Board

Meeting Date:	June 14, 2023
Issue:	Ashwaubenon School District Administrative Handbook
Requested By:	Kurt Weyers
Attachments:	
Financial and/or Staffing Implications:	No
Funding Source:	NA
Explanation:	<p>The board will be presented with a couple of updates to the ASD Administrative handbook</p> <p>The first section that is being updated is a section that the board previously approved in April of 2022. At that time the board approved some changes in regards to retirement plans for both administrators and exempt staff.</p> <p>The second section for approval is a change to the number of holidays for administrators along with a change to the options administrators can use for closed office days. Currently, the administrators are the only employees who are scheduled to work on Christmas Eve, New Years Eve, and Good Friday. We are looking to add those three days as holidays for administrators.</p>
Recommendation:	To approve these changes to the ASD Administrative Handbook

ASHWAUBENON SCHOOL DISTRICT  
Ashwaubenon, WI



LEADERSHIP HANDBOOK

*Board Approved: 06/20/2011*

*Revised: ~~05/13/14~~ 06/14/23*

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## **INTRODUCTION**

The purpose of this handbook is to enable the administrative team and school board to function as a leadership team working towards the common goal of optimal student learning. The handbook provides clarity and understanding of the team relationship that fosters open and honest communication, mutual trust, and respect.

It is our belief that this cooperative and collaborative leadership team approach leads to:

- fair treatment of individuals
- stability and continuity
- positive work environment
- joy in work
- increased community participation in our schools
- strengthened support from the community
- board members and administrators strongly committed to district improvement and student success
- help achieve what seems unachievable
- increased pride in education
- students experiencing a joy in learning

## **DISTRICT MISSION**

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

### **I. Leadership Team (Board of Education/Administrative Team)**

It is essential that a shared responsibility be implemented between the Board of Education and the Administrative Team if we are to lead with a common sense of purpose. Board participation in vision development, direction setting, and support for staff will improve the commitment for effective implementation. The district efforts to transform instruction in the Ashwaubenon School District will only succeed through the development of a mutual base of support with the Board of Education and the Administrative Team or the Leadership Team.

### **II. Leadership Team Characteristics**

The Leadership Team and its members should:

- have unity within the team
- operate with a common purpose
- communicate openly with each other
- value the diversity within the team
- be committed to continuous improvement
- be able to share in the development and engage in a positive educational vision for the district
- develop a user-friendly system for the district

### **III. Role of the Board of Education**

The authority to establish and operate the public schools in Wisconsin flows from the Wisconsin State Constitution, Legislative Statutes, and the Department of Public Instruction to the locally elected Board of Education. The prime areas of responsibilities of the Board of Education are:

- to develop a philosophy of education which reflects the community's desired educational outcomes for each of its youth
- to help identify and create the environment to support the philosophy of education, and
- to establish appropriate board policies which direct and support the administration and staff in the process of attaining the program goals of the district and the efficient operation of the schools

#### **IV. Role of the Administrative Team**

The quality of the Ashwaubenon Public Schools is dependent upon the leadership provided by its administrative team. Though key learning transactions occur between teacher and child, the administrator sets the parameters for this learning environment. Administrators are directly involved in the selection, evaluation, training and retention of teaching and support personnel. Administrators set expectations for staff and students and influence the learning environment in the schools. They must lead from a sense of purpose and this purpose must be based upon a sound set of educational principles.

The local school is the key to educational improvement and the leadership of the school administration is crucial to the school's success with students. The administrators, as leaders in the school system, have great potential to refine and renew its educational program.

The Ashwaubenon Administrative Team will demonstrate the following characteristics in its effort to improve the district operation:

- the knowledge of the social context in which the school operates including the organization, political, and legal relationship between and among the school, the local community, and state and national agencies
- the ability for planning, budgeting, organizing, coordinating, stimulating, and evaluating school programs
- the vision and commitment to improving education including expertise in curriculum development and implementation which reveals a thorough understanding of children and youth
- the ability to motivate people to work together
- the knowledge and skill in utilizing both human and material resources, and in evaluating and improving one's own performance and that of staff
- the skill of utilizing effective techniques in decision-making, communication, authority and influence, conflict resolution, leadership, problem-solving, and the introduction of change

#### **V. Administrative Contract Terms**

Administrator contracts will be considered annually by January 31 of each year by the Board of Education. Individual administrators must indicate their intent to accept/reject their contract offer no later than March 31. (See sample contract offer form in Appendix A).

Contracts are offered to individual administrators in accordance with Wisconsin Statute 118.24 (See Appendix B).

## VI. Contract Days/Administrative Pay Schedules

All Administrators will be under contract for a total of 247 days. The contract days will include 20 vacation days and the ~~six~~nine (69) holidays listed below.

