



School District of Beloit

BOARD OF EDUCATION PURPLE PACKET – May 6, 2016

1. Events List for May 9 – May 14, 2016
2. Events List for May 16 – 22, 2016
3. Board Member Calendars for May, 2016
4. Notice of Meeting
 - (E)Quality Committee Meeting, Monday, May 9, 2016, 4:00 p.m., Board Room
 - Curriculum Committee Meeting, Tuesday, May 10, 2016, 4:00 p.m., Fruzen Intermediate School C129 Orchestra Room
 - Policy & Personnel Committee Meeting, Tuesday, May 10, 2016, 5:00 p.m., Fruzen Intermediate School C129 Orchestra Room
 - Finance Committee Meeting, Tuesday, May 10, 2016, 6:00 p.m., Fruzen Intermediate School c129 Orchestra Room
 - Special Board Meeting, Tuesday, May 10, 2016, 7:15 p.m., Fruzen Intermediate School C129 Orchestra Room

NOTES/UNDER SEPARATE COVER

- Financial Reports for March are now available online.
- Links to school newsletters can be found on the Board of Education website on the lower right hand side.

FUTURE BOARD MEETINGS

Special Board Meeting, Tuesday, May 24, 2016, TBD, Superintendent's Office, Room 106

Special Policy & Personnel Committee Meeting, Tuesday, May 24, 2016, Superintendent's Office, Room 106

Board Business Meeting, Tuesday, May 24, 2016, 7:00 p.m., Board Room

SCHOOL EVENTS AND ACTIVITIES
WEEK OF MAY 9, 2016

Monday, May 9

Aldrich PTA Meeting, 6:00 pm

Band Concert, 7:00 pm

Gaston PTO Meeting, 4:30 pm

McNeel National Junior Honor Society Book Drive Week



Tuesday, May 10

Aldrich Hispanic Heritage Night, 5:00-6:00 pm

BMHS Boys Golf vs. Sun Prairie/Craig (Glen Erin G.C.), 2:00 pm

Boys Tennis vs. Middleton, 4:00 pm

Softball vs. Verona (Krueger Park), 4:30 pm

Boys & Girls Track at BMHS, 4:30 pm

Fr. Baseball vs. Madison Memorial, 5:00 pm

JV/Varsity Baseball at Madison Memorial, 5:00 pm

Cunningham Orchestra Concert, 6:00 pm

Intermediate Boys Soccer, 4:30 pm, McN2 v Fru (Telfer), Cunn1 v Ald, Cunn2 at MMS

Intermediate Girls Soccer, 4:30 pm, Fru at MMS, Ald at FMS, McN1 at McN2, Cunn at EMS



Wednesday, May 11

BMHS Academic All-Stars Awards Night, 6:30-8:00 pm

Intermediate Track, 4:30 pm, Cunn vs McN/FMS (BMHS)

Thursday, May 12

BMHS Boys Varsity Golf at La Follette Invitational (Yahara G.C.), Noon

Boys Tennis at La Follette, 4:00 pm

Softball vs. Madison West (Krueger Park), 4:30 pm

Fr. Baseball at Verona, 5:00 pm

JV/Varsity Baseball vs. Verona (SYSC), 5:00 pm

Girls Soccer vs. Madison East, JV-5:00/Varsity-7:00 pm

Fruzen Grades 4-6 Sing, 7:00 pm

Intermediate Boys Soccer, 4:30 pm, Ald at EMS, Fru at FMS, Cunn2 at McN1, McN2 v Cunn 1 (Telfer)

Intermediate Girls Soccer, 4:30 pm, McN2 at MMS, Fru at Ald, Cunn v McN1 (BMHS)

Intermediate Track, 4:30 pm, Fru/Ald at EMS (Montery)

