

### **Call to Order**

Darrin Dillinger called the meeting to order at 6:00 pm in the high school board room #335. Board members present were Larry Cyrus, Lisa Wolfe, Amanda Lacey, Darrin Dillinger, Niki Secrist, and Lynn Doelle. Michael Ayala was absent. Also present were Troy White, Steve Stoppelmoor, Sue McKay, and Tom Hiebert.

The Pledge of Allegiance was recited, and the Mission Statement was read by Darrin Dillinger.

Darrin Dillinger attested to the publication of the meeting.

### **Approval of the Agenda**

Lynn Doelle made a motion to approve the agenda as presented. Lisa Wolfe seconded the motion. Motion carried.

### **Presentation**

- **Maintenance report**

Troy White presented the projects recently completed and scheduled for the summer. Some of these include the main entrance canopy and sign, hall heaters, classroom floors, kitchen exhaust fan, bells, wall of honor, AEDs, and wall of fame.

- **Essential Learning Outcomes**

Troy White explained the ELOs in reading, math, and subject areas are completed and aligned. Sue McKay shared the science of reading and its components.

- **Portrait of a Pirates indicators**

Steve Stoppelmoor presented a Portrait of a Pirate project that the junior high and high school students did. He showed the Board an example from one student. Sue McKay showed a "PoP" time presentation. It had weekly shout outs and quarterly celebrations.

### **Information Items**

- **WASB Spring Workshop** – Larry Cyrus and Amanda Lacey virtually attended the spring workshop. They learned about accountability, leadership and focus, and community engagement.
- **Handbook updates** – Troy White explained updates that are being made to the 24-25 handbook.

### **Discussion Items**

- **New policy 672 and 672-Exhibit – Procurement and Purchasing**

Troy White explained the need for the new policy and what the policy contains.

- **Budget adjustment updates**

Troy White explained that budget adjustments will need to be made for things like HRA and staff changes.

### **Policy Review**

- **112.1 – Strategic Planning and Goals**
- **150 – Board Governance**
  - **Roles and responsibilities**
  - **Norms and Collective agreements**
  - **Organizational chart – chain of command**
- **171.2 – Agenda Preparation and Dissemination**
- **153 – Board Self-Evaluation and Goal Setting**
- **110 – Vision, mission, and motto**
- **163 – Board Member Development Activities**

The above policies were reviewed. The discussion was on the Board's focus and the superintendent's focus to set Board goals.

### **Future Agenda Items**

- **Policy Review** -- District Improvement Plan  
Continuous review of 100, then 300, then 400, then back to 200 policies.

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

<b>Wednesday</b>	<b>June 19<sup>th</sup>, 2024</b>	<b>Regular Meeting</b>	<b>6:00 p.m.</b>
<b>Monday</b>	<b>July 8<sup>th</sup>, 2024</b>	<b>Committee of the Whole</b>	<b>6:00 p.m.</b>
<b>Wednesday</b>	<b>July 17<sup>th</sup>, 2024</b>	<b>Regular Meeting</b>	<b>6:00 p.m.</b>

**Adjourn**

Amanda Lacey made a motion to adjourn, Lynn Doelle seconded the motion. Motion carried at 8:11 p.m.

**Handbook changes**

1. Page 23----- Family and medical leave
2. Page 32----- Job Posting
3. Page 33----- N.E.A.T. plan
4. Page 38----- Breaks/Lunch
5. Page 40----- Support Staff Substitute Compensation
6. Appendix B ----- Organizational Chart
7. Appendix H ----- Professional Staff Salary Schedule
8. Appendix H ----- Summer School – Support Staff Pay Rate
9. Appendix H ----- Substitute Teacher rate
10. Appendix J ----- Support Staff/Bus Route Wage Schedules

an employee's scheduled day must be accounted for in the Employee Service Portal using the appropriate reasons. The District will monitor attendance and absence/tardiness patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination.

- B. **Hours of Work:** An employee's assigned hours of work will be as set forth in the relevant section of this handbook for that employee type or as specified in the employee's individual contract, letter of employment, letter of assignment or as otherwise directed by that employee's supervisor.

## SECTION 11. ABSENCES FROM WORK

### 11.01 Bereavement/Funeral Leave

- A. **Immediate Family Members:** In the event of death in an employee's immediate family, the employee shall be allowed per occurrence up to 24 hours off work with pay (if the employee has leave time available). Such days shall be deducted from the employee's accumulated sick leave or Paid Time Off (PTO)/Personal Leave, or if no sick leave or PTO/Personal Leave is available, taken without pay. "Immediate family" includes the spouse, parents, domestic partner, children, brother, sister, grandchildren, grandparents, step-relatives of the same relationship as provided herein of the employee and his or her spouse or domestic partner.
- B. **Other Family Members:** Employees shall be granted up to 16 hours with pay (if the employee has leave time available) per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. Such days shall be deducted from the employee's accumulated sick leave or PTO/Personal Leave, or if no sick leave or PTO/Personal Leave is available, taken without pay.
- C. **Additional Bereavement Leave:** In extenuating circumstances, additional days may be granted by the District Administrator or his/her designee. Such additional days, at the option of the employee, shall be deducted from the employee's accumulated sick leave or PTO/Personal Leave, or if no sick leave or PTO/Personal Leave is available, taken without pay.
- D. **Part-Time Employee:** Part-time employees will receive bereavement leave on a pro-rated basis based upon the number of hours they are scheduled to work. The pro-rated amount shall be based on a full-time employee working 2,080 hours per year.
- E. **Bereavement Leave Increments:** Bereavement leave may be allowed in increments of one hour.

