

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, April 12, 2023

6:30 p.m.

A. Call to order: Board Clerk Vyskocil called the meeting to order at 6:32 pm

B. Roll call:

Board Members Present: Vyskocil, Garrigan, VandeWalle, VanDeKreeke
 Board Members Excused: VanLaanen
 School Choice Advisory Representative: Matthew Rotter
 Other Present: Kurt Weyers, Keith Lucius, Tammy Nicholson, Andy Bake, Heidi Lassila, Nick Senger, Dirk Ribbens, Doug Pieschek, Kris Hucek, Michael Heim, Pete Marto, Brian Carter, Jason Fisch, Andrea Pasqualucci, Michael Smits

C. Declaration of quorum: Quorum present

D. Pledge of allegiance: The pledge was recited

E. Adoption of Agenda: Moved VanDeKreeke, seconded by Garrigan to adopt the agenda as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0

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.

G. Citizens and/or delegations: no topics presented

H. Board Appointments:

1. Board Appointments

- a. **AHS Graduation** - Sun., June 11, 2023, at 1:30 pm (*Jennie, Jay and Brian*)
- b. **8th Grade Graduation** - Tues., June 6, 2023, time 6:30 pm (*Jennie, Brian*)
- c. **5th Grade Graduation**
 - 1. Valley View – Fri, June 2, 2023, at 1:30 pm (*Matt, Jennie, Brett*)
 - 2. Pioneer – Thurs., June 1, 2023, at 6:00 pm (*Jennie, Matt*)
- d. **WASB Convention** - January 17-19, 2024 (*Jennie, Brett, Michelle*)
- e. **CESA 7 Meeting** - May 10, 2023 at 6:30 pm (*Brian*)

I. Consent Agenda: Moved VanDeKreeke, seconded by Garrigan to approve Consent Agenda items 1-6 as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0

- 1. Minutes of the regular meeting held on Wednesday, March 15, 2023
- 2. Minutes of the Board of Canvassers meeting held on Thursday, April 6, 2023
- 3. The schedule of checks written 3/07/23 to 4/03/23
- 4. Staffing: hirings, resignations, retirements, leave of absences

5. There were 2 co-curricular approved
6. Board financial reports for February

J. Superintendent's Report (Special Recognition)

- **Jaguar Excellence Awards:** For the month of March, 75 Jaguar Excellence awards were handed out to staff. We have already 802 Jaguar Excellence awards winners this school year.
- **School Board Elections:** Please join me in congratulating Jennie Vyskocil and Brian VanDeKreeke on being elected back to the school board for another term. Your dedication and commitment along with your tremendous servant leadership to our school district is greatly appreciated.
- **Referendum Update:** Thank you to our wonderful community for supporting our operational referendum. To pass an operational referendum at 61% is very rare. Across the state this spring, only 58% of referendums passed. We can all celebrate the amount of trust that we have built in our community over the years. Way to go Ashwaubenon!!
- **Golden Apple Winners:** We are very proud to recognize two outstanding teachers in the Ashwaubenon School District who were recognized as Teachers of Distinction. Both of these two teachers are absolutely gifted at their craft and doing amazing things for kids and our school district every day. Amanda Paul, who is an incredible 2nd grade teacher at Valley View Elementary School and Taylor Ratzburg, an outstanding kindergarten teacher at Pioneer. We are very excited to announce that 8th grade science teacher Michael Smits from Parkview Middle School is our 2023 Golden Apple winner. Mike is an incredible science teacher who goes above and beyond for each of his students as well as make a personal connection with every student. Congratulations Mike, we are extremely proud of you. All three teachers will be recognized next week at the 30 year anniversary of the Golden Apple at the Lambeau Field Atrium.
- **Brian Carter:** Brian Carter was recently announced as a 2023 Herb Kohl Fellowship Leadership recipient. This award recognizes 16 outstanding school leaders throughout the State of Wisconsin. Brian's leadership has been outstanding as the Principal of Cormier Early Learning Center. We are very proud of Brian's well deserved recognition.

K. Discussion Items:

L. Action Items:

1. **AHS Track Naming:** Senger requested the naming of the high school track to the "Al Vandenberg Track". He explained that the cost to change the signage to include "Al Vandenberg Track" is minimal and would be covered by the Athletic Department. Preliminary ideas would be to include his name on back of the press box and on the scoreboard. Former students Rob Servais, Roy Geurts, Brian VanDeKreeke and family members Dave and Amy Steavpack spoke about Mr. Vandenberg's accomplishments as a coach and teacher.
 - He was the first track (1968 – 1994) and football coach (1967-1972) at AHS.
 - He led the boys track team to the State Championship in 1974.
 - He was a coach and a teacher in the district for over 30 years.
 - He always stressed that "we are a team" and was all about respecting teachers, coaches and teammates. These qualities and teaching help to make his former students who they are today.
 - He made a deep and lasting impact on his students. He always stated that it is not about the race but about the preparation and hard work that leads up to the race.
 - His biggest accomplishment is the lasting impact he has made on his students as a coach and as a teacher.
 - Senger stated that if the board approves this recommendation, the intent will be to recognize Mr. Vandenberg at the May 12th invite. Hucek stated that this is the same day as the Jag Jog where Parkview students will be using the track to celebrate

Moved VanDeKreeke, seconded by VandeWalle to approve the naming of the high school track to "Al Vandenberg Track" as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0.

2. **Extended Contracts:** Lucius explained that the board is presented with the request for extended contracts every spring. Per board approval, these hours are split between being paid out and trade off days. Extended contracts allow for necessary services at the high school and middle school to continue beyond the normal school year. Lucius explained the work each position needs to be accomplished before the start of school using extended hours.

Moved Garrigan, seconded by VanDeKreeke to approve the Extended Contracts as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0.

3. **Preliminary Layoffs:** Lucius stated that the board is receiving a list of preliminary non-renewals for layoff purposes for review and approval. These preliminary non-renewals must be approved by the board by April 30th. The lay-offs are enrollment based and recommended as part of the budget balancing process. Lucius reminded the board that these layoffs can always be called back in part or whole if the enrollment or staffing situations change.

The recommended preliminary non-renewals for layoff purposes are as follows:

- Amy Kopp – Partial lay-off of 0.08 FTE from her music teacher position at Valley View and Cormier
- Chris Dinse – Partial lay-off of 0.30 from his middle school music teacher position

Moved VanDeKreeke, seconded by VandeWalle to approve the Preliminary Layoffs as presented. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0.

M. Board & Superintendent Communications:

- a. Weyers shared a number of thank you cards with the board. He spoke about the emails he has received from residents who participated in the community conversation. They thanked the district for inviting them to be a part of the strategic planning process.
- b. Vyskocil recognized Keith Lucius and Kurt Weyers for their work on the referendum. She stated that the bulk of the work fell on these two. She stated she is grateful for everything that Keith did to pass this referendum.

N. Future Board Meetings & Topics:

- The May regular board meeting is scheduled for **Wednesday, May 10, 2023, at 6:30 pm** in the District Office Board Room.

O. 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.

Moved VanDeKreeke, seconded by VandeWalle to adjourn executive session at 7:11 pm. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0.

P. Adjournment to open session:

Q. Action following executive session:

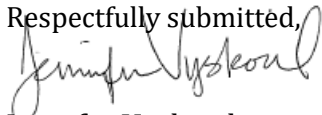
4. Staff Compensation: Discussed compensation for support staff. Moved by VanDeKreeke, seconded by VandeWalle to

- increase pay for all hourly positions by \$2.00 an hour beginning the 2023-24 school year with Noon Duty increase effective March 24, 2023
- increase certified substitute teacher pay by \$12.00 per day beginning the 2023-24 school year

Aye 3 (Garrigan, VandeWalle, VanDeKreeke), Abstain 1 (Vyskocil), Nay 0. Motion carried 3:1:0

R. Adjournment Moved VanDeKreeke, seconded by VandeWalle to adjourn the meeting at 8:12 pm. Aye 4 (Vyskocil, Garrigan, VandeWalle, VanDeKreeke), Nay 0. Motion carried 4:0.

Respectfully submitted,



Jennifer Vyskocil

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
0		01/27/2023		MUDDY PAWS SALON	0.00
288		03/12/2023		CORP MASTERCARD	0.00
288		03/12/2023		CORP MASTERCARD	0.00
288		03/12/2023		CORP MASTERCARD	0.00
289		04/12/2023		CORP MASTERCARD	31,437.46
289		04/12/2023		BANK FIRST	211,663.82
289		04/12/2023		WI DEPT OF REVENUE	36,230.71
2315		04/20/2023		BANK FIRST	204,984.31
2316		04/20/2023		WI DEPT OF REVENUE	34,993.30
2317		04/20/2023		WI DEPT OF REVENUE	1,537.59
2320		04/24/2023		WI RETIREMENT SYSTEM	251,672.16
2321		04/24/2023		VISION SERVICE PLAN	2,814.51
18256		04/30/2023		KINYON LOGAN	-80.00
18366		04/30/2023		DUMAS, DON	-160.00
18367		04/30/2023		KRCMAR, RYAN	-80.00
18368		04/30/2023		NELSON, LYLE	-160.00
18371		04/04/2023		GERHARTZ, CLETE	80.00
18372		04/04/2023		MAASS, TIM	65.00
18373		04/04/2023		MATHY AL	80.00
18374		04/04/2023		NEUBERT, ERIC	80.00
18375		04/04/2023		OSTROWSKI WILLIAM	60.00
18376		04/04/2023		RABEOR WILLIAM	60.00
18377		04/04/2023		WETTSTEIN, JEFF	65.00
18378		04/10/2023		BROWN, FARAH	55.00
18379		04/10/2023		HOWELL, GREG	70.00
18380		04/10/2023		SEEHAFER JOEL	55.00
18381		04/10/2023		SIEVERT, GARRY	70.00
18382		04/11/2023		KAUFMAN JEFF	105.00
18383		04/11/2023		SALVESON-KREPLINE, TYLER	105.00
18384		04/13/2023		HAMPTON JEFFREY	80.00
18385		04/13/2023		HERALD, MIKE	60.00
18386		04/13/2023		LEMMENS, KEVIN	60.00
18387		04/13/2023		SEBRANEK THOMAS	80.00
18388		04/14/2023		ALLIE, DENNIS	80.00
18389		04/14/2023		JOHNSEN-DUQUAINE, CODY	120.00
18390		04/14/2023		LEMONS, GARY	160.00
18391		04/14/2023		LESLIE, TOM	120.00
18392		04/14/2023		TAYLOR JAMES	180.00
18393		04/14/2023		VANEVENHOVEN, JOE	160.00
18394		04/14/2023		WEHLAGE ANDREW	180.00
18395		04/18/2023		BECHER RICHARD	60.00
18396		04/18/2023		ELSNER, ROBIN	70.00
18397		04/18/2023		GAUTHIER, BRANDON	70.00
18398		04/18/2023		LEDVINA, PETE	120.00
18399		04/18/2023		MILNER, KEVIN	55.00
18400		04/18/2023		SCHOENHERR, MARK	55.00
18401		04/18/2023		THILLMAN PETER	120.00
18402		04/18/2023		URBEN, ERIC	80.00
18403		04/18/2023		VANDE HEI, BRYAN	60.00
18404		04/20/2023		MARASCH, MARTY	70.00
18405		04/20/2023		VANDERLOOP, DAVE	70.00
18406		04/21/2023		BUCHBERGER JAMES	55.00
18407		04/21/2023		FLETCHER, BOB	80.00
18408		04/21/2023		HERALD, MIKE	60.00
18409		04/21/2023		JANDRIN, MARK	80.00
18410		04/21/2023		KRCMAR, RYAN	80.00