Merrill Family Movie Night, 5:00 pm

Friday, May 13

No School – Staff Professional Development Day

All-Staff Convocation, 8:00 am, BMHS Auditorium

BMHS Boys and Girls Varsity Track Host Conference Meet, 3:30 pm

Saturday, May 14

BMHS Boys JV Tennis Conference Meet at Sun Prairie, 8:00 am

Varsity Softball at Baraboo (Pierce Park), 10:00 am



***SCHOOL EVENTS AND ACTIVITIES
WEEK OF MAY 16, 2016***

Monday, May 16

BMHS Boys JV Golf vs. Craig (Krueger Park), 10:00 am
Boys Varsity Golf at Madison Memorial (Blackhawk C.C.), Noon
JV/Varsity Baseball at Stoughton, 5:00 pm

Tuesday, May 17

Aldrich/McNeel 4th/5th Grade Track Meet, BMHS, 9:30am-1:30 pm
BMHS Boys Varsity Golf Conference Meet at Sun Prairie, 9:00 am
Softball at Madison East (Olbrich Park), 4:30 pm
Baseball vs. Madison West, 5:00 pm (Fr-Mad West, JV-BMHS/Varsity-Telfer Park)
Girls Soccer vs. Middleton, JV-5:00/Varsity-7:00 pm
Intermediate Boys Soccer, 4:30 pm, McN1 v Cunn1 (BMHS), Cunn2 v Fru (Telfer), Ald at FMS
Intermediate Girls Soccer, 4:30 pm, Ald at MMS, EMS at McN2, Cunn at FMS, Fru v McN1 (Aldrich)



Wednesday, May 18

BMHS Senior Academic Scholarship Awards Night, 6:30-8:00 pm

Boys Varsity Tennis Conference Meet at Madison Memorial (Nielson Courts), 9:30 am
Boys JV Track at Parker Invitational (Monterey Stadium), 4:30 pm
Cunningham/Fruzen 4th/5th Grade Track Meet, BMHS, 9:30am-1:30 pm

Thursday, May 19

Minority Scholars Reception, BMHS Barkin Arena, 6:00-7:00 pm
BMHS JROTC Awards, 6:00-8:00 pm
Theatre Fundraiser Show, The Music Man, 7:30 pm (\$10-adults/\$5-students & senior citizens)
Boys JV/Varsity Golf Conference Meet at Evansville, 8:30 am
Boys Varsity Tennis Conference Meet at Madison Memorial (Nielson Courts), 2:00 pm
Girls JV Track Invitational at BMHS, 4:30 pm
Baseball at Madison East, 5:00 pm
Girls Soccer at La Follette, JV-5:00/Varsity-7:00 pm
Softball at Middleton, 5:00 pm
Fruzen Choir Concert, 7:00 pm
Intermediate Track, 4:30 pm, Dual City Conference Meet (Monterey Stadium)

Friday, May 20

BMHS Theatre Fundraiser Show, The Music Man, 7:30 pm
Fruzen Carnival, 4:00-7:00 pm
Intermediate Boys Soccer, 4:30 pm, Cunn2 v McN2 (Telfer), FMS at McN1, Fru at EMS, MMS at Ald
Intermediate Girls Soccer, 4:30 pm, Cunn v Fru (McNeel), McN2 at FMS, Ald at EMS, McN1 at MMS

Saturday, May 21

BMHS Girls Varsity Soccer at Palmyra-Eagle, 9:00 am
Baseball at Fort Atkinson, 11:00 am
Baseball vs. Rockford Christian, 2:00 pm (JV-BMHS, Varsity-Pohlman Field)
Theatre Fundraiser Show, The Music Man, 2:00 & 7:30 pm
McNeel Color Run, 11:00 am (Registration begins at 10:15 am)
Robinson Carnival

Sunday, May 22

BMHS Band Awards, 2:00 pm



Board Availability Calendar

May 2016 (Central Time)

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



NOTICE OF MEETING

SCHOOL DISTRICT OF BELOIT

(E)Quality Committee

Date: Monday, May 9th, 2016
Time: 4:00 p.m.
Location: KOLAK EDUCATION CENTER –Boardroom
The Roosevelt Building
1633 Keeler Avenue
Beloit, WI 53511