1. A non-contract day is defined as a weekday that the administrator is not under contract to work. It is those days other than weekend days, contracted workdays, holidays, and vacation days. The administrator is not compensated for non-contract days. During a leap year, administrators receive one additional non-contract day.
2. Holidays –~~six~~nine (69) are as follows: July 4, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.
3. Each administrator can choose eight (8) closed office days each year. These eight (8) days are non-contract days and can be selected from the following:
  - Friday after Thanksgiving
  - Winter Break (Ashwaubenon School District Calendar)
  - Spring Break (Ashwaubenon School District Calendar)
  - ~~Good Friday~~
  - Teacher Conference Exchange Days
  - Monday following Easter

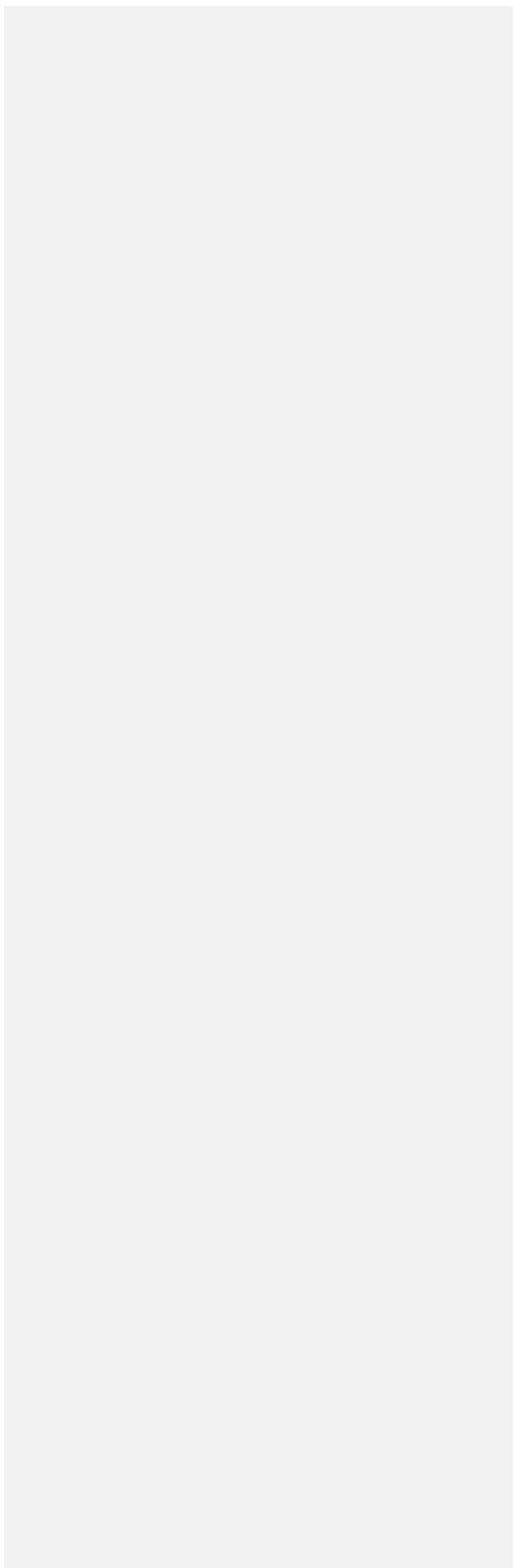
Building administrators shall publish closed office days in building newsletters and calendars with as much notice as possible.

4. The Superintendent shall designate ten (10) Fridays during the summer as ½ days with shortened office hours. These Fridays will each be counted as ½ a contract day; likewise if taken as a vacation day they will be counted as a ½ vacation day.
5. Vacation Days: All administrators are granted 20 vacation days per school year. After completion of six (6) years of service as an administrator in the Ashwaubenon School District, the administrator shall be entitled to one (1) additional day of vacation per year. After each additional two (2) years of service, one (1) day of vacation will be added up to a maximum of 25 days per year. (Example: Year 7 = 21 days of vacation, Year 9 = 22 days of vacation, Year 11 = 23 days of vacation.)

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Board Approved: 06/20/11  
Revised: 05/13/14



One-half of earned vacation days may be carried over to the next year. The cap for carryover days is 50 days. Administrators with more than 50 days to carry over can cash out up to five (5) vacation days at year's end. These days can be applied to retirees for the 2005-06 school year making their maximum 30 days.

Payout of Vacation Days: To qualify for payout of unused vacation days at retirement or resignation, administrators must give the district a 30-day notice. If notice is given, the administrator is granted a payout of unused vacation days limited to the number of days earned in the final contract year (maximum 25). For mid-year retirement or resignation, vacation days earned in the final contract year will be prorated.

## **VII. Leaves of Absence**

### **A. Absence Report**

Administrators shall file an Absence Report when applying for leaves.

