



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

Wednesday, December 11, 2024

6:30 pm

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- A. Call to order:** Board President Vyskocil called the meeting to order at 6:34 pm
- B. Roll call:**
Board Members Present: Vyskocil, Garrigan, VandeWalle, Anderson, VanDeKreeke
Board Members Excused: All present
School Choice Advisory Representative: Matthew Rotter
Other Present: Kurt Weyers, Keith Lucius, Tammy Nicholson, Andy Bake, Michael Heim, Brian Cater, Jayne Ryczkowski and Francine Cook
- C. Declaration of quorum:** Quorum present
- D. Pledge of allegiance:** The pledge was recited
- E. Adoption of Agenda:** Moved by VanDeKreeke, seconded by Anderson to adopt the agenda as presented. Aye 5 (Vyskocil, Garrigan, VandeWalle, Anderson, VanDeKreeke), Nay 0. Motion carried 5:0
- F. Citizens and/or delegations:** No topics presented
- G. Consent Agenda:** Moved by Anderson, seconded by VandeWalle to approve Consent Agenda items 1-4 as presented. Aye 5 (Vyskocil, Garrigan, VandeWalle, Anderson, VanDeKreeke), Nay 0. Motion Carried 5:0
1. Minutes of the regular meeting held on Wednesday, November 13, 2024
 2. The schedule of checks written 11/5/24 to 12/2/24
 3. Staffing: hires, resignations, retirements, leave of absences
 4. There were 4 co-curriculars approved
- H. Superintendent's Report**
- **School District Concerts:** Over the last our schools held their holidays concerts and musicals. AHS Choir Program hosted their winter concert. Great work by Choir Director Kristen LaChance and our choir students. Parkview held their band and choir concerts. Great work by our Parkview music staff of Jenny Hannah, Mickey Kuchta, and Chris Dinse. Pioneer and Valley View held their Winter Musicals. A special thank you to our district's music department for all of their work during this busy time of year.
 - **Jaguar Excellence Awards:** We have had another great month to our Jaguar Excellence program bringing our total to 358 in our first three months.
- I. Discussion Items:**
1. **Title VI EASIE Grant Update:** The Title VI grant requires that the district hold a public hearing to update the board and community on the progress and impact of the grant. Jayne Ryczkowski shared what the grant is and what the its funds are used for (academic support, cultural enrichment, college and career preparation, school readiness, prevention programs and culturally responsive education). Jayne shared data on graduation rates and attendance over the last four years. She explained some of the activities and events student have been participating in. Jayne started a Title VI Colleagues Meet and Share group made up for members of area school districts and the Oneida Nation. She ended by sharing her future plans and goals for the Title VI grant.

2. **Policies involving Open Enrollment-first read:** Weyers presented policies around open enrollment for a first read. These policies must be reviewed and approved annually by the board prior to the start of the open enrollment application window in February. No changes were recommended. These policies will be brought back to the January meeting for a second read and approval.
3. **Bylaw/Policy Updates - first read:** Weyers presented the latest policy/bylaw updates for a first read.
 - The board recommended a change in wording for clarity reasons in policy 5610.03. They also requested adding wording that explains the reentry plan.
 - They inquired about the wording in policy 8660 around a person having liability insurance in the amount required by applicable law. Is having the minimum required by law enough? Lucius explained that the district has insurance that is secondary to the car owner's insurance.
 - The policies/bylaws and recommended changes will be brought back to the board for a second read and approval.

J. Action Items:

1. **Bylaw 0164 Update - second read:** Garrigan recommended a word change in when a board member can attend closed session meetings virtually. The current wording is confusing as it reads. The wording was changed. Moved by Anderson, seconded by Garrigan to approve the changes of bylaw 0164 with the recommended changes as presented. Aye 5 (Vyskocil, Garrigan, VandeWalle, Anderson, VanDeKreeke), Nay 0. Motion carried 5:0
2. **Board Certification of District Crisis Plan:** Nicholson and Carter presented the 2024 District Crisis Plan. They spoke about the changes to the plan:
 - Each building will be presenting these changes to their building level teams in January to March.
 - New room charts were created for building specific emergency procedures.
 - New after school security was added to Valley View, Pioneer and Parkview. This security allows the building to always be locked. Anyone requiring access will need a code to enter. Codes will only be active during the specific times the person requires access.
 - The team meets areas wide every 6-8 weeks to discuss what other districts in the area are doing.
 - The Department of Homeland Security came and assessed the district office in October. They assessed the building security in preparation for November voting.
 - The team is looking into visitor management systems that will track who is in the buildings. Some of the systems can also do quick scans of criminal history, alert staff quickly if something is happening in the buildings, track who is in the building and the exact location they are supposed to be, and track school drills and generate reports of the drills. The goal is to have a system in place by August 2025. The board inquired about the cost, if other school districts have this type of system and if there are any grants available to help with the cost. This is an expensive system. We are one of the only districts that does not have this type of system in place. Tammy has not found any grants that apply to this product.
 - We want to be safe at the same time be fiscally responsible. We need to find the right balance between being community centered and locking down.
 - The team is also working on the reunification piece of the plan. They want to move from paper/pencil to electronic. We are looking at the most efficient way to get students connected with their parents during a reunification situation.

Moved by VanDeKreeke, seconded by Anderson to approve the certification of the district's crisis plan as presented as presented. Aye 5 (Vyskocil, Garrigan, VandeWalle, Anderson, VanDeKreeke), Nay 0. Motion carried 5:0

K. Board & Superintendent Communications:

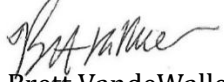
- Brian Anderson shared the positive comments his father-in-law had following the Parkview concerts. He was impressed with the overall concert and what ASD is doing.

L. Future Board Meetings & Topics:

- The next board meeting is scheduled for Wednesday, January 8, 2025, at 6:30 pm in the District Office; 1055 Griffiths Lane; Ashwaubenon, WI.

M. Adjournment: Moved by Anderson, seconded by VanDeKreeke to adjourn the meeting at 7:33 pm. Aye 5 (Vyskocil, Garrigan, VandeWalle, Anderson, VanDeKreeke), Nay 0. Motion carried 5:0.

Respectfully submitted,



Brett VandeWalle

CHECK	COMMENT	CHECK	COMMENT	
NUMBER		DATE	VENDOR	AMOUNT
308		11/12/2024	CORP MASTERCARD	0.00
309		12/12/2024	CORP MASTERCARD	33,119.47
309		12/12/2024	CORP MASTERCARD	0.00
2477		12/05/2024	BANK FIRST	236,178.82
2478		12/05/2024	WI DEPT OF REVENUE	41,280.42
2479		12/20/2024	BANK FIRST	232,777.49
2480		12/20/2024	WI DEPT OF REVENUE	39,738.32
2481		12/20/2024	WI DEPT OF REVENUE	658.78
2482		12/20/2024	WI DEPT OF WORKFORCE DEVELOPMENT	85.60
2483		12/30/2024	WI RETIREMENT SYSTEM	287,782.24
2484		12/30/2024	VISION SERVICE PLAN	3,448.69
19177		12/10/2024	KASSNER, STEVEN	-60.00
19185		12/03/2024	KAUFMAN JEFF	85.00
19186		12/03/2024	SCHWEITZER, BARBARA	85.00
19187		12/10/2024	BESCHTA, JAKE	85.00
19188		12/10/2024	BROWN, FARAH	60.00
19189		12/10/2024	KASSNER, STEVEN	60.00
19190		12/10/2024	MARQUART, TIMOTHY	85.00
19191		12/10/2024	SCHOENHERR, MARK	60.00
19192		12/10/2024	SWIATNICKI, RON	85.00
19193		12/13/2024	BLOHM, TED	60.00
19194		12/13/2024	BRINEY, TYLER	85.00
19195		12/13/2024	DEMERATH BRIAN	60.00
19196		12/13/2024	HERNANDEZ-NAGREEN, ROBYN	100.00
19197		12/13/2024	JENSEN, DANIEL	85.00
19198		12/13/2024	KAUFMAN JEFF	100.00
19199		12/13/2024	VOLP, REECE	85.00
19200		12/17/2024	BROWN, FARAH	60.00
19201		12/17/2024	DEBRUIN, PAUL	85.00
19202		12/17/2024	HEGLUND, TROY	60.00
19203		12/17/2024	JONES JR JAMES	85.00
19204		12/17/2024	TERN JAMIE	85.00
19205		12/20/2024	BRZANA JOHN	60.00
19206		12/20/2024	COLLETTE, TIM	85.00
19207		12/20/2024	DEMERATH BRIAN	60.00
19208		12/20/2024	GRUSE JOE	85.00
19209		12/20/2024	SCHOENHERR, MARK	60.00
19210		12/20/2024	SPRAGUE ALAN	85.00
19211		12/20/2024	WORKENTINE, BENJAMIN	60.00
19212		12/23/2024	KEY, JOHN	85.00
19213		12/23/2024	SOLUM, LUCAS	85.00
19214		12/23/2024	WALKER, WAYNE	85.00
32890		12/05/2024	ARNETT, ALLY	420.00
32891		12/05/2024	BAKUNOWICZ, KATIE	600.00
32892		12/05/2024	BODART, DENISE	180.00
32893		12/05/2024	BODART, MEGAN	390.00
32894		12/05/2024	BOWERS, BETHANY	600.00
32895		12/05/2024	BOZINOVSKI, ERIKA	420.00
32896		12/05/2024	CALMES, DENISE	45.93
32897		12/05/2024	CHARLSON COLLINS, ELIZABETH	600.00
32898		12/05/2024	COMER, STACY	119.95
32899		12/05/2024	DECA	16.00
32900		12/05/2024	DEMERATH, AIMEE	1,845.57
32901		12/05/2024	DERIVAN, SARAH	600.00
32902		12/05/2024	DRIESSEN, PAIGE	390.00
32903		12/05/2024	EARLY, MEGAN	293.64

