



**School District of
Gibraltar Area
Fish Creek, Wisconsin**

April 27, 2026

**Regular Meeting of the
Gibraltar Board of Education**

**Secondary IMC - Room #300D
And Remote/Virtual**

**Executive Session - 5:45 p.m.
Regular Session - 7:00 p.m.**

Agenda
School District of Gibraltar Area
Regular Meeting of the
Gibraltar Board of Education
Fish Creek, Wisconsin

Vision Statement

Gibraltar Schools, in partnership with family and community, will ensure excellence in educating every child to become a responsible citizen who is service minded and empathetic and can contribute to our interconnected world.

Mission Statement

We are driven for excellence in ACADEMICS, ACTIVITIES, ARTS, and ATHLETICS. We provide learning environments with instructional best practices that promote social, emotional, physical and intellectual growth.

Monday, April 27, 2026

Gibraltar Area School District
3924 State Highway 42
Secondary IMC – Room #300D and Remote/Virtual
Fish Creek, Wisconsin

Executive Session - 5:45pm

Regular Board Meeting.- 7:00pm

Members of the public will be able to attend this meeting by joining the virtual/remote conference using the following link or in-person:

Zoom Link:

<https://us06web.zoom.us/j/87180252558?pwd=W6SbGFQdj6DHrr20PqzDIVRwynMQ8C.1>

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There are times for public participation during the meeting as indicated in the agenda.

- I. **Call to Order/Roll Call**
- II. **Convene in Closed Session** pursuant to Wisconsin Statute Sec. §19.85(1)(c), to Discuss Employee Personnel Matters – Considering employment, promotion, compensation, or performance evaluation.
- III. **Approve the Minutes of the Regular Board Meeting on April 13, 2026**
- IV. **Board Communication**

V. Open Discussion: Community members/residents of the Gibraltar School District are invited to share their questions, comments, or concerns with the School Board. When speaking, citizens should state their name and address for the record. The presentation time frame shall be determined by the Board President, once an indication of the number of people wishing to speak is made. Speakers should keep comments to three minutes or less to allow for others to speak. Wisconsin law authorizes the school board to receive information from members of the public. Where possible, the Board may answer factual questions immediately or may provide a written response if information is not available. If a response would involve discussion of Board Policy or decisions which might be of interest to citizens not present at the meeting, the Board may place the item on a future meeting agenda. Comments that may be injurious to school district personnel or other individuals will not be allowed.

VI. Reports

A. Construction Update

B. Student Report

VII. Committee Reports

A. Campus Maintenance

B. Finance

VIII. New Business

A. Election of Board Officers and Committee assignments

B. Approve Resignations

C. Approve Hires

D. Approve employee compensation for the 2026-2027 school year

E. Approve Administrative Contracts for the 2026-2027 school year

F. Approve Neola Policies

G. Appoint CESA 7 Representative for the Annual Convention

IX. Adjournment

**Minutes of the
School District of Gibraltar Area
Regular Meeting of the
Gibraltar Board of Education
Fish Creek, Wisconsin**

Monday, April 13, 2026

Gibraltar Area School District
3924 State Highway 42
Fish Creek, Wisconsin

Executive Session - 6:00 p.m. Regular Session - 7:00 p.m.

Call to Order/Roll Call

President Jessica Sauter called the meeting to order at 6:00 p.m.

Present: Kari Baumann, Don Helm, Donna McMurray, Karen Nordahl, Drew Richmond, Jessica Sauter, and Erick Schrier.

Excused:

Also Present: Brett Stousland, Superintendent; Lauren Ward, Elementary Principal; Jim DeBroux, Secondary Principal; Christine Voigtlander, Pupil Services Director; Mark Lindem, Business Manager; Evelyn Eckhardt, Board Secretary; nine visitors.

Convene in Closed Session pursuant to Wisconsin Statute Sec. §19.85(1)(c), to Discuss Employee Personnel Matters – Considering employment, promotion, compensation, or performance evaluation.

