

# C-FC Board of Education Agenda Information August 18<sup>th</sup> , 2021

## 6. Public Comments/Appearances

*Please Take Notice: At this time, there is an opportunity for members of the public to comment and provide input on the contents of the 2021-22 Ready to Learn plan.*

LEAs must provide opportunities for stakeholders to contribute to their school opening plans (ESSER)

## 8. Consent Agenda

- A. Minutes
- B. Vouchers
- C. Ziebells Hiawatha Foods, Inc as the 2021-22 milk supplier – only bid returned
- D. Recommend to hire Kim Zahrt : 4<sup>th</sup> grade teacher  
BS- Elementary Education with Early Childhood Emphasis;  
Minor – Reading Instruction; 1st year ; DPI License:  
Elementary/Middle Level Education PK-6 (1088, 1083)

## 11. Information Items

- A. Principal's Report
  - 1. Summer School Report
  - 2. New Teacher Mentoring Program
- B. Superintendent's Report
  - 1. Personnel – Amanda Hund was hired to replace Leah Wolfe. Amanda was formerly the food service director for the Alma School District
  - 2. New Teachers
- C. CESA Report

## 12. Action Items

- A. Approve changes to 2021-22 Ready to Learn
- B. Policy 347.1 Student Directory Data –  
The Board has control over what items are considered “Directory data”  
Parents can only opt-out

WI 118.125(1)(b) “Directory data” means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the pupil.

WI 118.125 (2) (j)

- 1. Except as provided under subds. 2. and 3., directory data may be disclosed to any person, if the school has notified the parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory data with respect to each pupil, has informed the parent, legal guardian or guardian ad litem of that pupil that he or she has 14 days to

inform the school that all or any part of the directory data may not be released without the prior consent of the parent, legal guardian or guardian ad litem and has allowed 14 days for the parent, legal guardian or guardian ad litem of that pupil to inform the school that all or any part of the directory data may not be released without the prior consent of the parent, legal guardian or guardian ad litem.

- C. Employee Handbook revisions
- D. Strategic Plan

### **13. Discussion Items**

- A. Treasure Trove Update
- B. Entryway update
- C. Community Engagement

Cochrane – Fountain City School District

# *Ready to Learn 2021-2022*

## *'Return to Normal'*

Updated July 21,2021



### **C-FC Mission Statement**

The Cochrane-Fountain City School District is committed to working and communicating as a team to provide a safe and positive environment for ALL students. By providing a quality education that promotes optimal academic and emotional growth, we empower individuals to become caring, competent, responsible citizens enabling them to succeed in an every-changing world.

\* Please note that this is a fluid situation; therefore, this is a fluid document and the Administration will make changes as new guidance and circumstances arise. The ultimate goal of our reopening plan is to balance the safety concerns and risks that exist with the Coronavirus and its variants, with the desire of our community and parents to have students in school. C-FC reserves the right to modify this plan at any time

7-21-2021

# Instructional Options

<b>Face to Face Learning</b>	All students in grades 4K - 12 will attend school in C-FC classrooms
<b>100% Virtual</b>	For families and students who prefer a 100% virtual option, the district will continue to offer instruction through Educere. Educere is a third party vendor who provides asynchronous, online learning. Students are still enrolled and considered C-FC students. Students work at their own pace but must finish the coursework within the semester. Entry into and exiting from virtual instruction can only occur at the beginning or end of a semester. Contact Dave Williams @ 608-687-4391 x 250 if interested.

## Remote Learning

Remote learning will not be available as a daily instructional option for the 2021-22 school year.

Remote learning may be used in exceptional instances for extended periods of time such as:

- Health department issued quarantine
- Extreme medical issues in collaboration with medical professionals
- Unusually long periods of inclement weather (polar vortex)

In such cases, Administration will make the final decision regarding the use of remote learning.

## Snow days / Inclement Weather + Remote Learning

The district calendar includes 3 snow/inclement weather days. Instruction will not occur on these 3 days. However, remote learning will occur on any snow/inclement weather days beyond 3 days. Remote learning must occur on day 4 and beyond to be in compliance with Wisconsin Statute 121.02(1)(f) which specifies the number of hours of instruction a school district must provide during a school year.

# Health Measures

## Pre-Screening

Please use the Daily Symptom Check Chart to pre-screen your students for illness prior to sending them to school. <https://www.cfc.k12.wi.us/district/ReadytoLearn.cfm>

Do not send your student to school if they have any of the following :

- Temperature - A temperature of 100.4 or above. Students should be fever-free without the use of ibuprofen or acetaminophen for 24 hours.
- Vomiting

- Diarrhea
- Coughing that won't stop
- Severe pain

## Safety Measures

### Hand washing & Sanitizing

Hand sanitizers will be available in all classrooms Sanitizing stations will be available in common areas.