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NUMBER		DATE	VENDOR	AMOUNT
32904		12/05/2024	GREINER, EMILY	600.00
32905		12/05/2024	GRILL, LAUREN	180.00
32906		12/05/2024	HITTMAN, BONNIE	200.00
32907		12/05/2024	HYVEE	1,404.52
32908		12/05/2024	JAKEL, ZACHARY	108.87
32909		12/05/2024	KINVILLE, LESLIE	1,006.88
32910		12/05/2024	KOSTREVA, LAURA	570.00
32911		12/05/2024	KOSTREVA, TINA	390.00
32912		12/05/2024	KRIESEL, KELLY	600.00
32913		12/05/2024	LANCELE, KATRINA	396.01
32914		12/05/2024	MARCELLE, NATALIE	180.00
32915		12/05/2024	MATER, DEBRA	420.00
32916		12/05/2024	MIDWEST VALLEY POPCORN	455.45
32917		12/05/2024	MONAHAN, LISA	665.27
32918		12/05/2024	NAQELLARI, CHRISTINA	600.00
32919		12/05/2024	NELL'S NEW HAIR, LLC	354.50
32920		12/05/2024	PRENTICE, MARISSA	390.00
32921		12/05/2024	PRIBYL, KIM	600.00
32922		12/05/2024	RADOSEVICH, KATERINA	420.00
32923		12/05/2024	REBEL ATHLETIC INC	19,467.00
32924		12/05/2024	ROCHELEAU, BERNARD	54.52
32925		12/05/2024	SEIDEMAN, EMILY	420.00
32926		12/05/2024	STASZAK, ELIZA	600.00
32927		12/05/2024	STEWART, HALEE	390.00
32928		12/05/2024	SURA, AMANDA	600.00
32929		12/05/2024	THEDE, HOLLY	94.94
32930		12/05/2024	TRELEVEN, DALEEN	420.00
32931		12/06/2024	LIGHTHOUSE PRODUCTIONS	7,000.00
32932		12/09/2024	CRISMAN, DAVID	150.00
32933		12/09/2024	KLITZKE, DUSTIN	150.00
32934		12/09/2024	REICHENBACHER, DAVE	150.00
32935		12/11/2024	BAY PORT HIGH SCHOOL	717.00
32936		12/11/2024	BIEMERET, DANIELLE	207.12
32937		12/11/2024	BRANDTEK	3,798.00
32938		12/11/2024	CORNERSTONE COMMUNITY CENTER	5,962.00
32939		12/11/2024	CUPCAKE COUTURE	210.00
32940		12/11/2024	DECA	16.00
32941		12/11/2024	EARLY, MEGAN	208.46
32942		12/11/2024	ELITE GROUP, THE	118.16
32943		12/11/2024	ERBERT & GERBERT'S	705.01
32944		12/11/2024	GODINA, EMMALYA	63.32
32945		12/11/2024	GREEN BAY EXPOSITION SERVICES, INC	178.50
32946		12/11/2024	HEALY AWARDS INC	809.79
32947		12/11/2024	LACHANCE, KRISTEN	108.00
32948		12/11/2024	LAFLEUR, HEATHER	50.00
32949		12/11/2024	LEVERS, ELAINA	350.00
32950		12/11/2024	LUTZ, AMY	80.96
32951		12/11/2024	MELOTTE DISTRIBUTING INC	3,536.08
32952		12/11/2024	MIDWEST VALLEY POPCORN	545.35
32953		12/11/2024	MONAHAN, LISA	662.10
32954		12/11/2024	PETTY CASH ASHWAUBENON HIGH SCHOOL	710.00
32955		12/11/2024	PINE & ROBIN, LLC	3,096.00
32956		12/11/2024	PRUCHA, TAMI	188.48
32957		12/11/2024	RIPKEN EXPERIENCE MYRTLE BEACH	1,000.00
32958		12/11/2024	SWANSON, MISHELLE	76.59
32959		12/11/2024	SWIM OUTLET	156.00

CHECK	COMMENT	CHECK	COMMENT		
NUMBER		DATE	VENDOR		AMOUNT
32960		12/11/2024	TEAM APPAREL & SPECIALTIES INC		1,124.50
32961		12/11/2024	VARSITY SPIRIT FASHIONS		560.85
32962		12/11/2024	VILLAGE ROASTERS		1,454.00
32963		12/11/2024	WAUKESHA SOUTH HIGH SCHOOL		150.00
32964		12/11/2024	WI ASSN FOR CHEER/POM COACHES		825.00
32965		12/11/2024	WI ASSN FOR CHEER/POM COACHES		250.00
32966		12/16/2024	ORSINI, ANTHONY		150.00
32967		12/16/2024	RAHM, ANTHONY		150.00
32967		12/16/2024	RAHM, ANTHONY		-150.00
32968		12/16/2024	ROETHLISBERGER CHAD		150.00
32969		12/16/2024	RAHM, ANTHONY		150.00
32970		12/16/2024	PETTY CASH ASHWAUBENON HIGH SCHOOL		500.00
32971		12/18/2024	ANDERSEN, MARIA		131.05
32972		12/18/2024	ANDERSON, RODNEY		1,108.15
32973		12/18/2024	BABLER BUS SERVICE INC		1,850.00
32974		12/18/2024	BENDYFISH LLC		4,229.00
32975		12/18/2024	BOB ROGERS TRAVEL		9,716.67
32976		12/18/2024	CROWN & TROPHY		5,816.18
32977		12/18/2024	DANCE TEAM UNION		570.35
32978		12/18/2024	ECSELL SPORTS		4,050.00
32979		12/18/2024	ELSMORE SWIM SHOP		564.67
32980		12/18/2024	HANAMANN, KATE		500.00
32981		12/18/2024	HODGES, MAHRI		500.00
32982		12/18/2024	HYVEE		57.62
32983		12/18/2024	JET'S PIZZA		1,850.00
32984		12/18/2024	KINVILLE, LESLIE		198.11
32985		12/18/2024	LANCELLE, KATRINA		317.56
32986		12/18/2024	MELOTTE DISTRIBUTING INC		1,254.32
32987		12/18/2024	MONAHAN, LISA		1,422.71
32988		12/18/2024	PARSONS, CLINT		14.97
32989		12/18/2024	POSTELL, SHAWN		500.00
32990		12/18/2024	RISCH, KURT		50.00
32991		12/18/2024	ROCHELEAU, BERNARD		624.00
32992		12/18/2024	TAYLOR, BENJAMIN		400.00
32993		12/18/2024	TOMPKINS, JENN		161.98
32994		12/18/2024	VILLAGE ROASTERS		128.00
32995		12/19/2024	SAWALL, DAVE		1,600.00
32996		12/20/2024	FOX, JEFF		150.00
32997		12/20/2024	FRALEY, MATTHEW		150.00
32998		12/20/2024	REICHENBACHER, DAVE		150.00
111779		12/16/2024	ECSELL SPORTS		-4,050.00
111981		12/03/2024	WI SUPPORT COLLECTION TRUST FUND		1,045.38
111982		12/09/2024	BOYLE, SIM		290.79
111983		12/09/2024	CAR-X TIRE & AUTO #1758		246.34
111984		12/09/2024	COMPLETE OFFICE OF WISCONSIN		21.92
111985		12/09/2024	COOK, CAROLYN		37.23
111986		12/09/2024	COWLES, EMILY		6.24
111987		12/09/2024	ENDERLE, ANNA		6.91
111988		12/09/2024	GRAINGER INC		61.66
111989		12/09/2024	HODGSON, VALERIE		20.00
111990		12/09/2024	L&W SUPPLY CORP		133.88
111991		12/09/2024	MARCUS BISTROPLEX - EVENTS OFFICE		840.00
111992		12/09/2024	NATIONAL RAILROAD MUSEUM INC		1,080.00
111993		12/09/2024	PRUCHA, TAMI		184.90
111994		12/09/2024	ROUTE 41 PIZZA LLC - DOMINO'S		4,029.00
111995		12/09/2024	SCHOLASTIC INC		900.00

