

# C-FC Board of Education Agenda Information

April 21st , 2021

## 8. Oath of Office of New Term Board Members

## 9. Consent Agenda

A. Minutes

B. Vouchers

C. Approve resignation of Melanie Reed, long-term substitute High School English Teacher

D. Approve recommendation to hire:

- **Deanna Wiersgalla as the new Agriculture Teacher**  
*BS- Agriculture Education from UW-River Falls; DPI License: Agriculture; 1<sup>st</sup> yr teacher; \$36,000 scale*
- **Savannah Sixty as the new High School Special Education Teacher**  
*BS- Education, Major: Academic and Behavior Strategist from Winona State University; DPI License: Cross-Categorical Special Education K-12; 2 yrs. teaching experience; \$37,500 scale*
- **Kyler Sullivan as the new Elementary Special Education Teacher**  
*BA- Child Psychology & Speech, Language, Hearing Sciences from University of MN-Twin Cities; MA- Education, Special Education; DPI License: Early Childhood Special Education pK-12; 2 yrs. of teaching experience; \$40,950 scale*
- **Amanda McKitty as the new 1<sup>st</sup> Grade Teacher**  
*BA- Secondary English Education from Wartburg College; MA- Elementary Education from Grand Canyon University; DPI License: Elementary/Middle Level Education grades 1-8; 1<sup>st</sup> yr. teacher; \$40,000 scale*
- **Steven Stevenson as the new High School English Teacher**  
*BA – English from The Colorado College; MA Educational Administration from Prairie View A&M University; Transferring MN English license to WI; 23 yrs. teaching experience; \$56,000 MA + experience – OK’ed by Board President*
- **Dawn Powers as the new 50% Special Education Director/50% Special Ed. Teacher**  
*BS- Exceptional Education from UW Stevens Point; MA -Leadership/School Administration from Silver Lake College; DPI License- Cognitive Disabilities pk-9, Learning Disabilities pk-9, Director of Special Education/Pupil Services, Principal; 18 yrs. teaching experience, 2 yrs. Director of Spec.Ed. experience; \$51,000 teacher scale plus \$10,000 addendum for Spec.Ed. Dir. – OK’ed by Board President*

## 10. Recognitions/Donations

None

## 11. Presentation

A – FFA Senior Trip

## 12. Information Items

A. Principal’s Report

1. Graduation – preliminary plans

B. Superintendent Report

1. Personnel Report

*Judith Wenger – Payroll & Student Account Specialist*

*Bill Spriggle – Custodian*

*Craig Farrand – Custodian*

2. Advisor & Coach Job Description

*These are general descriptions. This summer, Mrs. McKay will be working on specific expectations for each activity advisor.*

3. Forward data – presented by Sue McKay

C. CESA Report

**13. Action Items**

- A. Discuss and consider recommendation to approve 2021-22 and 2022-23 School Calendar  
*Discussed in Committee*
- B. Discuss and consider recommendation to remove Board Policy 1 – Emergency Rule Regarding Applicability and Modification of Board Policies & Administrative Rules During the COVID Public Health Emergency  
*Discussed in Committee – Removal of Policy*
- C. Discuss and consider recommendation to approve revision of Board Policy 690 – Disposition of District Property  
*Discussed in Committee – revisions suggested in committee were made*
- D. Discuss and consider recommendation to approve new Board Policy 533 – Recruitment and Hiring of Professional Employees  
*Discussed in Committee – revisions suggested in committee were made*
- E. Discuss and consider recommendation to cease broadcasting Board meetings through Zoom  
*Discussed in Committee*

**14. Discussion Items**

- A. Organizational Meeting
  - a. *Election of Officers*
  - b. *Determine/Affirm dates of the Board's regular monthly meeting*
  - c. *Determine /Affirm the Board's committee structure - will need to revise current policy on Board committee structure to Committee of the Whole*
  - d. *Appoint CESA representative*
  - e. *Appoint WASB delegate*
  - f. *Anything else????????????????*