### 11.02 Family and Medical Leave

**Board Policy 532.41, 532.41 Rule and 532.41 Exhibits 1 & 2** Appendix G

- A. **Overview:** The District may be obligated to provide eligible employees with leave from work, and certain associated rights and mandated benefits, as provided under the following laws:
- The Federal Family and Medical Leave Act (FMLA)
  - The Wisconsin Family and Medical Leave Act (WFMLA)
  - The Wisconsin Bone Marrow and Organ Donation Leave law
- The FMLA and WFMLA offer leave entitlements to eligible employees related to the following circumstances:
- Leave for the employee's own serious health condition.
  - Leave to care for certain individuals who have a serious health condition. to care for an immediate family member (spouse, child, or parent – but not a parent "in-law") with a serious health condition
  - Leave connected to the birth of a child, the adoption of a child, and certain foster placements.
- The federal FMLA also provides for periods of leave and various related rights to eligible employees for the following:
- Certain qualifying exigencies that arise when an eligible employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty; and
  - To care for a covered service member with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.
- Separate from the WFMLA and FMLA, state law also provides for work-related leave and certain related rights for eligible employees who serve as a bone marrow or organ donor.
- B. **Notification of Benefits and Leave Rights:**  
See **Appendix F** for links to Employment Posters/Notices
1. **Federal FMLA:** Information concerning federal FMLA entitlements and employee obligations under the FMLA will be posted in a conspicuous place where notices to employees and applicants are customarily placed.  
<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1).
  2. **Wisconsin FLMA:** Information concerning family and medical leave rights under the Wisconsin Family and Medical Leave Act will be posted in a conspicuous place where notices to employees and applicants are customarily placed.  
[https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd\\_7983\\_p.pdf](https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_7983_p.pdf).

- C. **Job Posting:** When a position becomes vacant or a new position is created, notice of such available position shall be posted on the District's website for a minimum of 10 days **or until filled**. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period.
- D. **Process for Filling Vacancies:** An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term "applicant" refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position.
- E. **Involuntary Transfers:** When the District determines that an involuntary transfer of an employee is necessary or in the best interests of the District, it may, at its discretion, transfer any employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours, or other fringe benefit as a result of such transfer may contest the transfer as discipline under Section 9 of this *Handbook*.

### **1.02 Teacher Resignations**

A teacher's individual contract is binding on both parties. If a teacher breaches this contract through a resignation prior to the expiration of the contract, the District may recover liquidated damages from the teacher as set forth in the employment contract. The following sums will be assessed following such a breach: \$200 if the resignation 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 Employment**

Additional 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, 3.02. 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** – See Appendix H

**3.02 Extended Employment**

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

**3.03 Summer School Employment** – See Appendix H

## **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. Nonrenewal 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.

**4.02 Standard for Discipline and Termination**

A teacher may be disciplined or terminated for "cause." Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. "Cause" is defined as the following:

- A. **There is a factual basis for the discipline or termination:** The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and

The response must be initiated by the evaluator. The preceding process and documentation may be accomplished through an electronic process.

- C. Copy of Evaluation Procedures: A copy of the evaluation forms are available upon request.
- D. Plan of Improvement (PoI): A Plan of Improvement involves the supervision and evaluation procedure applied to continuing teachers whose performance has not met expectations as of the most recent evaluation conference. A Plan of Improvement is designed to improve the overall performance of a veteran teacher whose overall performance has not met expectations. Continuing teachers whose overall performance has not met expectations may, at the discretion of the District, be placed on a Plan of Improvement or may be non-renewed pursuant to § 118.22, Wis. Stats. If in the District's discretion a Plan of Improvement is offered, the process shall be as follows:
  - 1. N.E.A.T plan: An initial plan may be implemented by the administration detailing what has been Noticed, the administrative Expectation(s), how the employee will be held Accountable, and the Timeline for improvement. The N.E.A.T. plan is designed to provide documented feedback to employees for growth that would precede a PoI.
  - 2. Goal of PoI: The goal of a PoI is for the teacher to meet expectations. The intensive support plan will be designed to meet the specific needs of the teacher and the performance expectations of the District.
  - 3. Content of PoI: It may include a description of the teacher's deficiencies, a description of appropriate performance, a goal-setting plan to help the teacher develop required skills, a schedule of supervisory activities including at least one evaluation, and a target date by which time the teacher will perform satisfactorily. The plan is not limited to but might include the following interventions: any means of staff development defined in the District staff development plan, observations and/or support by experts outside the District, and/or peer coaching or mentoring.
- E. Professional Development of New-to-the-System Teachers: New-to-the-System Teachers may be provided with a qualified "continuing teacher" mentor. New-to-the-system teachers may be required to spend up to the hourly equivalent of 2 workdays, some prior to the beginning of school, without additional compensation, preparing professional and curriculum materials and lesson plans (in addition to being oriented to the District, evaluation practices and general expectations for their assignments.)

## **SECTION 6. PROFESSIONAL GROWTH**

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

## **SECTION 7. REDUCTION IN FORCE**

### **9.01 Reasons for Reduction in Force**

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in this section apply.

