

## **C-FC Professional Staff Compensation Model Feedback FAQ**

1. *I appreciate the fact that I can get compensated for my sp. ed degree. - I am unclear if that is added every year to my base?*

Yes, it is. Once you have earned a professional enhancement it is added to your base every year. Licenses must remain active & current to continue to be used as a professional enhancement. There is a limit of 3 professional enhancements.

2. *I don't recall seeing supervising a Student Teacher anywhere in the plan.*

Cooperating teachers are normally paid by the institution the student teacher is coming from. Some pay the cooperating teacher directly; some submit the funds to C-FC who then pays the teacher. C-FC does not provide compensation for hosting a student teacher.

3. *Completing the Prof Growth each year means you get bumped up to the next spot on the pay scale each year. Am I correct?*

Correct – Movement to the next level on the base scale is dependent on satisfactory completion of professional growth which consists of Educator Effectiveness AND 2 approved professional growth activities.

4. *For those of us making less than the proposed starting, will that mean that we will be brought up, plus our years of service? Will already approved additional licensure also be added to pay?*

Staff with 1-11 years of experience will be placed on the Base using years of experience. If you are a 4<sup>th</sup> year teacher, you will be placed at level D. Additional, currently held licenses are considered professional enhancements and are added to the base salary to calculate the final yearly salary. A google form was sent to staff in spring to verify years of service and licensing.

5. *For professional development to be part of our raises, it seems unfair to make them be found and approved before OCT. 1st, what if nothing suits the needs or works to take before then?*

Professional growth activities affect movement on the base scale the following year. For example, professional growth activities that occur in the '21-22 school year will affect an individual's '22-23 salary. Proposed professional growth activities for the '21-22 school year must be submitted to the Building Principal before Oct 1st, 2021. If an activity changes, the Building Principal must be notified as soon as possible. All activities must be completed by June 1, 2022 unless prior approval has been secured from your Building Principal. Required completion documentation is also due by June 1, 2022.

6. *Proposed addition: Professional Enhancement Class I-National Board Certification*

DPI already provides a \$2000 reimbursement and a \$2500 or \$5000 yearly grant to National Board-Certified Teachers. C-FC does not provide additional compensation for National Board Certification.

7. *Is the base salary plus enhancements used for reporting purposes for state retirement?*

Yes, it is. Additionally, any other types of compensation – advising a club, coaching, or any of the limited-term activities mentioned under “Additional Compensation not added to Base”, are used for reporting purposes for state retirement in the year the compensation is earned.

8. *Why is AP and dual-credit additional compensation different?*

Dual-Credit requires building and maintaining a partnership with a post-secondary institution as well as meeting the teaching requirements of the Higher Learning Commission.

9. *In the past, with internal substitute teaching there was an option to earn the \$25/hour or bank that time and use it as “comp time.” Would this be a possibility?*

No – “comp time” for substitute teaching is not a consideration. Kids learn best when their regular teacher is in the classroom. Additionally, this would continue to exasperate our sub shortage situation.

10. *When will this new compensation plan be applied? 2021-2022? When will teachers be notified about their compensation level?*

The new compensation model would be applied for 2021-22. After the plan is approved by the Board, it will take additional time to finalize each teacher's compensation level.

11. *The school district used to compensate up to \$500/year for Graduate credits. Is the new system giving less?*

The school district is investing more in credit reimbursement. With this plan, the amount goes up to \$600 / year for credit reimbursement.

12. *I think there should be some revision to the graduate credit compensation. Even if there was a “scholarship” program at school or something that would help with that tuition payment.*

Viterbo, which is a private school, charges \$400/credit. The district would be reimbursing \$100 /credit or 25% of the cost per credit.

A reading teacher license (316) is 7 courses (19 credits) which @ \$400/ credit is \$7,600. The district would reimburse \$100/credit for a total of \$1,900. As a professional enhancement, a reading teacher licenses would add \$2000/year to an annual salary. The investment in the reading teacher license would be paid for in 2.85 years.