CHECK COMMENT	CHECK	COMMENT	
NUMBER	DATE	VENDOR	AMOUNT
111996	12/09/2024	SCHOLASTIC BOOK FAIRS - 04	1,475.57
111997	12/09/2024	SCHOOL DATEBOOKS INC	123.50
111998	12/09/2024	SEASONAL HARVEST LLC	2,290.55
111999	12/09/2024	ST NORBERT COLLEGE	991.75
112000	12/09/2024	WEST DE PERE MIDDLE SCHOOL	120.30
112001	12/09/2024	ZIMONICK BROTHERS PRODUCE INC	717.30
112002	12/16/2024	BOELTER COMPANIES, INC	24,151.28
112003	12/16/2024	BURG, NANCY	920.00
112004	12/16/2024	DEPERE CINEMA	150.00
112005	12/16/2024	ERBERT AND GERBERT'S	479.79
112006	12/16/2024	GRAINGER INC	9.05
112007	12/16/2024	GREEN BAY CITY TREASURER	417.00
112008	12/16/2024	KHROME AGENCY	1,300.00
112009	12/16/2024	LINDE GAS & EQUIPMENT INC	221.00
112010	12/16/2024	MARTIN SYSTEMS, INC.	2,809.00
112011	12/16/2024	MCGOWAN, JENNY	150.22
112012	12/16/2024	NELSON, RACHEL	418.51
112013	12/16/2024	NORTHERN TELEPHONE & DATA CORP	440.00
112014	12/16/2024	PEGUERO ALMONTE, RISSEL	800.00
112015	12/16/2024	PRIMEX WIRELESS INC	90.00
112016	12/16/2024	RED D MIX	908.63
112017	12/16/2024	SAM'S CLUB/SYCHRONY BANK	379.82
112018	12/16/2024	SCHAFFRICK, NOAH	100.00
112019	12/16/2024	SHOWCHOIRSTOCK.COM	590.00
112020	12/16/2024	SUBSCRIPTION DEPARTMENT	104.00
112021	12/16/2024	TAYLOR, BENJAMIN	175.00
112022	12/16/2024	TEAM SPORTING GOODS INC	227.60
112023	12/16/2024	TERRIEN, NICOLE	33.50
112024	12/16/2024	TIEDT MICHAEL	140.00
112025	12/16/2024	US POSTAL SERVICE - BMEU	350.00
112026	12/16/2024	WEST MUSIC	322.00
112027	12/16/2024	WI DEPT OF JUSTICE	63.00
112028	12/16/2024	ZIMONICK BROTHERS PRODUCE INC	184.60
112029	12/16/2024	CHICS 'N DIP	439.20
112030	12/18/2024	ASHWAUBENON EDUCATION FOUNDATION	10.00
112031	12/18/2024	UNITED WAY OF BROWN COUNTY INC	20.00
112032	12/18/2024	WI SUPPORT COLLECTION TRUST FUND	1,045.38
112033	12/23/2024	APPLETON AREA SCHOOL DISTRICT	380.00
112034	12/23/2024	BETTER DAYS MENTORING LLC	426.00
112035	12/23/2024	BOB ROGERS TRAVEL	2,149.00
112036	12/23/2024	BSN SPORTS LLC	2,649.12
112037	12/23/2024	CELLCOM GREEN BAY MSA	1,110.19
112038	12/23/2024	CHARTER COMMUNICATIONS	237.16
112039	12/23/2024	CLUB'S CHOICE FUNDRAISING	677.48
112040	12/23/2024	DAUL, PAMELA	31.41
112041	12/23/2024	DELUXE	3,115.81
112042	12/23/2024	ELEVATE 97	10,530.23
112043	12/23/2024	ENCORE MUSIC LLC	400.00
112044	12/23/2024	JEFF'S PIANO SALES & SERVICE	200.00
112045	12/23/2024	LET ME BE FRANK PRODUCTIONS	1,000.00
112046	12/23/2024	MARTIN SYSTEMS, INC.	3,110.00
112047	12/23/2024	NATIONAL RAILROAD MUSEUM INC	182.00
112048	12/23/2024	NORTHERN METAL & ROOFING CO INC	260.32
112049	12/23/2024	ROUTE 41 PIZZA LLC - DOMINO'S	1,503.00
112050	12/23/2024	SEASONAL HARVEST LLC	8,773.55
112051	12/23/2024	VANCAMPENHOUT, KEENAH	23.50

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NUMBER		DATE	VENDOR	AMOUNT
112052		12/23/2024	VILLAGE ROASTERS	831.50
112053		12/23/2024	VISTA HIGHER LEARNING INC	6,871.40
112054		12/23/2024	ZIMONICK BROTHERS PRODUCE INC	863.60
112055		12/30/2024	3RD MILLENNIUM CLASSROOMS	225.00
112056		12/30/2024	CEC	546.00
112057		12/30/2024	CLUB'S CHOICE FUNDRAISING	209.61
112058		12/30/2024	COMPLETE OFFICE OF WISCONSIN	16.01
112059		12/30/2024	CONNEY SAFETY	336.55
112060		12/30/2024	CONRAD LUMBER	2,096.95
112061		12/30/2024	FASTSIGNS	35.00
112062		12/30/2024	HURD, JOHN	750.00
112063		12/30/2024	MADISON NATL LIFE INSURANCE CO	1,895.72
112064		12/30/2024	MADISON NATL LIFE INSURANCE CO	9,531.25
112065		12/30/2024	METLIFE	12,011.80
112066		12/30/2024	NSIGHT TELS SERVICES	1,385.10
112067		12/30/2024	PAUL H. BROOKES PUBLISHING CO., INC	202.50
112068		12/30/2024	THE VISION BOARD LLC	570.00
112069		12/30/2024	ZIMONICK BROTHERS PRODUCE INC	162.60
242500823		12/05/2024	LAMERS BUS LINES INC	2,504.50
242500824		12/05/2024	PENZA, KEVIN	1,818.40
242500825		12/05/2024	TRUE NORTH ENERGY	1,215.00
242500826		12/05/2024	WP BEVERAGES LLC - PEPSI COLA OF GREEN B	483.41
242500827		12/09/2024	ALPHA BAKING COMPANY	516.22
242500828		12/09/2024	AMAZON CAPITAL SERVICES	31.98
242500829		12/09/2024	AMERICAN WELDING & GAS INC	912.57
242500830		12/09/2024	ASBESTOS REMOVAL INC	194.03
242500831		12/09/2024	BIRDSEYE DAIRY INC	451.79
242500832		12/09/2024	BSN SPORTS LLC	103.00
242500833		12/09/2024	CINTAS CORPORATION	337.79
242500834		12/09/2024	DILLENBERG, AMY	222.64
242500835		12/09/2024	GEHRING, LORI	108.43
242500836		12/09/2024	GENOVESE, KRISTIN	94.55
242500837		12/09/2024	GFL ENVIRONMENTAL USA INC	2,892.77
242500838		12/09/2024	GOERING, CRYSTAL	361.27
242500839		12/09/2024	HERALD, KATHERINE	98.03
242500840		12/09/2024	KASTER, MEEGAN	10.49
242500841		12/09/2024	KAY DISTRIBUTING INC	415.50
242500842		12/09/2024	KELLY, ANGELA	35.65
242500843		12/09/2024	LAMERS BUS LINES INC	125,386.44
242500844		12/09/2024	MARCO	298.54
242500845		12/09/2024	MARQUARDT, DEREK	40.00
242500846		12/09/2024	MENARDS INC	987.30
242500847		12/09/2024	PEPSI COLA OF GREEN BAY	1,927.72
242500848		12/09/2024	PERFORMANCE FOODSERVICE	16,098.78
242500849		12/09/2024	QUILL CORP	209.68
242500850		12/09/2024	RENAISSANCE LEARNING INC	9,574.00
242500851		12/09/2024	RIEDERER, SHARON	17.14
242500852		12/09/2024	SKYWARD	1,530.00
242500853		12/09/2024	STATE OF WISCONSIN - DEPT OF ADMIN	3,700.00
242500854		12/09/2024	WI DOCUMENT IMAGING LLC	322.03
242500855		12/09/2024	WI PUBLIC SERVICE CORP	38,100.53
242500856		12/10/2024	TRUE NORTH ENERGY	28,507.50
242500857		12/11/2024	AMBROSIUS STUDIOS INC	250.00
242500858		12/11/2024	BSN SPORTS LLC	3,270.90
242500859		12/11/2024	LAMERS BUS LINES INC	1,154.24
242500860		12/11/2024	PHILLIPS, KEVIN	561.66