### **9.02 Notice of Reduction**

The District will provide notice of nonrenewal in accordance with the timelines set forth in Wis. Stat. § 118.22. The nonrenewal notice shall specify the effective date of the nonrenewal and the right to a private conference under Wis. Stat. § 118.22.

### **9.03 Selection for Reduction – Steps**

Individual employees shall be selected for full or partial reduction in force in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible to implement a reduction in staff.
- B. Step Two - Volunteers: Volunteers will be non-renewed next. The District will provide the volunteer(s) with a nonrenewal notice. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be non-renewed under this section must put his/her request in writing. Volunteers will be accepted by the District only if, in the District's opinion, the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District-directed nonrenewal under this section of the *Handbook*.
- C. Step Three - Selection for Reduction: The District shall select the employee in the District utilizing the following criteria in order of application for determining the employee(s) for nonrenewal:

## SECTION 6. EVALUATION

Periodic evaluation of support staff is necessary to provide continuous improvement in the quality of service to the community, students and staff of the District. The District has the sole right to determine whether employees will be evaluated and if so, by whom. When a teacher works with a paraprofessional, the teacher may be requested to provide input for consideration. The District will orient all new employees regarding evaluation procedures and processes. Employees will receive a copy of his/her evaluation and will be expected to sign an acknowledgment indicating that he/she has received the evaluation. The employee may respond to written evaluations in writing, with his/her comments, which will be attached to the completed evaluation. See [Board Policy 548](#).

## SECTION 7. LICENSES, CERTIFICATIONS AND PERMITS

Support staff shall maintain all licenses, certifications and permits necessary for the proper discharge of their duties, including compliance with application state and Federal laws, rules, and regulations.

## SECTION 8. TRAINING

Suitable programs of training and orientation for support staff may be provided by supervisory staff or others as appropriate. Support staff are encouraged to seek out and attend training opportunities via workshops and other activities.

## SECTION 9. WORK SCHEDULE

### 9.01 Regular Workday

A regular full-time workday is eight (8) hours or the assigned prorated hours, excluding a half-hour, unpaid lunch period. Because of different schedule requirements, employees' starting, lunch and finishing times may vary in different assignments and locations. An employee's immediate supervisor will schedule working hours, break periods and lunch periods.

### 9.02 Work Week

A regular work week is forty (40) hours, or the prorated assigned hours indicated in the employee letter of assignment. The regular work week is five (5) consecutive days unless an immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

### 9.03 Part-Time Employees

The District will indicate the schedule of hours for part-time employees in their letter of assignment. Hours can be adjusted by the administration when necessary.

### 9.04 Additional Hours and Overtime – Approval and Assignment

- A. Approval: For an employee to work beyond his or her regular hours in any week, prior approval must be obtained from the immediate supervisor. In exceptional cases, overtime may be approved after it is worked when all administrators/principals/immediate supervisors are unavailable and waiting for pre-approval may cause harm to students, staff, the community, or District property.
- B. Assignment of Overtime: Non-emergency scheduled overtime assignments will be filled using volunteers first, with as much notice as possible, and if insufficient volunteers are found, the work will be assigned to a qualified employee as determined by the District. If no one volunteers to perform the overtime work, the District may assign the work on a rotating basis, within the applicable job classification. Emergency overtime assignments shall be assigned at the discretion of the District.

### 9.05 Breaks/Lunch

Employees scheduled to work at least four (4) hours per workday will receive ~~one (1)~~ fifteen (15) minutes of paid break. Employees scheduled to work at least eight (8) hours per workday will receive ~~two (2) fifteen (15)~~ thirty (30) minutes of paid breaks. All employees who work six (6) or more hours per day are entitled to a thirty (30) minute duty-free, unpaid lunch.

Hours Worked	Break(s) and Lunch Period Scheduling
0 to 3.99 hours	0 minutes
At least 4.0 hours to 5.99 hours	15-minutes of paid break
At least 6.0 hours to 7.99 hours	15-minutes of paid break and 30-minute unpaid lunch
At least 8.0 hours or more	<del>Two 15-minute breaks</del> 30-minutes of paid break and 30-minute unpaid lunch

### 9.06 Emergency School Closings

The following procedures will be followed when school is closed due to inclement weather or other situations beyond the control of the District.

### **9.01 Absence Due to Illness**

Bus drivers who are unable to drive their regular route due to illness must notify the Transportation Director as soon as possible, but no later than 5:30 a.m. on the day of the route.

### **9.02 Time Off Requests**

Bus drivers requesting the use of PTO must make a request in the Employee Service Portal as far in advance as possible. Every attempt will be made to honor time off requests; however, on occasion, requests may be denied due to driver unavailability.

## **SECTION 10. Post-Employment Benefits**

Please refer to Addendum N, Pages 67-68.

# **PART VII – 130 EMPLOYEES**

## **SECTION 1. ALL SUBSTITUTE EMPLOYEES**

### **1.01 Pre-Employment Requirements**

All new substitute staff hires will have to meet all new staff requirements, including but not limited to completion of W4, I9, direct deposit form and a criminal background check. See [Board Policy 523.1](#) and [Board Policy 533.1](#).

### **1.02 Assignments**

Substitutes shall be assigned at the discretion of the District.