Moved Helm/Nordahl to convene in Closed Session pursuant to Wisconsin Statute Sec. §19.85(1)(c), to Discuss Employee Personnel Matters – Considering employment, promotion, compensation, performance evaluation at 6:01 p.m. Aye - Baumann, Helm, McMurray, Nordahl, Richmond, Sauter, Schrier. Opposed - None. Motion carried.

Moved Schrier/Helm to reconvene to open session at 6:55 p.m. Aye - Baumann, Helm, McMurray, Nordahl, Richmond, Sauter, Schrier. Opposed - None. Motion carried.

Drew Richmond excused before reconvening to open session.

Approve the minutes of the regular board meeting on March 9, 2026

Moved McMurray/Schrier to approve the minutes of the regular board meeting held on March 9, 2026. Aye - All. Opposed - None. Motion carried.

Board Communication

The board received communication from Samantha Winker.

Open Discussion

None.

Reports

Construction Update

CESA 7 Report

Student Report

Kohl Principal Leadership Award

Board of Canvassers

Committee Reports

Handbook/Personnel- Met on April 6, 2026. This meeting was a closed session meeting.

Campus Maintenance- Met on March 23, 2026. Discussed construction updates and the majority of the meeting was listening to a presentation on the Stryker system- an item for discussion on tonight's agenda. Next meeting is April 20, 2026.

Finance- Met on March 23, 2026. Annual Calendar Review- focused on creating the 2026-2027 budget including large line items: staff transitions and health insurance. Reviewed the monthly finance report and briefly discussed anticipated staff transitions. Next meeting is April 20, 2026.

Student Learning- Met on April 6, 2026. Discussed key updates in middle school math instruction curriculum and EL Education literacy curriculum- up for approval on tonight's agenda. Next meeting is May 4, 2026.

Policy- Met on April 6, 2026. Discussed NEOLA updates- these policies are up for a first reading on tonight's agenda. Next meeting is May 4, 2026.

New Business

Approve Resignations

Moved McMurray/Helm to approve the resignation of Paige Franke, the resignation of Allison Prescott, and the resignation due to retirement of Jacqueline Schira effective at the end of the school year. Aye - All. Opposed - None. Motion carried.

Approve Hires

Moved McMurray/Helm to approve the employment of Carolyn Bicoy and Elizabeth Humphries as elementary teacher beginning the 2026-2027 school year. Aye - All. Opposed - None. Motion carried.

Moved McMurray/Helm to approve the employment of Payton Keddell as school psychologist beginning the 2026-2027 school year. Aye - All. Opposed - None. Motion carried.

Moved McMurray/Helm to approve the employment of Andrew Pirrung as middle school/high school science teacher pending successful background check. Aye - All. Opposed - None. Motion carried.

Moved McMurray/Helm to approve the employment of Andrew Holdmann as secondary principal beginning the 2026-2027 school year, pending a successful background check. Aye - All. Opposed - None. Motion carried.

Discussion of Vocera/Stryker Communication Devices

Approve Purchase of EL Education

Q-64541 is a combination of one-time, reimbursable items including teacher instructional materials, and also of student consumables, which will be an annual cost.

\$10,600.00 Student workbooks, annual consumables

\$11,760.00 One-time cost, reimbursable

\$22,360.00 Total

Q-64852 is a one-time, reimbursable purchase of required trade texts for teacher and student use.

\$9,342.00 Total

Moved McMurray/Helm to approve the purchase of EL Education for the coming school year, with reimbursement applied and training occurring during June academy. Aye - All. Opposed - None. Motion carried.

Approve 2026-2027 Board Calendar

Moved Sauter/Nordahl to approve the 2026-2027 Board Calendar as presented. Aye - All. Opposed - None. Motion carried.

Approve Health Insurance Change

Moved Nordahl/Schrier to approve The Insurance Company (TIC) as our broker and Trilogy Health as our network. Aye - All. Opposed - None. Motion carried.

Regular Meeting of the Gibraltar Board of Education -Minutes of April 13, 2026 - Page 3

Discuss first read of NEOLA Policies

Payment of Bills

Moved Sauter/Schrier to approve the payment of bills in the amount of \$279,936.80. Aye - All. Opposed - None. Motion carried.