CHECK	COMMENT	CHECK	COMMENT	
NUMBER		DATE	VENDOR	AMOUNT
242500861		12/11/2024	WP BEVERAGES LLC - PEPSI COLA OF GREEN B	721.76
242500862		12/16/2024	ALPHA BAKING COMPANY	227.59
242500863		12/16/2024	AMA INC	1,621.28
242500864		12/16/2024	AMERICAN WELDING & GAS INC	1,092.36
242500865		12/16/2024	BIRDSEYE DAIRY INC	59.58
242500866		12/16/2024	CARRICO AQUATIC RESOURCES INC	350.00
242500867		12/16/2024	CESA 6	5,294.63
242500868		12/16/2024	CESA 7	450.00
242500869		12/16/2024	CINTAS CORPORATION	337.79
242500870		12/16/2024	CONTINENTAL CLAY CO	135.18
242500871		12/16/2024	DZIATKEWICH, KIMBERLY	79.18
242500872		12/16/2024	FIRST SUPPLY LLC- GREEN BAY	440.62
242500873		12/16/2024	GOERING, CRYSTAL	239.74
242500874		12/16/2024	JW PEPPER & SONS INC	171.95
242500875		12/16/2024	KAY DISTRIBUTING INC	220.00
242500876		12/16/2024	KOPP, AMY	15.00
242500877		12/16/2024	LAMERS BUS LINES INC	25,602.04
242500878		12/16/2024	MARCO	1,056.96
242500879		12/16/2024	MENARDS INC	377.62
242500880		12/16/2024	MENARDS INC	134.21
242500881		12/16/2024	NESS, MORGAN	17.49
242500882		12/16/2024	NORTHEAST WI TECHNICAL COLLEGE	8,001.13
242500883		12/16/2024	OBERSTADT, MEGAN	47.80
242500884		12/16/2024	OURADA, BRENDA	42.00
242500885		12/16/2024	PEPSI COLA OF GREEN BAY	654.96
242500886		12/16/2024	PERFORMANCE FOODSERVICE	2,660.20
242500887		12/16/2024	PIONEER VALLEY EDUCATIONAL PRESS INC	2,272.05
242500888		12/16/2024	RYCZKOWSKI, JAYNE	54.93
242500889		12/16/2024	SEVEN UP BOTTLING CO INC	58.00
242500890		12/16/2024	ST JOHN THE BAPTIST	2,066.00
242500891		12/16/2024	WAGNER, ERIN	136.68
242500892		12/16/2024	WEX BANK	513.09
242500893		12/16/2024	WEYERS, KURT	635.62
242500894		12/17/2024	TRUE NORTH ENERGY	1,035.00
242500895		12/18/2024	RELIANCE TRUST COMPANY - ASHWAUBNEON 403	12,874.01
242500896		12/18/2024	RELIANCE TRUST COMPANY - ASHWAUBENON 457	9,099.62
242500897		12/18/2024	WEA TSA TRUST	71,688.08
242500898		12/18/2024	BSN SPORTS LLC	4,218.75
242500899		12/18/2024	HOME TEAM SPORTS & APPAREL INC	318.16
242500900		12/18/2024	LACHANCE, KRISTEN	158.09
242500901		12/18/2024	LAMERS BUS LINES INC	2,915.03
242500902		12/18/2024	LASEE, MELANIE	300.00
242500903		12/18/2024	PENZA, KEVIN	1,009.40
242500904		12/18/2024	SEVEN UP BOTTLING CO INC	684.00
242500905		12/18/2024	STEUCK, EMILY	20.00
242500906		12/18/2024	WP BEVERAGES LLC - PEPSI COLA OF GREEN B	208.08
242500907		12/23/2024	ALPHA BAKING COMPANY	713.08
242500908		12/23/2024	AMA INC	598.12
242500909		12/23/2024	BATTERIES PLUS LLC	41.00
242500910		12/23/2024	BIRDSEYE DAIRY INC	288.79
242500911		12/23/2024	CINTAS CORPORATION	340.23
242500912		12/23/2024	COMPASS GROUP	74,511.08
242500913		12/23/2024	CONSTELLATION NEWENERGY-GAS DIV LLC	14,742.17
242500914		12/23/2024	CRUTCHER, CLAIRE	83.40
242500915		12/23/2024	HEID MUSIC CO	3,305.00
242500916		12/23/2024	IMIG, JAKE	150.00

CHECK COMMENT	CHECK	COMMENT		
NUMBER	DATE	VENDOR		AMOUNT
242500917	12/23/2024	INFO MART INC		228.00
242500918	12/23/2024	INSTRUMENTAL MUSIC CO INC		49.99
242500919	12/23/2024	JOHNSON, JILL		25.48
242500920	12/23/2024	KAHLER, JENNIFER		40.87
242500921	12/23/2024	KOZICKE, KADEN		101.94
242500922	12/23/2024	LAMERS BUS LINES INC		956.84
242500923	12/23/2024	LASEE, JAMIE		102.10
242500924	12/23/2024	LAYDEN, PHILIP		243.33
242500925	12/23/2024	MACHT VILLAGE PROGRAMS LLC		15,225.75
242500926	12/23/2024	MATHU, NADINE		6.99
242500927	12/23/2024	MENARDS INC		338.56
242500928	12/23/2024	MENARDS INC		157.90
242500929	12/23/2024	MILLER, ERIC		38.14
242500930	12/23/2024	NASSCO INC		305.70
242500931	12/23/2024	PERFORMANCE FOODSERVICE		12,382.63
242500932	12/23/2024	PRAIRIE FARMS DAIRY, INC		9,169.45
242500933	12/23/2024	REFLECTIONS SCHOOL PROGRAM LLC		5,781.50
242500934	12/23/2024	RIO GRANDE		518.48
242500935	12/23/2024	RUPP-KILGORE, ROBERT		156.72
242500936	12/23/2024	SHERWIN WILLIAMS COMPANY		84.72
242500937	12/23/2024	TAURIAINEN, KAITLIN		241.05
242500938	12/23/2024	UNITED MAILING SERVICES INC		293.31
242500939	12/23/2024	USIC LOCATING SERVICES INC		93.81
242500940	12/23/2024	VILLAGE OF ASHWAUBENON		103.95
242500941	12/23/2024	WILS		4,519.59
242500942	12/23/2024	ZETTEL, HANNAH		144.38
242500943	12/30/2024	ALPHA BAKING COMPANY		385.24
242500944	12/30/2024	AMAZON CAPITAL SERVICES		1,562.91
242500945	12/30/2024	AMERICAN WELDING & GAS INC		470.23
242500946	12/30/2024	BAER PERFORMANCE MARKETING		1,185.00
242500947	12/30/2024	BIRDSEYE DAIRY INC		271.26
242500948	12/30/2024	CAMERA CORNER INC		965.00
242500949	12/30/2024	CDW GOVERNMENT		790.00
242500950	12/30/2024	CINTAS CORPORATION		92.29
242500951	12/30/2024	FOLLETT CONTENT SOLUTIONS LLC		7,155.12
242500952	12/30/2024	FOX SPECIALTY CO LLC		71.34
242500953	12/30/2024	HEID MUSIC CO		3,009.13
242500954	12/30/2024	INSTRUMENTAL MUSIC CO INC		55.00
242500955	12/30/2024	JW PEPPER & SONS INC		48.00
242500956	12/30/2024	LAMERS BUS LINES INC		3,760.37
242500957	12/30/2024	MENARDS INC		80.18
242500958	12/30/2024	NASSCO INC		539.40
242500959	12/30/2024	PEPSI COLA OF GREEN BAY		889.53
242500960	12/30/2024	PERFORMANCE FOODSERVICE		7,049.25
242500961	12/30/2024	QUILL CORP		252.56
242500962	12/30/2024	SCHOOL SPECIALTY LLC		106.11

Totals for checks

1,693,009.76

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	General Fund	791,132.50	103.00	371,630.22	1,162,865.72
21	Gifts & Donations	27.60	0.00	181,977.45	182,005.05
27	Special Education	149,033.74	0.00	27,912.87	176,946.61
50	Food Service	18,715.73	57.00	104,198.37	122,971.10
80	Community Service Fund	3,233.58	0.00	26,878.06	30,111.64
81	Ashwaubenon PAC	6,900.36	0.00	11,209.28	18,109.64
***	Fund Summary Totals ***	969,043.51	160.00	723,806.25	1,693,009.76

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

RESIGNATIONS/RETIREMENTS/LAYOFFS

PROFESSIONAL / ADMINISTRATION STAFF - RESIGNATIONS/RETIREMENTS/LAYOFFS

Name	FTE	Position	School	Notes
Graef, Joellen	1.0 FTE	Cross Categorical Instructor	Parkview	Retirement is effective the end of the 2024-25 school year. Joey has been with the District for 20 years.
Lotto, Paul	1.0 FTE	Marketing/Business Education Instructor	AHS	Retirement is effective the end of the 2024-25 school year. Paul has been with the District for 26 years.
Reynolds, George	1.0 FTE	Art Instructor	AHS	Resignation is effective the end of the 2024-25 school year.
Twaroski, Kathy	1.0 FTE	Kindergarten Instructor	CO	Resignation is effective the end of the 2024-25 school year.