### Face Coverings

Face coverings are optional.

### Continue cleaning protocols

The district will continue with current facility cleaning protocols.

### Social Distancing

As possible, seating will be spaced 3-6 ft apart and social distancing will be encouraged. Through scheduling, grade levels will be cohorted in many situations. However, some grade levels may integrate together.

## Close Contact & Quarantine Protocols

Please note this is a fluid situation and as close contact and quarantine protocols change per CDC and DHS guidelines, Administration will make changes accordingly

- Staff observations and interviews, student interviews, seating charts, and any other means appropriate for the situation will be used to assist in determining close contacts
- The flowcharts, developed by Buffalo County Health Department, that are attached at the end of this document will be used to assist in determining close contacts.
- Parents of students identified as a close contact will be contacted.
- A list of individuals identified as close contacts will be sent to the county health department.
- Parents may contact the school nurse for further information specific to their student.

## Vaccinated

Students and staff that are fully vaccinated (2 weeks after final dose) will not be required to quarantine when identified as a close contact unless symptoms appear.

## Unvaccinated

If a COVID positive individual (A) and an unvaccinated individual (B) are both wearing face coverings and have been further than 3ft apart, the unvaccinated individual (B) is not considered a close contact and does not have to quarantine.

Example: Ben and Lucy are both students at Sunshine Elementary School. Due to their age, they are unable to be vaccinated against COVID-19. In their classroom, Ben and Lucy's desks are 3

feet apart. Ben and Lucy both consistently wear masks while in their classroom. On Friday, Ben was diagnosed with COVID-19.

Lucy is NOT a close contact as a result of 3 ft distancing and consistent mask use by both her and Ben.

Unvaccinated students and staff will continue to follow CDC & DHS quarantine protocols. The current 7 day, 10 day, and 14 day quarantine protocols are as follows:

- **14 Day** = This is still considered the “gold standard” for quarantining. Individuals that quarantine for the full 14 days after close contact exposure can return to all regular activities and return to school transportation on day 15.
- **10 Day** = Individuals can return to school following day 10 of their quarantine if they were symptom free the entire time. Individuals returning on Day 11 may have alternatives to certain high-risk activities such as physical education, band, choir, recess and lunch locations. They will be unable to utilize school transportation, and they will be unable to participate in extracurricular and co-curricular activities until day 15.

Currently this quarantine option is only available for students in 4th grade and up in consultation with the school nurse.

- **7 Day** = At this time, the 7 day quarantine option is only available to staff. Under this protocol, staff would be required to have a negative test on day 6 or 7 of their quarantine period to be allowed to return to school on day 8.

Current CDC and DHS protocols require household members to also quarantine, unless they are fully vaccinated. Therefore, if a student at school is symptomatic, any unvaccinated siblings will have to quarantine as well.

Current CDC and DHS protocols for individuals that tested positive for COVID 19 still have a 90 day quarantine free period in place if the individual is identified as a close contact and presents no symptoms.

## Transportation

### **Face coverings must be worn on the school bus**

Currently, the Transportation Security Administration has issued a federal order requiring face masks to be worn by all people while on public transportation. This includes private bus fleets, such as C-FC's. When the federal mask order is lifted, wearing face coverings will be optional but until then, face coverings are required. *Face coverings are required when riding the bus.*

### **Drop-off / Pick-up**

Parents are still welcome to drop-off/ pick-up their students. Drop-off/ pick-up will remain where it is currently on the sidewalk of the front lot (south side of building). To avoid children walking in the lot and between cars, please pick your student up by the sidewalk. Please be aware that student drivers will be parking & driving in the front lot. Because the buses will be using the circle, no cars are allowed in the circle during drop-off/pickup times.

### **Student Parking**

Students driving to school will park in the front lot and enter the building using the main entryway.

### **Staff Parking**

Staff will park in the secure lot by the football field.

## **Food**

- Food service will return to normal
- Class snacks are allowed. In keeping with the District's Wellness Plan, healthy snack options are encouraged.
- Water fountains will be open. Plastic water bottles are still welcome in classrooms.