The next regular Board meeting will be on April 27, 2026 at 7:00 p.m.

Adjournment

Moved Schrier/Helm to adjourn the meeting at 8:01 p.m. Aye - All. Opposed - None. Motion carried.

Respectfully submitted,
Evelyn Eckhardt
Board Secretary

Gibraltar Area School District

TO: Board of Education

TOPIC: Board Alignment

FROM: Brett Stousland

BOE MEETING: April 27, 2026

AGENDA ITEM: VIII.A

BACKGROUND:

Each year the School Board must elect the following positions: President, Vice President, Clerk & Treasurer. Once officers are elected, all members will choose which board committees they would like to serve.

In addition, the board needs to select/nominate a CESA 7 representative.

RECOMMENDATION:

Elect and acknowledge new board officers/committee members & CESA 7 representative.

2025-2026 Campus Maintenance Committee

Don Helm- Chair

Erick Schrier

2025-2026 DCA Liaison Committee

Karen Nordahl- Chair

Don Helm

Donna McMurray

2025-2026 Extracurricular Committee

Karen Nordahl - Chair

Don Helm

2025-2026 Finance Committee

Drew Richmond- Chair

Don Helm

Erick Schrier

2025-2026 Handbook/Personnel Committee

Erick Schrier- Chair

Drew Richmond

Kari Baumann

2025-2026 Policy Committee

Kari Baumann- Chair

Jessical Sauter

Donna McMurray

2025-2026 Student Learning Committee

Kari Baumann - Chair

Jessica Sauter

Donna McMurray

CESA 7 Rep 2025-2026 - Donna McMurray

Gibraltar Area School District

TO: Board of Education

TOPIC: Resignations

FROM: Brett Stousland

BOE MEETING: April 27, 2026

AGENDA ITEM: VIII.B.

BACKGROUND:

RECOMMENDATION: Approve resignations as presented.

Gibraltar Area School District

TO: Board of Education

TOPIC: Hires

FROM: Brett Stousland

BOE MEETING: April 27, 2026

AGENDA ITEM: VIII.C.

BACKGROUND:

We are recommending Dan Luedcke for the position of Supervisor of Food Service.

RECOMMENDATION: Approve hires as presented.

Gibraltar Area School District

TO: Board of Education

TOPIC: 2026-2027 Staff Compensation

FROM: Brett Stousland

BOE MEETING: April 27, 2026

AGENDA ITEM: VIII.D.

BACKGROUND:

The board's personnel committee has met several times in the past several months to discuss employee compensation for the 2026-2027 school year. The committee meets to consider all personnel matters, including annual recommendations for increases in employee compensation. The committee considered several factors: compensation in the context of a full package including salary & benefits; cost of living in Door County; post consumer price index (CPI); market value of teachers; and, the fiduciary responsibilities of operating a school.

RECOMMENDATION:

Approve a 3% overall package for salary & benefits for the following employee groups: teacher, support staff, confidential, and administrative employees. All salaried and non-salaried employee groups will receive at least a 3% salary increase for the 2026-2027 school year. Adjustments in annual salary for teachers will continue to assure a more equalized compensation for comparable assignments. Individuals whose performances warrant will receive less and individuals whose job requirements have increased will be assigned a new salary or hourly wage point for compensation.

Gibraltar Area School District

TO: Board of Education

TOPIC: Administrative Contracts

FROM: Brett Stousland

BOE MEETING: April 27, 2026

AGENDA ITEM: VIII.E.

BACKGROUND:

The administrative contracts for the Business Manager, Elementary Principal and Superintendent positions are all expiring at the end of this school year. It is recommended to extend these contracts for the 2026-2027 school year.

RECOMMENDATION: Approve contracts for Mark Lindem, Lauren Ward and Brett Stousland for the next school year.

Gibraltar Area School District

TO: Board of Education

TOPIC: Policies

FROM: Brett Stousland

BOE MEETING: April 27, 2026

AGENDA ITEM: VIII.F.