### **1.03 Training/Evaluation**

Suitable programs of training, orienting and evaluating the work of substitute staff may be provided by other district staff and/or the District as appropriate.

### **1.04 Dismissal/Removal from Substitute List**

Substitute teachers and support staff are casual employees and therefore have no expectation of continued employment. As such substitutes may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitutes may also be removed from the substitute call list at the discretion of the district.

## **SECTION 2. SUBSTITUTE TEACHERS**

### **2.01 Compensation**

Substitute teachers shall receive compensation for services rendered at a rate of \$120 ~~\$130~~ per full day or \$60 ~~\$65~~ per half day. Substitute teachers who substitute for 21 consecutive school days for the District will be paid the lowest base salary applicable to the regular teacher staff.

### **2.02 Duties**

The professional responsibilities and duties of substitutes shall be consistent with the regular teacher's responsibilities and duties for whom they are substituting. See [Appendix L](#) for a list of substitute teacher duties and responsibilities.

### **2.03 Licenses, Certifications and Permits**

All substitute teachers shall have the necessary license, certification and/or permit required by state law to serve in the substitute teaching assignment. Substitute teachers are responsible for paying the costs to obtain a license or permit.

### **2.04 Work Schedule**

A substitute's teaching day shall be eight (8) hours, including a duty-free lunch, when subbing for a full-time teacher who is absent for a whole day. Substitute teachers subbing for a whole day are expected to be in or by their rooms by 7:45 a.m. Substitute teachers are paid \$120 for a full day (8 hours) of substitute teaching and \$60 or a half day (4 hours) of substitute teaching.

## **SECTION 3. SUPPORT STAFF SUBSTITUTES**

### **3.01 Work Hours**

The work hours of a substitute support staff person will vary depending upon the type of position and need. Expected hours of work will be communicated to the support staff substitute at the time the substitute is asked to fill an absence.

### **3.02 Compensation**

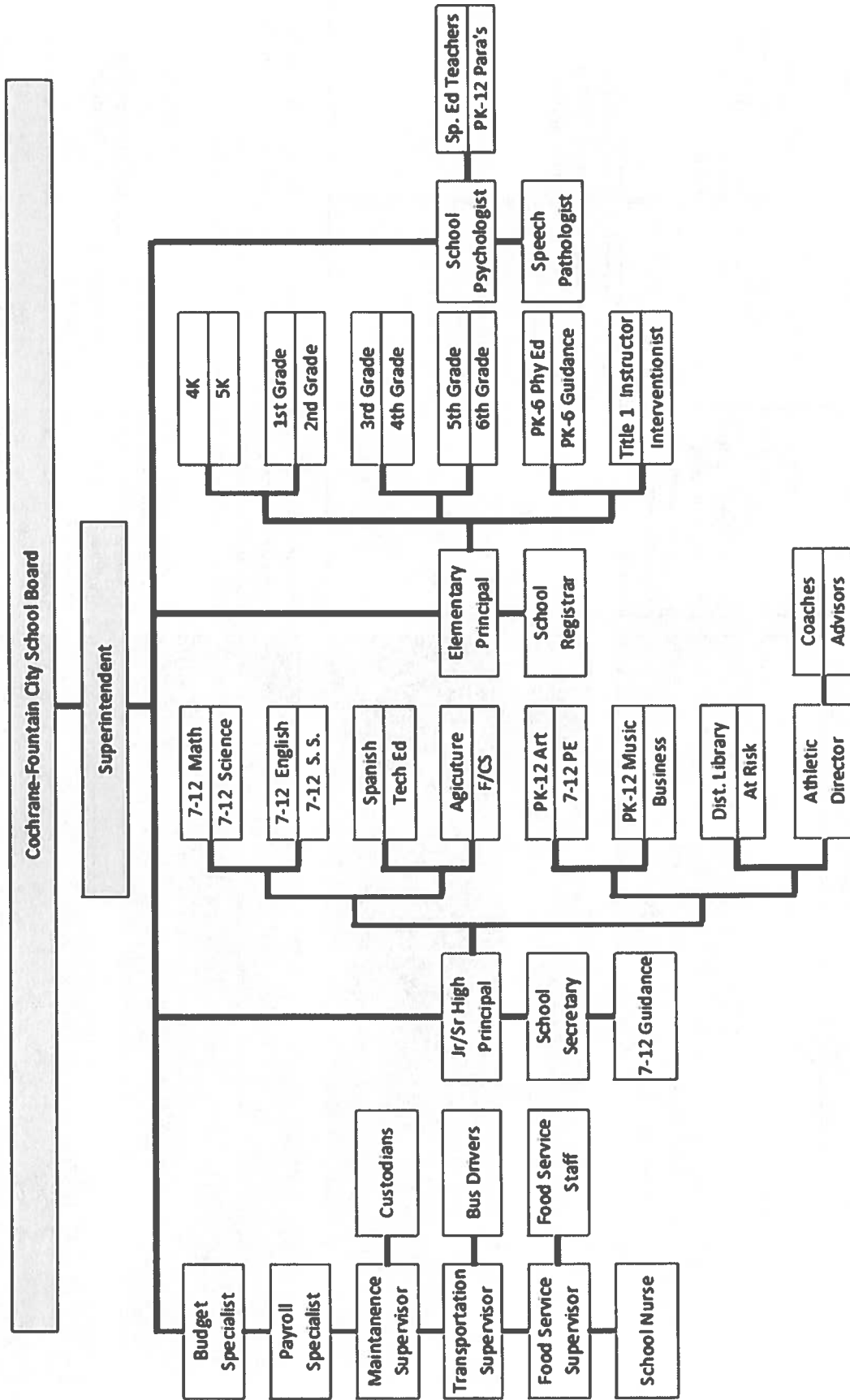
Support staff substitutes in the custodial, clerical, food service or paraprofessional areas, etc. will be paid at a rate of \$11 ~~\$14~~ **\$15** per hour. A timecard must be completed indicating the date, hours and position worked. Bus driver subs will be paid the actual route pay for a full route or half route as driven.