## **Athletics**

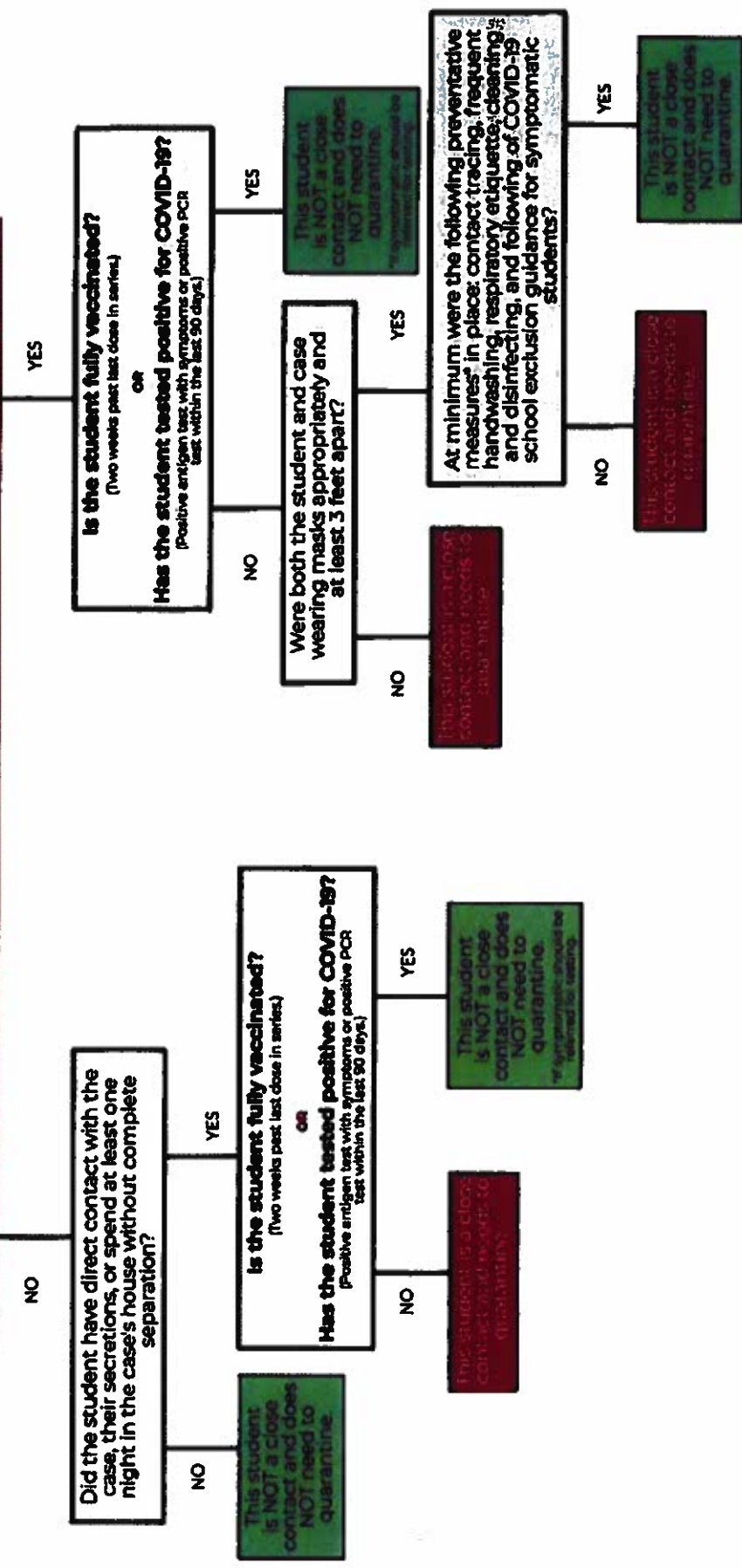
- The district will follow WIAA and Dairyland Conference guidelines/recommendations

## **Facility use by outside organizations**

- External organizations, groups, or individuals must complete the district's facility use form to reserve any space within the school buildings or school grounds.  
[https://www.cfr.k12.wi.us/cms\\_files/resources/Application%20of%20Use%20of%20School%20Facilities%202021.pdf](https://www.cfr.k12.wi.us/cms_files/resources/Application%20of%20Use%20of%20School%20Facilities%202021.pdf)
- No additional precautions or plans are required by the district

# Students Indoor Classroom Setting: Identifying Close Contacts

## Was the student within 6 feet of the case for 15 minutes?



\*Other suggested and beneficial preventative measures: vaccination, universal mask wearing, and physical distancing.