**15. Future Agenda Items**

Educator Effectiveness – May  
Solar Power - TBD

**16. Review Timelines and Items for Future Board Agendas and Meetings.**

A. Monday, April 26 <sup>th</sup> , 2021	Organizational Meeting	6:00 p.m.
B. Thursday, May 6 <sup>th</sup> , 2021	Committee of the Whole	6:00 p.m.
C. Wednesday, May 19, 2021	Regular Meeting	6:00 p.m.
D. Thursday, June 3 <sup>rd</sup> , 2021	Committee of the Whole	6:00 p.m.
E. Wednesday, June 16 <sup>th</sup> , 2021	Regular Meeting	6:00 p.m.

**17. Adjourn**

# Cochrane-Fountain School District – Job Description

## Title: Co-Curricular Activity Advisor

### Summary:

The Co-curricular Activity Advisor is responsible for coordinating, organizing, and promoting a comprehensive program that meets the needs and interests of the students for this activity. In addition, by providing leadership, instruction, and motivation, the Co-curricular Activity Advisor will help students achieve skills in a particular activity, an appreciation for the value of self-discipline, and an increased level of self-esteem.

### Essential Duties and Responsibilities:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

### Activity Responsibilities

- Recruit members
- Provide supervision for all activities/ events. Be the first to arrive /Last to leave.
- Plan and organize multiple practice sessions, meetings, competitions, and activities throughout the season/timeframe of the activity.
- Lead election of officers (as needed)
- Maintain necessary records.

### Collaboration

- Cooperate with maintenance staff, transportation staff, and others involved in supporting the co-curricular activity.
- Coordinate transportation arrangements for all away events off campus with the Transportation Supervisor.

### Activity Account

- Work with the District's business office regarding money handling, budgets, and purchases.
- Follow the district's purchasing procedures and guidelines for money handling and purchases.
- Follow the Board policies related to fundraising.
- Recommend purchase of equipment, supplies, and uniforms, as appropriate.

### Communication

- Communicate in a positive, respectful manner.
- Regularly provide information to and cooperate with local media outlets, the District Facebook page, and District website
- Develop and regularly use a communication system to provide information to participants, parents, and staff.
- Provide regular updates to supervisor.
- Provide timely responses for information requests.

### Personal Demeanor

- Model poise and self-control.
- Respect the official's judgement.
- Demonstrate a positive, respectful leadership style.
- Display socially acceptable personal conduct.

### Professional Responsibilities

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in professional development and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.

- Know and comply with all school district policies and procedures.
- Adheres to legal and procedural requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Follow all local, state, and federal regulations as they apply to the job.
- Perform other duties as assigned by Supervisor.

#### **Typical Physical Requirements**

- Exertion of 30-60 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

#### **Qualifications for Employment**

##### Required

- Reasonable knowledge of activity

##### Prefer

- Experience with activity.
- Experience working with students.

#### **Terms of Employment**

Seasonal

#### **Evaluation**

Annual evaluation to be completed by the supervisor.

# Cochrane-Fountain School District – Job Description

## Title: Coach

### Summary:

By providing leadership, instruction, and motivation, the coach will help participating students achieve a high level of skills in a particular sport, an appreciation for the value of discipline and sportsmanship, and an increased level of self-esteem.