### **3.03 Licensure and/or Permit**

All substitute support staff shall have the necessary license and/or permit required by state law to serve in the substitute assignment.



B. Organizational Chart



**H. Professional Staff Salary Schedule and Compensation Plan – Approved 3/15/23**

Category	Yrs	Experience Increase	Base Salary	Base + Max Enhancements
Base	1st year teaching	0	\$42,500.00	\$49,500
Initial I	2nd Yr. Teaching	\$2,000	\$44,500	\$52,500
	3rd Yr. Teaching	\$0	\$44,500	\$52,500
Initial II	> 3 Yrs. Teaching	\$1,500	\$46,000	\$54,000
Professional	> 5 Yrs. Total	\$2,000	\$48,000	\$56,000
	> 10 Yrs. Total or > 8 @ C-FC	\$2,000	\$50,000	\$58,000
	> 15 Yrs. Total or > 10 @ C-FC	\$2,000	\$52,000	\$60,000
Leader	> 25 Yrs. Total	\$3,000	\$55,000	\$63,000
	> 27 Yrs. Total	\$2,000	\$57,000	\$65,000
	> 29 Yrs. Total	\$2,000	\$59,000	\$67,000
Master	> 10 Yrs. Total w/ Masters	\$1,500	\$53,500	\$61,500
	> 15 Yrs. Total w/ Masters	\$3,000	\$56,500	\$64,500
	> 20 Yrs. Total w/ Masters	\$4,000	\$60,500	\$68,500

\$4,000 Enhancement	\$2,000 Enhancement	\$1,000 Enhancement
Class I Masters Degree - content education, counseling, social work, limited to 1, unless otherwise approved	Class II ESL certificate (non-primary license). Spanish (fluent) w/other license. Additional DPI license in different grade span, STEAM, STEM, Technology, At-Risk, Gifted and Talented, Reading Teacher, or reading specialist. Special Education (non-primary license). LETRS or equivalent certification	Class III Instructional coach (as defined by DPI). Instructional/Pupil Services Certificate (as defined by DPI).

The purpose of this compensation plan is to attract, retain, and encourage the professional development of highly qualified teachers. This plan prioritized skills and knowledge that are a benefit to the district. Salaries and categories are aligned to professional growth and years of teaching experience.

- Teachers may earn up to three professional enhancements totaling \$8,000.
- Only one Masters enhancement is allowed.
- Professional Enhancements are added to the base to calculate the salary.
- Notification of a NEW professional enhancement are due by March 1st.
- Additional licenses must remain active & current.
- Any yearly increases approved by the Board of Education will be applied to lowest base salary.
- If an increase is beyond the base salary assigned a stipend will be provided.
- If, due to the district's budgetary/fiscal situation, compensation needs to be adjusted (increase, decrease, freeze (stay the same) such adjustments would occur within this base.

New Teacher mentor	\$500 for the school year
Teaching an articulated, dual-credit, AP, or Virtual course through RVA.	\$250 per course Maximum 4 courses
Class/Course Overload	\$900 per semester
Curriculum *Must be pre-approved by superintendent	\$20 / hour Maximum 40 hours for a new course Maximum 20 hours for a course revision
Internal period/class substitute teaching	\$25 /hour/class Maximum 2 hours/classes per day
Preparing/Facilitating Sessions during Staff Development Days	2 hours of preparation for each hour of presentation paid at curriculum rate. Maximum \$40.
Pre-approved professional development outside of the school year and contract days	\$50 ½ Day / \$100 Full Day
Development of a full online course	\$20 per hour Maximum 20 hours
Successful Grant Writing/Facilitation <ul style="list-style-type: none"> <li>The grant must be for a whole school, grade level, course, or program benefit.</li> <li>The grant cannot be classroom-specific or for an individual classroom or individual teacher.</li> <li>The superintendent must pre-approve the grant.</li> <li>Cannot be a local/community grant such as Ashley, Treasure Trove, or DPI grant.</li> </ul> <i>* To qualify, grant must be approved in writing by the superintendent prior to submission.</i>	5 % of the value of the grant * If the grant is written by a team, the 5% will be split among the team.  * Maximum amount \$5000

#### Reservation of Rights

The District reserves the right to amend, revise, add, subtract, correct, delete or update this plan at any time.

#### Summer School – Professional Staff

Individuals who taught summer school during the summer of 2021, whose rate of paid was higher than the above stated pay rate, will be grandfathered in at the summer of 2021 pay rate.