AGENDA

- I. Call to Order
- II. Review of previous minutes
- III. Merrill Center Alternate Site- Update
- IV. Juvenile Justice follow up
- V. Membership
- VI. Adjournment

Posted: May 6, 2016



NOTICE OF MEETING

SCHOOL DISTRICT OF BELOIT BOARD OF EDUCATION

CURRICULUM AND INSTRUCTION COMMITTEE

Date: Tuesday, May 10, 2016
Time: 4:00 p.m.
Location: Fruzen Intermediate School
Room C129
2600 Milwaukee Road
Beloit, WI 53511
Committee Members: Lisa Anderson-Levy, Committee Chair
Pam Charles, Member
Kris Klobucar, Member

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of April 2016 Meeting Minutes
4. Determine Vice Chair
5. (E)Quality Committee Representative
6. Curriculum Department Update (20 minutes)
7. Monthly Fund Development Report (5 minutes)
8. Advanced Placement Biology Instructional Materials Adoption (5 minutes)
9. Advanced Placement Chemistry Instructional Materials Adoption (5 minutes)
10. Probability and Statistics Instructional Materials Adoption (5 minutes)
11. 2015-16 Instructional Technology Update (20 minutes)
12. Future Agenda Items:
 - Disciplinary Literacy (June)
 - Summer School Reshaping (June)
 - Truancy at 4K-3 (to be determined)
 - ELTs into Parent Communication (to be determined)
 - BLA Work Study Program Update (to be determined)
 - BMHS Student Scheduling (to be determined)
 - Report Cards and Grading (to be determined)
 - Expanding Grant Opportunities Beyond DPI (to be determined)
 - Graduation Requirements (to be determined)
 - Monthly Fund Development Report (ongoing as needed)
 - Data Reports (ongoing as needed)
 - Achievement Gap Reduction (ongoing)
13. Adjournment

It is anticipated that other Board members may attend this committee meeting.

Posted: May 6, 2016

School District of Beloit
CURRICULUM AND INSTRUCTION COMMITTEE MEETING

Tuesday, April 12, 2016
McNeel Intermediate School—Room 111

MINUTES

1. Call to Order

The Curriculum and Instruction Committee Meeting was called to order by John Acomb at 4:07 p.m.

Committee members present: John Acomb, Lisa Anderson-Levy, and Nora Gard

Also present: Karin Lange, Janelle Marotz, Angie Montpas, Emily Pelz, Ryan Rewey, Angela Snow

2. Approval of Agenda

Gard moved to approve the agenda. Anderson-Levy seconded the motion. Motion carried 3-0.

3. Approval of March 2016 Minutes

Gard moved to approve the minutes. Anderson-Levy seconded the motion. Motion carried 3-0.

4. Monthly Fund Development Report

Janelle Marotz updated the Committee on grants that have been submitted and awarded.

For information.

5. Youth Options for First Semester 2016-17

Angela Snow presented initial numbers for first semester of the 2016-2017 school year. Only five students were denied due to matched courses at BMHS, and only one student denied due to low GPA.

For information.

6. Academic Career Planning

Ryan Rewey presented this program, of which Beloit is a pilot school district. It involves student driven planning for grades 6 through 12, developed with parents, staff and mentors. It is a dynamic program, changing as students change, where high school graduation is seen as a checkpoint, not an endpoint.

For information.

7. Future Agenda Items:

- Truancy at 4K-3 (May)
- Summer School Reshaping (May)
- Instructional Technology (May)
- Achievement Gap Reduction (to be determined)
- ELT's into Parent Communication (to be determined)
- BLA Work Study Program update (to be determined)
- BMHS Student Scheduling (to be determined)
- Report Cards and Grading (to be determined)
- Expanding Grant Opportunities Beyond DPI (to be determined)
- Graduation Requirements (to be determined)
- Monthly Fund Development Reports (ongoing as needed)
- Data Reports (ongoing as needed)

8. Adjournment

The meeting was adjourned at 5:04 p.m.