### Essential Duties and Responsibilities:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

### Head Coach Program Responsibilities

- Has responsibility for the overall supervision and development of the sport.
- Plans and schedules a regular program of skill development, weight training, practice, and team meetings during the pre- and regular season.
- Works closely with the Athletic Director in scheduling any contests/performances.
- Assigns the duties of assistant coaches working under his/her supervision.
- Keeps the practice schedules for the activity within the confines of the times specified by the Athletic Director and with due consideration to the staff and welfare of participants.
- Provides general upkeep and protection of supplies under the jurisdiction of the program.
- Reports periodically while the activity is in season to the Athletics Director about developments in the program.
- Completes an inventory of any supplies used for the activity. (to be completed at the end of each season)
- Complies and submits records (participation and season results) to the Athletic Director at the conclusion of the season.
- Recommends purchase of equipment, supplies, and uniforms, as need demands.
- Reviews and ensures the safety conditions of the facility or area in which assigned sport is conducted.
- Conducts a pre-season parent meeting.
- Attends WIAA and Dairyland Conference meetings
- Submits the following to the Athletic Director:
  - An alphabetical roster as soon as it is set.
  - A team roster with all necessary personal data, at least one week before the first contest.
  - An alphabetical list of award winners and score sheets immediately following the season.
- Writes and submits pictures and articles for local media outlets, the District's Facebook page and website.
- Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.
- Schedules and oversees the planning implementation of senior night, parent night and end of season team award banquets.

### Assistant Coach Program Responsibilities

- Assumes the responsibility of the Head Coach in his/her absence
- Teaches fundamentals of the sport as outlined by the head coach
- Assist the Head Coach in scheduling, providing transportation and requirements for tournament and special sport events.
- Assist in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times.
- By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant.
- Direct student managers, assistants, and statisticians.
- Maintains a record of team statistics and requirements for lettering.
- Recommends to the head coach budgetary items for next year in his area of the program.
- Accountable for all equipment. Arrange for issuing, storing, and reconditioning of equipment and submit annual inventory and current records.

- Responsible for cleanliness and maintenance of specific sport equipment. Properly mark and identify all equipment before issuing or storing.
- Examine locker rooms before and after practices and games. Check on general cleanliness of the facility.
- Secure all doors, lights, windows, and locks before leaving building when custodians are not on duty.

#### Personal Responsibilities

- Cooperate with maintenance staff, transportation staff, and others involved in supporting the activity.
- Be aware of and understand cultural competence and non-discrimination practices.
- Develop and regularly use a communication system to provide information to participants and parents.
- Provide timely responses for information requests.
- Model poise and self-control.
- Respect official's judgement.
- Demonstrate a positive, respectful leadership style.
- Exhibit patience in dealing with parents and athletes.

#### **Professional Responsibilities**

- Maintain a high level of ethical behavior and confidentiality of information about students.
- Remain current in certifications, licenses, ect., that pertain to job responsibilities.
- Actively participate in workshops and training programs as requested.
- Maintain a positive workplace attitude and demeanor.
- Collaborate with others in a positive manner.
- Follow all safety procedures and use proper safety equipment in the performance of all duties.
- Know and comply with all school district policies and procedures.
- Adheres to legal and procedural requirements that pertain to job responsibilities.
- Complete all necessary records and reports in a timely manner.
- Follow all local, state, and federal regulations as they apply to the job.
- Perform other duties as assigned by Athletic Director or Administrator

#### **Typical Physical Requirements**

- Exertion of 30-60 pounds of force occasionally, and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.
- Frequent standing, walking, reaching, grasping, holding.
- Occasional stooping, crouching, kneeling, and crawling.

#### **Qualifications for Employment**

##### Required

- Reasonable knowledge of activity

##### Prefer

- Experience with activity.
- Experience working with students.

#### **Terms of Employment**

Seasonal

#### **Evaluation**

Annual evaluation to be completed by the supervisor.