A master's degree in English is 32 credits which @ \$400/credit is \$12,800. The district would reimburse \$100/credit for a total of \$3,200. As a professional enhancement, a MA would add \$4000/year to an annual salary. The investment in the MA would be paid for in 2.4 years.

*13. How are overloads defined at the elementary level?*

An overload occurs when a person is teaching during what would normally be a prep period. Overloads must be approved by administration.

*14. For action teams, will there be an opportunity for all staff to be part of this each year if they wish?*

Absolutely! All staff are welcome and encouraged to participate on action teams.

*15. Is there any credit given for graduate classes if a teacher has not yet completed the masters program?*

Going forward, there are no interim pay increases for credits earned while working towards a master's degree. If you have greater than 11 years of service, the pay increases for credits already earned will be honored as these individuals are placed on the base scale according to their current salary.

**July '21-'22 Trends & Estimates**  
**Revenue Limit, Equalization Aid, Tax Levy**

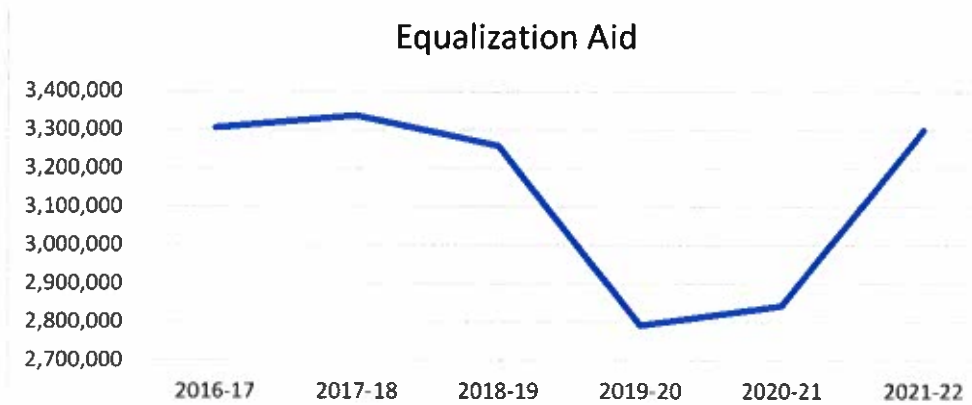
**Revenue Limit**

Year	Revenue Limit	Difference
2016-17	6,246,619	
2017-18	6,168,713	(77,906)
2018-19	6,181,283	12,570
2019-20	6,234,173	52,890
2020-21	6,130,811	(103,362)
2021-22	5,963,166	(167,645)

