SHEBOYGAN AREA
SCHOOL DISTRICT

Tuesday, February 10, 2026
Time: 6:20 p.m. – 6:30 p.m.
CHAIR: Ms. Hibl
MEMBERS: Ms. Donohue, Vice Chair
Ms. Robbins
Ms. Boehmer
(a quorum of the Board may be present)

Note: This meeting will be held in the Superintendent's Conference Room.

**Starting/ending times may vary*

The Human Resources Committee meeting will be held in the Superintendent's Conference Room, 3330 Stahl Road, Sheboygan, Wisconsin on **Tuesday, February 10, 2026, at 6:20 p.m.** The following items will be presented for consideration at that time:

Please note that some Board members may be participating in this Board meeting via teleconference or other remote access technology. Members of the public who attend the meeting will be able to hear any open session dialogue between such members and the Board members present in the Superintendent's Conference Room.

REPORT TO THE HUMAN RESOURCES COMMITTEE

1 min. **1. APPOINTMENTS – Ms. Jami Hintz** (Confirming Action)

Administration recommends the following appointments be confirmed:

CUSTODIAN			
Kevin Johnson	District-Wide	January 12, 2026	$19.76 per hour
EDUCATIONAL ASSISTANT			
Naomi Nelson	Sheboygan Leadership Academy	January 26, 2026	$17.23 per hour
SECRETARY			
Miriam Medina	Business Services	February 9, 2026	$18.30 per hour

*Relative of SASD employee

1 min. **2. LEAVE OF ABSENCE – Ms. Jami Hintz** (Action)

Administration recommends the following requests for a personal leave of absence without compensation be approved:

Lillian Eder	Educational Assistant	Early Learning Center	January 27, 2026 – April 17, 2026
Julie Nyquist	Cook	Lake Country Academy	January 19, 2026 – April 29, 2026
Allyson Pribbernow	Occupational Therapist	Jackson	April 14, 2026 – June 5, 2026

1 min. **3. SEPARATIONS – Ms. Jami Hintz** (Information)

The following separations have been granted:

Maxine Greer	Educational Assistant	Jackson	January 15, 2026
Jodie Lee	Educational Assistant	Jefferson	January 28, 2026
Ermalinda Martinez	Educational Assistant	Longfellow	January 28, 2026
Jeimar Mora	Educational Assistant	South High	January 30, 2026
James Quinn	Custodian	Cleveland	January 30, 2026
Patricia Roberts	Sheboygan Theatre Co. Executive Director	Recreation Department	March 9, 2026

Robyn Weyer	Custodian	Wilson	January 20, 2026

1 min. **4. RETIREMENT – Ms. Jami Hintz** (Action)

Administration recommends that the following request to retire be granted and that the employee be recognized for their years of service per board policy.

Jennifer Heus	Executive Secretary	Superintendent Office	28.75 years of service

1 min. **5. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3431 – EMPLOYEE LEAVES – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 3431 – Professional Staff; Employee Leaves

1 min. **6. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4431 – EMPLOYEE LEAVES – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 4431 – Support Staff; Employee Leaves

1 min. **7. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4124 – NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT – Ms. Jami Hintz (**Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 4124 – Support Staff; Notice of Reasonable Assurance of Employment

1 min. **8. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 4213 –STUDENT SUPERVISION AND WELFARE – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 4213 – Support Staff; Student Supervision and Welfare

1 min. **9. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8120 – VOLUNTEERS – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:
- Policy 8120 – Operations; Volunteers

Book	Policy Manual
Section	3000 Professional Staff
Title	EMPLOYEE LEAVES
Code	po3431*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	July 22, 2025

3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 Unrequested Leaves of Absence/Fitness for Duty, Policy 3430.01 Family & Medical Leaves of Absence ("FMLA"), and Policy 3430 Personal Leaves of Absence.

A. **Paid Time Off**

Staff members are eligible for paid time off as specified in the Employee Handbook.

B. **Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

C. **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

D. **Leave for Jury Duty**

Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.

E. **Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver**

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why

prior notification could not be made; and

3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. **Organ Donor Leave**

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

F. **Leave for Voting**

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. **Election Official Leave**

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. **Leave to Testify**

Any employee who is issued a subpoena to testify in a legal proceeding shall be provided the following:

1. If the proceeding relates to matters under Chapters 48 or 938 ~~of the Wisconsin Statutes~~, Wis. Stats., the employee may not be discharged from employment for absences due to testifying, provided that the employee immediately notifies the District Administrator of receipt of the subpoena~~;~~.

2. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.

3. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), or any proceeding involving matters arising within the employee's course of employment shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result

of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena.

Revised 2/23/16
T.C. 11/30/23
Revised 8/27/24

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Legal 6.76, 7.33, 103.88, Wis. Stats.

Book	Policy Manual
Section	4000 Support Staff
Title	EMPLOYEE LEAVES
Code	po4431*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	July 22, 2025

4431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4161 Unrequested Leaves of Absence/Fitness for Duty, Policy 4430.01 Family & Medical Leaves of Absence ("FMLA"), and Policy 4430 Leaves of Absence.

A. **Sick Leave**

Staff members are eligible for sick leave as specified in the Employee Handbook.

B. **Personal Leave**

Staff members are eligible for personal leave as specified in the Employee Handbook.

C. **Bereavement Leave**

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

D. **Military Leave**

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

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1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification

cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and

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Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to disrupt the District's operations. The employee will be returned to the same position upon return, or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

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2. If the proceeding is unrelated to matters arising within the employee's course of employment, the employee will need to use the District process for requesting use of paid time off or leave without pay.

3. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), or any proceeding involving matters arising within the employee's coursse of

employment shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena. Any employee who is issued a subpoena for matters described in this section shall immediately notify the District Administrator of receipt of the subpoena.

Revised 2/23/16
T.C. 11/30/23
Revised 8/27/24

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Legal 6.76, 7.33, 103.88, Wis. Stats.

Book	Policy Manual
Section	4000 Support Staff
Title	NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT
Code	po4124*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	December 9, 2025

4124 - **NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT**

Prior to the conclusion of each school year, support staff employed in instructional year positions shall be notified, in writing, of reasonable assurance of continued employment for the subsequent school year when such employment is anticipated.

~~A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services for any week of unemployment which occurs during a period between two (2) successive academic years or terms if the school year employee performed such services for any educational institution in the first such year or term and there is reasonable assurance that the employee will perform such services for any educational institution in the second such year or term.~~
A school year employee of an educational institution who performs services other than in an instructional, research, or principal administrative capacity is ineligible for benefits based on such services performed for the District during any week of unemployment that occurs between two (2) successive academic years or terms. This applies if the employee performed such services in the first year or term and has reasonable assurance of performing them in the second.

Issuance of a notice of reasonable assurances to any employee as described in this policy shall not constitute a guarantee of employment in any successive academic term.

Revised 2/23/16

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Legal	108.04 (17)(d), Wis. Stats.

Book	Policy Manual
Section	4000 Support Staff
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	July 17, 2024

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.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student 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 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.

B. A support staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threats of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.

C. 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.

D. A support staff member shall not send students on any personal errands.

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. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

   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. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

G. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle. This does not apply to any student who is the support staff member's family member.

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 academics, extracurricular, and/or professional uses only.

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, other than directory information described in Policy 8330 - Student Records, 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

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

Revised 5/27/14
Revised 7/28/20
Revised 7/26/22
Revised 2/28/23
T.C. 7/17/24

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Legal 48.981, 948, 948.095, Wis. Stats.

Book	Policy Manual
Section	8000 Operations
Title	VOLUNTEERS
Code	po8120*jrm
Status	First Reading
Adopted	February 23, 2016
Last Revised	December 9, 2025

8120 - **VOLUNTEERS**

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The District Administrator shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The District Administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

Board members and any other individuals who volunteer to work in the schools must submit to a criminal history records and background check before being allowed to participate in any activity or program.

A Board member may serve as a volunteer bus driver for the District if the provisions of 120.20, Wis. Stats., and the policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest).

A volunteer who transports students in a private vehicle for school-sponsored activities or trips must abide by the guidelines in Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

Each volunteer:

A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;

B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;

C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;

D. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

The District Administrator shall be responsible for informing each volunteer of the District's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteers' requirements for recognition from the District and the Wisconsin Department of Veterans Affairs.

T.C. 12/21/21
Revised 2/27/24

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Legal 120.20, Wis. Stats.

HR Attach 9