Pay Rate	
\$25.00 / hour	1st – 5th year teaching summer school
\$27.00/ hour	6th – 10th year teaching summer school
\$29.00 / hour	11th + year of teaching summer school
	¼ prep for each hour taught

#### Summer School Support Staff

Pay Rate	
\$15.00 / hour	Substitute
Class 1 rate / hour	6th – 10th year teaching summer school

#### Extended Employment

Extended employment is defined as an individual letter of assignment that is issued to a professional staff member for day(s) beyond the employee's base contract days. 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.

#### Substitute Teacher

Substitute Teacher rate = \$130.00 / day

**J. Support Staff/Bus Route Wage Schedules**

**Bus Drivers**

Morning and afternoon Bus Drivers are paid per route.

Route	Full (a.m. & p.m.)	Half (a.m. or p.m.)
A	\$100.39	\$50.20
B	\$86.44	\$43.22
C	\$79.92	\$39.46
D	\$73.43	\$36.72

Extra-curricular Transportation  
\$18.00/ hour

St. Boniface  
\$17.60/ hour

Chileda  
\$16.50/ hour

**Custodians**

**Starting wages per hour determined by years of experience in comparable field.**

Student/Sub (0 years)	Class 1 (1–3 years)	Class 2 (4–9 years)	Class 3 (10–15 years)	Class 4 (15+ years)
\$15.00	\$16.25	\$17.25	\$19.25	\$20.25

**Food Service**

**Starting wages per hour determined by years of experience in comparable field.**

Student/Sub (0 years)	Class 1 (1–3 years)	Class 2 (4–9 years)	Class 3 (10–15 years)	Class 4 (15+ years)
\$15.00	\$16.20	\$17.20	\$18.20	\$19.20

**Paraprofessional**

**Starting wages per hour determined by years of experience in comparable field.**

Student/Sub (0 years)	Class 1 (1–3 years)	Class 2 (4–9 years)	Class 3 (10–15 years)	Class 4 (15+ years)
\$15.00	\$16.20	\$17.20	\$18.20	\$19.20

Substitute Paraprofessional \$15.00 / hour

## Maintenance Report

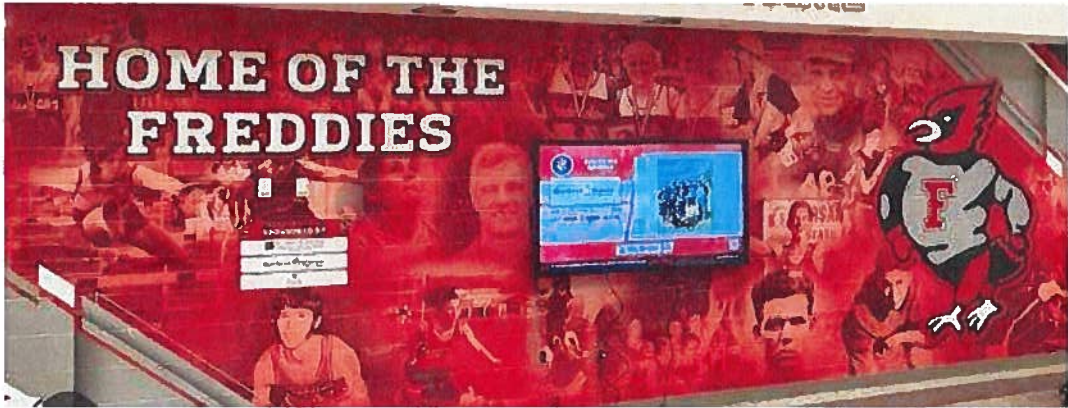
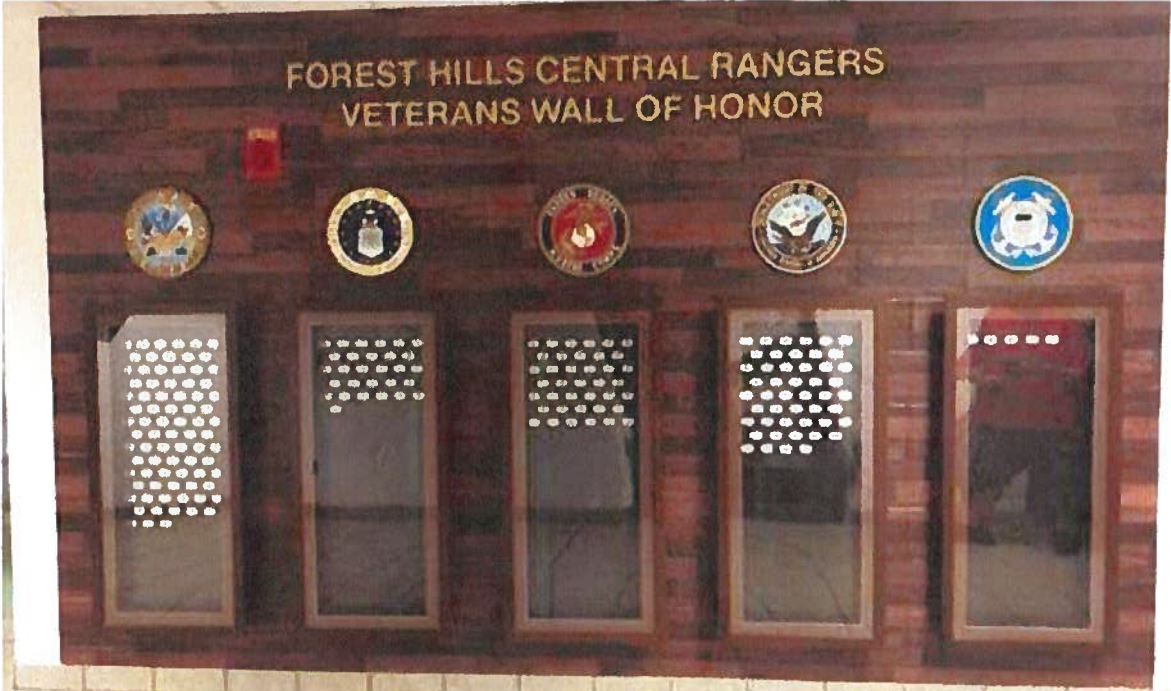
### 2023 – 2024 projects & equipment