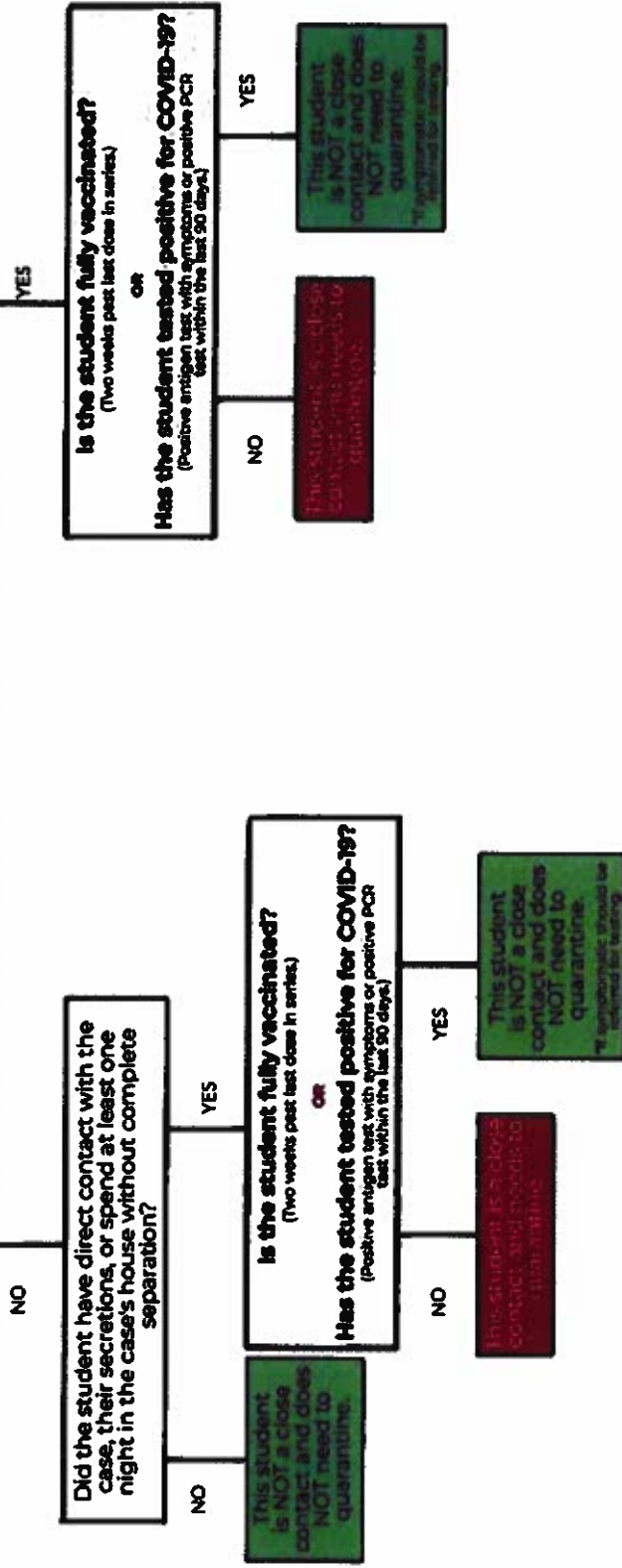
7/24/2021





# Staff and Settings Other Than Indoor Classrooms: Identifying Close Contacts

## Was the person within 6 feet of the case for 15 minutes?



7/26/2021



Book	School Board Policies
Section	300 Series: Instruction
Title	Student Directory Data
Code	347.1
Status	Active
Adopted	August 3, 2016

District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.

The District designates the following data elements from student records as "directory data":

- Student's name
- Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record
- Student's school/grade level
- Degrees and awards received by the student
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The name of the school most recently previously attended by the student
- Student's dates of attendance (not including daily attendance records)
- Student's date of birth
- Names of student's parents

The District's designation and use of directory data is further defined and limited as follows:

1. Pursuant to a state law requirement, unless the student's parent or guardian (or adult student) has notified the District of his/her objection to such a disclosure of the student's directory data, the District shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under section 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District. Additional information, such as the student's home address and phone number may also be disclosed to the representatives listed above.
2. The District discloses a student's date of birth only in grades 6 and below and only for the purpose of acknowledging and observing the student's birthday within the student's school.
3. Although a student's address and telephone number are not designated as student directory data under this District policy, the District is nonetheless required by law to release a high school student's name, home address, and telephone number to military recruiters and institutions of higher education, upon their request, unless the student or the student's parent or guardian, as applicable, has notified the District that such information shall not be released without prior written consent. The District shall notify adult students and parents and guardians of high school students under the age of 18 of their right to opt out of such disclosures. Requests for student contact information under this paragraph include requests from any technical college district for the contact information of students who may be graduating from high school in the current school year.
4. Pursuant to federal law, the District may not disclose or confirm a student's directory data without obtaining the written consent of a parent or guardian if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

#### **Directory Data Notice and Opt-Out Decisions**

The District will provide written notice of the District's designation of student directory data, opt-out rights, and opt-out procedures to parents/guardians and adult students (if applicable).

Annually, the student's parent or guardian (or adult student, if applicable) shall be provided with a copy of the District's directory data notice and shall have 14 days to inform the school, in writing, that all or any part of the student's directory data may not be released without prior consent. During such 14-day periods, the District will avoid the release of the student's directory data under this policy.