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
18411		04/21/2023		ORTIZ, RUBEN	55.00
18412		04/21/2023		RICHARDSON, KEN	80.00
18413		04/21/2023		TAYLOR JAMES	60.00
18414		04/24/2023		BECHER, JASON	60.00
18415		04/24/2023		BENESH, GREG	60.00
18416		04/27/2023		OTTENS, ROD	80.00
18417		04/27/2023		PERZ, RON	120.00
18418		04/27/2023		WAZNY CHRIS	120.00
18419		05/01/2023		BAY PORT HIGH SCHOOL	125.00
18420		05/01/2023		BROOKFIELD CENTRAL HIGH SCHOOL	25.00
18421		05/01/2023		DE PERE GREENHOUSE	65.00
18421		05/01/2023		DE PERE GREENHOUSE	-65.00
18422		05/01/2023		DE PERE HIGH SCHOOL	140.00
18423		05/01/2023		DE PERE HIGH SCHOOL	200.00
18424		05/01/2023		KIMBERLY HIGH SCHOOL	200.00
18425		05/01/2023		MANITOWOC LINCOLN HIGH SCHOOL	75.00
18426		05/01/2023		PULASKI HIGH SCHOOL	175.00
18427		05/01/2023		SHEBOYGAN NORTH HIGH SCHOOL	590.00
18428		05/01/2023		DE PERE HIGH SCHOOL	65.00
31648		04/26/2023		SAM'S CLUB/SYCHRONY BANK	-3,338.94
31795		04/05/2023		ASHWAUBENON GIRLS YOUTH BASKETBALL	239.28
31796		04/05/2023		BEVER, BLAKE	80.03
31797		04/05/2023		COOTWAY, CURT	193.45
31798		04/05/2023		FASTSIGNS	200.38
31799		04/05/2023		GREEN BAY SOUTHWEST DECA	52.00
31800		04/05/2023		HOPPMAN, SUSAN	200.00
31801		04/05/2023		JEFF'S PIANO SALES & SERVICE	175.00
31802		04/05/2023		KLIMEK, VIVIAN	12.00
31803		04/05/2023		KRUEGER, JAY	181.84
31804		04/05/2023		MELOTTE-SKALESKI DIST INC	1,077.10
31805		04/05/2023		PETTY CASH ASHWAUBENON HIGH SCHOOL	300.00
31806		04/05/2023		PETTY CASH ASHWAUBENON HIGH SCHOOL	100.00
31807		04/05/2023		STROUD, JENNIFER	525.14
31808		04/05/2023		TEAM APPAREL & SPECIALTIES INC	708.00
31809		04/05/2023		UW STEVENS POINT	534.00
31810		04/05/2023		VALUE HOLIDAYS	19,740.45
31811		04/05/2023		VELICER SHANNON OR TED	846.00
31812		04/05/2023		WI BASKETBALL COACHES ASSOC	150.00
31813		04/05/2023		WI DECA	2,300.00
31814		04/12/2023		APPLETON EAST BOYS BASKETBALL	1,100.00
31815		04/12/2023		BAY PORT BASKETBALL CLUB	350.00
31816		04/12/2023		COMMUNITY FIRST CHAMPION CENTER FOX CITI	250.00
31817		04/12/2023		ERBERT & GERBERT'S	420.06
31818		04/12/2023		FOX CITIES EMBROIDERY INC	55.00
31819		04/12/2023		HILGEMANN, LINDSEY	225.00
31820		04/12/2023		JEFF'S PIANO SALES & SERVICE	175.00
31821		04/12/2023		KAUKAUNA HOOPS CLUB	260.00
31822		04/12/2023		PETTY CASH ASHWAUBENON HIGH SCHOOL	500.00
31823		04/12/2023		TEAM APPAREL & SPECIALTIES INC	452.00
31824		04/12/2023		WEINER, JAKE	375.93
31825		04/12/2023		ZABEL, AMY	1,398.59
31826		04/19/2023		ANDERSON, RODNEY	588.70
31827		04/19/2023		EQUAL RIGHTS DIVISION	90.00
31828		04/19/2023		FASTSIGNS	108.50
31829		04/19/2023		GARRIGAN, JOHANNA	2,000.00
31830		04/19/2023		PETTY CASH ASHWAUBENON HIGH SCHOOL	200.00

CHECK NUMBER	CHECK COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
31831		04/19/2023		PFLUGER, KRISTEN	96.00
31832		04/19/2023		ROYAL ST PATRICK'S GOLF COURSE	2,000.00
31833		04/19/2023		SUMMIT COMMERCIAL FITNESS	225.00
31834		04/19/2023		VANDUYSE, SARA	148.79
31835		04/19/2023		WI ASSN OF SKILLS USA INC	330.00
31836		04/27/2023		ANNEX APPAREL	397.14
31837		04/27/2023		BAY PORT HIGH SCHOOL	950.00
31838		04/27/2023		BRICKHOUSE SCHOOL SERVICES	25.00
31839		04/27/2023		COOTWAY, CURT	57.06
31840		04/27/2023		DAKTRONICS	4,170.00
31841		04/27/2023		DE PERE HIGH SCHOOL	671.73
31842		04/27/2023		DE PERE HIGH SCHOOL	2,189.04
31843		04/27/2023		EXPLORICA BY WORLDSTRIDES	2,895.00
31844		04/27/2023		FOX CITIES EMBROIDERY INC	1,043.50
31845		04/27/2023		GILSOUL, LISA	94.96
31846		04/27/2023		MELOTTE-SKALESKI DIST INC	498.02
31847		04/27/2023		REBEL ATHLETIC INC	3,007.36
31848		04/27/2023		SAWYER, TERESA	10.00
31849		04/27/2023		SKILLS USA	39.00
31850		04/27/2023		UW STEVENS POINT WAUSAU	558.00
31851		04/27/2023		VANDENELZEN, STEVEN OR HEIDI	58.66
31852		04/27/2023		MARCO'S PIZZA	425.22
31853		04/28/2023		FORTUNE TALENT INC	650.00
109340		04/04/2023		WI SUPPORT COLLECTION TRUST FUND	1,161.93
109341		04/06/2023		MOODY DJ SERVICE LLC	300.00
109342		04/10/2023		ALEXANDER, SIERRA	3.15
109343		04/10/2023		CELLCOM GREEN BAY MSA	1,304.00
109344		04/10/2023		CESA 2	4,373.00
109345		04/10/2023		COMMUNITY INSURANCE CORP	25.00
109346		04/10/2023		ELSEVIER	2,136.02
109347		04/10/2023		JF AHERN CO	310.00
109348		04/10/2023		LINDE GAS & EQUIPMENT INC	142.74
109349		04/10/2023		MARTIN SYSTEMS, INC.	2,750.00
109350		04/10/2023		NEW PRECISION TECHNOLOGY LLC	322.61
109351		04/10/2023		REFRIGERATION SERVICES OF GREEN BAY INC	945.29
109352		04/10/2023		ROUTE 41 PIZZA LLC - DOMINO'S	2,303.25
109353		04/10/2023		SCHOLASTIC INC	2,348.58
109354		04/10/2023		STAPLES BUSINESS CREDIT	106.48
109355		04/10/2023		SUPERIOR CHEMICAL COMPANY	115.85
109356		04/10/2023		TEACHTOWN INC	1,250.43
109357		04/10/2023		VELEZ, EMILY	18.50
109358		04/10/2023		WEST DE PERE MIDDLE SCHOOL	191.80
109359		04/10/2023		ZIMONICK BROTHERS PRODUCE INC	682.45
109360		04/11/2023		BICOASTAL PRODUCTIONS LLC	3,500.00
109361		04/11/2023		GIOVANNINI, ANTHONY	11,772.60
109362		04/18/2023		ACCEPTIONAL MINDS LLC	536.25
109363		04/18/2023		ACUTRANS	510.39
109364		04/18/2023		ALEXANDER, SIERRA	1.05
109365		04/18/2023		ALLEN, ELIZABETH	72.50
109366		04/18/2023		ALSTON, SOFIA	38.00
109367		04/18/2023		BIBLIOTHECA, LLC	1,753.79
109368		04/18/2023		BRICKHOUSE SCHOOL SERVICES	1,048.88
109369		04/18/2023		CAR-X AUTO SERVICE INC	81.29
109370		04/18/2023		CLOYD, RYANNE	37.00
109371		04/18/2023		FIRE-PIXEL	30.00
109372		04/18/2023		GRAINGER INC	143.37