### **B. Sabbatical Leaves**

The Ashwaubenon Board of Education supports the concept of sabbatical leaves for its administrators. Administrators interested in a sabbatical leave must submit a written proposal to the Superintendent. This proposal should illustrate and identify the following:

1. length of leave
2. proposal to cover vacancy
3. course work, program, research, or project requirements
4. rationale to support sabbatical
5. benefits to the district (value of sabbatical to district).
6. benefits to the individual (value to individual)
7. proposed sabbatical salary and benefit package
8. obligation of service offered to district upon return from sabbatical
9. any other information relevant to the situation.

A sabbatical leave proposal should be submitted to the Superintendent with sufficient time to allow for necessary budgeting, recruiting, and staffing needs. Sabbatical leave proposals should be submitted after the administrator and Superintendent agree on the proposed leave.

### **C. Sick Leave**

1. Administrators shall receive 10 days of sick leave per year.
2. Unused sick days are cumulative to a maximum of sixty (60) days.
3. In the event that an administrator becomes eligible for long-term

disability, re-employment rights shall extend to five years from the date of eligibility and may be extended by mutual agreement of the administrator and the Board.

4. In cases of prolonged illness or injury, an administrator may be required to submit to the personnel office a letter accompanied with a physician's statement indicating the probable date of return.
5. An administrator returning to work after an extended absence due to illness or injury may be requested by the Superintendent to present a statement from a physician granting clearance for the administrator to return to work. The statement should also include the nature of the illness/injury that caused the absence, as well as any restrictions pertaining to job assignment, duties, and/or work schedule.

The Superintendent may require the administrator submit to an examination by a physician designated by the school district and at the district's expense as a condition of returning to work.

#### D. Personal Days

Administrators will receive three (3) personal days per work year, which are not accumulative. These days are not deducted from accumulated sick leave. The administrator should communicate their request for personal time use to the Superintendent with as much advance notice as possible. The minimum amount of time that may be used for personal time will be one-half (1/2) day.

#### E. Emergency Leave

Emergency leave is anything that is not personal illness or bereavement but is a situation where the employee feels there is a need to be attended to outside of work. Time off will be handled on an individual basis with the Superintendent. These days are deductible from the accumulated sick leave days.

#### F. Bereavement Leave

Time off needed for funerals should be handled on an individual basis with the Superintendent. These days are deducted from accumulated sick days. In the event of the death of a district employee, the Superintendent shall determine the representation to attend the funeral.



G. Court Appearance/Legal Leave/Jury Duty

1. Administrators required to be absent because of a subpoena, or any other legal requirements, when such is in the line of public service shall be given leave without loss of pay or deduction from sick or personal leave.
2. Any remuneration (pay) the administrator receives from such court appearance or legal leave will be signed over to the Ashwaubenon School District.
3. Circumstances or situations that do not fit into the above will be considered on an individual basis by the Superintendent.

H. Child Rearing (Maternity/Paternity and Adoption)

1. In the event that a child is to be brought into the household of an administrator either because of the result of a pregnancy of an administrator or their spouse or because of the adoption of a child by an administrator, the Board will grant a leave of absence without pay, for up to the period of one calendar year per child, with additional leave determined by mutual agreement between the administrator and the Board. The administrator will indicate the length of time requested at the time of applying for the leave. Application for this leave must be made to the Board at least three months prior to the anticipated starting date of the leave.
2. Insurance - If the administrator wishes to maintain membership in the group medical and dental insurance plan during the term of child-rearing leave, the administrator will be responsible for the full payment of the premiums for that insurance. The 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 administrator 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 termination.

I. Other Leaves

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

**VIII. Snow or Other Emergency Day Procedures**

- A. In the event that the schools are closed because of snow or other emergency, it may be necessary for certain administrators to report to work to handle activities related to the school closing or reopening if this responsibility cannot be managed from home. The expectation is administrators will be at work unless travel is or will be hazardous or unsafe. Options of using a personal day or vacation day are available instead of reporting to work.
- B. In the event that schools are closed due to snow or other emergency, the district reserves the right to schedule additional days to make up the days lost on Saturdays or after termination of the normal school year as set forth in the school calendar.

**IX. Compensation Plan**

A. Annual Salary Adjustment

The Board shall annually review administrative salaries and make appropriate adjustments.

B. Method of Compensation

- 1. The optimal relationship of salaries within the Ashwaubenon School District integrates the following responsibility factors:
  - Superintendent of Schools
  - District Office Administrators & High School Principal
  - Elementary/Middle School Principals
  - Assistant Principals
- 2. years in current position,
  - modified by years of previous experience, including:
    - years of other administrative experience
    - years of teaching and other significant experience
- 3. years employed in Ashwaubenon School District,
  - modified by background, including:
    - number of degrees that are masters and higher
    - number of certifications
    - number of credit equivalents exceeding six for past five years

C. Flexibility

The district needs flexibility to:

determine the salary of new administrators;  
determine or restrict additional pay for additional responsibilities;  
determine or restrict negative salary adjustments;  
use comparable data.