BACKGROUND:

The following policies were reviewed by the Policy Committee on April 6, 2026. The board had a first read of the policies on April 10th and now they are coming forward as a final read.

RECOMMENDATION: Approve the following policies as presented.

NEOLA & Gibraltar Policies

#1213 - Student Supervision & Welfare(Administration)

#3213 - Student Supervision & Welfare (Professional Staff)

#4213 -Student Supervision & Welfare (Support Staff)

#8462 - Student Abuse and Neglect

Book	Policy Manual
Section	Act 57 for Review
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po1213
Status	
Adopted	March 28, 2016
Last Revised	February 23, 2026

1213 - STUDENT SUPERVISION AND WELFARE

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator **and/or harm to the welfare of the student(s)**. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility. **[END OF OPTION]**

An administrative staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, including a student age sixteen (16) or older, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

Required Notification

The District Administrator shall notify the parent(s) or guardian(s) of a student when the District receives a report that gives reasonable cause to believe one of the following has occurred:

- A. **Sexual misconduct by a school staff member against a student;**
- B. **A school staff member or volunteer has been convicted of a serious child sex offense and worked primarily with children in a way that would be a felony under 948.13, Wis. Stats.; and/or**
- C. **A registered sex offender has intentionally captured an image of a minor student without the parent's or guardian's written consent.**

Definitions

Report means any information, whether written or verbal, indicating one (1) of the categories of conduct described in the section above (A., B., and/or C.) in this policy.

Timing and Method of Notification

Timing

- A. **If the report is received before the end of the regular school day, the District shall notify the parent or guardian by 5:00 p.m. that same day.**
- B. **If the report is received after school hours or on a non-school day, the District shall provide notification by noon of the next calendar day.**

Method

- A. **Notice must be provided in person or by phone (including voicemail) to the parent(s) or guardian(s) of the specific student who is alleged to have been the victim, target, or recipient of the conduct.**

- B. ~~The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.~~

Annual Notice of Rights

~~The District shall provide an annual notice to all parents and guardians informing them of their rights to access records related to the discipline of a school employee under public records law. This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462—Child Abuse and Neglect.~~

Standard of Care of Students

It is the responsibility of the District Administrator to maintain the following standards:

- A. Each administrative staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. An administrative staff member should not volunteer to assume responsibility for duties they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- C. An administrative staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- D. Each administrative staff member shall inform the Principal of any accident or detected safety hazards.
- E. Each administrative staff member shall inform the Principal of any knowledge of threats of violence by students.
- F. An administrative staff member shall not send students on any personal errands.
- G. An administrative staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons.
- H. If a student comes to an administrative staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.
- I. A student shall not be required to perform work or services that may be detrimental to their health.
- J. Administrative staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of an administrator's own child or other relative.

Most information concerning a child in school is a confidential student record under Federal and State laws. Any administrative staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330-Student Records).

[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

? **[] Appropriate Staff and Student Relationships**

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

- A. **Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.
- B. **Boundary Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. Consent from the student or parent does not justify boundary invasions.

Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

inappropriate

1. ~~engaging in physical contact with a student;~~
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing pornography to a student;
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. ~~allowing an extended period of time to be spent about day for personal purposes; - DeFile?~~
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. ~~giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;~~
11. ~~invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);~~
12. ~~going to a student's home for non-educational purposes; - Relative/friend?~~
13. ~~inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);~~
14. ~~giving gifts or money to a student for no legitimate educational purpose;~~

Read these

- ~~15. accepting gifts or money from a student for no legitimate educational purpose? *What's the end of year*~~
16. being overly touchy with students;
 17. favoring certain students by inviting them to come to the classroom at non-class times;
 18. getting a student out of class to visit with the staff member;
 19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.) unless properly licensed and authorized to do so;
 20. being alone with a student behind closed doors without a legitimate educational purpose;
 21. telling a student secrets and having secrets with a student; and
 22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly.