CHECK NUMBER	COMMENT	CHECK DATE	COMMENT	VENDOR	AMOUNT
109373		04/18/2023		GREEN BAY SOUTHWEST HIGH SCHOOL	766.66
109374		04/18/2023		HEYRMAN & GREEN BAY BLUE	3,459.88
109375		04/18/2023		HOWARD SUAMICO SCHOOL DISTRICT	45.00
109376		04/18/2023		INLAND FINANCE COMPANY	269.20
109377		04/18/2023		ITSAVVY	400.00
109378		04/18/2023		MASTER TEACHER	147.95
109379		04/18/2023		ROUTE 41 PIZZA LLC - DOMINO'S	1,263.75
109380		04/18/2023		SAM'S CLUB/SYCHRONY BANK	335.41
109381		04/18/2023		SEYMOUR COMMUNITY SCHOOL DISTRICT	459.00
109382		04/18/2023		STAPLES BUSINESS CREDIT	102.27
109383		04/18/2023		THOR, TRUMAN	3,300.00
109383		04/18/2023		THOR, TRUMAN	0.00
109384		04/18/2023		WI DEPT OF JUSTICE	42.00
109385		04/18/2023		WKRU-FM	1,000.00
109386		04/18/2023		WQGB-FM	1,300.00
109387		04/18/2023		WQLH-FM	500.00
109388		04/18/2023		WRIGHT, ROWDY OR KATHY	14.75
109389		04/18/2023		ASHWAUBENON EDUCATION FOUNDATION	10.00
109390		04/18/2023		UNITED WAY OF BROWN COUNTY INC	76.00
109391		04/18/2023		WI SUPPORT COLLECTION TRUST FUND	1,161.93
109392		04/20/2023		MISCHIEF & MAGIC	500.00
109393		04/24/2023		ACCEPTIONAL MINDS LLC	1,495.00
109394		04/24/2023		ASHWAUBENON WATER & SEWER UTILITY	8,942.06
109395		04/24/2023		BETTER DAYS MENTORING LLC	16,815.00
109396		04/24/2023		CELLCOM GREEN BAY MSA	1,219.73
109397		04/24/2023		CHARTER COMMUNICATIONS	229.46
109398		04/24/2023		DOMNICK, RAY	250.00
109399		04/24/2023		EDFICIENCY LLC	3,815.00
109400		04/24/2023		GAGE, PAMELA	17.05
109401		04/24/2023		GREEN BAY CITY TREASURER	417.00
109402		04/24/2023		HINTZ, HOLLY	27.70
109403		04/24/2023		IMIG, JAKE	18.75
109404		04/24/2023		JOHNSON, JENNIFER	367.03
109405		04/24/2023		LINDE GAS & EQUIPMENT INC	848.08
109406		04/24/2023		NORTHERN SOUND & VIDEO LLC	754.18
109407		04/24/2023		NSIGHT TELSERVICES	1,384.88
109408		04/24/2023		OLSEN SAFETY EQUIPMENT	393.45
109409		04/24/2023		PEGUERO ALMONTE, RISSEL	575.00
109410		04/24/2023		PETTY CASH / DISTRICT OFFICE	2,000.00
109411		04/24/2023		PLEDGESTAR	605.90
109412		04/24/2023		PRAIRIE FARMS DAIRY, INC	9,417.88
109412		04/24/2023		PRAIRIE FARMS DAIRY, INC	0.00
109412		04/24/2023		PRAIRIE FARMS DAIRY, INC	0.00
109413		04/24/2023		REFRIGERATION SERVICES OF GREEN BAY INC	469.63
109414		04/24/2023		RGM ENTERPRISES LLC	900.50
109415		04/24/2023		SCHOLASTIC BOOK FAIRS	1,442.16
109416		04/24/2023		SCHOLASTIC INC	500.00
109417		04/24/2023		ST AUBIN, MARIA	20.00
109418		04/24/2023		T-MOBILE	400.00
109419		04/24/2023		VALENCIA, BIANCA	7.00
109420		04/24/2023		VILLAGE OF ASHWAUBENON	125.00
109421		04/24/2023		VITAL RECORDS CONTROL	7,334.00
109422		04/24/2023		WAGNER, JAMES	225.00
109423		04/24/2023		WHSFA	65.00
109424		04/24/2023		WIED, KACEY	15.00
109425		04/24/2023		ZIMONICK BROTHERS PRODUCE INC	938.30

CHECK COMMENT	CHECK	COMMENT	
NUMBER	DATE	VENDOR	AMOUNT
109426	04/25/2023	MADISON NATL LIFE INSURANCE CO	1,768.25
109427	04/25/2023	MADISON NATL LIFE INSURANCE CO	8,389.90
109428	04/25/2023	METLIFE	10,986.48
109429	04/26/2023	BELLIN HEALTH FOUNDATION	509.95
109430	04/26/2023	NAPONELLI, CHRISTINA	5,000.00
109431	05/01/2023	ACUTRANS	225.00
109432	05/01/2023	AMUNDSEN DAVIS	529.00
109433	05/01/2023	ARCLIGHT DYNAMICS	4,757.00
109434	05/01/2023	BEINING, STEVEN	91.26
109435	05/01/2023	BLS BACKLINE SERVICES	640.00
109436	05/01/2023	DE ROECK, BARBARA	30.27
109437	05/01/2023	GOPHER	796.45
109438	05/01/2023	GT CONSORTIUM OF CESA 7	190.00
109439	05/01/2023	HOWICK, DREW	10,813.71
109440	05/01/2023	LARSEN, JENNIFER	1,035.00
109441	05/01/2023	LIGHTHOUSE PRODUCTIONS	1,500.00
109442	05/01/2023	LINDE GAS & EQUIPMENT INC	47.65
109443	05/01/2023	MUDDY PAWS SALON	45.00
109444	05/01/2023	NEENAH JOINT SCHOOL DISTRICT	2,946.25
109445	05/01/2023	PHILLIPS, JANICE	2.95
109446	05/01/2023	PREVEA HEALTH	10.42
109447	05/01/2023	ROUTE 41 PIZZA LLC - DOMINO'S	2,577.00
109448	05/01/2023	SCHROEDER'S FLOWERS	1,125.00
109449	05/01/2023	SLATHER, JESSICA	61.25
109450	05/01/2023	VAN GHEEM, KEVIN	30.96
109451	05/01/2023	VEX ROBOTICS INC	2,499.00
109452	05/01/2023	VILLA REAL	145.00
109453	05/01/2023	WEST DE PERE SCHOOL DISTRICT	741.00
109454	05/01/2023	WNAM-AM	330.00
109455	05/01/2023	WOGB-FM	940.00
109456	05/01/2023	ZIMONICK BROTHERS PRODUCE INC	646.50
222301326	04/05/2023	BSN SPORTS LLC	1,201.40
222301327	04/05/2023	DECLLENE, CHASE	50.00
222301328	04/05/2023	LASEE, MELANIE	12.96
222301329	04/10/2023	ALPHA BAKING COMPANY	297.57
222301330	04/10/2023	AMA INC	247.95
222301331	04/10/2023	BATTERIES PLUS LLC	46.08
222301332	04/10/2023	BIRDSEYE DAIRY INC	127.30
222301333	04/10/2023	BREITENFELDT, KARI	19.19
222301334	04/10/2023	CDW GOVERNMENT	420.00
222301335	04/10/2023	CINTAS CORPORATION	202.15
222301336	04/10/2023	COOK, FRANCINE	129.62
222301337	04/10/2023	DEMCO INC	18.64
222301338	04/10/2023	FOLLETT CONTENT SOLUTIONS LLC	706.16
222301339	04/10/2023	FOX SPECIALTY CO LLC	295.10
222301340	04/10/2023	GFL ENVIRONMENTAL USA INC	2,767.43
222301341	04/10/2023	KASTER, MEEGAN	111.41
222301342	04/10/2023	LAFORCE HARDWARE INC	90.00
222301343	04/10/2023	LAMERS BUS LINES INC	98,031.45
222301344	04/10/2023	LUCIUS, KEITH	1,103.60
222301345	04/10/2023	LYNC ACADEMY LLC	480.00
222301346	04/10/2023	MACHT VILLAGE PROGRAMS LLC	162.50
222301347	04/10/2023	MENARDS INC	165.42
222301348	04/10/2023	PATTERSON, DEBRA	80.00
222301349	04/10/2023	PEPSI COLA OF GREEN BAY	892.70
222301350	04/10/2023	PERFORMANCE FOODSERVICE	12,266.02

CHECK COMMENT NUMBER	CHECK DATE	COMMENT	VENDOR	AMOUNT
222301351	04/10/2023		QUILL CORP	69.50
222301352	04/10/2023		WEYERS, KURT	84.44
222301353	04/10/2023		WI PUBLIC SERVICE CORP	40,308.76
222301353	04/10/2023		WI PUBLIC SERVICE CORP	0.00
222301354	04/12/2023		BSN SPORTS LLC	665.00
222301355	04/12/2023		HALLMAN LINDSAY QUALITY PAINTS	349.75
222301356	04/12/2023		HOME TEAM SPORTS & APPAREL INC	95.74
222301357	04/12/2023		JIMOS, MARC	300.00
222301358	04/12/2023		MENARDS INC	205.54
222301359	04/13/2023		TRUE NORTH ENERGY	1,170.00
222301360	04/17/2023		TRUE NORTH ENERGY	2,047.50
222301361	04/18/2023		AMERICAN WELDING & GAS INC	861.32
222301362	04/18/2023		ANDERSON, LISA	77.28
222301363	04/18/2023		BAER PERFORMANCE MARKETING	6,385.00
222301364	04/18/2023		CAMERA CORNER INC	755.99
222301365	04/18/2023		CARRICO AQUATIC RESOURCES INC	350.00
222301366	04/18/2023		CDW GOVERNMENT	1,558.50
222301367	04/18/2023		CINTAS CORPORATION	26.25
222301368	04/18/2023		FOLLETT CONTENT SOLUTIONS LLC	1,552.41
222301369	04/18/2023		FOX SPECIALTY CO LLC	615.20
222301370	04/18/2023		GILLESPIE, BRACK	23.82
222301371	04/18/2023		HANNA, JENNY	298.75
222301372	04/18/2023		HEINEMANN EDUCATIONAL BOOKS	429.28
222301373	04/18/2023		HERALD, KATHERINE	65.05
222301374	04/18/2023		HODGSON, VALERIE	19.15
222301375	04/18/2023		INFO MART INC	72.00
222301376	04/18/2023		JW PEPPER & SONS INC	22.50
222301377	04/18/2023		KUCHTA, MICHELLE	469.00
222301378	04/18/2023		LAMERS BUS LINES INC	2,869.38
222301379	04/18/2023		MARCO	127.31
222301380	04/18/2023		MENARDS INC	166.71
222301381	04/18/2023		MENARDS INC	109.61
222301382	04/18/2023		MULTI MEDIA CHANNELS LLC	291.63
222301383	04/18/2023		OBERSTADT, MEGAN	76.14
222301384	04/18/2023		PERFORMANCE FOODSERVICE	101.62
222301385	04/18/2023		QUILL CORP	314.81
222301386	04/18/2023		SCHROEDER, AMANDA	513.57
222301387	04/18/2023		STEIN, RENEE	131.12
222301388	04/18/2023		VAN'S FIRE AND SAFETY INC	388.50
222301389	04/18/2023		VOS ELECTRIC INC	992.29
222301390	04/18/2023		WCASS	350.00
222301391	04/18/2023		WI SCHOOL MUSIC ASSN INC	100.40
222301392	04/18/2023		WILQUET, THOMAS	76.64
222301393	04/18/2023		WP BEVERAGES LLC - PEPSI COLA OF GREEN B	416.16
222301394	04/18/2023		ZARNOTH BRUSH WORKS INC	118.00
222301395	04/18/2023		TRUE NORTH ENERGY	5,850.00
222301396	04/18/2023		RELIANCE TRUST COMPANY - ASHWAUBNEON 403	10,548.79
222301397	04/18/2023		RELIANCE TRUST COMPANY - ASHWAUBENON 457	8,502.60
222301398	04/18/2023		WEA TSA TRUST	68,920.27
222301399	04/19/2023		ST JOHN THE BAPTIST	386.50
222301400	04/19/2023		BSN SPORTS LLC	8,926.99
222301401	04/19/2023		MULTI MEDIA CHANNELS LLC	568.00
222301402	04/19/2023		PENZA, KEVIN	474.25
222301403	04/24/2023		A1 ELEVATOR INC	4,302.00
222301404	04/24/2023		ALPHA BAKING COMPANY	342.39
222301405	04/24/2023		AMA INC	12,291.15