Regarding decisions to opt out from the school's disclosure of all or any part of the directory data under this policy:

1. Using procedures established by the administration, a parent or guardian (or adult student, if applicable) may make, modify, or withdraw an opt-out decision regarding directory data at any time, but should allow for a reasonable period of time for such a decision to be processed.
2. Unless the District issues express notice to a parent, guardian, or adult student stating that a new opt-out decision is required (in which case a 14-day non-disclosure period will again apply), an opt-out decision from the disclosure of directory data under this policy will remain in effect until it is modified or withdrawn by an appropriate party.

**Legal References:**

**Wisconsin Statutes:**

Section 19.65 [rules of conduct; employee training; and security regarding personally-identifiable information]

Section 118.125 [state student records law; policies required]

Section 767.41(7) [custody and physical placement; parent access to records]

**Federal Laws:**

Family Educational Rights and Privacy Act [federal student records statute]

34 C.F.R. Part 99 [U.S. Department of Education FERPA regulations]

Protection of Pupil Privacy Amendment [federal privacy and parental rights law]

20 U.S.C. §7908 [military access to student information; see also 10 U.S.C. §503(c)]

Cross References

SP1: 8/3/16

## **Student Directory Data**

### **Policy 347.1**

**In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.**

**The District designates the following data elements from student records as "directory data":**

- **Student's name**
- **Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record**
- **Student's school/grade level**
- **Degrees and awards received by the student**
- **Student's participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **The name of the school most recently previously attended by the student**
- **Student's dates of attendance (not including daily attendance records)**
- **Student's date of birth**
- **Names of student's parents**

**The District's designation and use of directory data is further defined and limited as follows:**

- 1. Pursuant to a state law requirement, unless the student's parent or guardian (or adult student) has notified the District of his/her objection to such a disclosure of the student's directory data, the District shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under section 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District. Additional information, such as the student's home address and phone number may also be disclosed to the representatives listed above.**
- 2. The District discloses a student's date of birth only in grades 6 and below and only for the purpose of acknowledging and observing the student's birthday within the student's school.**
- 3. Separate and independent of the District's designation of student directory data items under this policy, federal law requires the District to provide institutions of higher education and military recruiters, upon their request, with the following contact information for high school students unless an eligible student or the parent or guardian of a minor student has notified the District that such information shall not be released without the prior written consent of a parent or guardian (or adult student, if applicable):**

- a. To institutions of higher education: a high school student's name, address, and telephone number.
- b. To military recruiters: a high school student's name, address, telephone number, and district issued electronic mail address.

The District shall notify parents and guardians of high school students (or, if applicable, an adult student) of the option to opt out of such disclosures, and the administration shall implement appropriate procedures for submitting an opt-out decision to the District.

4. Pursuant to federal law, the District may not disclose or confirm a student's directory data without obtaining the written consent of a parent or guardian if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

### **Directory Data Notice and Opt-Out Decisions**

The District will provide written notice of the District's designation of student directory data, opt-out rights, and opt-out procedures to parents/guardians and adult students (if applicable).

Annually, the student's parent or guardian (or adult student, if applicable) shall be provided with a copy of the District's directory data notice and shall have 14 days to inform the school, in writing, that all or any part of the student's directory data may not be released without prior consent. During such 14-day periods, the District will avoid the release of the student's directory data under this policy.

Regarding decisions to opt out from the school's disclosure of all or any part of the directory data under this policy:

1. Using procedures established by the administration, a parent or guardian (or adult student, if applicable) may make, modify, or withdraw an opt-out decision regarding directory data at any time, but should allow for a reasonable period of time for such a decision to be processed.
2. Unless the District issues express notice to a parent, guardian, or adult student stating that a new opt-out decision is required (in which case a 14-day non-disclosure period will again apply), an opt-out decision from the disclosure of directory data under this policy will remain in effect until it is modified or withdrawn by an appropriate party.

### **Legal References:**

#### **Wisconsin Statutes**

- Section 19.65** [rules of conduct; employee training; and security regarding personally-identifiable information]  
**Section 118.125** [state student records law; policies required]  
**Section 767.41(7)** [custody and physical placement; parent access to records]

#### **Federal Laws**

- Family Educational Rights and Privacy Act** [federal student records statute]  
**34 C.F.R. Part 99** [U.S. Department of Education FERPA regulations]  
**Protection of Pupil Privacy Amendment** [federal privacy and parental rights law]

**20 U.S.C. §7908** [military access to student information; see also **10 U.S.C. §503(c)**]

**Cross References: SP1; 8/3/16 rev 4/19/2021**

**Adoption Date: June 27, 2019**

**Rev August 18, 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**

- ~~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.~~

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, 1<sup>st</sup> cousin, 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. Current employees must formally disclose if he/she has an interpersonal relationship with a qualified applicant that would potentially cause a perception of bias and recuse themselves from the hiring process.
  - D. 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.
  - E. 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.
- No administrator/ supervisor of the District shall 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 See Board Policy 522.4 .