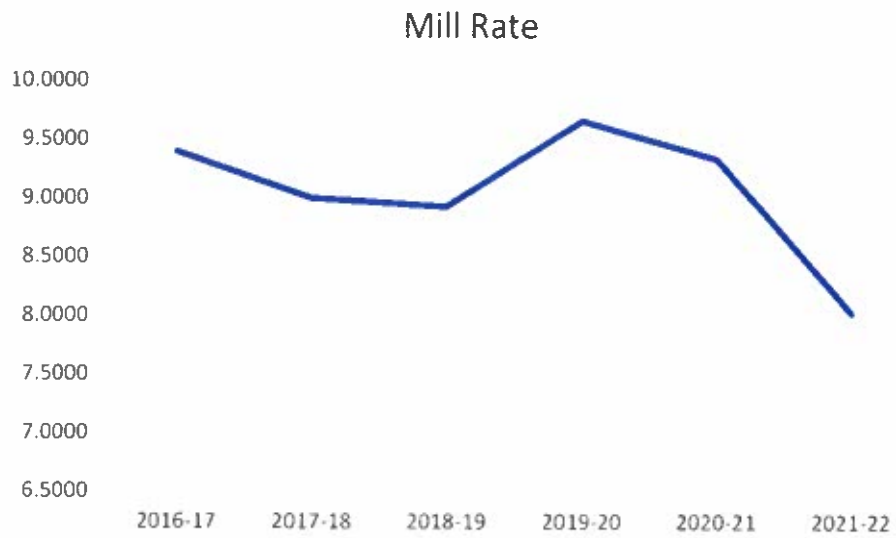


**Equalization Aid**

Year	Equalization Aid	Difference
2016-17	3,305,620	
2017-18	3,337,209	31,589
2018-19	3,258,909	(78,300)
2019-20	2,790,374	(468,535)
2020-21	2,841,241	50,867
2021-21	3,299,859	458,618 (16.11 % increase)



Year	Levy	Mill Rate
2016-17	3,631,768	9.3896
2017-18	3,601,180	8.9925
2018-19	3,689,918	8.9225
2019-20	4,093,855	9.6581
2020-21	4,036,285	9.3321
2021-22	3,472,923	8.0206



## **Title I Programming**

### **Policy 342.5**

In an effort to help students master challenging curricula and meet high academic standards, the District participates in the federal Title I program.

The District is a ~~school-wide~~targeted assistance model Title I school. The District Administrator, in coordination with the District's designated Title I Coordinator shall have overall responsibility for monitoring both the success of the District's Title I programming and the District's compliance with the various legal requirements that apply to participation in the Title I program. The administration's oversight responsibilities in regard to the Title I program include the following:

1. Ensuring District-level involvement in the planning, delivery, and regular evaluation of the Title I programs and services at individual schools. This includes ensuring that school-based plans, goals, and service initiatives are complementary to District-level plans, goals, and initiatives.
2. Ensuring the appropriate development, maintenance, dissemination, and periodic updating of a District-level Title I parent and family engagement policy, and verifying that the corresponding school-level parent and family engagement policies and compacts are in place.
3. Ensuring the establishment and implementation of procedures for providing parents and guardians with the various notifications required under the federal Title I laws and regulations, including an annual notification of this policy.
4. Structuring opportunities for the District to appropriately coordinate and collaborate with private schools and other entities providing educational services (e.g., early childhood development programs) in the community.
5. Ensuring the appropriate documentation and reporting structures are in place to:
  - a. Monitor key compliance factors such as the District's maintenance of fiscal effort, the "supplement and not supplant" restrictions on the use of federal Title I funds, and, to the extent applicable, the intra-District comparability-of-service requirements established under federal law.
  - b. Facilitate the timely completion and submission of state and federal reports, applications, or other information that may be required or requested by state or federal officials in connection with the District's participation in the Title I program.
  - c. Appropriately track the allocation, distribution, and expenditure of Title I funds.

#### **Legal References:**

# PROCEDURES FOR ENROLLMENT AND PLACEMENT OF HOMELESS CHILDREN AND YOUTHS

411.2-Rule

Sample Rule 1

Page 1 of 2

*(This sample rule outlines general procedures for the enrollment and school placement of homeless children and youths and for the handling of disputes related to these issues.)*

## A. Admission and Placement of Homeless Child or Youth

When a homeless child or youth seeks enrollment in the District, these procedures shall be followed:

1. The homeless child's parent or guardian, or any unaccompanied homeless youth, shall be advised of their choice of schools. The homeless child/youth shall be allowed to either continue his/her education in the school of origin for the duration of the homelessness and until the end of the school year in which the child or youth becomes permanently housed, or be placed in the school that similarly situated non-homeless children/youths living in the District are eligible to attend. "School of origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool. When the child or youth completes the final grade level served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

School selection decisions shall be made based on the best interest of the homeless child/youth. In determining the best interest of the child/youth, the District shall:

- a. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth, and
- b. Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of the homeless child/youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District assigns a homeless child to a school other than the school of origin or a school requested by the parent or guardian or unaccompanied youth, the District shall provide the child's parent or guardian or unaccompanied youth with a written explanation of the reason for its determination, including information regarding the right to appeal the school selection or enrollment decision. School selection or enrollment disputes shall be handled as outlined in Section B below.

