SHEBOYGAN AREA SCHOOL DISTRICT

Tuesday, April 14, 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, April 14, 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
AGENDA
-REVISED-

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

Administration recommends the following appointments be confirmed:

COOK			
Jason Richardson	North High	March 16, 2026	$16.39 per hour
DIGITAL PRINTING TECHNICIAN			
Ashley Wesaw	Printing Services	March 30, 2026	$23.00 per hour
EDUCATIONAL ASSISTANTS			
Chandra Warren	Jefferson	April 06, 2026	$17.09 per hour
Sarah Wieberdink	North High	April 01, 2026	$17.23 per hour

*Relative of SASD employee

2 min. **2. SEPARATIONS – Ms. Jami Hintz** (Information)

The following separations have been granted:

Courtney Athorp	Teacher	Pigeon River	June 5, 2026
Ashley Burg	Teacher	Jefferson	June 5, 2026
Emily Carballo	Teacher	Cooper	June 5, 2026
Charlet Endsley	School Security Officer	North High	June 12, 2026
Jenna Fender	Teacher	Jefferson	June 5, 2026
Lisa Gamble	Teacher	North High	June 5, 2026
Kathleen Gavin	Teacher	Pigeon River	June 5, 2026
Collin Kachel	Teacher	South High	June 5, 2026
Elsa Lester	Educational Assistant	Jefferson	March 04, 2026
Emma Meriggioli	Teacher	Wilson	June 5, 2026
Elizabeth Raml	Teacher	Jackson	June 5, 2026
Coralys Ramos	Educational Assistant	Early Learning Center	April 24, 2026
David Rautmann	Teacher	Jefferson	June 5, 2026
Catherine Thoele	School Counselor	Horace Mann	June 5, 2026

Latricia Trotter	Cook	South High	March 17, 2026

2 min. **3. RETIREMENTS – Ms. Jami Hintz** (Action)

The administration recommends that the following requests to retire be granted and that the employees be recognized for their years of service per board policy.

Amy Bennett	Teacher	Urban	18.45 years of service
Catherine Del Valle	Educational Assistant	Early Learning Center	10.57 years of service
Scott Eckelaert	Teacher	Central High	24.00 years of service
Elizabeth Garcia	Educational Assistant	James Madison	14.75 years of service
Mary Messner	Educational Assistant	Farnsworth	26.00 years of service

1 min. **4. INTERNAL ADMINISTRATIVE TRANSFER – Ms. Jami Hintz** (Information)

The following internal transfer (an internal employee moving from one position to another position) for the 2026-2027 school year has been granted:

Ted DiStefano	Principal at Cleveland to Principal at Cleveland & Jefferson Elementary School

1 min. **5. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 1461 – UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:

- Policy 1461 – Administration; Unrequested Leaves of Absence/Fitness for Duty

1 min. **6. INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 3140 – NON-RENEWAL, RESIGNATION, AND TERMINATION – Ms. Jami Hintz** (Discussion/Possible Action)

Administration recommends the introduction (first reading) of the following revised policy:

- Policy 3140 – Professional Staff; Non-Renewal, Resignation, and Termination

Book	Policy Manual
Section	1000 Administration
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	August 19, 2020

1461 - **UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY**

It is the policy of the Board to protect students and employees from the effects of contagious diseases and other circumstances that render administrators unable to perform their duties.

The Board authorizes the District Administrator to place an administrator on leave for a physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The District Administrator may require that the administrator submits to an appropriate examination by a healthcare provider of the administrator's choice, a healthcare provider designated and compensated by the District, or both.

The employee will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal of the administrator to submit to an appropriate examination requested by the District Administrator or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 1422.02, the District Administrator shall direct the provider designated by the District to conduct the examination not to collect genetic information or provide any genetic information, including the individual’s family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should an Administrator, as defined in Policy 0100 - Definitions, refuse to submit to the examination requested by the District Administrator, such refusal shall subject the administrator to disciplinary action.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

In the event the District Administrator is the administrator subject to this policy, the Board shall direct the appropriate actions pursuant to this policy and Policy 1260 - Incapacity of the District Administrator.

Revised 9/26/17
Revised 11/27/18
Revised 7/28/20
T.C. 8/19/2020

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111.32, et. seq., the Wisconsin Fair Employment Act

29 C.F.R., Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Book	Policy Manual
Section	3000 Professional Staff
Title	NON-RENEWAL, RESIGNATION, AND TERMINATION
Code	po3140*jrm
Status	First Reading
Adopted	October 22, 2013
Last Revised	August 27, 2019

3140 - **NON-RENEWAL, RESIGNATION, AND TERMINATION**

A critical function of the Board is maintaining personnel necessary to carry out the District's educational program and mission. In the course of carrying out this function, the Board will at times find it necessary to end an employment relationship with a member of the professional staff. This policy governs the process of nonrenewal and termination of employees, as well as the conditions under which a resignation may be accepted.