CHECK COMMENT	CHECK	COMMENT	
NUMBER	DATE	VENDOR	AMOUNT
222301406	04/24/2023	AMERICAN WELDING & GAS INC	1,128.11
222301407	04/24/2023	BATTERIES PLUS LLC	154.68
222301408	04/24/2023	BIRDSEYE DAIRY INC	507.30
222301409	04/24/2023	CESA 6	5,052.12
222301410	04/24/2023	CINTAS CORPORATION	207.43
222301411	04/24/2023	COMPASS GROUP	69,491.00
222301412	04/24/2023	CONRADT, SCOTT	25.13
222301413	04/24/2023	EDWIN C GAROT CO INC	1,965.30
222301414	04/24/2023	FOLLETT CONTENT SOLUTIONS LLC	46.34
222301415	04/24/2023	FOOTE, CARLA	73.16
222301416	04/24/2023	FOSSEN, JANEL	48.60
222301417	04/24/2023	HALLAM, DIANN	54.93
222301418	04/24/2023	HANSEN, COREY	184.05
222301419	04/24/2023	HERZOG, DAVID	248.23
222301420	04/24/2023	KASTER, MEEGAN	31.85
222301421	04/24/2023	LYNC ACADEMY LLC	4,360.00
222301422	04/24/2023	MACHT VILLAGE PROGRAMS LLC	15,353.75
222301423	04/24/2023	MENARDS INC	33.97
222301424	04/24/2023	NASSCO INC	415.80
222301425	04/24/2023	PEPSI COLA OF GREEN BAY	1,245.87
222301426	04/24/2023	PERFORMANCE FOODSERVICE	11,821.34
222301427	04/24/2023	SEVEN UP BOTTLING CO INC	46.00
222301428	04/24/2023	SMITS, MICHAEL	423.50
222301429	04/24/2023	SULLIVAN, EVAN	77.78
222301430	04/24/2023	THOMPSON, DOULGAS	150.00
222301431	04/24/2023	TREML, AMANDA	20.99
222301432	04/24/2023	USIC LOCATING SERVICES INC	196.49
222301433	04/24/2023	VANNIEUWENHOVEN, FALINE	20.95
222301434	04/24/2023	VILLAGE OF ASHWAUBENON	25.00
222301435	04/24/2023	VOS ELECTRIC INC	2,718.59
222301436	04/24/2023	WEX BANK	562.25
222301437	04/24/2023	WI DOCUMENT IMAGING LLC	2,137.06
222301438	04/24/2023	WILS	5,409.60
222301439	04/24/2023	ZARNOTH BRUSH WORKS INC	1,021.60
222301440	04/25/2023	ST JOHN THE BAPTIST	386.50
222301441	04/25/2023	TRUE NORTH ENERGY	5,220.00
222301442	04/27/2023	BIOPURE GREEN BAY	300.00
222301443	04/27/2023	BSN SPORTS LLC	3,444.72
222301444	04/27/2023	PENZA, KEVIN	700.00
222301445	04/27/2023	WP BEVERAGES LLC - PEPSI COLA OF GREEN B	129.34
222301446	04/28/2023	TRUE NORTH ENERGY	450.00
222301447	04/28/2023	TRUE NORTH ENERGY	1,170.00
222301448	05/01/2023	ALPHA BAKING COMPANY	172.40
222301449	05/01/2023	BAER PERFORMANCE MARKETING	4,901.25
222301450	05/01/2023	BATTERIES PLUS LLC	69.10
222301451	05/01/2023	BELLIN HEALTH	18,800.39
222301452	05/01/2023	BERNATH, JAMIE	94.49
222301453	05/01/2023	BIRDSEYE DAIRY INC	242.51
222301454	05/01/2023	BRIESE, LAURA	77.45
222301455	05/01/2023	CDW GOVERNMENT	3,116.16
222301456	05/01/2023	CESA 6	5,052.12
222301457	05/01/2023	CINTAS CORPORATION	207.43
222301458	05/01/2023	CONSTELLATION NEWENERGY-GAS DIV LLC	17,918.24
222301459	05/01/2023	FITZPATRICK, CHRISTINA	79.05
222301460	05/01/2023	FOLLETT CONTENT SOLUTIONS LLC	1,951.63
222301461	05/01/2023	GILLESPIE, BRACK	26.50

CHECK COMMENT	CHECK	COMMENT		
NUMBER	DATE	VENDOR		AMOUNT
222301462	05/01/2023	HEID MUSIC CO		57.98
222301463	05/01/2023	HILBERT, JOHN		75.33
222301464	05/01/2023	HOME TEAM SPORTS & APPAREL INC		371.73
222301465	05/01/2023	INFO MART INC		16.00
222301466	05/01/2023	INSTRUMENTAL MUSIC CO INC		2,303.88
222301467	05/01/2023	JW PEPPER & SONS INC		1,187.71
222301468	05/01/2023	KASTER, MEEGAN		145.79
222301469	05/01/2023	MARCO		68,557.76
222301470	05/01/2023	MENARDS INC		276.22
222301471	05/01/2023	NASSCO INC		390.28
222301472	05/01/2023	PEPSI COLA OF GREEN BAY		716.64
222301473	05/01/2023	PERFORMANCE FOODSERVICE		8,974.04
222301474	05/01/2023	QUILL CORP		40.79
222301475	05/01/2023	RIEDERER, SHARON		19.59
222301476	05/01/2023	ROCKSTROH, JOY		26.76
222301477	05/01/2023	STATHAS, SHERYL		59.68
222301478	05/01/2023	SULLIVAN, EVAN		23.91
222301479	05/01/2023	SUTRICK, KRISTY		16.10
222301480	05/01/2023	UNITED MAILING SERVICES INC WI		364.07
222301481	05/01/2023	SCHOOL MUSIC ASSN INC		239.50
222301482	05/01/2023	TRUE NORTH ENERGY		135.00
		Totals for checks		1,591,603.86

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	General Fund	758,000.44	0.00	400,904.09	1,158,904.53
21	Gifts & Donations	0.00	0.00	106,005.01	106,005.01
27	Special Education	121,087.37	0.00	47,621.73	168,709.10
50	Food Service	15,029.89	153.00	71,670.39	86,853.28
80	Community Service Fund	4,523.44	20.00	19,767.79	24,311.23
81	Ashwaubenon PAC	1,670.14	0.00	45,150.57	46,820.71
***	Fund Summary Totals ***	900,311.28	173.00	690,984.58	1,591,603.86

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

APPOINTMENTS

PROFESSIONAL / ADMINISTRATION STAFF - HIRES

Name	FTE	Position	School	Compensation	Effective Date	Reason for request
Paul, Karisa	1.0 FTE	Cross Categorical Instructor	Valley View	Step 4 Lane A Provisional License	Start of the 2023-24 school year	This position is due to a staff vacancy.
Pludeman, Emilie	1.0 FTE	Grade 5 Instructor	Pioneer	Step 4 Lane A Provisional License	Start of the 2021-22 school year	This position is due to a staff vacancy.
Wicks, Courtney	1.0 FTE	Cross Categorical Instructor	Parkview	Step 7 Lane F Provisional License	Start of the 2023-24 school year	This position is due to a student needs.
Zegers, Alexis	1.0 FTE	Spanish	Valley View	Step 6 Lane A Lifetime License	Start of the 2023-24 school year	This position is due to a staff vacancy.
Stencil, Sarah	1.0 FTE	Mathematics – grade 7 Instructor	Parkview	Step 6 Lane A Lifetime License	Start of the 2023-24 school year	This position is due to a staff vacancy.
Dart, Allison	1.0 FTE	Cross Categorical Instructor	Valley View	Step 4 Lane A Provisional License	Start of the 2023-24 school year	This position is due to a student needs.
Hammen, Amber	1.0 FTE	Language Arts Instructor	AHS	Step 6 Lane A Lifetime License	Start of the 2023-24 school year	This position is due to a staff vacancy.

NON-TEACHING STAFF - HIRES

Name	FTE	Position	School	Compensation	Effective	Reason for request
Lumberg, Kenneth	1.0 FTE	Night Maintenance Technician	Parkview	Entry Level of the Support Staff Wage Schedule	May 15, 2023	The position is due to a internal transfer and retirement.
Flores, Terri	1.0 FTE	Night Maintenance Technician	AHS	Entry Level of the Support Staff Wage Schedule	May 4, 2023	The position is due to a staff vacancy.

RESIGNATIONS/RETIREMENTS/LAYOFFS

PROFESSIONAL / ADMINISTRATION STAFF - RESIGNATIONS/RETIREMENTS/LAYOFFS

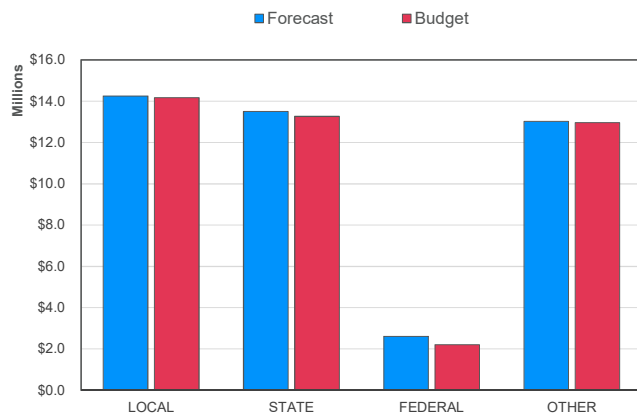
Name	FTE	Position	School	Notes
Allen, Jennifer	1.0 FTE	Grade 6 – ELA	Parkview	Resignation is effective the end of the 2022-23 school year.
Lassila, Heidi	1.0 FTE	Associate Principal	Valley View	Resignation is effective June 30, 2023.
Adams, Adele	1.0 FTE	Language Arts Instructor	AHS	Resignation is effective the end of the 2022-23 school year.