- C. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor (), or via the District's anonymous reporting tool [END OPTION]. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse including by another staff member, must be reported immediately to:

- A. A designated administrator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required: do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

Policy Access and Training - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

[END OF OPTION]

Pursuant to the laws of the State and Board Policy 8462- Child Abuse and Neglect, each administrative staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

Revised 11/9/20

Revised 5/10/21

Revised 7/10/23

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Legal 48.981, Wis. Stats.
 948, Wis. Stats.
 948.095, Wis. Stats.

Last Modified by Jean Born on March 2, 2026

Book	Policy Manual
Section	Act 57 for Review
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	
Adopted	March 28, 2016
Last Revised	February 23, 2026

3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility. **[END OF OPTION]**

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, including a student age sixteen (16) or older, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462- Child Abuse and Neglect.

Standard of Care of Students

It is the responsibility of the District Administrator to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. A professional staff member should not volunteer to assume responsibility for duties they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- C. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- D. Each professional staff member shall immediately report to the principal any accident or safety hazard they detect.
- E. Each professional staff member shall immediately report to the principal any knowledge of threats of violence by students.
- F. A professional staff member shall not send students on any personal errands.
- G. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as

tobacco, alcohol, or drugs.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- H. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.
- I. A professional staff member shall not transport students in a private vehicle.
- J. A student shall not be required to perform work or services that may be detrimental to their health.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

Most information concerning a child in school is a confidential student record under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330 Student Records).

[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

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Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

inappropriate

See
1st Policy
- Model

1. ~~hugging, kissing, or other physical contact with a student;~~
2. ~~telling sexual jokes to students;~~
3. ~~engaging in talk containing sexual innuendo or banter with students;~~
4. ~~talking about sexual topics that are not related to curriculum;~~
5. ~~showing pornography to a student;~~
6. ~~inappropriate comments about a student's body or appearance;~~
7. ~~taking an undue interest in a student (i.e., having a special friend or a special relationship);~~
8. ~~initiating or extending contact with students beyond the school day for personal reasons;~~
9. ~~using e-mail, text messaging, or websites to discuss personal topics or interests with students;~~
10. ~~giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;~~
11. ~~invading a student's privacy (e.g., walking in on the student in the bathroom, locker room, asking about bra sizes or previous sexual experiences);~~
12. ~~going to a student's home for non-educational purposes;~~
13. ~~inviting students to the staff member's home without proper chaperones (i.e., another staff member or parent of student);~~
14. ~~giving gifts or money to a student for no legitimate educational purpose;~~
15. ~~accepting gifts or money from a student for no legitimate educational purpose;~~
16. ~~being overly touchy with students;~~
17. ~~favoring certain students by inviting them to come to the classroom at non-class times;~~
18. ~~getting a student out of class to visit with the staff member;~~
19. ~~providing advice to or counseling a student regarding a personal problem (i.e., problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.) unless properly licensed and authorized to do so;~~
20. ~~being alone with a student behind closed doors without a legitimate educational purpose;~~
21. ~~telling a student secrets and having secrets with a student; and~~
22. ~~other similar activities or behavior.~~

Inappropriate boundary invasions are prohibited and must be reported promptly.

C. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students including dating, advances, sexual contact, or sexually suggestive communication.

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor (-), or via the District's anonymous reporting tool [END OPTION]. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

- A. A designated administrator; and
- B. Child Protective Services and/or law enforcement.

Immediate action is required: do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

Policy Access and Training - This policy will be:

- A. posted on the District's website;
- B. reviewed annually with staff; and
- C. included in new employee onboarding.

[END OF OPTION]

Pursuant to the laws of the State and Board-Policy 8462 - Child Abuse and Neglect, each professional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Additional Required Reporting" in Policy 8462 - Child Abuse and Neglect, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Revised 11/9/20
 Revised 5/10/21
 Revised 7/10/23
 T.C. 8/26/24

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Legal 48.981, 948, 948.095, Wis. Stats.