2. The homeless child/youth shall be immediately enrolled in the assigned school. This must be done even if the child/youth is (a) unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency or other documentation, or (b) has missed application or enrollment deadlines during periods of homelessness. The enrolling school shall immediately contact the school last attended by the child/youth to obtain relevant academic and other

# PROCEDURES FOR ENROLLMENT AND PLACEMENT OF HOMELESS CHILDREN AND YOUTHS

411.2-Rule

Sample Rule 1

Page 2 of 2

records. If the child/youth needs to obtain immunizations or screenings, or immunization or other health records, the enrolling school shall immediately refer the parent or guardian or the unaccompanied homeless youth to the District's liaison for homeless children and youths, who is expected to assist in obtaining the necessary records.

3. The homeless child/youth shall be placed in an appropriate grade level by the building principal or designee, using the same procedures that are used for placing non-homeless children and youths attending that school. Educational programming and services shall be provided for the child/youth consistent with legal requirements and established District policies and procedures.
4. Upon a determination of school placement, the District shall evaluate the transportation arrangements for the homeless child/youth in light of applicable legal requirements.  
*(Insert the following additional detail if desired: "If it is determined to be in the best interest of the child or youth to continue to be enrolled in their school of origin and transportation is requested by the parent or guardian (or in the case of an unaccompanied homeless youth, the liaison for homeless children and youths), transportation will be provided to and from the school of origin until the end of the school year during which the child or youth becomes permanently housed.") (Editor's Note: School districts are encouraged by the Department of Public Instruction (DPI), but not required, to include a statement to this effect in district policy and/or procedures to provide clarification regarding school district transportation responsibilities related to homeless children and youths who become permanently housed during the school year.)*
5. Once enrolled, homeless children/youths shall have all the rights and privileges of non-homeless children attending school in the District and shall be subject to the same school rules and regulations.

## B. Eligibility, School Selection or Enrollment Disputes

1. If a dispute arises over eligibility, or school selection or enrollment in a school, the District's liaison for homeless children and youths shall be contacted and he/she shall attempt to resolve the dispute as expeditiously as possible. The parent(s) or guardian or homeless youth shall be provided with a written explanation of the District's decision on the dispute and a notice of the right to appeal to the State Superintendent of Public Instruction. Appeals involving homeless issues shall be filed and processed in accordance with the complaint resolution process outlined in [Chapter PL1](#) of the Wisconsin Administrative Code.
2. The homeless child or youth shall be immediately enrolled in the school in which the enrollment is sought, pending final resolution of the dispute, including all available appeals.

## Adoption Date:



**Federal Laws**

- 20 U.S.C. Sec. 6312 [local educational agency Title I plans; includes expectations regarding teacher and paraprofessional qualifications and annual notice requirements]
- 20 U.S.C. Sec. 6313 [Eligible school attendance areas]
- 20 U.S.C. Sec. 6314 [School-wide Title I programs]
- 20 U.S.C. Sec. 6315 [Targeted-assistance Title I schools]
- 20 U.S.C. Sec. 6318 [Parental involvement]
- 20 U.S.C. Sec. 6320 [Participation of children enrolled in private schools]
- 20 U.S.C. Sec. 6321 [Fiscal requirements]
- 20 U.S.C. Sec. 6322 [Coordination requirements]

**Federal Regulations**

- 34 C.F.R Part 200 [Federal Title I regulations]

**Cross References: SP1; 12/6/16**

**Adoption Date: ~~June 27, 2019~~ Revised July 21, 2021**

## **Procedures for enrollment and placement of homeless children and youths**

### **Policy 411.2 Rule 1**

#### **A. Admission and Placement of Homeless Child or Youth**

When a homeless child or youth seeks enrollment in the District, these procedures shall be followed:

1. The homeless child's parent or guardian, or any unaccompanied homeless youth, shall be advised of their choice of schools. The homeless child/youth shall be allowed to either continue his/her education in the school of origin for the duration of the homelessness and until the end of the school year in which the child or youth becomes permanently housed or be placed in the school that similarly situated non-homeless children/youths living in the District are eligible to attend. "School of origin" means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool. When the child or youth completes the final grade level served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

School selection decisions shall be made based on the best interest of the homeless child/youth. In determining the best interest of the child/youth, the District shall:

- a. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth, and
- b. Consider student-centered factors related to the child's or youth's best interest, including factors related to the impact of mobility on achievement, education, health, and safety of the homeless child/youth, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth.

If the District assigns a homeless child to a school other than the school of origin or a school requested by the parent or guardian or unaccompanied youth, the District shall provide the child's parent or guardian or unaccompanied youth with a written explanation of the reason for its determination, including information regarding the right to appeal the school selection or enrollment decision. School selection or enrollment disputes shall be handled as outlined in Section B below.

2. The homeless child/youth shall be immediately enrolled in the assigned school. This must be done even if the child/youth is (a) unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency or other documentation, or (b) has missed application or enrollment deadlines during periods of homelessness. The enrolling school shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. If the child/youth need to obtain immunizations or screenings, or immunization or other

health records, the enrolling school shall immediately refer the parent or guardian or the unaccompanied homeless youth to the District's liaison for homeless children and youths, who is expected to assist in obtaining the necessary records.

3. The homeless child/youth shall be placed in an appropriate grade level by the building principal or designee, using the same procedures that are used for placing non-homeless children and youths attending that school. Educational programming and services shall be provided for the child/youth consistent with legal requirements and established District policies and procedures.
4. Upon a determination of school placement, the District shall evaluate the transportation arrangements for the homeless child/youth in light of applicable legal requirements. If it is determined to be in the best interest of the child or youth to continue to be enrolled in their school of origin and transportation is requested by the parent or guardian (or in the case of an unaccompanied homeless youth, the liaison for homeless children and youths), transportation will be provided to and from the school of origin until the end of the school year during which the child or youth becomes permanently housed.
5. Once enrolled, homeless children/youths shall have all the rights and privileges of non-homeless children attending school in the District and shall be subject to the same school rules and regulations.

#### **B. Eligibility, School Selection or Enrollment Disputes**

1. If a dispute arises over eligibility, or school selection or enrollment in a school, the District's liaison for homeless children and youths shall be contacted and he/she shall attempt to resolve the dispute as expeditiously as possible. The parent(s) or guardian or homeless youth shall be provided with a written explanation of the District's decision on the dispute and a notice of the right to appeal to the State Superintendent of Public Instruction. Appeals involving homeless issues shall be filed and processed in accordance with the complaint resolution process outlined in [Chapter PI 1](#) of the Wisconsin Administrative Code.
2. The homeless child or youth shall be immediately enrolled in the school in which the enrollment is sought, pending final resolution of the dispute, including all available appeals.

Adoption Date: July <sup>21</sup>~~28~~, 2021

- B. Investigation interplay with potential criminal conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a *Garrity* warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967).
- C. Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

#### 4.08 Lactation Breaks

Upon request, the District shall provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth. Jokes or harassment based on breastfeeding will not be tolerated. If an employee is the subject of such jokes or harassment on that basis, she shall report the incident(s) up the chain of command. See [Board Policy 535.12](#).