APPOINTMENTS

NON-TEACHING STAFF - HIRES

Name	FTE	Position	School	Compensation	Effective	Reason for request
Flanigan, Holly	1.0 FTE	Administrative Associate – District Office	DO	Entry Level pay scale	January 27, 2025	The position is due to a staff vacancy.

Last Name	First Name	School	Position	Board Approval
Milhaupt	Samuel	AHS	Baseball (JV1) Coach	8-Jan
Larson	Hunter	AHS	Baseball (JV2) Coach	8-Jan
Bernath	Travis	AHS	Baseball (Varsity Assistant) Co-Coach	8-Jan
Kozloski	Nick	AHS	Baseball (Varsity Assistant) Co-Coach	8-Jan
Pahl	Jim	AHS	Baseball (Varsity Assistant) Co-Coach	8-Jan
Hill	Jason	AHS	Baseball (Varsity) Coach	8-Jan
Hoiska	Craig	AHS	Golf - Boys (Coach)	8-Jan
Penza	Kevin	AHS	Golf - Boys (Coach) - granted position	8-Jan
Stroud	Dave	AHS	Soccer - Girls (Head Varsity Coach)	8-Jan
Anderson	Chad	AHS	Softball - JV1 (Coach)	8-Jan
Marcks	Jay	AHS	Softball - Varsity (Assistant Coach)	8-Jan
Wingert	Raelynn	AHS	Softball - Varsity (Coach)	8-Jan
Hammen	Amber	AHS	Spring Play Co-Coordinator	8-Jan
LaFleur	Heather	AHS	Spring Play Co-Coordinator	8-Jan
Neuman	Steve	AHS	Tennis - Boys Varsity Coach	8-Jan
Doble	Jonathan	AHS	Track - Assistant Coach	8-Jan
Francois	Roger	AHS	Track - Assistant Coach	8-Jan
Podowicz	Emery	AHS	Track - Assistant Coach	8-Jan
Wichlacz	Elizabeth	AHS	Track - Assistant Coach	8-Jan
Kromm	Caleb	AHS	Track - Boys and Girls (Varsity Head Coach)	8-Jan
Anderson	Lisa	PI	Science Club - Co-Advisor	8-Jan
Pludeman	Emily	PI	Science Club - Co-Advisor	8-Jan

Ashwaubenon School District

Monthly Financial Report

Month to Date totals for November 2024

Fund 10-Revenue	2023-24	2024-25	2023-24		2024-25	
	Actual-Audited	Budget	Act - YTD	% of Act	Act - YTD	% of Act
Property tax	17,042,448	17,079,022	-	0.00%	-	0.00%
Local sources	489,715	360,500	301,938	61.66%	332,415	92.21%
Open enrollment	10,470,388	10,962,900	-	0.00%	-	0.00%
Transit of Aid	27,144	21,749	4,236	15.61%	-	0.00%
Equalization Aid	10,819,158	10,917,731	4,327,663	40.00%	1,890,306	17.31%
State Sources	2,411,691	2,478,757	(18,550)	-0.77%	950	0.04%
Federal Sources	776,960	439,695	227,765	29.31%	130,438	29.67%
Other Sources	31,770	5,000	18,349	57.76%	32,396	647.93%
	42,069,275	42,265,354	4,861,401	11.56%	2,386,505	5.65%
Fund 10-Expenditure						
Salary	19,913,631	20,534,847	5,631,345	28.28%	5,907,013	28.77%
Benefits	9,449,562	9,998,191	2,582,254	27.33%	2,781,989	27.82%
Purchased Services	6,332,091	5,883,938	1,483,398	23.43%	1,501,083	25.51%
Supplies	815,986	1,246,122	359,571	44.07%	502,534	40.33%
Equipment	442,984	598,900	402,273	90.81%	345,776	57.74%
Cash-Flow Borrowing	1,817	15,000	-	0.00%	-	0.00%
Insurance	90,898	115,000	90,873	99.97%	117,192	101.91%
Interfund	3,794,397	3,820,335	200,000	5.27%	-	0.00%
Other	55,865	56,464	45,661	81.73%	50,975	90.28%
	40,897,231	42,268,796	10,795,375	26.40%	11,206,562	26.51%

November Financials

We have a new financial report process for the 2024-25 school year. If you remember last year we changed vendors for our financial projections and Board reports. Unfortunately, that system did not provide an accurate forecast. Our year end actuals were very different than the forecast amount. The vendor was not able to provide an explanation for the significant differences, so we have decided not to purchase that system this school year. Instead, I am developing my own financial reports for the Board. This has proven to be a more challenging task than I anticipated, but I am happy to provide you with my first draft of the new Fund 10 report for November. Please feel free to ask questions or make suggestions if you feel that this is not providing you the information you need. Next month I hope to add some other funds to the report.

The best comparison that I have been able to identify for tracking revenues and expenditures is to calculate last year's month to date actuals as a percent of last year end actual and compare that to this year month to date actuals as a percent of budget. For example, On the Financial Report you will see that last year in November we had expended 28.28% of the actual salaries for the year. This year we have expended 28.77% of the budgeted amount for the year. This tells me that we are tracking very close to budget (maybe slightly above) for salaries.

For November there are a couple of difference that I want to highlight. On the revenue side, local sources are above the expected amount. This is related to interest income being higher than expected. When the budget was planned, I was expecting interest rates to fall faster than what has happened, so interest income is expected to exceed the budget at year end. We are entering our low cash period, so I don't expect much interest income in January and February, but that actual looks like it will exceed our budget. Equalization Aid is below the expectation. This is due to the timing of the December aid payment. Last year it was received in late November, but this year it was received in the first week of December. I expect our Equalization Aid to match budget, so there is no concern about this difference. On the expenditure side, I would project actual expenditures to be very close to budget. As I mentioned in my example above, salaries and benefits look to be very close to expected percentages.

Please let me know your thoughts and ideas on how the financial reports can be improved. These reports are intended to provide the Board with an update on the financial situation for the District, so I appreciate your thoughts on what would be valuable to see on a monthly basis. This report will be included in the January Board meeting consent agenda.

Action Item: 1

Ashwaubenon School Board

Meeting Date:	January 8, 2025
Issue:	Second reading and approval of policies pertaining to open enrollment
Requested By:	Kurt Weyers
Attachments:	Policies 2370, 5111, 5112, 5113.01 and 5200
Financial and/or Staffing Implications:	None at this time
Funding Source:	None at this time
Explanation:	<p>Yearly review of all open enrollment policies prior to the start of the open enrollment application period on February 3, 2025.</p> <p><u>Policy 2370, 5111, 5112, 5113, 5113.01 and 5200:</u> These policies are attached for review.</p> <ul style="list-style-type: none"> • No recommended changes to 2370, 5111, 5112, 5113.01 and 5200. • Recommended changes to 5113 to incorporate wording around requirements to review a special education student's IEP to determine both space and service availability. Adoption of these changes are recommended to improve a District's ability to successfully defend a decision to deny open enrollment.
Recommendation:	Review and final approval.