COCHRANE-FOUNTAIN CITY  
2021-2022 SCHOOL CALENDAR

21-22

**JULY**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**AUGUST**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Key**

New Teacher Staff Development
Staff Development
Summer School - School Days
Parent/Teacher Conferences

**Day Count Per Month**

Month	Student	Teacher
August	0	8
September	21	21
October	2	21
November	18	19
December	16	16
January	19	21
February	18	19
March	22	23
April	18	19
May	20	1
15 min for 32 Wednesdays		1
<b>Total</b>	<b>172</b>	<b>189</b>

**SEPTEMBER**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**OCTOBER**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**NOVEMBER**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**DECEMBER**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Week of Aug 16 - 8 Hrs at  
OPEN House A 25 11-7pm

15 min for 32 Wednesdays = 1 SD day  
Add 15 min to each Wednesday

Wednesdays Workday 7:45 - 4:0  
Students have early release 2:50  
Teacher have 1 hr for PLC time

**JANUARY**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**FEBRUARY**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

1 Q 41 days Semester 1  
2 Q 44 days Semester 1  
3 Q 45 days Semester 2  
4 Q 42 days Semester 2

**MARCH**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**MAY**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JUNE**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 Teacher  
18 Student  
1 comp day from fall P.T

19 Teacher  
18 Student  
1 Spring Break  
1 comp day from spring P.T

6 Teacher  
1 Student Summer School

21 Teacher  
21 Student  
1 Labor Day  
22 Days

19 Teacher  
18 Student  
3 Thanksgiving  
22 Days

21 Teacher  
19 Student  
21 Days

23 Teacher  
22 Student  
23 Days

21 Teacher  
20 Student  
1 Memorial Day  
22 Days

**COCHRANE-FOUNTAIN CITY  
2022-23 SCHOOL CALENDAR**

22-23

JULY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Key	
New Teacher Staff Development	
Staff Development	
Summer School - School Days	
Parent/Teacher Conference	

Day Count Per Month		
Month	Student	Teacher
August	0	8
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October	20	21
November	18	11
December	16	6
January	20	2
February	18	19
March	22	23
April	17	17
May	20	22
15 min for 32 Wednesday		
<b>Total</b>	<b>172</b>	<b>189</b>

SEPTEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Target 172 189

NOVEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Week of Aug 15 - 8 Hrs Floating  
OPEN House Aug 24 11-7pm

15 min for 32 Wednesday - 1 SD day  
Add 15 min to each Wednesday

Wednesdays Workday :45 - 4:0  
Students have early release @ 2:50  
Teachers have 1 hr for PLC time

JANUARY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1Q 45	Semester 1
2Q 43	88
3Q 42	Semester 2
4Q 42	84

MARCH						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19 Teacher  
18 Student  
1 comp day from fall P T  
20 Days

MAY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	EOV	Grad	

JUNE						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

17 Teacher  
17 Student  
1 comp day from spring P T  
20 Days

22 Teacher  
20 Student  
1 Memorial Day  
23 Days



**WORKSHEET TO COMPUTE DAYS AND HOURS OF INSTRUCTION  
PER WISCONSIN STATUTE 121.02(1)(f)**

**I. Calculate the DAYS OF INSTRUCTION**

IDENTIFY: Number of days in school calendar. 189

LESS: Days used for parent-teacher conference days or for inclement weather days. No instructional hours are accrued on these days. 17

EQUALS: Number of days on which actual face to face instruction takes place. 172 This cell will autocalculate

**II. Calculate the HOURS OF INSTRUCTION**

IDENTIFY: Start to close of instructional day in minutes 441

LESS: Lunch time 30

LESS: One passing time (Middle/High School Only)  
(Only if you have a passing time before and after the lunch hour.) 0

LESS: Recess time in excess of 30 minutes per day 0

EQUALS: Number of minutes of instruction per day 411

TIMES: Number of Days of Instruction (from above) 172

EQUALS: Total instructional minutes per year 70,692

LESS: Total number of late arrival/early release minutes (e.g., staff training, inclement weather) 960 Wednesday PLC days

EQUALS: Total number of instructional minutes per year 69,732

DIVIDE: Number of minutes in an hour 60 Do not change this value

EQUALS: Number of Hours of Instruction 1,162 This cell will autocalculate

Instructional hours must equal at least:  
Half-Day Kindergarten 437  
Grades K (Full Day) - 6 1050  
Grades 7 - 12 1137