General and Special Education Funds | Financial Forecast

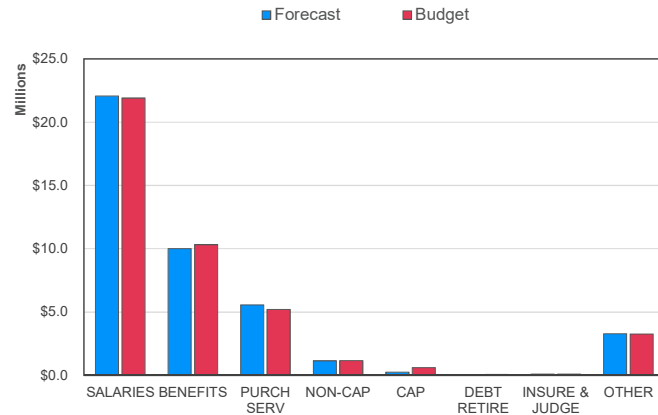
For the Period Ending March 31, 2023

	Prior YTD	Current YTD	Add: Anticipated Revenues / Expenses	Annual Forecast	Annual Budget	Variance Favorable / (Unfavorable)
REVENUES						
Local	\$12,173,958	\$10,823,377	\$3,430,452	\$14,253,829	\$14,167,340	\$86,489
State	\$8,322,106	\$8,998,941	\$4,504,928	\$13,503,869	\$13,263,543	\$240,326
Federal	\$1,398,160	\$1,757,033	\$857,262	\$2,614,295	\$2,201,210	\$413,085
Other	\$47,858	\$86,084	\$12,933,821	\$13,019,904	\$12,962,977	\$56,927
TOTAL REVENUE	\$21,942,083	\$21,665,435	\$21,726,463	\$43,391,898	\$42,595,071	\$796,827
EXPENDITURES						
Salaries	\$13,561,417	\$13,700,185	\$8,356,139	\$22,056,323	\$21,897,742	(\$158,581)
Benefits	\$6,240,061	\$6,065,550	\$3,939,859	\$10,005,409	\$10,322,084	\$316,675
Purchased Services	\$2,777,773	\$2,979,157	\$2,592,680	\$5,571,837	\$5,205,691	(\$366,146)
Non-Cap Objects	\$532,784	\$686,132	\$456,491	\$1,142,624	\$1,165,594	\$22,970
Capital Objects	\$164,543	\$82,740	\$171,211	\$253,951	\$609,224	\$355,273
Debt Retirement	\$18,039	\$7,222	\$5,498	\$12,721	\$58,500	\$45,779
Insurance and Judgements	\$83,404	\$87,723	\$4,434	\$92,157	\$95,000	\$2,843
Other Objects/Transfers	\$46,538	\$51,927	\$3,222,416	\$3,274,343	\$3,269,189	(\$5,154)
TOTAL EXPENDITURES	\$23,424,558	\$23,660,637	\$18,748,728	\$42,409,365	\$42,623,024	\$213,658
SURPLUS / (DEFICIT)	(\$1,482,475)	(\$1,995,202)	\$2,977,734	\$982,532	(\$27,953)	\$1,010,485
ENDING FUND BALANCE	\$3,619,796	\$1,791,609		\$4,769,344	\$3,758,858	\$1,010,485

Revenues by Source | Forecast vs. Budget



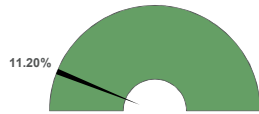
Expenditures by Object | Forecast vs. Budget



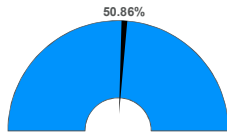
General and Special Education Funds | Revenue Dashboard

For the Period Ending March 31, 2023

Projected Year End Fund Balance as % of Budgeted Revenues



Actual YTD Total Revenues



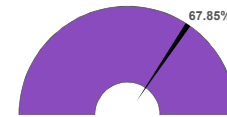
Projected YTD Total Revenues
45.81%

Actual YTD Local Sources



Projected YTD Local Sources
67.74%

Actual YTD State Sources

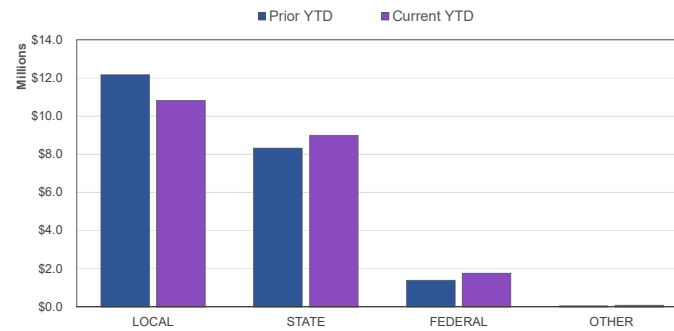


Projected YTD State Sources
67.22%

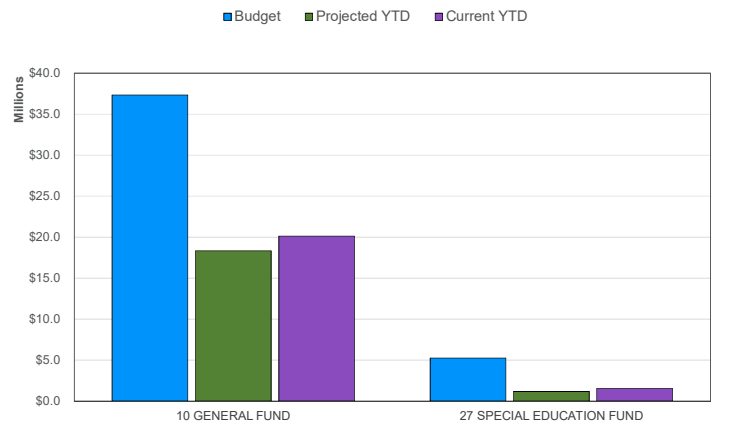
Top 10 Sources of Revenue (Year-to-Date)

Current Property Tax	\$10,553,823.91
State Equalization Aid	\$6,289,078.00
Per Pupil Aid	\$1,587,138.00
Federal Spec Project Grants	\$1,349,336.04
State Handicapped Aid	\$1,045,037.96
Fed Aid Fr Non Dpi State Agency	\$253,450.52
Chapter I Ecia - Title I	\$145,249.57
Student Fees	\$102,941.51
Interest On Investments	\$85,291.26
Admissions	\$57,964.61
Percent of Total Revenues Year-to-Date	99.09%

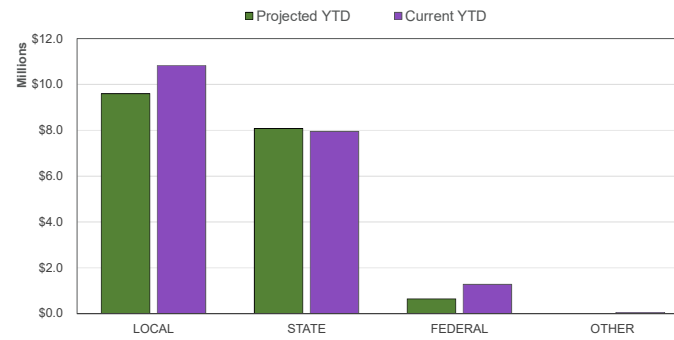
Revenues by Source



Total Revenues



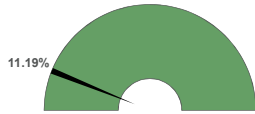
Revenues by Source



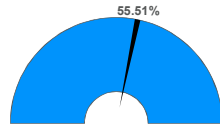
General and Special Education Funds | Expenditure Dashboard

For the Period Ending March 31, 2023

Projected Year End Fund Balance as % of Budgeted Expenditures

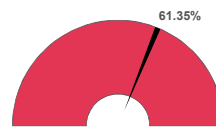


Actual YTD Total Expenditures



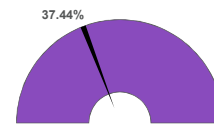
Projected YTD Total Expenditures
55.70%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits
61.42%

Actual YTD Other Objects

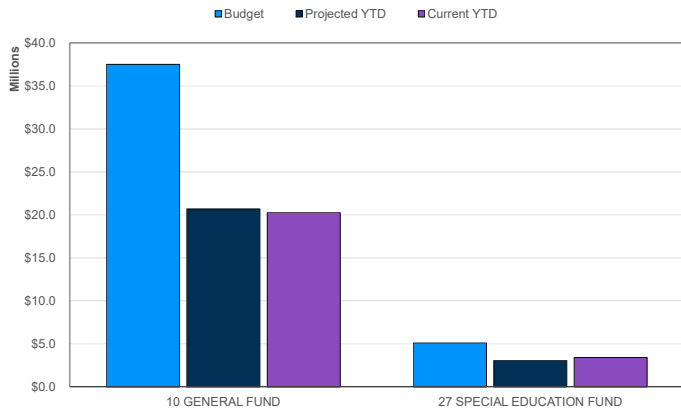


Projected YTD Other Objects
37.97%

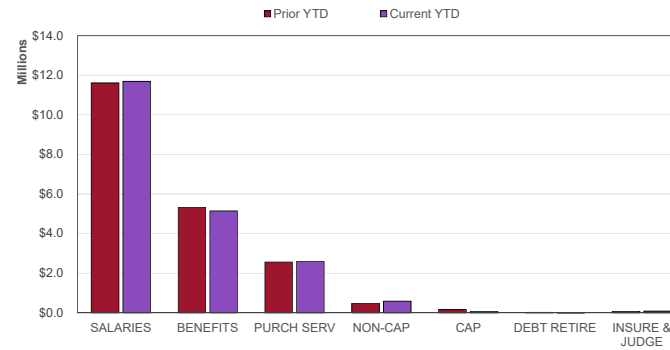
Top 10 Expenditures by Function (Year-to-Date)

Undifferentiated Curriculum	\$6,519,753.92
Regular Curriculum	\$3,721,584.20
Business Administration	\$3,116,176.98
Special Education Curriculum	\$2,430,317.25
School Building Administration	\$1,543,237.96
Pupil Services	\$1,275,202.10
Other Support Services	\$1,084,879.23
Instructional Staff Services	\$943,195.27
Vocational Curriculum	\$832,094.00
Physical Curriculum	\$596,654.54
Percent of Total Expenditures Year-to-Date	93.25%