Action Item: 2

Ashwaubenon School Board

Meeting Date:	January 8, 2025
Issue:	Open Enrollment Guaranteed Seats
Requested By:	Keith Lucius
Attachments:	
Financial and/or Staffing Implications:	Open enrollment provides additional revenue for the District. This revenue is from the State and does not impact the amount of our property tax levy
Funding Source:	State Open Enrollment aid will offset cost of accepting new open enrollment students
Explanation:	<p><u>Background Information/Definitions</u></p> <ul style="list-style-type: none"> • <u>Currently Attending Pupil</u> – any student that is currently attending Ashwaubenon School District. • <u>Currently Attending Applicant</u> – any student that is currently attending ASD and has moved out of the district (is not currently open enrolled). These students need to apply for open enrollment during the upcoming application period. • <u>Board Policy</u> - Under current board policy, <i>Currently Attending Applicants</i> and siblings will be given first priority when processing applications for open seats. If the District determines that space is not otherwise available for open enrollment students in the grade or program to which they applied, the District <u>may</u> nevertheless accept a student or the sibling of a student who is already attending the District (<i>i.e. Currently Attending Pupil or sibling</i>). <p><u>January Board Meeting “Guarantee”</u> - At the January school board meeting, the school board must decide whether it will <u>guarantee</u> approval to <i>Currently Attending Applicants</i> and/or siblings in the upcoming application period. Guarantee means that the <i>Currently Attending Applicant’s</i> will be approved to keep the seat they currently occupy. Guaranteeing an applicant does not impact the number of open seats the board approves for the 2025-26 school year.</p> <p>If the board <u>does not</u> specify at the January board meeting that <i>Currently Attending Applicants</i> or siblings will be guaranteed approval, then the board is only permitted to grant preferences to those applicants and only if there is space to do so. This means that if the board does not guarantee approval of a <i>Currently Attending Applicant</i>, that applicant would only be able to continue to attend ASD if there is an open seat in that grade or program (<i>i.e. there would be no guarantee</i></p>

	the student's current seat would be available to them). Open seats are approved by the board every January prior to the application period opening.
Recommendation:	<p>It is recommend that the Board guarantee approval of <i>Currently Attending Applicants</i> if they are not habitually truant as defined by Wis. State Statute 118.51(11) and board policy 5113.</p> <p>It is recommended that the Board does not guarantee approval of incoming siblings of <i>Currently Attending Pupils/Applicants</i>. These students will be given first priority (preference) to new open seats but a seat will not be guaranteed.</p>

Action Item: 3

Ashwaubenon School Board

Meeting Date:	January 8, 2025																																																																																										
Issue:	Open Enrollment available seats designation																																																																																										
Requested By:	Keith Lucius																																																																																										
Attachments:																																																																																											
Financial and/or Staffing Implications:	Open enrollment provides additional revenue for the District. This revenue is from the State and does not impact the amount of our property tax levy																																																																																										
Funding Source:	State Open Enrollment aid will offset cost of accepting new open enrollment students																																																																																										
Explanation:	<p>State laws regulating open enrollment require every district annually to designate the number of open enrollment seats open. It takes approximately 10 open enrollment students to cover the salary and benefits of an average teacher.</p> <p>We see around 50% of applicants actually attend. With that in mind, we increase our number of open seats in each grade to avoid denying students because the open seats are filled by students that do not attend Ashwaubenon.</p> <p>Here are the recommended open seats for new open enrollment students:</p> <table><tr><th><u>Building</u></th><th><u>Grade</u></th><th><u>Max. enroll</u></th><th><u>Projected enroll</u></th><th><u>open seats</u></th></tr><tr><td>Cormier</td><td>4k</td><td>260</td><td>100</td><td>160</td></tr><tr><td>Cormier</td><td>kdg</td><td>220</td><td>56</td><td>164</td></tr><tr><td>Pioneer</td><td>kdg</td><td>40</td><td>40</td><td>0</td></tr><tr><td>Pioneer</td><td>1</td><td>84</td><td>72</td><td>12</td></tr><tr><td>Pioneer</td><td>2</td><td>84</td><td>80</td><td>4</td></tr><tr><td>Pioneer</td><td>3</td><td>75</td><td>75</td><td>0</td></tr><tr><td>Pioneer</td><td>4</td><td>130</td><td>107</td><td>23</td></tr><tr><td>Pioneer</td><td>5</td><td>104</td><td>96</td><td>8</td></tr><tr><td>Valley View</td><td>kdg</td><td>40</td><td>40</td><td>0</td></tr><tr><td>Valley View</td><td>1</td><td>147</td><td>128</td><td>19</td></tr><tr><td>Valley View</td><td>2</td><td>126</td><td>117</td><td>9</td></tr><tr><td>Valley View</td><td>3</td><td>120</td><td>116</td><td>4</td></tr><tr><td>Valley View</td><td>4</td><td>156</td><td>149</td><td>7</td></tr><tr><td>Valley View</td><td>5</td><td>130</td><td>114</td><td>16</td></tr><tr><td>Parkview</td><td>6-8</td><td>720</td><td>705</td><td>15</td></tr><tr><td>High School</td><td>9-12</td><td>1,100</td><td>1,027</td><td>73</td></tr><tr><td>Total</td><td></td><td>3,536</td><td>3,022</td><td>514</td></tr></table>	<u>Building</u>	<u>Grade</u>	<u>Max. enroll</u>	<u>Projected enroll</u>	<u>open seats</u>	Cormier	4k	260	100	160	Cormier	kdg	220	56	164	Pioneer	kdg	40	40	0	Pioneer	1	84	72	12	Pioneer	2	84	80	4	Pioneer	3	75	75	0	Pioneer	4	130	107	23	Pioneer	5	104	96	8	Valley View	kdg	40	40	0	Valley View	1	147	128	19	Valley View	2	126	117	9	Valley View	3	120	116	4	Valley View	4	156	149	7	Valley View	5	130	114	16	Parkview	6-8	720	705	15	High School	9-12	1,100	1,027	73	Total		3,536	3,022	514
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	<p>We do not expect to receive the maximum number of requests and some of these seats will be filled with students that move into the district. We can approve additional students in June if additional seats open up due to students moving out of the District.</p> <p>We currently have 78 open enrollment students that are seniors this school year. This is less than the number of seniors last year.</p>
Recommendation:	We recommend the Board approve the open seats as presented above.

Action Item: 4

Ashwaubenon School Board

Meeting Date:	January 8, 2025
Issue:	Special Education Open Enrollment available seats designation
Requested By:	Tammy Nicholson
Attachments:	Open Enrollment Seats for 2025-2026 school year
Financial and/or Staffing Implications:	Open enrollment provides additional revenue for the District. This revenue is from the State and does not impact the amount of our property tax levy.
Funding Source:	State Open Enrollment aid will offset the cost of accepting new open enrollment students.
Explanation:	<p>State laws regulating open enrollment require every district to annually designate the number of open enrollment seats available. Seats are established by grade level allowing room for resident referrals that may qualify for special education from January to June 2025.</p> <p>The recommended open seats for new special education open enrollment students for 2025-2026:</p> <ul style="list-style-type: none"> • Cormier: no open seats • Pioneer: no open seats • Valley View: no open seats • Parkview: no open seats • AHS: no open seats • This includes: Syble Hopp, Macht Village, Better Days Mentoring, Advocates, residential treatment programs and other off-site placement options. • CESA services for occupational therapy, physical therapy, Deaf and Hard of Hearing, Audiology or any other CESA contracted service. • Currently attending open enrollment students who hold a general education seat only: If the student is found to meet special education eligibility and has a need for special

	<p>education services, the district will revoke a student's open enrollment status and the student will need to enroll in the home district to receive the special education services.</p> <ul style="list-style-type: none"> • During the 2023-2024 school year there were 24 students who were open enrolled and referred for special education evaluations: <ul style="list-style-type: none"> ○ Parents refused testing: 7 (5 getting private speech and 2 were signed out of special education to enroll in Ashwaubenon) ○ Parents declined services: 4 ○ Students didn't qualify for services: 9 ○ Students returned to home district for services: 4 • In the summer of 2024, five parents of non-resident students declined services in their home district to open enroll in Ashwaubenon and are receiving speech services outside the school district.
Recommendation:	It is recommended the Board approve the projections for open enrollment seats as outlined.