1162-1137 = 27 hrs = 3.1 days  
3 snow days

Book	School Board Policies
Section	100 Series: Board of Education
Title	Emergency Rule Regarding Applicability and Modification of Board Policies & Administrative Rules During the COVID Public Health Emergency
Code	1
Status	Active
Adopted	August 19, 2020

The Cochrane-Fountain City School Board authorizes the District Administrator to adjust or suspend board policies or administrative rules as needed to address situations related to COVID-19. Should the District Administrator be required to invoke this Policy, the District Administrator shall notify the Board of the adjustment or suspension at the earliest possible opportunity.

## **Disposition of District Property**

### **Policy 690**

#### **Sale or Other Disposition of District Real Estate, Buildings, or Property Interests**

The School Board retains sole and exclusive authority to approve the sale or other disposition of any land, buildings, or other improvements to land that are owned by the District and no longer needed by the District. The Board shall also directly and expressly approve any sale, release, or modification of any District-owned or District-controlled interest in real property (e.g., an easement or covenant).

#### **Sale or Other Disposition of Other District Property**

The Board also has authority to dispose of other District property not addressed in the previous section of this policy, including equipment, materials, or supplies found to be surplus, replaced, broken, damaged, in unusable condition, or obsolete.

The following positions are designated as authorized property managers under this policy:

1. The District Administrator shall oversee the allocation, review, and disposition of all equipment, materials, or supplies that (a) have been capitalized and depreciated for financial reporting purposes, (b) are assigned or owned by the District or (c) are subject to federal disposition requirements under the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
2. Principal(s) and individual department directors, working in conjunction with the District Administrator as needed, have responsibility to oversee the allocation, review, and disposition of equipment, materials, or supplies that have been assigned to their department and that, pursuant to this policy or to any applicable administrative rule, are not under the specific authority of the District Administrator.

Whenever an authorized property manager or his or her designee determines that District property is no longer going to be used in its current function or location, the property manager shall ensure that reasonable efforts are made to determine whether the property can be appropriately used in another District function or location. If so, the property manager shall arrange for the internal transfer/re-designation of the property.

For any property that an authorized property manager determines is no longer going to be used in the District, the following general parameters for further disposition of the property shall apply:

1. Any items that an authorized property manager, or his or her designee, has determined have minimal or no resale value may, without further Board approval, be (a) offered without cost to a charitable or civic organization or other governmental entity, or (b) discarded or otherwise disposed of using an efficient method. Any items offered to an employee of the District shall be approved by the ~~Board~~ District Administrator -prior to release.

Any per-item estimated resale value in excess of \$100.00 shall not be considered minimal, except that any property that does not require further Board approval prior to disposal and

that remains unsold after having been offered for sale may be deemed to have minimal resale value.

2. Items (whether individually or grouped for a single transaction) that an authorized property manager determines can be economically sold (or traded in) for value and that have an estimated resale/fair-market value below \$500.00 may be sold (or traded in) using a process approved and coordinated by the District Administrator without further Board approval. ~~Wisconsin Surplus Online Auction shall be the preferred means of attempting to sell such property. Property may be sold (or traded in) through a.) Auction Services, b) Online resale venues (such as EBay, Wisconsin Surplus, or other surplus websites), c.) Donations to not-for-profit entities, preference to be given to community not-for-profit entities which are willing to pick up the disposed assets, d.) Solicitation to other education institution for sale, in trade, or as a donation, or e.) other such means.~~
3. Items (whether individually or grouped for a single transaction) that an authorized property manager estimates to have a resale or other fair-market value of \$500.00 or more may be disposed of only if the Board has expressly approved the specific disposition or expressly authorized the administration to dispose of the specific piece(s) of property under approved parameters.