Last Modified by Jean Born on March 2, 2026

Book	Policy Manual
Section	Act 57 for Review
Title	Copy of STUDENT SUPERVISION AND WELFARE
Code	po4213
Status	
Adopted	March 28, 2016
Last Revised	September 8, 2025

4213 - STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility. **[END OF OPTION]**

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, including a student age sixteen (16) or older, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under Wis. Stats. 48.981 and Policy 8462- Child Abuse and Neglect.

Standard of Care of Students

It is the responsibility of the District Administrator to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each support staff member shall report immediately to the principal any accident or safety hazard they detect.
- B. Each support staff member shall immediately report to the principal knowledge of threats of violence by students.
- C. A support staff member shall not send students on any personal errands.
- D. Support staff should not volunteer to take on responsibilities they are not reasonably qualified or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.
- E. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.
- G. A support staff member shall not transport students in a private vehicle.
- H. A student shall not be required to perform work or services that may be detrimental to their health.
- I. Staff members shall not engage students in social media and online networking media, (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses, consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and/or Policy 7540.04 - Staff Technology Acceptable Use and Safety.
- J. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330- Student Records).

[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

- A. **Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.
- B. **Boundary Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. Consent from the student or parent does not justify boundary invasions.

Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

*inappropriate**See Previous Policy*

1. ~~engaging in physical contact with a student;~~
2. ~~telling sexual jokes to students;~~
3. ~~engaging in talk containing sexual innuendo or banter with students;~~
4. ~~talking about sexual topics that are not related to curriculum;~~
5. ~~showing pornography to a student;~~
6. ~~inappropriate comments about a student's body or appearance;~~
7. ~~taking an undue interest in a student (i.e. having a special friend or a special relationship);~~
8. ~~initiating or extending contact with students beyond the school day for personal purposes;~~
9. ~~using e-mail, text messaging, or websites to discuss personal topics or interests with students;~~
10. ~~inviting students into the staff member's personal vehicle, or taking students on personal outings without administrative approval;~~
11. ~~invading a student's privacy (e.g. walking in on the student in the bathroom, locker room, asking about bra sizes or previous sexual experiences);~~
12. ~~going to a student's home for non-educational purposes;~~
13. ~~inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);~~
14. ~~giving gifts or money to a student for no legitimate educational purpose;~~
15. ~~accepting gifts or money from a student for no legitimate educational purpose;~~
16. ~~being overly touchy with students;~~
17. ~~favoring certain students by inviting them to come to the classroom at non-class times;~~
18. ~~betting a student out of class to visit with the staff member;~~
19. ~~providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.) unless properly licensed and authorized to do so;~~
20. ~~being alone with a student behind closed doors without a legitimate educational purpose;~~
21. ~~telling a student secrets and having secrets with a student; and~~
22. ~~other similar activities or behavior.~~

Inappropriate boundary invasions are prohibited and must be reported promptly.

- C. Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

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Reporting of Allegations of Inappropriate Staff and Student Relationships

- A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor (), or via the District's anonymous reporting tool **[END OPTION]**. All reports will be treated confidentially to the extent legally possible.
- B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5512 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse including by another staff member, must be reported immediately to:

- A. **A designated administrator; and**
- B. **Child Protective Services and/or law enforcement.**

Immediate action is required; do not delay. More info: <https://dcf.wisconsin.gov/cps/process>

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

Policy Access and Training - This policy will be:

- A. **posted on the District's website;**
- B. **reviewed annually with staff; and**
- C. **included in new employee onboarding.**

[END OF OPTION]

Pursuant to the laws of the State and ~~Board~~ Policy 8462 - Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Additional Required Reporting" in Policy 8462 - Child Abuse and Neglect, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Revised 11/9/20
 Revised 5/10/21
 Revised 7/10/23
 T.C. 8/26/24

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Legal 48.981, 948, 948.095, Wis. Stats.

Last Modified by Jean Born on March 2, 2026

Book	Policy Manual
Section	Act 57 for Review
Title	Copy of STUDENT ABUSE AND NEGLECT
Code	po8462
Status	
Adopted	March 28, 2016

8462 - STUDENT ABUSE AND NEGLECT

The Board of Education is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. **In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.**

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures detailed herein governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and thereafter at least once every five (5) years after the initial training. **This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01 - Threats of Violence.**

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

Reporting of Suspected Child Abuse or Neglect

~~Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means.~~

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

Reporting Procedures

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency.