**F. 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 ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the District. See [Board Policy 522.8](#).
- B. Dress:** The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from



- F. **Notification of Absence:** Employees must provide notification to the District as soon as possible of the employee's need to be absent for one of the reasons set forth in this section.
  - 1. **Teachers:** Teachers who become ill and are unable to report to work must call the school substitute line (608) 687-4391 ext. 399 by 6:30 a.m. on the morning of the absence and leave their name and the date of absence. If a teacher is unable to provide notification by 6:30 a.m. the teacher should contact the Main Office Secretary by leaving a message on the main office line (608) 687-4391.
  - 2. **Other Employees:** Non-teacher employees should notify their direct supervisor of his/her need to be absent.
- G. **Sick Leave Accumulation:** Administration and teachers may accumulate sick leave to 920 hours. Full year/12 month support staff may accumulate sick leave to 640 hours. School year employees may accumulate sick leave to 320 hours. District staff sick leave accumulation is set by their letter of employment.
- H. **Documentation of Sick Leave Absence:** Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with documentation of the illness or injury signed by a qualified medical professional. Such documentation should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed.
- I. **Excessive Absenteeism:** Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

### **11.07 Unauthorized Absences and Tardiness**

- A. **Overview:** Unauthorized absences and tardiness are not acceptable behaviors for school employees, who are expected to model appropriate behaviors for students. An "unauthorized absence" is defined as failing to report to work for a scheduled shift or workday without following the applicable procedures for reporting an absence. "Tardiness" is defined as failing to report to work at the scheduled start time of an employee's shift or workday, including failing to report back to work on time after a scheduled lunch or break period, without having preapproval to report late from an immediate supervisor. Tardiness may also include any instances where an employee has reported in at the start of his or her scheduled shift or workday, but who is not prepared to actually begin working at that time.
- B. **Consequences:** Failure to notify the District of an absence and failure to report to work on time could result in docking of pay and/or disciplinary action up to and including termination. An employee who is absent from work for three (3) consecutive workdays without notice shall be deemed to have abandoned his/her job and voluntarily resigned from employment with the District.
- C. **Waiver Allowed:** The District reserves the right to waive enforcement of these rules in very limited circumstances as may be necessary to provide a reasonable accommodation for a qualified individual with a disability under the Americans with Disabilities Act.

### **11.08 Uniformed Services (Military) Leave**

- A. Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, **Board Policy 532.42** and **532.42 Rule** and this Handbook. Employees shall be allowed to use accumulated personal leave or paid-time off (but not sick leave) while fulfilling their military obligations.
- B. The administration shall determine whether each instance of USERRA-qualifying leave is paid, paid in part, or unpaid pursuant to the requirements of USERRA and any other applicable state or federal laws. If an employee disagrees with any initial determination regarding the availability of paid leave or regarding the amount of wages or salary to be paid (if any), the employee may submit a written appeal to the District Administrator that identifies the alleged error. The District Administrator shall reconsider the initial determination and provide a response to the employee

### **11.09 Unpaid Leave of Absence/Days Without Pay**

- A. **Application Procedures:** All requests for unpaid leaves of absence, other than emergencies, must be submitted to the District at least 30 days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole

is submitted prior to June 30, \$400 if the resignation is submitted during the month of July, \$600 if the resignation is submitted after July. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages. Additionally, the Board may waive liquidated damages for good cause.

### **1.03 Summer School Assignments**

When possible, summer school subjects will be made known on or before April 15<sup>th</sup>. Current teachers in the District may apply for summer school positions in the same manner as non-District teachers and may propose subjects and curriculum for summer school subjects. Employees teaching summer classes shall be given a summer school session contract in accordance with Wis. Stat. § 118.04 and 118.21.

### **1.04 ~~Extended Contracts~~ Employment**

Additional ~~contract~~ employment days may be added to the contracted school calendar for some teachers at the discretion of the District. Teachers shall be compensated for said days as described in Section 3, 3.0502. Days may be scheduled in full or partial day increments.