~~The disposition of District property under this policy shall be conducted in the public interest for the benefit of the District. The District Administrator shall utilize Wisconsin Surplus Online Auction to ensure the District receives or attempts to receive a fair market value for property valued at over \$500 per item.~~ Unless otherwise required by law or by some other special and enforceable condition, all money received from the sale or other disposition of District property shall be directed to the District's general fund.

#### **Legal References:**

##### **Wisconsin Statutes**

<u>Section 77.54(4)</u>	[sales tax treatment of certain sales of tangible personal property]
<u>Section 118.12(1)(b)</u>	[school board authority over sales of goods on school property]
<u>Section 120.12(21)</u>	[sales tax treatment of certain sales of tangible personal property]
<u>Section 120.13(19m)</u>	[school board authority to sell any property belonging to and not needed by the school district]
<u>Section 120.13(25)</u>	[school board lease of school district property at reasonable rental]
<u>Section 175.10</u>	[certain procurements for sales to employees prohibited by statute]
<u>Chapter 287</u>	[state solid waste reduction and recycling policy and requirements]
<u>Chapter 291</u>	[disposal of hazardous materials/substances; including electronic devices]

##### **Wisconsin Administrative Code**

<u>NR 660 to NR 679</u>	[regulations related to hazardous waste management]
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##### **Federal Law**

<u>2 C.F.R. §200.33</u>	[definition of "equipment" tied to local capitalization threshold within the federal Uniform Administrative Requirements, Cost
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	Principles, and Audit Requirements for Federal Awards (Uniform Guidance)]
<u>2 C.F.R. §200.94</u>	[definition of “supplies” tied to local capitalization threshold within the federal Uniform Guidance]
<u>2 C.F.R. part 200 subpt. D</u>	[general post-award requirements under the federal Uniform Guidance]
<u>2 C.F.R. §200.311</u>	[disposition of real property that is subject to the requirements of the federal Uniform Guidance]
<u>2 C.F.R. §200.313</u>	[disposition of equipment that is subject to the requirements of the federal Uniform Guidance]
<u>2 C.F.R. §200.314</u>	[disposition of supplies that are subject to the requirements of the federal Uniform Guidance]
<u>2 C.F.R. §200.315</u>	[disposition of intangible property that is subject to the requirements of the federal Uniform Guidance]
<u>2 C.F.R. §200.322</u>	[applicability of federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, under the federal Uniform Guidance]

**Cross References: SP1; 7/24/15**

**Adoption Date: April 17, 2019**

**Revision Date: April 21<sup>st</sup> 2021**

# RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

Policy 533

Sample Policy 1

Page 1 of 2

***(This sample policy (1) addresses the hiring of licensed, professional employees who are not administrators; (2) establishes some minimum expectations for the recruitment and hiring processes; (3) delegates to the administration responsibility for defining specific recruitment and hiring procedures; and (4) authorizes the district administrator to execute board-approved employment contracts on behalf of the board.)***

This policy addresses the recruitment and hiring of professional employees in the District. All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related School Board policies.

As used in this policy, the term "professional employee" includes registered nurses employed by the District and all individuals who are hired as employees of the District to fill a position that is an exempt position under the federal Fair Labor Standards Act and that requires the employee to hold a license or permit issued by the Department of Public Instruction (DPI). The term does not include ~~retain or delete the following depending on whether another policy addresses substitute hiring: "on-call substitutes for regular professional employees,"~~ on-call substitutes for regular professional staff, support staff, paraprofessionals, office staff, custodians, bus drivers, coaches, advisors any supervisory employee, any employee holding an administrator contract, or any employee employed to perform solely administrative duties.

The Board, without being bound by any administrative recommendation, is responsible for the final decision to employ a professional employee and to enter into any contract with a professional employee. The District Administrator, acting as the Board's authorized agent, may execute a professional employee's Board-approved employment contract on behalf of the Board. In addition, the District Administrator, or any other administrator with supervisory authority over a professional employee, may transfer or reassign a qualified professional employee to an open position, in accordance with the employee handbook, without Board approval provided that such personnel action would neither require a modification of the employee's individual employment contract nor affect the individual's full-time equivalency.