D. New Administrative Positions

In the case of a new administrative position, the following steps will apply:

1. The Superintendent will develop a job description for the new position with input from the administrative team.
2. The Superintendent will determine the salary within the appropriate range to be recommended to the Board of Education.

**X. Administrative Benefits and Fringes**

The only administrators eligible for participation in the school district employee benefit programs such as health, dental, life insurance, long term disability and other benefits are those administrators who are under regular full-time and regular part-time (eighteen and three-quarter hours per week or more on a prorated basis) employment, on extended leave of absence due to sickness, injury, sabbatical leave or early retirement. Leave privileges, insurance and other fringe benefits shall be at least equal to those provided for other professional employees subordinate to the above employee and shall be in accordance with the adopted salary plan for administrative positions.

Upon termination of employment, the administrator may avail himself or herself of whatever conversion provisions are extended by the school district or individual firms providing the benefits.

Upon retirement, an administrator may remain a member of the district benefit plan in accordance to the Emeritus Plan. (See Paragraph G).

A. Health/Dental Insurance

1. The district will pay 87.50% of the total cost of health insurance premiums. Regular part-time employees are defined as employees who work less than a full-time status. Regular part-time employees who work 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 employees who work fifty percent (50%) or more of full-time status will be entitled to prorated fringe benefits. Regular part-time employees who work less than fifty percent (50%) of the full-time status will not be entitled to any benefits except as provided elsewhere in this handbook.

2. Upon termination of employment, the administrator may have group health insurance coverage continued in force as a member of the group in accordance to the COBRA provisions. The administrator is obligated to pay the premium at a rate of one hundred and two percent (102%). Effective 07/01/00, the rate will be one hundred percent (100%) of the premium. The group policy payment must be made to the business office on or before the first (1<sup>st</sup>) day of each month.

The remittance of the payment of the premium is the entire responsibility of the administrator, therefore, no bills, invoices, or statements shall be sent to the administrator by the school district.

3. 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.

#### B. Group Term Life Insurance

1. Term life insurance will be provided for each administrator in the amount of \$100,000 at the district's expense. The cost of insurance above \$50,000 must be reported to the IRS as income. ~~The administrator has the option to pay this additional premium with the district depositing into the administrator's IRA or 403(b) account an amount equal to the premium.~~ An additional \$100,000 term life insurance may be purchased by the administrator subject to the provisions of the carrier.
2. Should an administrator terminate their employment with the school district by resignation or dismissal, the premiums for the insurance will cease and it will become the responsibility of the administrator to convert the insurance if the administrator desires to do so. The responsibility of the school district to provide payment for the premiums ends with the termination of the administrator.
3. When an administrator retires at age 55 or above, the basic life insurance coverage will be retained for the retiree with the premiums paid by the district until their death.

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C. Health, Dental and Term Life Insurance While on Extended Leave of Absence

1. In the event that an administrator is placed on "extended leave of absence", the administrator may have the insurance coverage continued in force as a member of the group during the term of the leave. The administrator is obligated to pay the full premium for the insurance coverage. This payment must be made to the business office on or before the first (1st) day of each month. The payment of the premium is the entire responsibility of the administrator, therefore, no bills, invoices or statements shall be sent to the administrator by the school district.

D. Workmen's Compensation Insurance

1. Administrators injured during the course of employment and eligible for compensation are required to report all accidents or injuries on appropriate report forms to the Human Resources Office as soon as possible.
2. Failure on the part of the administrator to report an injury within twenty-four (24) hours of its occurrence may prejudice and defect a claim for compensation. Reports more than thirty (30) days beyond the date of injury will not be accepted.
3. The following options will be open to all administrators who are affected by the Wisconsin Compensation Laws:
  - a. The administrator may draw workmen's compensation without drawing on sick leave.
  - b. The administrator may draw sick leave and endorse the workmen's compensation checks over to the school district.
  - c. After the administrator exhausts sick leave in item (b) above, the administrator may draw and keep workmen's compensation.

E. Long Term Disability Insurance

1. Long-term disability insurance is insurance covering loss of wages incurred by an administrator as a result of a disabling injury or illness as distinguished from an employment related injury being covered by Workmen's Compensation.

Administrators are covered by long term disability insurance paid for by the administrator through payroll deductions. An amount equivalent to the cost of the LTD premiums will be deposited annually by the district

in each administrator's IRA or 403(b) account.