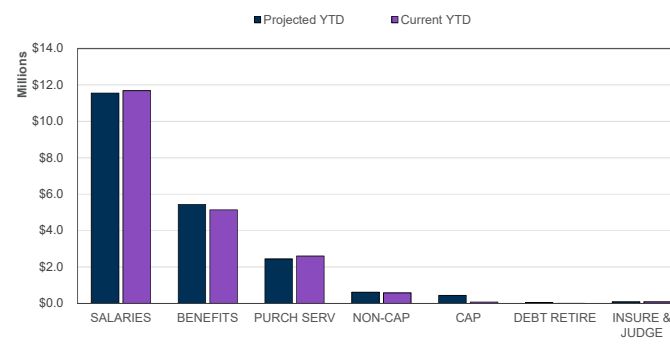
Total Expenditures



Expenditures by Object



Expenditures By Object



Discussion Item: 1

Ashwaubenon School Board

Meeting Date:	May 10, 2023
Issue:	Alumni Association Scholarship Update
Requested By:	Alumni Association – Mark Williams
Attachments:	NA
Financial and/or Staffing Implications:	NA
Funding Source:	NA
Explanation:	The Alumni Association will provide an update on scholarships awarded for the 2023 graduating class.
Recommendation:	No action needed

Discussion Item: 2

Ashwaubenon School Board

Meeting Date:	May 10, 2023
Issue:	6-12 Standards-Based Grading: Preliminary Work
Requested By:	Andy Bake
Attachments:	Standards-Based Grading
Financial and/or Staffing Implications:	None
Funding Source:	NA
Explanation:	Our elementary school staff have graded students using rubrics based on standards for several years. During this school year, our Parkview and Ashwaubenon High School staff have worked with author and consultant Tom Schimmer to begin work around standards-based grading using rubrics at the 6-12 level. We have developed action steps and a timeline for implementation over the upcoming years. We want to ensure the board is involved in this discussion at numerous points in this multi-year process and has an opportunity to provide feedback.
Recommendation:	None

Action Item: 1

Ashwaubenon School Board

Meeting Date:	5/10/23
Issue:	Dance Team Travel 2024 to Orlando, Florida. Contest of Champions
Requested By:	Nick Senger, AD/AP
Attachments:	See dance team rationale.
Financial and/or Staffing Implications:	<p>Dance team has a number of fundraisers throughout the year to pay 100% of their travel to out-of-state competitions, uniforms, etc. The district has covered travel to the state competition in the past, not to out-of-state competitions.</p> <p>Co-Head Coach Drew Meinel, PE teacher at Parkview, would miss 2/29/24-3/6/24. This is five days of school and one evening of parent-teacher conferences.</p>
Funding Source:	Dance team fundraising throughout the year.
Explanation:	<p>The dance team has taken a trip to Florida on an every third year timeframe. Their last trip was in 2022. This trip encompasses competition against a national and diverse group of like sized teams and enables the team to develop and utilize the soft skills students are taught at AHS. The team fundraises 100% of the cost.</p> <p>Potential Schedule: Thursday February 29th 2024 - Wednesday March 6th 2024.</p> <p>2/29/24 Thursday - Travel 3/1/24 Friday - Competition 3/2/24 Saturday - Competition 3/3/24 Sunday - Competition / Awards 3/4/24 Monday - Parks 3/5/24 Tuesday - Parks 3/6/24 Wednesday - Travel</p> <p>https://docs.google.com/document/d/1zYJTxDIF4IOADjsXfW6J4EzT-CNLa8UzbQnfzDQnCqE/edit?usp=sharing</p>
Recommendation:	<p>AHS Administration supports the trip with the conditions students and parents agree, students utilize the study time, students work with their teachers in advance to complete any work, and follow the co-curricular code.</p> <p>One note to consider. ACT is on March 5th. There is a makeup date where these students would need to take this test. There will be five juniors this affects.</p>

Contest of Champions Dance Competition (Orlando FL) Rationale

1. The dance team has proven themselves to be a well established program and one of the best high school dance teams in the State of Wisconsin. We represent the State of Wisconsin and the Ashwaubenon School District well at these national level events.
2. The team has placed well at Local, State and out of state competitions.
 - a. **STATE ACCOMPLISHMENTS**
 - i. **1st Place - State Championship Titles**
 1. 2023 - Division 2 Kick
 2. 2022 - Division 2 Kick
 3. 2021 - Division 2 Pom
 4. 2019 - Division 2 Kick
 5. 2019 - Division 2 Pom
 6. 2018 - Division 1 Kick
 7. 2014 - Division 2 Pom
 - ii. **2nd Place - State Runner Up Titles**
 1. 2023 - Division 3 Pom
 2. 2022 - Division 3 Pom
 3. 2021 - Division 2 Kick
 4. 2020 - Division 2 Pom
 5. 2020 - Division 2 Kick
 - b. **CONTEST OF CHAMPIONS (Florida) - NATIONAL ACCOMPLISHMENTS**
 - i. **1st Place (Contest of Champions - National Champions)**
 1. 2022 - Small Novelty Character
 2. 2017 - Small Pom
 3. 2014 - X-Large Novelty Character (with Watertown HS)
 - ii. **2nd Place (Contest of Champions - National Runners Up)**
 1. 2019 - Small Pom
 2. 2019 - Small Kick
 - c. **DX AMERICUP (Minnesota) - NATIONAL ACCOMPLISHMENTS**
 - i. **1st Place (DX Americup - National Champions)**
 1. 2018 - High School Kick
 2. 2018 - High School Pom
3. Honors that the team has received:
 - a. 2019 - Contest of Champions
 - i. **Outstanding Choreography Award** - Small Pom
 - b. 2018 – DX Americup (Minneapolis MN)
 - i. **Grand Champions** (Awarded to the Best High School Team at the Competition)

- ii. **Integrity Enthusiasm Passion Award** (Awarded to only 1 Team at the Competition)
 - iii. **Judges Choice** (Awarded to only 1 Team by that Judge)
 - iv. **Academic Excellence** (3.0 needed for this award and our dancers received a 3.5 combined average GPA)
 - c. 2016 – DX Americup (Minneapolis MN)
 - i. **Team Sportsmanship Award** (Awarded to only 1 Team at the Competition)
 - ii. **Best Choreography Award** (Awarded to only 1 Team at the Competition)
 - iii. **Drew and Rodney were Honored within the Top Ten Dance Coaches Attending the Competition**
 - d. These are honors that not only the team are recognized for but are honors that our whole school district is recognized for.
- 4. As coaches, we are given the opportunity to network with coaches from all over the nation, the ability to gain different coaching strategies and learn from the styles of dance we do not see in Wisconsin.
- 5. The team is able to receive feedback through video, voice and written commentary from more experienced judges around the nation.
- 6. Our dancers are given the opportunity to dance in more categories than what is offered within Wisconsin.
 - a. In Wisconsin our dancers are only allowed to compete in only **TWO** of the following categories: Pom, Jazz, Kick, Hip Hop.
 - b. At the Contest of Champions teams are able to compete in as many styles as they want and have more styles to choose from which are not offered in Wisconsin (Lyrical, Military, Novelty Character, Contemporary, and Modern)
- 7. When we have attended this competition in the past our dancers were given the opportunity to compete multiple times in one weekend. Those performances have included:
 - a. Our Competitive Pom Routine
 - b. Our Competitive Jazz Routine
 - c. Our Competitive Kick Routine
 - d. Our Competitive Hip Hop Routine
 - e. We have also combined with other Wisconsin teams creating an X-Large performance which give our dancers the opportunity to dance, perform and work with other teams/dancers in the State.
 - i. In 2014 we combined with Watertown High School and performed a Novelty Character Routine. (Winning the Division)
 - ii. In 2017 we combined with Little Chute and Kaukauna's Dance Team

and performed a Novelty Character Routine.

- iii. In 2019 we combined with Franklin High School and performed a Kick Routine.
 - iv. In 2022 we combined with Franklin High School and performed a Kick Routine.
8. While attending the dance teams from Wisconsin are very supportive of each other, giving them an opportunity to support some of their State competition from back home.
 9. The dancers are also given the opportunity to watch the other styles of dance live.
 - a. They may be able to look up these styles online but to actually feel the emotion, passion, athleticism and to be able to experience and see them in person is something that most of our dancers will never have the opportunity to do and will never forget.
 10. We as coaches and our dancers will be given the opportunity and an eye opening experience to see a wide range of teams around the nation including some of the best of the best. The Contest of Champions Competition attracts teams from all over the nation. (California, Utah, Texas, Florida, Colorado, etc...)
 11. This experience will teach the dancers to be responsible for themselves and to make good decisions so they are able to attend. (Keeping up in their classes, staying out of trouble, etc..)
 12. Teaches the dancers the importance of being organized. (Keeping track of their belongings, making sure they have all their dance supplies before going to competition without any parent prompting/help)
 13. Teaches the dancers the importance of time management. (Making sure they are at the right place at the right time, staying in contact with teachers before and after the trip, getting their homework to their teachers they will be missing in a timely manner.)
 14. Teaches the dancers the importance of independence and many life skills. For many, this will be the longest they have been away from their parents. For some this may be a milestone that will help them when they leave for college. It also may be the first time a dancer has been through an airport and the first time they have been in an airplane/flying.
 15. Teaches the dancers the importance of being good role models and ambassadors of the Ashwaubenon School District and its values.
 16. Missing school for something that is important to the dancers teaches them responsibility of planning ahead and getting caught up on assignments they miss when they are gone.
 17. For some alumni, attending the national competition opened up the idea to continue dancing in college.

18. The fun, excitement, and fear of performing in an atmosphere like this pushes the dancers to be their best.
19. An Alumni dancer stated that the memories from the Contest of Champions trip are still at the forefront of her mind when she looks back and thinks about her high school experience.
20. A former dancer before Rodney and I started coaching said that she was never given the opportunity to dance out of the state and the opportunity to make those lifelong memories. She wishes she had been given the opportunity to attend.
21. A former dancer believes we have made the program the best she has ever seen. The team is competitive, reputable and is now recognized throughout the state of Wisconsin as being one of the best.
22. We have gained approval from our parent fundraising board
23. If all fundraising efforts go as planned we will be able to fund the entire team to attend at no cost to the dancer or their families. All flights, meals, and competition fees should be included if our fundraising goals are met.
24. These fundraising efforts teach the dancers the meaning of hard work and that an experience like this is just not handed to them, it is earned. The dancers and parents that have been on the team for 2 years have been fundraising to go to out of state competitions like this.
25. We started the Ashwaubenon Dance Invitational on the premise of gaining enough funds to be able to go to out of State Competitions like Contest of Champions at little to no cost for those on the team.