Special Education Open Enrollment Seat Projections 2025-2026

open seats are based on the total open seats per building

building	grade	Cross Categorical	seats	open seats
HS	12	31	28	0
HS	11	17	20	3
HS	10	21	20	0
HS	9	20	20	0
total		89	88	0

PV	8	25	22	0
PV	7	29	22	0
PV	6	18	22	4
total		72	66	0

VV	5	8	8	0
VV	4	16	8	0
VV	3	8	8	0
VV	2	5	8	3
VV	1	5	8	3
VV	K	0	0	0
total		42	40	0

PI	5	7	5	0
PI	4	7	5	0
PI	3	4	5	1
PI	2	5	5	0
PI	1	3	5	2
PI	K	0	0	0
total		26	25	0

CO	K	7	3	0
CO	4K	4	3	0
total		11	6	0

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building	grade	SL	seats	open seats
HS	12	6	4	0
HS	11	2	4	2
HS	10	9	5	0
HS	9	6	5	0
total		23	18	0

PV	8	11	9	0
PV	7	17	9	0
PV	6	13	9	0
total		41	27	0

VV	5	7	12	5
VV	4	15	12	0
VV	3	16	11	0
VV	2	8	11	3
VV	1	20	10	0
VV	K	0	0	0
total		66	56	0

PI	5	3	6	3
PI	4	8	6	0
PI	3	7	5	0
PI	2	10	5	0
PI	1	5	4	0
PI	K	0	0	0
total		33	26	0

CO	K	10	10	0
CO	4K	11	10	0
total		21	20	0

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Action Item: 5

Ashwaubenon School Board

Meeting Date:	January 8, 2025
Issue:	Second reading and approval of bylaw and policy updates
Requested By:	Kurt Weyers
Attachments:	
Financial and/or Staffing Implications:	None at this time
Funding Source:	None at this time
Explanation:	<p><u>Policy 0174.1 - Annual Report</u> - This revision adds a reference to the authorization for the performance of clerk duties and the legal citation for same. Adoption of this revision is recommended for clarity and flexibility.</p> <p><u>Policy 2131 - Educational Outcome Goals and Expectations</u> - This policy is updated to include the additional language added by 2023 Wisconsin Act 266, which amends Wis. Stat. 118.01(2)(c)8. to include reference to Hmong Americans and Asian Americans. Adoption of this revision is recommended to have compliant policies.</p> <p><u>Policy 2340 - District-Sponsored Trips</u> - The transportation policy language from Policy 8640 - Transportation for Field and Other District-Sponsored Trips has been added to this policy, and Policy 8640 has been rescinded. Adoption of this revision is recommended to maintain consistency across the pertinent policies.</p> <p><u>Policy 8640 - Transportation for Field and Other District-Sponsored Trips</u> - This policy has been rescinded. The content of this policy has been moved to Policy 2340 - District-Sponsored Trips. Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.</p> <p><u>Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities</u> - This revision cleans up the language to be in line with current practice.</p> <p><u>Policy 4120.04 - Employment of Substitutes</u> - These revisions are recommended for a more comprehensive policy consistent with current demands.</p> <p><u>Policy 5330 - Administration of Medication/Emergency Care</u> - This policy is revised to include the option of a student receiving nonprescription drugs that are provided by the school consistent from the schools' supplies, with parental instructions, dosage instructions, or health care provider instructions. Adoption of this revision is recommended to maintain compliant policies.</p>

Policy 5430 - Class Rank - This policy is updated to incorporate the class ranking requirements for students to participate in the University of Wisconsin System's Guaranteed Admission Program.

Policy 5460 - Graduation Requirements - This policy is revised to reference the newly enacted .5 credit requirement in financial literacy for high school graduation. Adoption of this revision is required as part of the board's responsibility to adopt the curriculum.

Policy 5505 - Academic Honesty - This policy is revised to incorporate concerns regarding emerging AI technology and its impact on academic integrity. Additionally, this policy is updated to include optional language regarding the use of Artificial Intelligence by students in the completion of their school work. Adoption of this language, or a similar version of the language that identifies use of AI tools to create work as a form of academic dishonesty, except when authorized, is strongly recommended.

Policy 5610 - Suspension and Expulsion - The policy is revised to include language for the Board to express preference for exclusionary discipline. Consideration of these revisions is recommended.

Policy 5610.03 - Alternatives to Expulsion and Abeyance Plan (New) - This new policy is offered to address the common practice of providing students with an opportunity to avoid the expulsion hearing process in circumstances where administration determines it is appropriate to offer an abeyance plan with conditions designed to correct the behavior. This is a voluntary process that requires the student and parent of a minor student to agree to a set of conditions which, if adhered to, avoid the student's referral to the Board for possible expulsion. Consideration of this policy is recommended, but is not required. **The policy was update to include the recommended changes from the board at the December meeting. Tammy Nicholson will explain/answer questions on a "re-entry/reinstatement plan" being part of the expulsion process versus the abeyance process.**

Policy 5771 - Search and Seizure - This policy is revised to make it easier to follow and to specifically note that a student search may be directed by an administrator other than the principal. Adoption of this revision is recommended.

Policy 6423 - Use of Credit Cards - This policy is revised to provide more specific restrictions on district credit card usage and personal use of any credit card rewards program. Adoption of this revision is recommended.

Policy 7450 - Property Inventory - This policy is updated to reflect the current equipment replacement cost from \$100 to \$5,000. Revisions are recommended to be current with legal limits.

Policy 7540.05 - Assistive Technology and Services - This policy is updated to address new technology being used with certain students as a way to communicate with them and to monitor their location and behavior, At this time, the primary concern is the communication component, particularly as it relates to communication from the device to a parent or other location outside the school.

	<p>This presents concerns for other student confidentiality. The policy update reflects the expectation that such functionality will be disabled during school, unless expressly provided for in the student's IEP. Adoption of this update is strongly recommended.</p> <p><u>Policy 8500 - Food Services</u> - This policy is updated to streamline the dietary accommodations language. Also added is a required grievance procedure related to the disability-related dietary accommodations process. A grievance procedure is required by Federal regulation (7 C.F.R. 15b.6). Adoption is strongly recommended.</p> <p><u>Policy 8531 - Free and Reduced-Price Meals</u> - The policy is updated to incorporate additional federal regulatory requirements regarding student participation in the free and reduced meal program. Consideration of this update is recommended.</p> <p><u>Policy 8540 - Vending Machines</u> - This policy is updated to include the Department of Agriculture's required nondiscrimination statement. Adoption of this update is strongly recommended.</p> <p><u>Policy 8550 - Competitive Food Sales</u> - This policy is updated to include the Department of Agriculture's required nondiscrimination statement. Adoption of this update is strongly recommended.</p> <p><u>Policy 8600 - Transportation</u> - This policy has been updated by adding language previously in Policy 8680 - Transportation Services Contracts. Adoption of this update is strongly recommended.</p> <p><u>Policy 8680 - Transportation Services Contracts</u> - The policy is revised to remove reference to transportation using School District-owned vehicles. This policy is intended to cover transportation through contracts with a transportation provider. The provisions regarding District-owned or operated vehicles have been moved to Policy 8600 - Transportation. Adoption of this update is strongly recommended.</p> <p><u>Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips</u> - This policy is updated to provide additional options to better control private transportation for field trips given that the need to do so continues to increase in frequency. Consideration of options provided is recommended.</p>
Recommendation:	Review and final approval.

Action Item: 6

Ashwaubenon School Board

Meeting Date:	January 8, 2025
Issue:	Teacher handbook updates
Requested By:	Keith Lucius
Attachments:	
Financial and/or Staffing Implications:	
Funding Source:	
Explanation:	<p>The attached teacher handbook has several revisions which are highlighted. Administration has worked with teachers on the revisions.</p> <p>Items changed:</p> <ul style="list-style-type: none"> • Compensation for staff covering classrooms when a there is a shortage of substitute teachers • Increased consequences for staff that take unpaid days (not covered by FMLA) because they have used all their sick days • Adding a notification date for staff to qualify for the sick day payout when leaving the District • Adding bereavement language that the Board implemented for the 2023-24 school year • Removing Voluntary leave language that is no longer used • Adding language regarding sick and personal days related to school closures (snow days or similar closures) • Clarifying language regarding District share of health premiums and the Wellness Certificate impact on District share of premiums • Adding retirement language for staff hired prior to Act 10 (this is the language we have used but it was not in the handbook) <p>We will be bringing the other handbooks for similar updates to future Board meetings.</p>
Recommendation:	I recommend that the Board approve the handbook as presented.

ASHWAUBENON SCHOOL DISTRICT

EMPLOYMENT HANDBOOK
for
PROFESSIONAL STAFF MEMBERS

Revised 10/25/23

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I. INTRODUCTION

INTRODUCTORY STATEMENT

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

The Board encourages a friendly and cooperative relationship at all levels, and among all staff. This relationship is intended to foster collaboration and professionalism throughout the district.

This Employee Handbook is a collection of selected employment policies, 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, 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. 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, 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, 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.

Mission of the Ashwaubenon School District . . .

Developing lifelong learners, who positively contribute to their communities.

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

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.

Seniority List:

The seniority list will be distributed in each building in January and the employees will have twenty (20) days from the distribution date to challenge their placement 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 the Board.
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 the Board.
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

III. EMPLOYEE PAY AND BENEFITS

PAY PERIODS

All professional staff members shall be paid in accordance with the provisions established in Policy 6510 – 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. Teachers will be paid for the July 4th holiday if they are contracted before and after the holiday.

Teachers will be given preparation time as outlined in their individual summer school contract. Active staff members that apply within the application period, will be employed first for available summer school positions within their area of certification.