2. Protection will be in the amount of ninety percent (90%) of the administrator's monthly gross salary (to a maximum salary as defined by policy) and provides a sixty (60) day waiting period, until the administrator reaches age 65, retires at an earlier age, resigns, or other form of insurance takes over the payment for the administrator (i.e., Medicaid). Medical premium waivers are in effect for up to eighteen (18) months while on LTD. A premium waiver is in effect for up to eighteen (18) months while on LTD. Effective 07/01/00, this premium is waived for up to twenty-seven (27) months.

F. Wisconsin Retirement System (WRS)

1. Administrative staff are members of WRS upon employment in the district. The Board of Education shall contribute fifty percent (50%) of the cost for the WRS benefits.
2. If a person terminates their service with the Ashwaubenon School District, the administrator has a number of options available through WRS. It is recommended that administrators anticipating termination work closely with WRS in Madison to tailor a program within existing WRS rules to best meet their needs.

G. Administrative Emeritus Program

Administrators wishing to access the Administrative Emeritus Program (AEP) must have a minimum of seven (7) complete years of administrative service in the Ashwaubenon School District (ASD) and be at least 55 years old.

For each year of administrative service in the Ashwaubenon School District, the participant will earn one (1) year toward the emeritus program. For each year of teaching service in the District, the participant will earn one half-year credit toward the emeritus program.

Two administrators per year will be able to qualify for the emeritus program. In the event that more than two administrators apply for the program in the same year, administrative seniority will determine who will be allowed to participate in the emeritus program that year.

Qualified administrators will be entitled to receive the following benefits as listed below:

1. Administrators 55 years or older and under administrative contract before July 1, 2003.

- a. 100% of last year's annual salary paid out over five (5) years to a qualified non voluntary TSA.
  - b. Health and dental insurance premiums will be provided for the retiree for ten (10) years. The District shall continue payment of its contribution to the premium consistent to the applicable single and/or family rate paid for active employees at the time of retirement.
    - (i) insurance plan will be equal to that of administrators under contract with the Ashwaubenon School District during the year in which the benefit is received
    - (ii) coverage (single/family) will be that which the administrator carried at retirement
  - c. Life insurance indefinitely, subject to the rules of the carrier.
2. Administrators hired on or after July 1, 2003 through June 30, 2005:
- a. 50% of last year's annual salary paid out over five (5) years to a qualified non voluntary TSA.
  - b. Health and dental insurance premiums will be provided for the retiree for ten (10) years. The District shall continue payment of its contribution to the premium consistent to the applicable single and/or family rate paid for active employees at the time of retirement.
    - (i) insurance plan will be equal to that of administrators under contract with the Ashwaubenon School District during the year in which the benefit is received
    - (ii) coverage (single/family) will be that which the administrator carried at retirement
  - c. Life insurance indefinitely, subject to the rules of the carrier.

~~2.~~ ~~3.~~ Administrators hired on or after July 1, 2005 shall not be entitled to receive any other retirement benefits under this section, including but not limited to: (a) any termination payment; (b) any post-employment health benefits; and (c) any post-employment life insurance benefits. Such Administrators will receive a TSA equal to a percent of their annual salary. The percent shall equal the number of years of service to the District x 1.5 with a cap of 15% after ten (10) years of service. To the extent that subsequent Internal Revenue Code provisions or regulations would prevent the District from making pre-tax contributions, the District will pay any amount that cannot be contributed on a pre-tax basis to a TSA directly to such employee(s).

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~~3.~~ Administrators hired on or after July 1, 2022 shall not be entitled to receive any other retirement benefits under this section, including but not limited to: (a) any termination payment; (b) any post-employment health benefits; and (c) any post-employment life insurance benefits. Such Administrators will receive a TSA equal to a 1% of the employee's salary in the first year, increasing 1% each year up to 7% in the 7<sup>th</sup> year. This employee must stay

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10 years to fully vest. Employees staying between 5-9 years receive 50% of accrued value. This plan is effective for new administrators beginning July 1, 2022.

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4. To qualify for the emeritus program, administrators must notify the District of their intent to retire prior to February 15<sup>th</sup>, with employment ending June 30<sup>th</sup> of that same year. If the notice is not given or if the administrator retires mid-year, the retiree will pay the percent premium share for their health insurance equal to what they paid during the last year of employment. The Board will waive this requirement only under circumstances such as a serious health condition or personal tragedy.

H. Independent Retirement Accounts/403(b) Accounts/Tax Shelter Annuities

Tax shelter annuities are offered and maintained for the following reasons:

1. As part of the administrator's compensation agreement upon hiring.
2. As part of the administrator's compensation annual settlement agreement (consideration in lieu of salary for a given year).
3. To offset LTD premiums.
4. To offset life insurance costs.
5. As part of compensation to offset a loss of an administrative benefit.
6. A minimum of \$250 annually to an administrator's 403(b) account.