#### 4.09 Licensure/Certification

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files are maintained by the District office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

#### 4.10 Nepotism/Professional Distance <sup>Descended from same Ancestor</sup>

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- A. Overview: Applicants for employment in the District will be selected without regard to a relationship by affinity or consanguinity, which they may have with a current employee of the District. However, to avoid possible conflicts of interest, which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person.
- B. Definition: For the purposes of this *Handbook*, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with his or her spouse, designated partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adoptive sibling, adoptive child, adoptive parent, adoptive first cousin, a financial dependent or co-dependent [for example sharing the same place of residence]. A "relationship by consanguinity" is defined as a relationship which an individual has with a blood relative that extends to first cousin. The phrase "decision to hire" includes every aspect of the hiring process.
- C. Employee Reporting Requirements: Should a District employee be called upon to participate in a decision to hire, retain, promote, evaluate, or determine the salary of a person related to him or her by affinity or consanguinity, as defined above, the employee shall refrain from participating in such decision and shall instead delegate his or her decision making authority regarding that person to the District Administrator or his or her designee. Should the District Administrator be called upon to participate in a decision to hire, retain, promote, evaluate or determine the salary of a person related to him or her by affinity or consanguinity as defined above, he or she shall refrain from participating in such decision and shall instead delegate his or her decision making authority in regard to the employment status of that person (i.e., decision to hire, retain, promote, evaluate, etc.) to another employee of the District.
- D. Professional Distance/Boundaries: Employees should maintain appropriate boundaries and a professional distance between themselves and their co-workers, parents and students. Professional distance is the space a professional must keep between their professional (work) relationship with another and any other relationship that they have. By keeping this space, a professional can better fulfill their professional and personal obligations. Perhaps just as importantly, maintaining appropriate boundaries will allow employees to be perceived by others as being unbiased and impartial in their professional relationships.

#### 4.11 Personal Appearance/Staff Dress

- A. Appearance: District employees are judged not only by their service but also by their appearance. The District expects every employee's appearance to be consistent with the high standards we set for

Book School Board Policies  
Section 500 Series: Personnel  
Title Staff Ethics/Conflicts of Interest  
Code 522.4  
Status Active  
Adopted August 21, 2019

Nepotism

+ current policy

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc. Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. See Wis. Stats. § 946.13(1)(a) and (b).

Failure to abide by this policy may result in (1) disciplinary action, up to and including discharge; and (2) referral to law enforcement authorities.

#### Legal References:

##### Wisconsin Statutes:

Sections 19.41 - 19.59 [code of ethics for public officials, employees and candidates]

Section 946.10 [bribery of public officers and employees]

Section 946.12 [misconduct in public office]

Section 946.13 [private interest in public contract prohibited]

Cross References SP1, 9/6/11; Employee Handbook

© Nepotism

## Staff Ethics /and Conflicts of Interest/ Nepotism

### Policy 522.4

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc. Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

Conflict of Interest: A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

Contracts and Conflict of Interest: No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *See Wis. Stats. § 946.13(1)(a) and (b).*

Nepotism: To avoid favoritism or its appearance and to help ensure that only the most qualified applicants for District positions of employment are considered, all applicants for District employment shall be selected without regard to family member relationship or financial dependent or co-dependent status which they may have with a current employee of the district.

- A. Family member relationship includes but is not limited to spouse, former spouse, designated partner, child of designated partner, child (biological, step, or adoptive), parent (biological, step, or adoptive), sibling (biological, step, or adoptive) father -in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, nephew, niece, grandparent, grandchild, guardianship relationship, and/or financial dependent or co-dependent (e.g., sharing the same place of residence, etc.).
- B. Current employees must formally disclose if he/she has a family member relationship or financial dependent or co-dependent status with a qualified applicant.
- C. A current employee who has a family member relationship or financial dependent or co-dependent status with a qualified applicant shall not participate in any decision to hire.

retain, promote, evaluate, or determined the salary of that person. If, in a rare instance, a current employee is called upon to participate in a decision to hire, retain, promote, evaluate, or determine the salary of a person who has a family member relationship or financial dependent or co-dependent status the current employee shall refrain from participating in such decision and shall instead delegate his or her decision-making authority regarding that person to the District Administrator or his or her designee.

D. Should the District Administrator be called upon to participate in a decision to hire, retain, promote, evaluate, or determine the salary of a person who has a family member relationship or financial dependent or co-dependent status the he or she shall refrain from participating in such decision and shall instead delegate his or her decision-making authority regarding that person to another employee of the district.