Respectfully Submitted by Sara McGlasson-Maynard

School District of Beloit
CURRICULUM AND INSTRUCTION COMMITTEE SPECIAL MEETING

Tuesday, April 26, 2016
Kolak Education Center—Room 106

MINUTES

1. Call to Order

The Curriculum and Instruction Committee Special Meeting was called to order by Lisa Anderson-Levy, Vice Chair at 4:54 p.m.

Committee members present: Nora Gard and Lisa Anderson-Levy

Also present: Anthony Bonds, Janelle Marotz, Dr. Darrell Williams, and Dr. Tom Johnson

2. Approval of Agenda

Gard moved to approve the agenda. Anderson-Levy seconded the motion. Motion carried 2-0.

3. Youth Options for First Semester for 2016-17

Gard moved to recommend approval to the full Board of Education of the Youth Options applications for first semester 2016-17. Anderson-Levy seconded the motion. Motion carried 2-0.

4. Adjournment

The meeting was adjourned at 4:56 p.m.

Respectfully Submitted by Michelle Shope, Board Secretary



**School District of Beloit
Curriculum and Instruction
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Curriculum Department Update

Which strategy in the Strategic Plan does this support? Strategy 4–Assessment & Instruction

Your Name and Title:

Anthony Bonds, Assistant Superintendent of Curriculum, Instruction, and Technology

Others assisting you in the presentation:

Angie Montpas, Director of Curriculum & Instruction

Karin Lange, Director of Curriculum & Instruction

Peggy Muehlenkamp, Director of Data & Assessment

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Curriculum and Instruction Committee?

To provide a Curriculum Department update to the committee.

B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?

See attached PowerPoint presentation and 4K-12 literacy and math programming charts.

C. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?

Not applicable.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Curriculum and Instruction Committee consideration and a fiscal note.)

MOTION: For information only.

BUDGET LOCATION: Not applicable.

FISCAL IMPACT: Not applicable.

School District of Beloit

Curriculum Department Update

— May 10, 2016 —

Anthony Bonds, Assistant Superintendent

Agenda

Introduction to the Department of Curriculum, Instruction, and Technology

Goals & Data

K-12 Literacy Plan

K-12 Math Plan

Curriculum Department Focus Areas

- Curriculum Development

- Equity

- Professional Development Goals

Department of Curriculum, Instruction, & Technology

Mission: To support high levels of achievement for all students

Vision: The Department of Curriculum, Instruction, and Technology is committed to supporting teachers and administrators in providing a high quality educational experience for all students, so they are well-prepared for successful futures in the college/career path of their choosing.

Peek Inside the Classroom

[Mini Lesson Using ELTs - 2nd Grade Example](#)

[Guided Math Examples - K - 3rd Grade](#)

Literacy Goals

K-8 grade level cohort groups will meet or exceed NWEA School/District Fall to Spring Growth Norms as measured by Fall to Spring grade level mean RIT scores for reading (see district grade level growth target chart).

30% of 9th grade students will meet college readiness by Spring 2016 as measured by ACT Aspire Reading scores.

The percentage of 10th grade students meeting college readiness will increase from 25% (as 9th graders) to 30% as measured by ACT Aspire Reading scores.

The percentage of 11th grade students meeting college readiness will increase from 16.3% to 30% as measured by Spring 2015 and Spring 2016 ACT Reading scores.

Math Goals

K-8 grade level cohort groups will meet or exceed NWEA School/District Fall to Spring Growth Norms as measured by Fall to Spring grade level mean RIT scores for math (see district grade level growth target chart).

30% of 9th grade students will meet college readiness by Spring 2016 as measured by ACT Aspire math scores.

The percentage of 10th grade students meeting college readiness will increase from 20% to 30% as measured by Spring 2016 ACT Aspire math scores.

The percentage of 11th grade students meeting college readiness will increase from 16.8% to 30% as measured by Spring 2015 and Spring 2016 ACT math scores.