Administrative TSA's currently are made up of the above factors. At a minimum, the TSA for each individual will be maintained at its current financial level as past compensation consideration during the settlement of an administrative contract. The Board may increase TSA levels accordingly using the above factors.

I. Membership in Local Civic Organizations

The Superintendent may designate an administrator to participate with the membership paid by the school district.

J. Professional Dues

The Superintendent is authorized to approve membership dues for administrators in professional organizations in which educational benefits will accrue to both the administrator and the school district.

K. Professional Conferences/Travel

All professional conferences should be communicated to the Superintendent. Administrators shall receive mileage reimbursement according to the Board



Policy for authorized travel in the course of their regular assignment. Reasonable and appropriate expenses will be paid by the district subject to reimbursement guidelines and budgetary allowances.

**XI. Employee Health Examinations**

A. Physical Examination

1. Administrative personnel must submit evidence of a physical examination when they are initially employed. The cost of this pre-employment physical examination will be paid for by the school district if the administrator receives the examination from the physician designated by the school district. If the administrator wishes to choose any other physician by whom the examination will be given, the administrator will pay the cost of the examination.
2. The school district may require a physical examination as a condition of returning to work following an illness, other leave, or at any time when the need for such an examination may be indicated. The administrator may be required to submit to an examination by a physician designated by the school district at the district's expense.
3. The district will pay for a portion of the costs of annual physical examinations for administrative staff. Administrators will be expected to file for insurance company payment of all covered costs and then submit the balance to the business office for payment (not to exceed \$100).

B. TB Test or X-Ray Examination

1. Administrative personnel must submit to a TB test or x-ray to determine that they are free from tuberculosis when they are initially employed.

2.4. The tests will be made by the physicians or agencies so designated by the school district and paid for by the school district.

## **XII. Personnel Records**

A. Personnel Records

1. A personnel folder shall be maintained for each administrator and shall contain pertinent data concerning the administrator and evaluation reports. Files shall be located in the Superintendent's office.
2. Individual personnel records are considered as confidential documents and shall be subject to examination by the administrator with prior notice to the Superintendent. No other than the administrator and Superintendent of Schools may have access to the folder of an administrator without the administrator's written permission or a court order or comparable legal authorization.
3. The Board of Education shall have access to evaluative data for each individual administrator.

4. Where this policy conflicts with state or federal law, state or federal law shall govern.

### **XIII. Administrator Evaluations**

It is the belief of the Ashwaubenon School District that it is imperative to continually strive for enhancement of productivity, heightened professionalism, and strong leadership for administrators. We value a method of assessing and evaluating the performance and professional growth of administrators in our district.

We support a set of general principles for the district and administrators that are essential for a successful evaluation procedure. These principles maintain that the administrative evaluation process be conducted in and with:

- an atmosphere of mutual trust
- honest and open communication
- a spirit of collaboration
- equitable and fair treatment
- acceptance of accountability
- development of common goals
- on-going professional training and growth opportunities
- positive support from the school board for administrative growth and development

These principles foster a willingness for people to work together to reach common goals and instill a desire for administrators to continually assess their professional progress.

We believe the ultimate benefit of a meaningful administrative evaluation process focused on life-long professional growth is a progress and successful educational system in our community.

### **XIV. Administrative Tuition Reimbursement**

The Ashwaubenon School District will reimburse administrative staff for college credits that are part of the employee's professional development plan and will benefit the administrator in his/her current position and the Ashwaubenon Learning Community.

Requests for reimbursement shall be made to the Superintendent of Schools prior to enrolling in the course and will include a program/course description, an overview of how the course meets the above criteria, and if the coursework is being taken for the purposes of:

- Obtaining an advanced degree
- Obtaining an additional administrative license
- Solely to renew a current license.

If an administrator accepts a position with another district, they will reimburse the Ashwaubenon School District tuition paid within the past two (2) years.

Payment will not be required:

- For coursework that was taken solely to renew their current license,
- If the employee is leaving for a comparable position that they had applied for but had not been offered within the Ashwaubenon School District.

#### **XV. Honorarium**

Any administrator receiving an honorarium for professional services must utilize vacation or non-contract days for such services. The Superintendent may waive this requirement if the amount received is incidental to the time required or services provided.

#### **XVI. Vacancies, Assignments, Transfers**

The Superintendent, using a collaborative process when appropriate, shall be responsible for filling administrative vacancies. The Superintendent may transfer administrators within their certification(s) to fill administrative vacancies. The Superintendent, following consultation with affected administrators, shall recommend to the board such assignments and transfers in the best interest of the Ashwaubenon School District. In the event that administrative transfer does not fill the vacancy or new position, all applications, including those from within the Ashwaubenon School District, will be given equal consideration for such vacancies.