E. No administrator/ supervisor of the District shall employ employee under his/her direct supervision or contract with any person, who has a family member relationship or financial dependent or co-dependent status or use his/her status as an administrator/supervisor of the District to influence employment, appointment, transfer, or promotion of any such person to a position of employment within the District which is subordinate to that administrator/supervisor.

Failure to abide by this policy may result in (1) disciplinary action, up to and including discharge; and (2) referral to law enforcement authorities.

#### **Legal References:**

##### **Wisconsin Statutes**

Sections 19.41 - 19.59[code of ethics for public officials, employees and candidates]

Section 946.10 [bribery of public officers and employees]

Section 946.12 [misconduct in public office]

Section 946.13 [private interest in public contract prohibited]

**Cross References: SP1; 9/6/11; Employee Handbook**

**Adoption Date: ~~August 21, 2019~~ July 21, 2021**

School Year Planning Calendar

	Finance/Budget	Board	Informational
July	<ul style="list-style-type: none"> <li>● Preliminary state aid &amp; revenue estimates</li> </ul>	<ul style="list-style-type: none"> <li>● Consent Agenda                             <ul style="list-style-type: none"> <li>❖ Approve a designation of Fund 10 Balance for cash flow purposes.</li> <li>❖ Approve designations as Depositories for District Funds: Waumandee State Bank, Alliance Bank, the Local Government Investment Pool, and TD Ameritrade.</li> </ul> </li> <li>● <i>Required Reading</i> A motion to meet State Statute regarding the notification of the District's Academic Standards.</li> <li>● "I move to approve the proposed "NOTICE OF THE STUDENT ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2019-20 SCHOOL YEAR," as said proposed notice was presented to the Board in written form as ANNUAL NOTICES, with a date of July 17, 2019, all pursuant to section 120.12(13) and section 188.30(1g)(a)1 of the state statutes. <b>(Action)</b></li> <li>● Said academic standards are documented through the Build Your Own (BYO) Curriculum application and posted on the C-FC School District website under Parent/Student Links.</li> </ul>	<ul style="list-style-type: none"> <li>● Summer Curriculum work</li> <li>● Curriculum cycle</li> <li>● Review progress on strategic plan</li> <li>● Student Handbook revisions – information only</li> </ul>
August		<ul style="list-style-type: none"> <li>● Yearly Board Calendar</li> <li>● Consent Agenda</li> <li>● Employee Handbook revisions</li> <li>● Lunch Price Consideration</li> <li>● Milk bids</li> </ul>	<ul style="list-style-type: none"> <li>● New Teacher Mentoring Program</li> <li>● Summer School Report</li> </ul>



September	<ul style="list-style-type: none"> <li>• Preliminary budget &amp; estimated tax levy</li> </ul>	<ul style="list-style-type: none"> <li>• New Teachers – Welcome</li> <li>• Consent Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Principal's Annual Report on Use of Seclusion &amp; Restraint</li> <li>• Athletics Report ( Lance Litchfield)</li> </ul>
October	<ul style="list-style-type: none"> <li>• Budget revisions based on Oct 15<sup>th</sup> certifications</li> </ul>	<ul style="list-style-type: none"> <li>• Consent Agenda</li> <li>• Recognition: WASB Honor Roll recipients</li> <li>-----</li> <li>• Approve Levy</li> <li>• Consideration of a motion to approve the 2020-21 Budget with \$XXXXXX Revenue, \$XXXXXX Expenses with an All Fund Tax Levy of \$XXXX and the maximum allowable Fund 10 Levy of \$XXXX with a Fund 10 transfer of \$XXXX.</li> </ul>	<ul style="list-style-type: none"> <li>• Start College Now / Early College Credit – report for Spring</li> <li>• Food Service (Leah Wolfe)</li> </ul>
Budget Hearing/ Annual Meeting	<ul style="list-style-type: none"> <li>• Auditorium</li> </ul>		
November	<ul style="list-style-type: none"> <li>• Third Friday Enrollments</li> </ul>	<ul style="list-style-type: none"> <li>• Consent Agenda</li> <li>• WASB Business Honor Roll Recipients</li> <li>• Approval of course additions/name changes</li> </ul>	<ul style="list-style-type: none"> <li>• State Report Card</li> <li>• State Assessment Data Trends</li> </ul>
December		<ul style="list-style-type: none"> <li>• Consent Agenda</li> <li>• Audit Review</li> </ul>	<ul style="list-style-type: none"> <li>• Summer School plans</li> <li>• Transportation (Randy Fetting)</li> </ul>
January		<ul style="list-style-type: none"> <li>• Consent Agenda</li> <li>• Approve the Administrative recommendation that there are no space availability limitations for appropriate regular open enrollment applications and that special education open enrollment applications will be evaluated for approval based on current program availability. Open Enrollment space availability determination as required by WS 118.51 (5)(a).</li> </ul>	<ul style="list-style-type: none"> <li>• Principal AGR report (mid-year)</li> </ul>