Employees shall also notify ~~the building-level administrator or the District Administrator, the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.~~

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect ~~unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.~~

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator. ~~Staff member reporting obligations under this policy and applicable law are the same regardless of whether the suspected abuser is a parent, guardian, or another staff member, and reports should be made accordingly.~~

Additional Required Reporting

~~This section addresses the reporting requirements of Policies 1213/3213/4213 - Student Supervision and Welfare. Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to the District Administrator and/or their immediate supervisor.~~

- A. ~~Sexual misconduct, as defined in s. 948.098 (1) (d), by a school staff member, as defined in s. 948.098 (1) (c).~~
- B. ~~That an individual who has been convicted of a serious child sex offense, as defined in s. 948.13, has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13; and/or~~
- C. ~~That a sex offender, as defined in s. 948.14 (1) (d), has intentionally captured a representation of a minor pupil without the written consent of the minor pupil's parent or guardian.~~

~~Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C. above) may result in disciplinary action, up to and including termination.~~

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Legal 48.981, 118.07(5) Wis. Stats.

Last Modified by Jean Born on March 2, 2026

**NOTICE OF THE ANNUAL CONVENTION
OF COOPERATIVE EDUCATIONAL SERVICE AGENCY NO.7 (CESA 7)**

To: School District Clerks and Superintendents of School Districts in CESA 7
Re: CESA 7 Annual Convention of School District Delegates

Please take notice that, pursuant to Wisconsin Statutes governing Cooperative Educational Service Agencies, Cooperative Educational Service Agency No. 7 (CESA 7) will hold its Annual Convention as follows:

Location: CESA 7 Office, 595 Baeten Rd., Green Bay, WI 54304
Meeting Room - Lambeau Lodge (C)

Date/Time: Wednesday, May 13, 2026, at 6:30 p.m.

Each member school district of CESA 7 is entitled to representation at the Annual Convention by one school board member designated as the district's voting delegate.

The purpose of the Annual Convention is to conduct the official business of the agency, including the election of members to the CESA 7 Board of Control.

At the 2026 convention, delegates will elect representatives to the CESA 7 Board of Control for districts whose terms are expiring.

Please notify your district's designated CESA 7 Convention Delegate of the time and location of this meeting.

The agenda will be distributed to delegates prior to the meeting.

Refreshments will be available prior to the meeting. The convention is expected to last approximately 45-60 minutes.

Respectfully submitted,

Suzanne Todey
Chairperson, CESA 7 Board of Control

Dated: March 18, 2026



**FORM FOR NOTIFYING THE ADMINISTRATOR OF CESA 7
OF A SCHOOL DISTRICT'S REPRESENTATIVE TO THE
AGENCY CONVENTION**



To: Administrator, Cooperative Educational Service Agency No. 7 (CESA 7)

At a meeting of the School Board held on April 27 2026
Month Day Year

the individual named below, who is a current member of the school district's Board of Education, was appointed as the district's representative to the Cooperative Educational Service Agency (CESA) 7 Annual Convention.

Name of School District: _____

Name of Board Member: _____

Email of Board Member: _____

Phone Number of Board Member: _____

Address of Board Member: _____

The convention is to be held on: **Wednesday, May 13, 2026 @ 6:30 p.m.**
CESA 7, 595 Baeten Rd, Green Bay, WI 54304
Conference Room - Lambeau Lodge
Enter on the west side of the building (Door #2)

The representative of this school board named above has been provided with this information.

Only the officially designated delegate may be elected to the CESA 7 Board of Control. Alternates or substitutes are not eligible.

Signed: _____
Authorized Signature

Date: _____

Please Note:

Save/scan and email this completed form to Shannon Halverson at shalverson@cesa7.org.
Retain one copy for your school district's file.

As required by s. 118.02(1)(a), Wis. Stats., the appointment date must be on or after the 4th Monday in April.