#### **XVII. Review Procedures for Administrators**

It is expected that an administrator and their supervisor openly discuss all issues of concern. The Board encourages and supports open communication and expects administrators to resolve conflicts at the appropriate level. This includes good faith attempts at resolving issues and, where appropriate, utilization of a conflict resolution process.

Following unsuccessful attempts at resolving a conflict, either party is entitled to submit the issue or decision to the Superintendent within a timely manner. Conflicts that are not resolved at the Superintendent level may be brought to the board level for review. All appropriate parties will be involved in the review process.

Any documentation that is intended to become part of the administrator's personnel file must be reviewed with the administrator, and a copy of the documentation given to the administrator. The administrator may request a conflict resolution or review process within 20 workdays of receipt of the documentation. Appropriate documentation may become part of the administrator's personnel file upon completion of the conflict resolution/review process. The administrator has a right to attach a response to any documentation placed in their file.

**Appendix A**  
**INDIVIDUAL CONTRACT TERMS**



ASHWAUBENON SCHOOL DISTRICT  
ADMINISTRATIVE CONTRACT

IT IS HEREBY AGREED by and between the Board of Education of the Ashwaubenon School District and \_\_\_\_\_, that the Board agrees to employ the above named individual as the \_\_\_\_\_ at \_\_\_\_\_ for the **YEAR 1** and **YEAR 2** school years.

The salary for this position will be \$ \_\_\_\_\_ for the **YEAR 1** school year, and will follow the board approved administrative salary formula as so determined for the YEAR 2 school year, plus the administrative fringe benefit package. This salary is based upon completion of a full year term.

On February 1st of each year the Administrator is under contract, if the Administrator has a contract ending June 30th of the next calendar year, and if the Board has not given notice not to extend the current contract for another year, the current contract shall be extended for another year beginning July 1st of the next calendar year.

The above named individual hereby agrees that this contract is made and will remain subject to the provisions of Sections 118.24 and other applicable provisions of Title XIV of the Wisconsin Statutes, as revised, and to the rules, regulations and policies of the Board including those delineated in the current Leadership Handbook, and those contractual agreements (Sections VI through XVII) in the most recent handbook as of the signing of this contract. Further he/she agrees to abide by and comply with the same as well as furnish throughout the life of this contract a valid and appropriate certification for the assigned position.

The above named individual hereby accepts the foregoing employment and agrees to perform the duties prescribed as assigned in accordance with the applicable laws and the existing rules and regulations of the Board.

Leave privileges, insurance and other fringe benefits shall be in accord with the adopted salary plan for administrative positions.

The above named individual may not be discharged during the term of his/her contract except for inefficiency, immorality, persistent and willful violation of reasonable regulations of the Board or for other good cause.

It is understood and accepted by the parties to this contract that said contract may be terminated by mutual consent at any time in compliance with the laws of the State of Wisconsin.

By accepting this contract, administrator is also acknowledging access to and review of the Leadership Handbook.

**SCHOOL BOARD OF THE ASHWAUBENON SCHOOL DISTRICT**

President \_\_\_\_\_ Date \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_

**ADMINISTRATOR**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix B**  
**WISCONSIN STATUTE 118.24**



**118.24 School district administrator. (1)** A school board may employ a school district administrator, a business manager and school principals and assistants to such persons. The term of each employment contract may not exceed 2 years. A contract for a term of 2 years may provide for one or more extensions of one year each.

**(2)** (a) Under the direction of the employing school board, the school district administrator shall have general supervision and management of the professional work of the schools and the promotion of pupils.

(b) The school district administrator shall not be a member of the school board and shall not engage in any pursuit which interferes with the proper discharge of the duties.

(c) The school district administrator shall make written recommendations to the school board on teachers, courses of study, discipline and such other matters as the administrator thinks advisable and shall perform such other duties as the school board requires.

(d) The school district administrator may act as principal or teacher in any school under the administrator's supervision.

(f) The school district administrator shall ensure that the administrative and pupil service staff in the district cooperate with the county department under s. 51.42 in the dissemination of information regarding the availability of alcohol and drug abuse services and to jointly establish procedures for the referral to appropriate agencies of students experiencing problems resulting from the use of alcohol or other drugs.

**(3)** The principal shall perform such administrative and instructional leadership responsibilities as are assigned by the district administrator under the rules and regulations of the school board.

**(4)** A business administrator shall perform such fiscal and business management and other administrative duties as are assigned by the district administrator subject to the rules, regulations and approval of the school board.

**(5)** School principals and business administrators, and assistants thereto, may, upon authorization from the school board or district administrator, attend conventions for the purpose of promoting and stimulating their professional growth and for improving the schools of the district and the state. For such approved attendance they may be reimbursed for actual and necessary expenses incurred for travel, board, lodging and attendance at such conventions upon proper filing of proof of attendance and of such necessary expenditures.