			<ul style="list-style-type: none"> <li>• Superintendent Evaluation</li> </ul>	
February	<ul style="list-style-type: none"> <li>• Current year Budget vs. Actual Summary</li> </ul>		<ul style="list-style-type: none"> <li>• Consent Agenda</li> <li>• Accept Retirements – For OPEB (due Feb 1<sup>st</sup>)</li> </ul>	<ul style="list-style-type: none"> <li>• EE Update</li> </ul>
March	<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• Consent Agenda</li> <li>• Curriculum Updates presentation to the Board for approval</li> <li>• Determination of canvassing date</li> <li>• Appoint two qualified electors to canvass the election results held on April XXX, 202X</li> </ul>	<ul style="list-style-type: none"> <li>• MAPS data (Sue McKay)</li> </ul>
April	<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• Consent Agenda</li> <li>• Textbook recommendations and adoption to the Board for approval</li> </ul>	<ul style="list-style-type: none"> <li>• Start College Now/Early College Credit – report for fall</li> <li>• Buildings &amp; Grounds Update (Garek Barum)</li> <li>• FFA Senior Trip</li> </ul>
Election Canvassing	<ul style="list-style-type: none"> <li>• April XX, 202X</li> </ul>			
Organizational Meeting	<ul style="list-style-type: none"> <li>• April XX, 202X</li> </ul>			
May	<ul style="list-style-type: none"> <li>• Budget Projection for next year</li> </ul>		<ul style="list-style-type: none"> <li>• Consent Agenda</li> <li>• WASB Honor roll nominees</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
June	<ul style="list-style-type: none"> <li>• Discuss and approve amendments to the current year budget</li> </ul>		<ul style="list-style-type: none"> <li>• Consent Agenda</li> <li>• Approve membership in WIAA for the upcoming school year</li> <li>• Nominations for WASB Honor Roll</li> <li>• Superintendent Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Principal AGR report (final)</li> </ul>

B. Non-renewal timelines  
Teacher

- Preliminary notice of non-renewal by April 30<sup>th</sup>; (or cannot non-renew)
- Written notice of renewal or non-renewal by May 15<sup>th</sup> (or the previous year's contract remains in force)
- Contracts must be accepted or rejected by June 15<sup>th</sup>
- <https://awsa.memberclicks.net/update-article--a-guide-to-teacher-nonrenewal>

#### Administrators

- Preliminary notice by January 31<sup>st</sup> ; in writing, by registered mail
- May only non-renew a contract in its expiration year
- Final notice of contract nonrenewal by February 28<sup>th</sup>
- Notice of renewal by February 28<sup>th</sup>
- Contact must be accepted by March 31<sup>st</sup>
- <https://awsa.memberclicks.net/administrator-contracts--key-deadlines-looming>