Example

	<u>NWEA Fall to Spring Growth Norm</u>	FALL 2015 District Grade Level Mean	Spring 2016 District Grade Level Mean Goal Target*	Spring 2016 Goal Black or African American Mean Goal Target*	Spring 2016 Goal Caucasian Mean Goal Target*	Spring 2016 Goal Hispanic or Latino Mean Goal Target*
5th Grade Reading	6.1	201.1	209.2 (207.2)	208 (203)	211.5 (211.5)	208 (205.6)

Fall 2015 Reading Mean Scores

	<u>NWEA FALL Norm Grade Level Mean</u>	FALL 2015 District Grade Level Mean	FALL 2015 Black or African American	FALL 2015 Caucasian	FALL 2015 Hispanic or Latino
Kindergarten Reading	141	138.5	138.4	140.9	136.3
1st Grade Reading	160.7	157.1	154.6	161.3	154.3
2nd Grade Reading	174.7	165.8	163.1	168.6	164.4
3rd Grade Reading	188.3	182	179.5	186	179.4
4th Grade Reading	198.2	191.1	188.1	195.6	189.9
5th Grade Reading	205.7	201.1	196.9	205.4	199.5
6th Grade Reading	211	207.7	204.3	210.4	207.8
7th Grade Reading	214.4	211.2	206.9	215	210.1
8th Grade Reading	217.2	215.4	211.4	217.9	215.3

Spring 2016 Reading Goals

	<u>NWEA Fall to Spring Growth Norm</u>	FALL 2015 District Grade Level Mean	Spring 2016 District Grade Level Mean Goal Target*	Spring 2016 Goal Black or African American Mean Goal Target*	Spring 2016 Goal Caucasian Mean Goal Target*	Spring 2016 Goal Hispanic or Latino Mean Goal Target*
Kindergarten Reading	17.2	138.5	159	159	159	159
1st Grade Reading	16.6	157.1	175	175	177.9	175
2nd Grade Reading	14	165.8	182.8	181	182.8	182
3rd Grade Reading	10.3	182	195	195.5	196.3	195.7
4th Grade Reading	7.8	191.1	201.1	200	203.4	200
5th Grade Reading	6.1	201.1	209.2	208	211.5	208
6th Grade Reading	4.8	207.7	214	212	215.2	214
7th Grade Reading	3.7	211.2	216.9	214.6	218.7	216.9
8th Grade Reading	2.8	215.4	220.2	218.2	220.7	220.2

* cohort growth trends were used to determine each grade level and demographic group spring targets

2015 - 2016 Fall to Winter Reading Mean Scores

	District Spring 2016 Grade Level Mean RIT Target	FALL District Grade Level Mean	WINTER 2016 District Grade Level Mean	Fall to Winter RIT growth	Winter to Spring RIT Growth Needed to Meet Spring Goal	Fall 2015 Free & Reduced	WINTER 2016 Free & Reduced	Fall to Winter RIT growth (Free & Reduced)	Winter to Spring RIT Growth Needed to Meet Spring Goal (Free & Reduced)
Kindergarten Reading	159	138.5	148.3	9.8	10.7	137.7	147.2	9.5	10.8
1st Grade Reading	175	157.1	168	10.9	7	159.9	166.6	6.7	8.4
2nd Grade Reading	182.8	165.8	177.3	11.5	4.9	164.4	175.9	11.5	6.9
3rd Grade Reading	195	182	188.1	6.1	6.9	181	186.8	5.8	8.2

Fall 2015 Math Mean Scores

	<u>FALL NWEA Norm Grade Level Mean</u>	FALL 2015 District Grade Level Mean	FALL 2015 Black or African American	FALL 2015 Caucasian	FALL 2015 Hispanic or Latino
Kindergarten Math	140	135.9	134.6	138.6	133.8
1st Grade Math	162.4	158.6	155.1	162.5	157
2nd Grade Math	176.9	169.5	166.6	171.1	169.8
3rd Grade Math	190.4	184.5	181	188.1	183.5
4th Grade Math	201.9	196.3	192.5	199.5	194.9
5th Grade Math	211.4	207.3	202.4	211	206.8
6th Grade Math	217.6	213.2	208.6	216.2	213.8
7th Grade Math	222.6	216.9	210.2	221.7	216.5
8th Grade Math	226.3	223.8	216.7	226.8	225.5