#### Completed

- Main Entrance
  - Canopy – Rotten wood removal and new metal siding installed.
  - Sign – Replaced the sign above the entrance.
- Hall Heaters – Removal and installation of two new hall heaters in the elementary.
- Equipment – 20” walk behind scrubber to access classrooms.

#### Summer

- Roofing – two sections of elementary and junior high area.
- Floors – Seven elementary classrooms asbestos removal and installation of new LVT flooring.
- Kitchen – Removal and installation of exhaust fan above the dishwasher.
- HVAC – Updated ALC Web controls for the HVAC system.
- Tuckpointing – Northeast wall of junior high school.
- District Entrance Canopy - Rotten wood removal, new metal siding installed, and lights replaced.
- Main Entrance - Removal of flower planter and installation of concrete patio area with picnic tables.
- Facia – Upgrade the facia from the district entrance to the main entrance.
- Bells - Upgrade the bell computer system.
- Entrance hall
  - Banners with character traits (Respect, Kindness, Honesty, Responsibility, Perseverance).
  - “Home of the Pirates” wall wrap to replace WIAA plaques that will be moved closer to the main gym.
- Wall of Honor – Veterans wall of honor across from the kitchen entrance, with financial support from VFW.
- Wall of Fame – The wall between the kitchen and main gym wrapped and plaques added for nominated honorees.
- AED – Replace the outdated automated external defibrillators in the district.



Book	School Board Policies
Section	600 Series: Fiscal Management
Title	Procurement and Purchasing
Code	672
Status	Active
Adopted	_____

The procurement and purchasing process generally involves (1) budgeting and other planning for expenditures, (2) evaluating needs and identifying general options that would address a need, (3) selecting a method of procurement and following other procurement procedures for a specific purchase or contract, (4) making an actual purchase or entering into a binding procurement-related contract on behalf of the District, and (5) authorizing and making an actual disbursement of funds from the District treasury in order to pay for a purchase or contractual procurement of services, supplies, equipment, or other property.

Assuming an authorized method of procurement has been followed (as established by applicable law and under separate District policies and procedures), this policy focuses on the authority to act as a District purchasing agent by making specific purchases and/or entering into procurement contracts on behalf of the District.

#### A. **Implementation**

Any administrator is authorized to purchase all items within budget allocations and shall be responsible for determining:

- Whether the proposed purchase is subject to Bid or Quotation or a Request for Proposal;
- Whether sufficient funds exist in the budget; and
- Whether the goods or services might be available in the District.

All persons involved in the purchase of services, supplies, equipment, or other property on behalf of the District are responsible for ensuring that their actions and decisions are within the scope of their authority and they sufficiently understand and make all reasonable efforts to comply with applicable laws, School Board policy, and established District procedures.

#### B. **Purchases requiring Board Approval.**

Prior to taking any action that binds the District to an expenditure of funds, the Superintendent shall obtain the Board of Education's approval of any specific purchase or contract if any one or more of the following circumstances apply:

1. The transaction involves the District's purchase, lease, or other acquisition of real estate or a building/facility. Such transactions also generally require authorization by a vote of the electors at an annual or special meeting.
2. Any individual purchase transaction or contract for the purchase of goods or services in excess of the Simplified Acquisition Threshold where the transaction is not accounted for in the appropriations found within the current Board-approved budget. This paragraph does not apply to a discretionary choice to exercise a renewal or extension option found in an existing contracting arrangement.
3. The entering of any contract involving the construction or remodeling of District facilities with a value in excess of the Simplified Acquisition Threshold if the specific project has not been authorized by the Board and is not accounted for within the appropriations of the current Board-approved budget.
4. Renewal of an existing contract or agreement exceeds the negotiated amount set forth in the existing contract or agreement or where the contract or agreement does not set forth a percentage or increase to the cost of the contract or agreement such increase exceeds twenty percent (20%) of the aggregate cost of the contract.
5. Any unplanned purchase the administration determines will be highly likely to require the Board – either immediately or prior to the close of the budget year – to make a budget amendment that, by statute, must be approved by 2/3 of the entire membership of the Board.
6. Any procurement that the administration proposes to pay for by using an unassigned or assigned fund balance or that would require the District to change the designated purpose of any committed fund balance amounts.
7. Any individual procurement transaction in which the vendor/provider is requesting that the District execute a contract in which the District would be expressly waiving legal claims or remedies, agreeing to name a non-District party as an additional insured, and/or agreeing to indemnify or hold harmless any non-District party.