## **SECTION 2. BENEFITS AND LEAVE**

Teachers shall be entitled to benefits and leave as outlined in Part I of this Handbook. **Sick leave may not be used in place of personal leave.**

## **SECTION 3. COMPENSATION**

### **3.01 Compensation Plan & Salary Schedule – Appendix H**

#### **3.01**

### **3.02 ~~Extended~~ Summer Employment ~~Contract~~ Employment**

~~Extended contract employment is defined as an individual contract letter of assignment that is issued to a professional staff member for day(s) beyond the employee's base contract days. Professional staff members on extended/summer employment contracts shall be paid beyond the normal school year contract at 4/5ths (80%) of their regular contracted salary. Curriculum work done in the summer is considered summer work. Professional staff members with extended employment shall be paid beyond the normal school year contract at 4/5ths (80%) of their daily rate of their regular contracted salary.~~

### **3.03 Graduate Credit Reimbursement Summer School Employment – Appendix H**

~~The School District encourages professional staff members to continue their formal education and therefore will reimburse professional staff members for approved college courses taken for credit. Reimbursement will be the professional staff member's actual cost per credit hour, excluding activity, student union and health fees. Reimbursement will be limited to \$500 per fiscal year (July 1-June 30). Proof of course completion and credit costs must be submitted to the District Office prior to reimbursement. Course taken for reimbursement shall require prior approval from the Superintendent. Reimbursement shall not be granted for course work taken by a professional staff member to prepare for a position other than their present or anticipated area of responsibility.~~

### **3.04 In-House Substitutes**

~~In-House Substitutes: Any staff member assigned to substitute during the day will be reimbursed at \$25 a class period as defined by Administration.~~

### **3.05 Overload (Extra Class Assignment) Compensation**

~~Reimbursement for extra class assignments, as assigned by Administration, is \$1,800 per school year or the corresponding percentage for any portion of the school year.~~

## **SECTION 4. DISCIPLINE, TERMINATION AND NONRENEWAL**

### **4.01 Standard for Nonrenewal for Teachers**

Teachers employed in the District are subject to nonrenewal on a statutory basis, as prescribed in section 118.22, Wis. Stats. As per statute, non-renewed staff are to be notified by May 15. No teacher shall be non-renewed for arbitrary or capricious reasons. A non-renewal shall not be deemed a "termination" under the grievance procedure in District policy. Such nonrenewal shall be exclusively subject to the provisions of Wis. Stat. § 118.22.

## Cochrane - Fountain City School District Strategic Plan

<b>1. High Expectations for Student Academic Achievement and Success</b>	
<b>Goal</b>	<b>Year</b>
High student achievement and growth driven by educational programming which allows each student to meet their academic potential and empower them to be college, career, and community ready.	
<b>Objectives</b>	<b>Actions</b>
<p>1. Average ACT exam score will be at or above the state average for 11th graders.</p> <p>2. All students will be college, career and community ready.</p>	<p>A. Conduct individual conferences with all 11th grade students to analyze their post-secondary school choice and ACT score</p> <p>'22-23</p>
	<p>B. Develop an embedded, school year-spanning, collaborative, and comprehensive ACT prep program across the 9-11 curriculum</p> <p>'22-23 - Develop '23-34 - Implement</p>
	<p>A. 100% of students in grades 5-12 will have an Academic and Career Plan</p> <p>'21-22</p>
	<p>B. Conduct an annual CAREER EXPLORATION EVENT for all HS students</p> <p>'23-24</p>
	<p>C. Develop and implement a Social/Emotional Health (SEH) program in grades K-6 that develops long-lasting foundational skills to become contributing community members and successful students</p> <p>'21-22 - Develop '22-23 - Implement</p>
	<p>D. In grades 1-12, implement "What I Need Time" (WIN Time) to provide specific career planning, SEH curriculum and individualized learning opportunities.</p> <p>'22-23 - K-5 '21-22 - 6-12</p>

**Cochrane - Fountain City School District Continuous Improvement Plan**

<p>3. Every student in grades 1-8 will achieve or exceed 1 or more years of academic growth in math and ELA annually.</p>	<p>A. Annually conduct a data review</p> <p>B. Utilize Professional Learning Communities (PLC) to analyze MAP data after fall, winter, spring test windows and develop individualized learning plans for 100% of students not on target.</p> <p>C. A multi-tier support system (MTSS/RTI) will be implemented in K-12 to provide academic support for all students.</p>	<p>'21-22</p> <p>'21-22 - Learn to analyze '23-24 - Learning Plans</p> <p>'23-24</p>
<p>4. Improve average Forward exam scores in both math &amp; ELA to above the state average</p>	<p>A. Annually conduct a data review</p> <p>B. Utilize PLC to analyze math and ELA essential learning outcomes annually.</p> <p>C. Develop and implement 7-12 cross-curricular expectations for all content areas to support math and ELA ELO's.</p> <p>D. Utilize PLC to analyze MAP data after fall, winter, spring test windows and develop individualized learning plans for 100% of students not on target (same as #3 above)</p>	<p>'21-22</p> <p>'21-22</p> <p>'22-23 - develop '23-24- implement</p> <p>'21-22 - Learn to analyze '23-24 - Learning Plans</p>
<p>5. Explore ways to increase elective classes and program offerings</p>	<p>A. Explore partnerships with post-secondary institutions to offer articulated credit classes</p> <p>B. Explore different school schedules and alternate year classes</p>	<p>'21-22</p> <p>'23-24</p>
<p><b>Grow a Positive School Culture</b></p>		
<p><b>Goal</b></p>	<p>Create a safe physical, emotional, and social environment where responsibility and respect are expected and demonstrated by all.</p>	
<p><b>Objectives</b></p>	<p><b>Actions</b></p>	