Action Item: 2

Ashwaubenon School Board

Meeting Date:	May 10, 2023
Issue:	Open Enrollment Requests to attend Ashwaubenon Schools (IN Applications)
Requested By:	Kurt Weyers/Keith Lucius
Attachments:	Recommendations and summaries for students requesting to attend Ashwaubenon Schools.
Financial and/or Staffing Implications:	2022-23 regular education(1 FTE) per pupil amount: \$8224 2022-23 regular education (0.6 FTE) per pupil amount: \$4934 2022-23 students with disabilities (1 FTE) per pupil amount: \$13,076
Funding Source:	Open enrollment funds come from the district from which the student exits.
Explanation:	290 applications were filed through open enrollment for the 2023-24 school year requesting to <u>attend</u> Ashwaubenon schools. Administration is requesting that 253 of these applications are approved and 37 denied.
Recommendation:	<p>Open enrollment In - 290 applications:</p> <ul style="list-style-type: none"> • 253 recommended for approval • 37 recommended for denial: <p>37 out of 290 recommended for denial:</p> <ul style="list-style-type: none"> • 24 students have special education needs in a program with 0 open seats/no waiting list • 1 student has been referred for a special education evaluation • 2 students were habitual truant while in attendance in ASD during 2021-22 or 2022-23 years • 1 student is age ineligible • 1 student has an incomplete application • 8 are duplicate applications (are already open enrolled)

Recommendations for 2023-24 Open Enrollment **In** Applications

OE In Applications Received: 290 applications are being presented for approval/denial

Approve: 253 out of 290 recommended for approval:

- DePere – 9
- Green Bay – 208
- Howard Suamico – 5
- Kaukauna – 1
- Kimberly – 2
- Oconto Falls Public – 2
- Oconto - 1
- Pulaski – 5
- Reedsville - 1
- Seymour – 4
- Shawano - 2
- West DePere – 12
- Wrightstown - 1

Deny: 37 out of 290 recommended for denial:

- 24 students have special education needs in a program with 0 open seats/no waiting list
- 1 student has been referred for a special education evaluation
- 2 students were habitual truant while in attendance in ASD during 2021-22 or 2022-23 years
- 1 student is age ineligible
- 1 student has an incomplete application
- 8 are duplicate applications (are already open enrolled)

Miscellaneous Special Education Notes:

33 of the 290 applications received are students requiring special education services

- 8 applications recommended for approval because they are currently attending ASD and receiving services (counted in special education seats in January)
- 24 applications recommended for denial due to no space in program
- 1 applicant is being referred by their resident district for an evaluation for special education services

Grade Level	# of Applications	Resident District	Requiring Special Ed Services	Status of Request	Recommendation
4K / EC	67	2 –DePere 56 – Green Bay 3 – Howard Suamico 1 – Kimberly 2 – Oconto Falls 1 - Oconto 1 – Pulaski 1 – West DePere	2 new requests	67 – new requests	Approval – 64 Denial – 3 <ul style="list-style-type: none"> • SPED - no space; no waiting list (1) • SPED – referral for evaluation (1) • Age ineligible (1)
5K	40	36 – Green Bay 1 – Howard Suamico 2 – Seymour 1 – West DePere	3 new requests 1 current student	33 – new requests 4 – moved/moving 3 - duplicates	Approval -34 Denial – 6 <ul style="list-style-type: none"> • SPED – no space; no waiting list (3) • Duplicate application (3)
1	18	15 – Green Bay 3 - DePere	2 new requests 1 current student	11 - new requests 7 - moved/moving	Approval – 16 Denial – 2 <ul style="list-style-type: none"> • SPED – no space; no waiting list (2)
2	12	6 – Green Bay 1 – Kaukauna 2 – Pulaski 2 – West DePere 1 - DePere	1 new request 1 current student	7 - new requests 4 - moved/moving 1 - duplicate	Approval - 10 Denial – 2 <ul style="list-style-type: none"> • SPED – no space; no waiting list (1) • Duplicate application (1)
3	13	12 – Green Bay 1 – Seymour	2 new requests 2 current students	9 -new requests 4 – moved/moving	Approval - 11 Denial – 2 <ul style="list-style-type: none"> • SPED – no space; no waiting list (2)
4	13	12 – Green Bay 1 – West DePere	2 current students	7 – new requests 6 – moved/moving	Approval - 13 Denial – 0
5	12	9 – Green Bay 1 - Shawano 1 - Seymour 1 - DePere	1 new request	6 – new requests 4 – moved/moving 2 - duplicates	Approval - 9 Denial – 3 <ul style="list-style-type: none"> • SPED – no space; no waiting list (1) • Duplicate applications (2)
6	21	20 – Green Bay 1 – Pulaski	2 new requests	18 – new requests 3 – moved/moving	Approval - 19 Denial – 2 <ul style="list-style-type: none"> • SPED – no space; no waiting list (2)

Grade Level	# of Applications	Resident District	Requiring Special Ed Services	Status of Request	Recommendation
7	15	11 – Green Bay 1 – Pulaski 1 – Reedsville 1 – West DePere 1 - DePere	2 new requests	10 – new requests 4 – moved/moving 1 - duplicate	Approval - 12 Denial – 3 <ul style="list-style-type: none"> • SPED – no space; no waiting list (2) • Duplicate application (1)
8	16	15 – Green Bay 1 – Oconto Falls	4 new requests 1 current student	14 – new requests 2 – moved/moving	Approval - 12 Denial – 4 <ul style="list-style-type: none"> • SPED – no space; no waiting list (4)
9	34	27 – Green Bay 1 – DePere 1 – Pulaski 1 – Seymour 3 – West DePere 1 – Shawano	3 new requests	34 – new requests	Approval - 31 Denial – 3 <ul style="list-style-type: none"> • SPED – no space; no waiting list (3)
10	11	7 – Green Bay 1 – Kimberly 1 – West DePere 1 - DePerer 1 - Shawano	3 new requests	8 – new requests 3 – moved/moving	Approval - 7 Denial – 4 <ul style="list-style-type: none"> • SPED – no space; on a wait list (1) • Habitual Truancy (1)
11	10	7 – Green Bay 1 – DePere 1 - Shawano 1 – West DePere		6 – new requests 3 – moved/moving 1 - duplicate	Approval - 8 Denial – 2 <ul style="list-style-type: none"> • Incomplete application (1) • Duplicate application (1)
12	8	5 – Green Bay 1 – West DePere 1 - Wrightstown 1 – Howard Suamico		5 – new request 3 – moved/moving	Approval - 7 Denial – 1 <ul style="list-style-type: none"> • Habitual Truancy (1)

Action Item: 3

Ashwaubenon School Board

Meeting Date:	May 10, 2023
Issue:	Open Enrollment Requests to attend a school outside the Ashwaubenon District (OUT Applications)
Requested By:	Kurt Weyers / Keith Lucius
Attachments:	Recommendations and summaries for students requesting to attend a school outside the Ashwaubenon District.
Financial and/or Staffing Implications:	2022-23 regular education(1 FTE) per pupil amount: \$8224 2022-23 regular education (0.6 FTE) per pupil amount: \$4934 2022-23 students with disabilities (1 FTE) per pupil amount: \$13,076
Funding Source:	Open enrollment funds come from the district from which the student exits.
Explanation:	44 applications were filed through open enrollment (38 students) for 2023-24 school year requesting to <u>leave</u> the Ashwaubenon School District. Administration is requesting that 38 of these applications are approved and 6 of these applications are denied. The 6 applications recommended for denial: <ul style="list-style-type: none"> • 3 are age ineligible for school • 3 are supPLICATE applications – they are already open enrolled into the district they are applying into
Recommendation:	Open enrollment Out recommendation: approval of 38 applications and denial of 6 applications (33 total students)

Recommendations for 2023-24 Open Enrollment **Out** Applications

OE Out Applications Received: 44 applications (38 total students – 6 applicants applied to multiple districts)

Approve: 38 out of 44 applications recommended for approval

- Appleton (online)– 1
- Green Bay – 23
- Manitowoc - 1
- Shawano – 2
- DePere – 4
- Howard Suamico – 1
- McFarland (online) – 3
- West DePere – 3

Deny: 6 out of 44 applications recommend for denial.

- 3 – age ineligible
- 3 - Duplicate applications

Miscellaneous reasons for requests:

- 8 recently moved into Ashwaubenon and wants to continue to attend other district
- 13 have siblings attending the nonresident district
- 31 are currently not attending school in Ashwaubenon
- 7 currently attending and request to attend elsewhere
- 4 students applying for online schools

Non-Resident District	# of Applications	Special Education Services	Status of Requests	Recommendation
Appleton (online)	1		1–attending ASD	<ul style="list-style-type: none"> • Approval – 1 • Denial -0
DePere	5		5 – not attending ASD	<ul style="list-style-type: none"> • Approval – 4 • Denial -1
Green Bay	26	2 – students with special education services	7 – attending ASD 19 – not attending ASD	<ul style="list-style-type: none"> • Approval – 23 • Denial -3
Howard Suamico	2		2 – not attending ASD	<ul style="list-style-type: none"> • Approval – 1 • Denial -1
Jefferson	1		1 – not attending ASD	<ul style="list-style-type: none"> • Approval – 0 • Denial -1
Manitowoc	1		1 - attending ASD	<ul style="list-style-type: none"> • Approval – 1 • Denial -0
McFarland (online)	3		1 - not attending ASD 2 – attending ASD	<ul style="list-style-type: none"> • Approval – 3 • Denial -0
Shawano	2		2 – not attending ASD	<ul style="list-style-type: none"> • Approval – 2 • Denial -0
West DePere	3		3 - not attending ASD	<ul style="list-style-type: none"> • Approval – 3 • Denial -0

Action Item: 4

Ashwaubenon School Board

Meeting Date:	May 10, 2023
Issue:	Staffing – lay-offs
Requested By:	Kurt Weyers and Keith Lucius
Attachments:	
Financial and/or Staffing Implications:	These lay-offs are part of our budget balancing process
Funding Source:	General Fund budget
Explanation:	<p>As we work on the 2023-24 budget there is a need to make budget reductions related to projected student counts. We have worked as an administrative team to move staff members between buildings to avoid lay-offs. In the end we have two partial lay-off. It is possible to recall these teachers at any time, so when we know more about our student counts or receive any staff resignations we may recall them. The good news is that we have reduced the amount of one of the lay-offs from last month.</p> <p>By State Statute, the School Board is required to approve a preliminary notice of non-renewal by April 30th for any staff member who will not be offered a contract for the upcoming year. This includes non-renewal for lay-off purposes and non-renewal for performance reasons. (The recommended non-renewals included in this agenda item are for the purpose of lay-off.) The Board must then approve a final non-renewal by May 15th to complete the process.</p> <p>Here are the recommended non-renewals for lay-off purposes:</p> <ul style="list-style-type: none"> • Amy Kopp – partial lay-off of 0.04 FTE (in April you approved a 0.08 lay-off) from her teacher position at Valley View and Cormier • Chris Dinse – Partial lay-off of 0.20 FTE from his Parkview music teacher position
Recommendation:	We recommend the Board approve the non-renewals for the purpose of lay-off.