Full-Time Teachers

All full-time teachers are required to be under contract with the District. A full-time teacher's employment contract is automatically void and employment ended if the teacher does not have an appropriate teaching license issued by the DPI. Otherwise, a full-time teacher's employment shall be subject to non-renewal, termination, or resignation as follows:

A. **Non-Renewal**

In the event that the District Administrator intends to recommend the non-renewal of a full-time teacher’s contract, all applicable statutory non-renewal procedures and timelines will apply, including both preliminary and final notice of nonrenewal. No teacher may be non-renewed solely on the basis of the results of mandatory student examinations. The District Administrator shall be responsible for notifying the affected teacher of his/her rights relative to the non-renewal process.

Teacher contracts may be non-renewed upon a majority vote of the full membership of the Board.

B. **Termination**

A full-time teacher's contract may be terminated only by a majority vote of the full membership of the Board. The District Administrator shall, if deemed appropriate, recommend a teacher's termination to the Board. The District Administrator is responsible for providing the teacher with appropriate notice regarding the hearing and for taking the necessary steps to present any such recommendation to the Board.

C. **Resignation**

A professional staff member may resign in accordance with the terms of his/her employment contract. A resignation, once submitted and accepted by the Board, is final and may not be rescinded without approval by the Board. The District Administrator may act for the Board in the acceptance of a resignation.

Part-Time Teachers

Teachers employed less than full-time, but not including substitute teachers whose employment is covered by Policy 3120.04, and whose employment contract does not specify procedures for termination of contract, may be terminated either by the District for appropriate reasons or through resignation to the District Administrator once accepted, may not be rescinded by the teacher.

A part-time teacher whose contract does not specify otherwise is not entitled to notice of intent to renew or of intent not to renew his/her contract for a subsequent school year.

The terms of the part-time teacher contract shall apply when the contract provides for procedures different than those noted in this policy

A resignation, once accepted by the Board, may not be rescinded except by approval of the majority of the full membership of the Board.

Administrators

The Board employs administrative employees under a variety of employment arrangements. Generally, those arrangements include those administrators who, by law, are required to have an employment contract and are provided statutory rights with respect to those contracts; those that are not required to have contracts by law, but are nonetheless employed pursuant to a written contract approved by the Board; and those who perform administrative functions, but who do not have a contract which specifies the terms of employment as they relate to termination, resignation, and nonrenewal of the employment arrangement.

The District Administrator may act for the Board in the acceptance of a resignation.

A. **Statutory Administrators**

The Board shall employ by contract the following persons: the District Administrator, business manager, school principals, and assistants to such persons, as well as the following persons employed solely to perform administrative functions: personnel administrators and supervisors, curriculum administrators, and assistants to such administrative personnel.

Such administrators may only be terminated, either due to appropriate circumstances justifying termination of employment or by tendered resignation, by a majority of the full membership of the Board.

Such administrators are entitled to contract renewal or notice of intent not to renew the administrator's contract pursuant to applicable statutory procedures, and any additional procedures incorporated into the said contract.

The District Administrator shall be responsible for assuring compliance with the procedures necessary for Board action to terminate or to non-renew an administrator's contract. In the case of the District Administrator's contract, Policy 1241 - Non-Renewal or Termination of the District Administrator's Contract applies.

A resignation, once accepted by the Board, may not be rescinded except by the approval of the majority of the full membership of the Board.

A. B. **Administrators with Contracts including Provisions Governing Termination**

The Board may employ administrators who are not statutorily entitled to an employment contract or to statutory termination and non-renewal procedures, but who nonetheless are issued employment contracts with provisions governing this process applicable to the manner in which the employment relationship is concluded, either by resignation, termination, or non-renewal. In such cases, the District Administrator shall be responsible for assuring adherence to applicable contractual procedures.

B. C. **Administrative Personnel with no Contractual or Statutory Coverage**

Employees performing administrative functions, but who are not covered by applicable statutory termination or non-renewal procedures, and who have not been issued an employment contract with provisions governing the termination or non-renewal process, are not entitled to notice of intent to renew or not to renew an employment agreement. In such a case, an employment agreement shall expire and the employee shall have no expectation of continued employment beyond the term of the agreement.

Such an administrative employee's employment may be terminated by the District Administrator. Such an administrative employee's resignation may be accepted by the District Administrator.

A resignation, once accepted, may not be rescinded without agreement.

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Legal 118.22, Wis. Stats.

118.24, Wis. Stats.