Staff covering other classrooms during prep time:

There may be times when there is a substitute shortage and substitute teachers are not available to fill all open positions. If subs are not available, a principal may assign a teacher to cover the classroom. Employees will be paid for their lost prep time when covering an absence for a staff member who is absent for a half of a school day or full day. Staff compensation will be paid at the current summer school rate for actual prep time used up to a daily maximum of 1 hour in grades 4k-8 and 1.5 hours in grades 9-12.

Staff members will not be compensated when covering for another staff member

that is out for less than a half day (using professional time). Staff should work together to cover for a staff member that uses professional time and is not using sick or personal time off.

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) or for 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 a member of the employee's household.) These 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.

Employees should not use more sick days than they have available. If an

employee is absent from work when they do not have sick days available, they are subject to discipline. If an employee uses unpaid days two consecutive years (unless the unpaid days qualify for FMLA leave), they will receive a performance review rating of "Not Meeting Expectations" and will not be eligible for their next available step on the salary schedule.

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.

Sick Day Payout

When an employee leaves the District after working in the District for twenty (20) or more years and they have at least thirty (30) accumulated sick days in their bank, the employee will be paid out for their unused sick days at the rate of \$100

per day. In order to qualify the staff member must notify the District by February 15th that they intend to resign at the end of their current contract. The payout will be made into a TSA account. The daily rate will be prorated based upon the employee's current FTE.

Emergency Leave:

Emergency leave will be available to employees for a non-illness related absences that requires the employee to be away from work for one day (or half day). Emergency days are deducted from the employee's sick day bank.

Employees will have one (1) emergency day available each contract year. The employee may request a second emergency day. An emergency day reason must be entered into the absence system and approved by the Superintendent or it will be charged as a personal day or dock pay day.

Bereavement Leave:

Staff will have three bereavement days each year. They will not carry over from year to year. The three days will not come out of their sick day bank. If a staff member uses more the three days for bereavement during a school year period, it will come out of their sick bank

~~Time off needed for bereavement should be handled on an individual basis with the building administration. 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 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.

School Closures:

Professional Staff will not be charged a sick or personal day when an absence is scheduled and school is closed on that day.

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 85% of the health insurance premium (if the employee and spouse complete the Wellness certificate the Board will pay 87.5% of the 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 who completed the wellness certificate 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.

Retirement Benefits:

Retirement benefits will be available to regular full-time and regular part-time employees that **began employment prior to June 1, 2011**. To qualify, the professional staff member must voluntarily resign from their duties and have reached the age of fifty-five (55) on or before August 31st of the calendar year in which they retire.

Retirement benefits will be based on the employee's average full-time equivalency (FTE) for the twenty (20) highest FTE years of service in the Ashwaubenon School District with a 100% maximum FTE for any single year.

Example: Employee who has been 100% FTE will receive full benefit. An employee who was 75% FTE for the twenty (20) highest FTE years of service will receive 75% of the benefit a full-time teacher would have received. An employee whose twenty (20) highest FTE years of service were 80% for ten (10) years and 100% for ten (10) years will receive 90% of full-time benefit.

Eligibility:

- Age 55 or older on August 31 of the calendar year of retirement
- Began working in the District before June 1, 2011 as a teacher (the term teacher also includes the positions of Guidance Counselor, Library Media Specialist, Social Worker, School Psychologist, School Nurse, Occupational/Physical Therapist)
- Employed with the District for at least 20 years as a teacher

Notice:

Employees who plan to take early retirement under this provision will notify the District of their intent to do so prior to February 15th of the current school year. Retirement eligibility will begin following the expiration of any contractual obligations the teacher may have to the District.

Compensation:

The District will provide tax-sheltered annuity payments totaling one-half (1/2) the teacher's final annual individual teacher's contract (maximum salary of 1.0 FTE). This compensation will be spread into 36 equal monthly payments into a qualified non-voluntary TSA account beginning in January of the calendar year following retirement. The employee is responsible for opening a qualified TSA account with a District approved vendor.

Insurance Coverage:

Health and Dental Insurance - Employees who voluntarily retire, will be eligible to remain in the group health and dental insurance plan until eligible for Medicare. The District will contribute a portion of the premium consistent with its contribution toward the single premium for active employees at the time of retirement. The retiree is responsible for the amount of the current premium not covered by the District contribution. After Medicare eligibility the District will offer a Medicare carve-out plan at the retiree's own cost. Payment is to be made to the school District on or before the first of each month.

The retiree may purchase coverage for their spouse and/or dependents. The retired employee will then pay one hundred percent (100%) of the difference between the single and greater coverage premiums. If the retired employee or covered spouse and/or dependent(s) becomes covered by another medical/dental plan, the coordination of benefits of the District plan will apply.

In the event of failure to make payments, 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 payment rests with the retired employee.

In the event of the death of a retired employee prior to being eligible for Medicare, the spouse and/or dependents will be entitled to the survivor benefits of the insurance plan at their own cost until the spouse remarries or the spouse and/or dependents are no longer "dependents" as specified in the Plan. Upon involuntary loss of medical and/or dental coverage, including COBRA continuation provisions provided through the spouse's employer, the spouse may be covered under the District's medical and dental plan at their own cost. The provisions of the insurance programs will prevail if ever in conflict with the above.

Life Insurance - Basic Life Insurance Benefits for Retired Persons are as follows:

Age on March 1st	Amount
55 – 64	100% of Pre-retirement benefit
65	75% of Pre-retirement benefit
66	50% of Pre-retirement benefit
67 +	25% of Pre-retirement benefit

Coverage will remain at 25% until death.

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. 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.

Validity:

If the employee returns to full-time employment with the District after retirement under this Agreement, upon re-employment, no further benefits will be payable under this Agreement and the employee will forfeit any right to further compensation under this Agreement.

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 the time off management system, 24 hours a day, to report an absence. 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.

Absences employees can record themselves:

- Illness (medical appointment, illness or non-occupational injury of the employee or for illness of the family which demands the presence of the employee)

- Emergency (non-illness related absence that requires the employee to be away from work) Bereavement
- Jury Duty (usually can be entered ahead of time—the employee should coordinate with the school office how to proceed.)

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. The time off management system 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.)
- 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 website.
- Traveling staff who are assigned to more than one school should also upload special instructions informing the substitute of the schedule for the day of the absence so they are prepared to travel between buildings or to start at a different location than the home school.

Communicate with the school office:

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

Time off records:

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

PLANNING/CONFERENCE PERIOD

Work Day Expectations:

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

Student Contact Hours:

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

Cormier	8:00 a.m. – 3:00 p.m.
Valley View / Pioneer	8:15-a.m. – 3:15 p.m.
Parkview	7:30 a.m. – 2:48 p.m.
High School	7:28 a.m. – 2:50 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
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.
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.
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.

Policy 7530 – Lending of District-Owned Equipment

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.

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.

Policy 3440 – Job-Related Expenses

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

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 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. For more information employees shall refer to:

Policy 3362 - Employee Anti-Harassment

Policy 3362.01 - Threatening Behavior Toward Staff Members

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.

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.

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, 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.

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

Policy 3170.01 – Employee Assistance Program (EAP)

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

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

(Employee Signature)

(Witness Signature)

(Date)

Action Item: 7

Ashwaubenon School Board

Meeting Date:	January 8, 2025
Issue:	Policy 2460.03 revision
Requested By:	Tammy Nicholson
Attachments:	Policy 2460.03
Financial and/or Staffing Implications:	
Funding Source:	
Explanation:	Revisions to policy to specify that the examiner hold a DPI license and have experience working in a public school in Wisconsin. The examiner must be located within the CESA 5, 6, 7 or 8 region of the state.
Recommendation:	Waive second read and approve as revised.

Book	Policy Manual
Section	Board approved 1-8-2025
Title	INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
Status	
Adopted	December 9, 2020
Last Revised	May 8, 2024

2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

Procedures to Obtain an IEE at Public Expense

- A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
 1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the **CESA 5, 6, 7, 8 region** ~~State of Wisconsin~~.
 2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin **DPI** in the field related to the known or suspected disability **and have worked in the Wisconsin Public School System in the area being evaluated**. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
 2. The examiner must be located within the ~~State of Wisconsin~~ **CESA 5, 6, 7, 8 region** and must conduct the evaluation within District boundaries.

3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
 4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
 5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
 6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Pupil Services (not to exceed \$3000.00). In the unusual event the examiner is one not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.
- E. If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. If the District determines the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the cost did not meet appropriate agency criteria.

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

Revised 8/11/21

Revised ~~10/25/23~~ 4/8/24

Revised 1/8/25

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Legal

34 C.F.R. Sec. 300.502

Last Modified by Jennifer Bower on December 20, 2024