Action Item: 5

Ashwaubenon School Board

Meeting Date:	5/10/2023
Issue:	Updated Handbook for professional staff
Requested By:	Keith Lucius and Jody Smits
Attachments:	Handbook
Financial and/or Staffing Implications:	
Funding Source:	
Explanation:	<p>We regularly need to update our handbook to match current Board Policies and current practices. The attached handbook shows the new language highlighted in yellow and eliminated language in red. This update is an accumulation of changes over several years.</p> <p>Please share any questions with Kurt or Keith</p>
Recommendation:	Approve as written.

ASHWAUBENON SCHOOL DISTRICT

EMPLOYMENT HANDBOOK
for
PROFESSIONAL STAFF MEMBERS

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I. INTRODUCTION

INTRODUCTORY STATEMENT

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

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

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

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

DISCLAIMER STATEMENT

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

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

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

STATEMENT OF PHILOSOPHY

Vision of the Ashwaubenon School District . . .

~~Excellence in education so every student will achieve their full potential. To achieve world class excellence in education so each child can reach his or her full potential.~~

Mission of the Ashwaubenon School District . . .

~~Developing lifelong learners, who positively contribute to their communities. Partnering with our community to develop students who are high-achieving lifelong learners and contributing world citizens.~~

II. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

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

PERSONNEL FILES

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

Review Rights:

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

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

Third-Party Access to Personnel Records – Confidentiality:

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

PERSONNEL FILE RECORD CORRECTION

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

PERFORMANCE EVALUATION

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

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

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

STUDENT SUPERVISION AND WELFARE

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

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

ASSIGNMENT AND TRANSFERS

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

The purpose of this section is twofold:

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

Section A: Requested Transfers:

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

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

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

Section B: Voluntary Transfers:

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

Section C: Involuntary (Unrequested) Transfers:

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

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

Section D: Appeal Process for Involuntary Transfers:

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

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

STAFF DISCIPLINE

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

REDUCTION IN STAFF

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

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

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

Seniority:

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

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

Seniority List:

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

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

Termination:

An employee's seniority is terminated:

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

Other:

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

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

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

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

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

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

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

III. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

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

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

Summer School:

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

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

LEAVES OF ABSENCE (extended leave)

Sick Leave:

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

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

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

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

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

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

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

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

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

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

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

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

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

Emergency Leave:

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

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

[Staff may use one of their emergency days for a natural disaster. In the event that a second natural disaster happens to a staff member, that staff member may submit a request for a second natural disaster day to the superintendent.](#)

Bereavement Leave:

Time off needed for [bereavement](#) ~~funerals~~ should be handled on an individual basis with the building administration. ~~In the event of the death of a District~~

~~employee, the building administration will determine the representation to attend the funeral.~~ While bereavement days are not unlimited, reasonable time will be provided for funeral planning, travel, funeral attendance, grieving, etc. In the event of the death of a District employee, the building administration will determine the representation to attend the funeral. These days are deducted from accumulated sick days.

Professional Leave:

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

Personal Days:

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

If unused, up to 3 unused personal days may be carried over into the next school year. An employee may never have more than a total of 5 days in their bank, including the days provided during the current year.

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

Voluntary Leave:

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

Any staff member who requests an unpaid leave of absence one or two years prior to reaching retirement age and/or eligibility for early retirement must declare intent to return. If the employee does not intend to return to the District, the District will hire a permanent replacement not designated as a limited term

employee. If the employee declares that he/she will return to the District following the unpaid leave, the employee must work the number of years equal to the length of the unpaid leave of absence in order to qualify for retirement.

Military Leave:

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

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

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

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

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

Jury Duty:

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

Other Leaves:

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

Insurance:

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

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

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

Seniority:

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

FAMILY AND MEDICAL LEAVE

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

HEALTH INSURANCE BENEFITS

Covered Employees:

1. Regular Full-Time Employees:
Regular full-time employees are defined as employees who carry a full-time load. Regular full-time employees will be entitled to all benefits under the terms of this handbook.

2. Regular Part-Time Employees:
Regular part-time employees are defined as employees who teach less than a full-time load. Regular part-time teachers who teach 30 hours (80% FTE) or more are eligible for prorated health and dental insurance benefits. For all benefits other than health and dental insurance, regular part-time teachers who teach fifty percent (50%) or more of full-time status will be entitled to prorated fringe benefits. Regular part-time employees who teach

less than fifty percent (50%) of the full-time status will not be entitled to any benefits except as provided elsewhere in this handbook.

Eligibility:

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

An employee will have thirty (30) days to decide to participate in the program. Employees not electing coverage at the times set forth above must show evidence of insurability to become eligible for group coverage unless otherwise permitted by the plan document, a statute or rule of law, or permitted by cafeteria regulations. Employees not returning to the District will have the premiums for the group plan paid by the District for the months of July and August in the same proportion as paid during the previous school year.

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

Health and Dental Insurance:

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

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

Life:

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

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

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

following attainment of age 65.

Long Term Disability (LTD):

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

Extended Leave of Absence:

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

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

Flexible Spending Account:

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

Employee Assistance Program:

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

IV. WORKING CONDITIONS AND HOURS OF WORK

DRESS CODE

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

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

ATTENDANCE AND REPORTING ABSENCES

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

Employees can access ~~Aesop, the substitute management system at <http://www.aesop.com>~~ ~~the time off management system~~, 24 hours a day, to report an absence ~~(or 800-942-3767)~~. ~~Each employee is~~ ~~Employees are~~ assigned a user login and PIN which will be emailed to their school email account. The process for reporting an absence is complete only when the management system gives the employee a “job number” which confirms that the absence was successfully created. If an employee doesn’t know or doesn’t have a PIN, they should contact the District Office.

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

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

Absences employees can record in Aesop themselves:

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

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

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

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

Communicate with the substitute:

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

Communicate with the school office:

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

Time off records:

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

PLANNING/CONFERENCE PERIOD

Work Day Expectations:

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

Student Contact Hours:

1. Employees are expected to work an average of seven and one half (7.5) hours per day. Employees are expected to be prepared for the teaching day and be prepared to begin the day when the students enter the building and classroom.
2. Employees should be in their assigned areas approximately ten (10) minutes before the students enter the building and approximately ten (10) minutes after the students leave the building.
3. Student Contact hours are the times students start the day until the time they are dismissed at the end of the day. They are as follows:

Cormier	8:00 a.m. – 3:00 p.m.
Valley View / Pioneer	8:15-a.m. – 3:15 p.m.
Parkview	7:2830 a.m. – 2:4850 p.m.
High School	7:3028 a.m. – 2:4050 p.m.
District Wide Hours	7:30 a.m. – 3:30 p.m.

Non Classroom Staff:

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

Meetings, Conferences and In-service:

1. Full-time and part-time employees are, as part of their professional responsibilities, expected to fulfill all professional obligations such as attending meetings, in-services, parent-teacher conferences, collaboration, etc. [Part-time staff expectations for meetings](#)
 - a. Collaboration Days - attend the full session
 - b. Staff Development Days – attend the full session
 - c. Teacher Work Days – work their minimum FTE percentage of these days
 - d. Conference Days – Staff member must conduct all conferences as requested by parents. After all conferences have been completed **and** staff member has worked their minimum FTE the staff member is excused
 - e. In-service Days – attend full session

1.2. Building and District-wide Meetings:

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

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

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

3.4. IEP Meetings / Student Services Meetings:

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

PERSONAL COMMUNICATIONS

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

USE OF EMPLOYER PROPERTY/EQUIPMENT

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

Policy 7530 – Lending of District-Owned Equipment

AG 7530 – Personal use of District Equipment/Facilities

USE OF PERSONAL PROPERTY AT SCHOOL

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

EMERGENCY CLOSINGS

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

TRAVEL EXPENSES

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

Policy 3440 – Job-Related Expenses

~~AG 3440A – Job Related Expenses~~

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

V. SAFETY AND HEALTH

SMOKING

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

Policy 3215 – Use of Tobacco and Nicotine by Professional Staff

REPORTING WORK RELATED INJURY

Any accident that results in an injury, however slight, to an employee of the Board, must be reported promptly and in writing to the District Business Office

in compliance with Policy 8442 – Reporting Accidents. The injured employee shall complete a form that includes the date, time and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

VI. EMPLOYMENT

EMPLOYEE CODE OF CONDUCT

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

Dispute Resolution Procedure:

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

Disagreements between staff members:

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

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

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

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

Disagreements Between Staff and Administrators:

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

issues and their solutions to the superintendent. The superintendent will determine the best course of action.

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

EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

ANTI-HARASSMENT POLICY

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

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

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

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

Policy 3362 - Employee Anti-Harassment

Policy 3362.01 - Threatening Behavior Toward Staff Members

~~AG 3362 - Employee Anti Harassment~~

~~AG 3362A - Reporting Threatening Behaviors~~

JOB DESCRIPTIONS

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

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

IMMIGRATION REFORM ACT COMPLIANCE

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

Policy 3111 - Creating a Position

CONFLICT OF INTEREST

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

Policy 1130 — **Ethics and** Conflict of Interest – Private Practice
Policy 3210 - Staff Ethics

OUTSIDE ACTIVITIES OF STAFF

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

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

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

COMMUNICATIONS AND SUGGESTIONS

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

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

POLITICAL ACTIVITIES

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

VII. EMPLOYEE COMMUNICATION & TECHNOLOGY

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

Staff use of the District's Network will be governed by Policy 7540.04 – Staff Education Technology Responsible Use and Safety ~~Staff Network and Internet Responsible Use and Safety and the related administrative guidelines.~~

EMAIL

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

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

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

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

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

SOCIAL MEDIA

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

VIII. EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

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

GRIEVANCE PROCEDURE

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

DRUG AND ALCOHOL USE

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

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

Policy 3170.01 – Employee Assistance Program (EAP)

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

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

(Employee Signature)

(Witness Signature)

(Date)