The ~~insert appropriate positions, e.g., District Administrator, Director of Human Resources, and building principals~~ District Administrator and Principal are responsible for recommending candidates to fill professional positions to the Board. The administration shall not recommend a candidate to the Board to fill a position covered by this policy unless the administrator with primary responsibility for identifying the administration's recommended candidate:

1. has personally interviewed the individual who is being recommended to the Board;
2. has verified that the District has completed all applicable criminal, employment and personal background checks with results satisfactory to the administration, or that these items and any other outstanding issues (e.g., confirmation of licensure, medical examination, release of a prior contract, etc.) remain as express contingencies that the candidate will need to satisfy before any offer of employment becomes final and binding on the District;
3. is satisfied that the individual is sufficiently qualified for the position and capable of performing the essential functions of the position (either with or without reasonable accommodations); and

# RECRUITMENT AND HIRING OF PROFESSIONAL EMPLOYEES

Policy 533

Sample Policy 1

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4. is satisfied that the District would not be better served by re-opening recruiting for the position or considering some other method of satisfying the staffing need.

The ~~insert appropriate positions – e.g., District Administrator, Director of Human Resources, and building principals~~ District Administrator and Principal are also responsible for (1) developing and implementing the District's specific practices and procedures surrounding recruitment, selection, and hiring for professional positions; and (2) verifying that each professional employee, prior to entering the duties for his/her position, holds any certificate, license, or permit required and issued by the DPI or other licensing body.

## Legal References:

### Wisconsin Statutes

<a href="#">Section 66.0502</a>	[employee residency requirements prohibited]
<a href="#">Section 111.31</a>	[declaration of fair employment policy]
<a href="#">Section 118.19</a>	[licensure and certification]
<a href="#">Section 118.195</a>	[discrimination against handicapped teachers prohibited]
<a href="#">Section 118.20</a>	[teacher/administrator discrimination prohibited]
<a href="#">Section 118.21</a>	[teacher contracts]
<a href="#">Section 118.22</a>	[renewal and nonrenewal of teacher contracts]
<a href="#">Section 118.24</a>	[administrator contracts]
<a href="#">Section 118.25(2)</a>	[employee physical examination required as condition of employment]
<a href="#">Section 121.02(1)(a)</a>	[school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

### Wisconsin Administrative Code

<a href="#">PI 8.01(2)(a)</a>	[school district standard; assure proper license/certification is on file]
<a href="#">PI 34</a>	[licensure requirements]

### Federal Laws

[Americans with Disabilities Act](#) [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

## Cross References:

~~insert appropriate cross references to the policy as applicable to your district.~~

~~WASB SPI 9/4/13; C-FC employee handbook~~

**Adoption Date:** 4/21/21

## **Recruitment and Hiring of Professional Employees**

### **Policy 533**

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4. is satisfied that the District would not be better served by re-opening recruiting for the position or considering some other method of satisfying the staffing need.

The District Administrator and Principal are also responsible for (1) developing and implementing the District's specific practices and procedures surrounding recruitment, selection, and hiring for professional positions; and (2) verifying that each professional employee, prior to entering the duties for his/her position, holds any certificate, license, or permit required and issued by the DPI or other licensing body.

### **Legal References:**

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<u>Section 121.02(1)(a)</u>	[school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

#### **Wisconsin Administrative Code**

<u>PI 8.01(2)(a)</u>	[school district standard; assure proper license/certification is on file]
<u>PI 34</u>	[licensure requirements]

#### **Federal Laws**

Americans with Disabilities Act [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]

### **Cross References:**

WASB SP1 9/4/13; C-FC Employee Handbook

**Adoption Date: 4/21/21**