**(6)** The employment contract of any person described under sub. (1) shall be in writing and filed with the school district clerk. At least 4 months prior to the expiration of the employment contract, the employing school board shall give notice in writing of either renewal of the contract or of refusal to renew such person's contract. If no such notice is given, the contract then in force shall continue in force for 2 years. Any such person who receives notice of renewal or who does not receive notice of renewal or refusal to renew the person's contract at least 4 months before the contract expiration shall accept or reject the contract in writing on or before a date 3 months prior to the contract expiration. No such person may be employed or dismissed except by a majority vote of the full membership of the school board. Nothing in this section prevents the modification or termination of an employment contract by mutual agreement of the parties. No school board may enter into a contract of employment with any such person for a period of time as to which such person is then under a contract of employment with another school board.

**(7)** Prior to giving notice of refusal to renew the contract of any person described under sub. (1), the employing board shall give such person preliminary notice in writing by registered mail at least 5 months prior to the expiration of such contract that the board is considering nonrenewal of the contract, and that if such person files a written request with the board within 7 days after receiving such notice, the person has the right to a hearing before the board prior to being given written notice of refusal to renew the contract. The written request for a hearing shall include a statement requesting either a private hearing or a public hearing before the board. Section 118.22 does not apply to such a proceeding. If a hearing concerning nonrenewal of the contract is requested, the reasons upon which the board is considering nonrenewal may also be requested and the board shall furnish such reasons before the hearing in writing.

**(8)** Personnel administrators and supervisors, curriculum administrators and assistants to such administrative personnel, when employed by the school board of any school district to perform administrative duties only, may be employed for a term that does not exceed 2 years. A contract for a term of 2 years may provide for one or more extensions of one year each. Subsections (5) to (7) are applicable to such persons when they are employed to perform administrative duties only.

**(9)** Nothing in this section shall be construed:

- (a) To prohibit the school board of any district from hiring part-time administrative personnel; or
- (b) To prohibit the employment relations commission from making a determination that persons hired as part-time administrative personnel shall be included in the collective bargaining unit of persons hired as teachers and shall be covered by the terms of a collective bargaining agreement which exists pursuant to s. 111.70.

**History:** 1975 c. 379, 421; 1979 c. 331; 1983 a. 317; 1985 a. 176; 1993 a. 16; 1995 a. 27, 50.

The school board and district under sub. (3) can require a principal to perform administrative responsibilities as long as their performance does not modify the terms of an employment contract. *Kabes v. School District of River Falls*, 2004 WI App 55, 270 Wis. 2d 502, 677 N.W.2d 667, 03-0522.

The statutes do not support the existence of a school principal's property interest in performing specific duties. *Ulichny v. Merton Community School District*, 93 F. Supp. 2d 1011 (2000). Affirmed. 249 F.3d 686 (2001).

Due process does not require that an outside decisionmaker conduct the hearing provided for under sub. (7). *Beischel v. Stone Bank School District*, 362 F.3d 430 (2004).

**Action Item: 6**

Ashwaubenon School Board

Meeting Date:	June 14, 2023
Issue:	General Records Schedule Adoption
Requested By:	Kurt Weyers
Attachments:	
Financial and/or Staffing Implications:	NA
Funding Source:	NA
Explanation:	<p>The Wisconsin Public Records Board updated the 2010 Record Retention Schedule. This is the schedule (timeline) of when specific records/documents created by public school districts are to be kept/retained.</p> <p>The school board adopted the 2010 Records Retention Schedule (RRS) in October of that same year. The 2023 RRS is automatically replacing the 2010 version and does not require board approval.</p> <p>Part of the 2023 updates include removing the following sections of the 2010 version and creating their own individual General Records Schedule (GRS).</p> <ul style="list-style-type: none"> <li>• Administrative Records</li> <li>• Budget Records</li> <li>• Facilities Records</li> <li>• Fiscal and Accounting Records</li> <li>• Human Resources Records</li> <li>• Information and Technology Records</li> <li>• Payroll and Benefits Records</li> <li>• Purchasing and Procurement Records</li> <li>• Risk Management Records</li> </ul> <p>School Districts are required to either opt into or out of these individual schedules. It is being advised by the Wisconsin Public Records Board that the district opt into these schedules.</p> <ul style="list-style-type: none"> <li>• By opting in, we are agreeing to continue to retain records according the schedule references in the GRS document listed above. The district reviewed each GRS and the schedule is the same or very similar to the 2010 RRS. The district will ONLY need to follow the scheduled for the records they have (i.e. they are not required to develop a record just because it is listed on the schedule).</li> <li>• By opting out, the district will have to develop it own RRS which will need to be approved by the Wisconsin Public Records Board.</li> </ul>
Recommendation:	It is being recommended that the school board approve the opting in (in whole) to the 9 individual General Records Schedules as listed above.