**C. Purchases Not Requiring Board Approval.**

1. For all purchase transactions that do not require specific, advance Board approval under this policy and for which the Board has not provided any more specific direction, the Superintendent and other appropriate administrators who have budget-management authority within budget allocations may make a final purchase, execute a binding purchase contract that has been reviewed and approved by the District's legal counsel or authorize a designee to make such a purchase.
2. The Board expressly encourages the administration to present any purchase decision for specific Board approval whenever the administration determines that either:
  - a. The purchase decision is particularly important or non-routine; or
  - b. It would otherwise be in the best interests of the District for the Board to either approve the transaction or give other specific directions to the administration regarding the transaction.

**D. Presentation to the Board**

1. For all purchasing and procurement transactions that are brought to the Board for advance approval, the administration shall clearly identify the key terms of the transaction and, where appropriate, make a recommendation among any options that are presented.
2. Where the administration has relied on a sole-source procurement exception and is seeking Board approval of a transaction, the administration shall be prepared to identify for the Board the reason that sole-source procurement was used and the reason the administration believes that the price and other key terms of the proposed transaction are reasonable.

**Legal References:**

**Wisconsin Statutes**

16.73

66.0131	118.03	175.12
66.0133	120.10	779.14
66.0135	120.12(24)	946.10
66.0301	120.13(3) and (5)	946.12
66.0903	120.44	946.13

**Federal Law**

2 C.F.R. Part 180

2 C.F.R. Part 200 Federal Uniform Guidance

7 C.F.R. §210 to 216

34 C.F.R. §75.135

**Cross References:**

165.1, School Board Member Conflicts of Interest

525, Staff Solicitations

660, Financial Management and Internal Controls

662.1, Activity Account Management

662.3, Fund Balance

672-Exhibit, Purchased Thresholds

690, Disposal of School Property

**Adoption Date:** \_\_\_\_\_



Book School Board Policies  
 Section 600 Series: Fiscal Management  
 Title Purchasing Thresholds  
 Code 672-Exhibit  
 Status Active  
 Adopted \_\_\_\_\_

**PURCHASING THRESHOLDS FOR THE COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT**

Policy 672 sets forth the purchasing requirements District staff must follow. These thresholds were established based on internal controls, an evaluation of risk, and documented procurement practices.

Cost Threshold:	Applicable Procurement Methods:
Micro-purchases: Purchases of supplies or services that, in an aggregate amount, Do not exceed \$10,000	<ul style="list-style-type: none"> <li>• Micro-purchases may be made or awarded under a reasonable business judgment standard without soliciting competitive Bids/Quotations to the extent the Superintendent of Learning or his/her designee authorizes said purchases to be made directly</li> </ul>
Simplified Acquisition Threshold: purchases between \$10,000 - \$100,000	<ul style="list-style-type: none"> <li>• Price or rate Bid or Quotations must be obtained in advance from a reasonable number of qualified sources.</li> <li>• The District's preferred standard is three (3) Quotations from separate sources among which the District is essentially indifferent as to all specifications and terms other than cost. The minimum standard is at least two (2) price/rate Quotations representing acceptable options when not relying on single-source justification.</li> <li>• The District may use single-source procurement to the extent there are grounds for doing so under the Uniform Guidance or Board authorization.</li> <li>• The administration may select to use a more formal bid process.</li> </ul>
Purchases of \$100,000 or more	<ul style="list-style-type: none"> <li>• The District shall make such purchases using the Request for Proposal procedures, or, where applicable, single-source procurement to the extent there are grounds for doing so as specified under the Uniform Guidance or as separately approved by the Board.</li> <li>• When appropriate, the District will make life-cycle cost estimates and incorporate consideration of life-cycle costs into the solicitation and evaluation of Responses to Requests for Proposals.</li> </ul>

\*NOTE: This Exhibit represents an overview of the appropriate and lawful procurement methods. Many additional details, requirements, restrictions and procedures are established in federal regulations and Board Policy and Rule. Please refer to Board of Education Policy 672, Procurement and Purchasing and Rule 672 for additional information. In addition, this Exhibit will be updated from time to time to reflect cost thresholds.

Adoption Date: \_\_\_\_\_

## Teaching Contract Recommendation

<p><b><u>Name</u></b></p> <p>Makayla Gratebeck</p>	<p><b><u>Position</u></b></p> <p>Elementary Teacher - 5th Grade</p>	<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor - UW La Crosse</li> </ul>	<p><b><u>License</u></b></p> <p>Applied for 1088 Elementary license</p>	<p><b><u>Experience</u></b></p> <p>Student taught in Onalaska &amp; Sparta</p>	<p><b><u>PD Level</u></b></p> <ul style="list-style-type: none"> <li>• Base = \$42,500</li> </ul>
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<p><b><u>Name</u></b></p> <p>Emily Henderson</p>	<p><b><u>Position</u></b></p> <p>Elementary Interventionist</p>	<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>• Saint Mary's University</li> </ul>	<p><b><u>License</u></b></p> <p>Applied for 1088 Elementary license</p>	<p><b><u>Experience</u></b></p> <p>Student taught in Lewiston &amp; Goodview</p>	<p><b><u>PD Level</u></b></p> <ul style="list-style-type: none"> <li>• Base = \$42,500</li> <li>• Class II enhancement for Spanish = \$2,000</li> <li>• Total = \$44,500</li> </ul>
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