Spring 2016 Math Goals

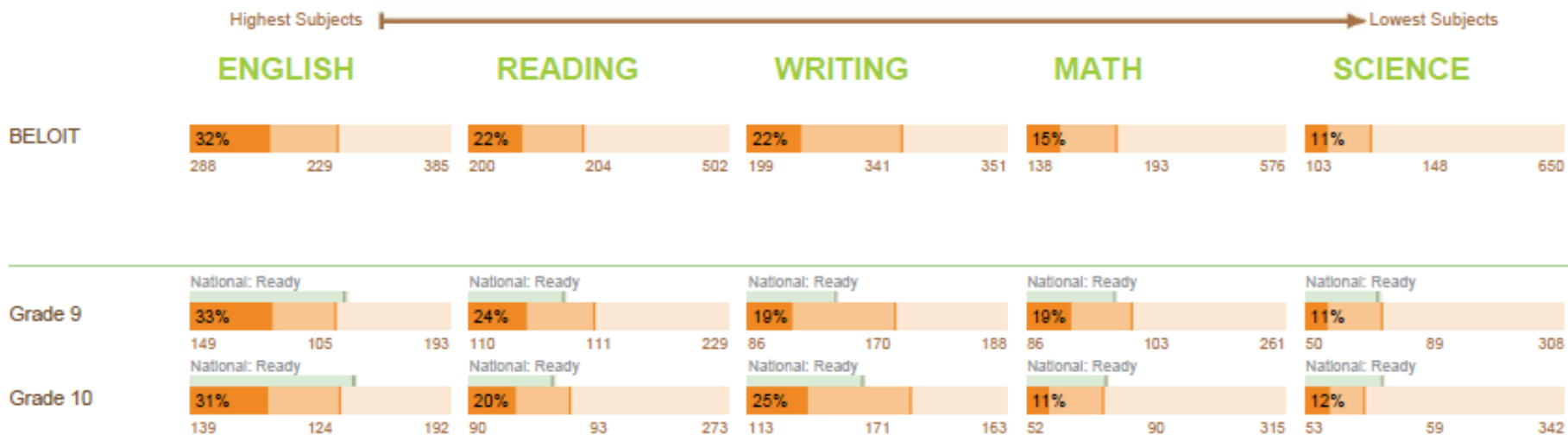
	<u>NWEA Fall to Spring Growth Norm</u>	FALL 2015 District Grade Level Mean	Spring 2016 District Grade Level Mean Goal Target*	Spring 2016 Black or African American Mean Goal Target*	Spring 2016 Caucasian Mean Goal Target*	Spring 2016 Hispanic or Latino Mean Goal Target*
Kindergarten Math	19.1	135.9	160	160	160	160
1st Grade Math	18.4	158.6	180	180	180.9	180
2nd Grade Math	15.2	169.5	188	186	188	188
3rd Grade Math	13	184.5	201	199	201.1	201
4th Grade Math	11.6	196.3	211	208	211.1	209
5th Grade Math	9.9	207.3	220	220	226.1	223.7
6th Grade Math	7.7	213.2	223	220.9	223.9	223
7th Grade Math	6	216.9	226	221	227.7	226
8th Grade Math	4.6	223.8	231	225	231.4	231

* cohort growth trends were used to determine each grade level and demographic group spring targets

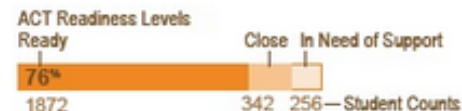
2015 - 2016 Fall to Winter Math Mean Scores