**Cochrane - Fountain City School District District Continuous Improvement Plan**

1. Ensure a safe physical environment	A. Review, update, and communicate district safety plan (Expand stakeholder group)	'21-22
	B. Develop 10 year Facilities Management plan	'22-23
	A. Provide educational opportunities for staff and students in accepting of all students as they are.	'22-23 - staff '23-24 - students
	B. Develop/ Implement a Digital Citizenship program/curriculum that includes parent education	'22-23
	C. Increase Mental Health supports, training and implementation	'21-22
	D. Increase student-peer partnerships; tutoring; mentoring	'22-23
	A. Fully implement a PBIS system in grades PK-12	'22-23
	B. Implement a research supported character education program for grades K-8; 9-12	'21-22- develop '22-23 - implement
	C. Embed community service as part of school culture	'23-24
	D. Celebrate academics and other achievements (as we do sports)	'21- 22
<b>Staff &amp; Personnel</b>		
Goal	Proactively recruit, develop, and retain high quality staff that reflects our commitment to high student achievement	
Objectives	Actions	Priority

**Cochrane - Fountain City School District Continuous Improvement Plan**

1. Create a comprehensive staffing/HR process	A. Develop a New Teacher mentor program	'21-22
	B. Review HR forms and processes	'22-23
	C. Conduct Staff Satisfaction Survey	'21-22
	D. Develop Staff Recognition program	'23-24
	E. Develop Employee Exit Survey	'22-23
2. Develop a strategy to increase staff development for all employee groups	A. Create a staff development pathway to access outside training	'23-24
	B. Create a method to communicate staff development opportunities that align with district goals	'22-23
	C. Increase staff leadership opportunities	'21-22
3. Continue to develop/improve compensation model to remain competitive with local market	A. Revise compensation plan for all employee categories	'21-22
	B. Continue to explore benefit offerings	ongoing
	C. Research and potentially implement in-district daycare to retain staff with families	'21-22 - research '22-23- plan
<b>Fiscal Responsibility</b>		
Goal	Demonstrate fiscal responsibility by maintaining a financially healthy and stable district that supports student learning	
Objectives	Actions	Priority

**Cochrane - Fountain City School District District Continuous Improvement Plan**

1. Increase communication regarding the financial state of the district	A. Establish financial benchmarks to regularly view and communicate the financial landscape of the district to the Board	'21-22
	B. Educate board members on different aspects of school finance	'22-23
	C. Educate staff on the impact of total compensation on the district budget	'22-23
	D. Investigate using a financial service to develop a multi-year budget forecast	'23-24
	E. Work with Comm/Tech Specialist to develop community education plan	'23-24
2. Maintain a balanced budget	A. Review budget to ensure alignment with district goals	'21-22
3. Review & update compensation scales to be competitive	A. Review and update compensation plan for all employee groups	'21-22
	B. Review and update compensation plan for activities and co-curriculars	'22-23
<b>Effective Communication and Community Engagement</b>		
<b>Goal</b>	The C-FC school district will improve communication and engagement with C-FC parents and community	
<b>Strategies</b>	<b>Activities</b>	
1. Increase mutually beneficial relationships in the community	A. Work with local municipalities to increase housing opportunities/zoning	'23-24
	B. Support the expansion of Broadband/high speed internet and other public initiatives that would benefit students in ALL our communities	ongoing

**Cochrane - Fountain City School District District Continuous Improvement Plan**

2. Increase purposeful engagement of key stakeholder groups	A. Recruit and increase parent involvement opportunities	ngoing
	B. Increase Superintendent listening sessions/ events	'21-22
	C. Community visioning workshops to provide input into the strategic plan	'21-22
	D. Strategically, invite community members into classrooms to share their talents	'22-23
	E. Develop a formal community volunteer program	'21-22
	F. Develop an Alumni program	'22-23
3. Develop a clear, positive communication strategy for internal and external stakeholders	A. Develop communication plan	'21-22
4. Develop a comprehensive C-FC Brand and positive marketing strategy	A. Hire a Communication/ Technology Specialist	21-22
	B. Develop a comprehensive C-FC Brand and positive marketing strategy	'21-22