	District Spring 2016 Grade Level Mean RIT Target	FALL District Grade Level Mean	WINTER 2016 District Grade Level Mean	Fall to Winter RIT growth	Winter to Spring RIT Growth Needed to Meet Spring Goal	Fall 2015 Free & Reduced	WINTER 2016 Free & Reduced	Fall to Winter RIT growth (Free & Reduced)	Winter to Spring RIT Growth Needed to Meet Spring Goal (Free & Reduced)
Kindergarten Math	160	135.9	148.3	12.4	11.7	134.9	147.2	12.3	12.8
1st Grade Math	180	158.6	170.7	12.1	9.3	157.4	169.5	12.1	10.5
2nd Grade Math	188	169.5	181.6	12.1	6.4	169	180.6	11.6	7.4
3rd Grade Math	201	184.5	192.2	7.7	8.2	183.3	191	7.7	10

Aspire Spring 2015 - 9th & 10th Grade



2016 Reading & Math Goals:
30%



K-12 Literacy Focus - Balance

Meeting the needs of all students:

- ★ During universal core instruction
- ★ Supporting with intervention



K-12 Literacy Focus - High Impact Strategies

Coaching teachers for:

- ★ Focus
- ★ Clarity
- ★ Student Expectations



K-12 Literacy Focus - Universal Instruction



Literacy Coaching Team

Elementary Coaching Team:

Kathie Horvath: Converse Elementary

Rebecca Albert: Gaston Elementary

Cindy Weber: Hackett Elementary

Rachelle Elliott: Merrill Elementary

Marcia Jordahl: Robinson Elementary

Andrea Heckner: Todd Elementary

Secondary Coaching Team:

Lynne Roden: Aldrich

Cyntha Slavish: Aldrich & Fruzen

Amy Mueller: Fruzen

Lesli Nelson-Richter: Cunningham

Nicole Hajewski: Cunningham

Carie Champeny-Johns: McNeel

Casey Hallett: McNeel

Dawn Raufman: Beloit Learning Academy

Mary Stuedemann: Beloit Memorial

Bridget Westbury: Beloit Memorial

Elementary Literacy: K-5



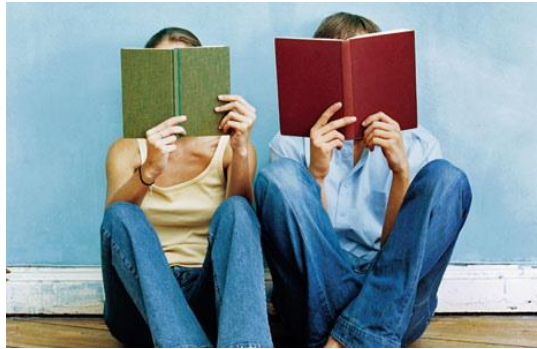
Secondary Literacy: Grades 6-12

- ★ Balance Between Rigor and Support
- ★ Springboard brings College Board-approved rigor to the English department
- ★ Supports remain in place for students who need them
- ★ Goal = to accelerate students successfully into Springboard as soon as possible



School District of Beloit Literacy Programming

Universal and Intervention Programming



4K-12 Math Focus

Meeting the needs of all students:

- ★ Universal Instruction
- ★ Intervention
- ★ Equity



Math Coaching Team

Dawn Skrzypchak - Beloit Memorial High School

Belinda McCarthy - Intermediate Schools (Aldrich, Cunningham, Fruzen, McNeel)

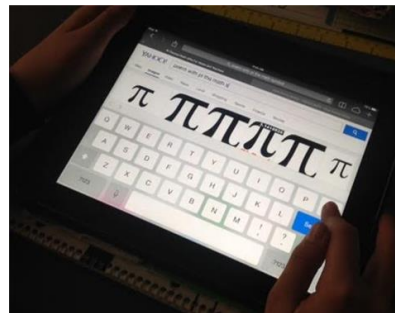
Megan King - Elementary Schools (Todd, Converse, Robinson, Hackett, Gaston)

Kim Woodkey - Elementary School (Merrill Math Specialist)



Support for Universal Instruction, 4K-12

- ★ Guaranteed, Viable Curriculum including Essential Learning Targets (ELTs)
- ★ Common Core Standards - Content & Practice
- ★ Assessment & Use of Data
- ★ Integration of Technology
- ★ Professional Development
- ★ Collaboration



Support for Struggling Learners

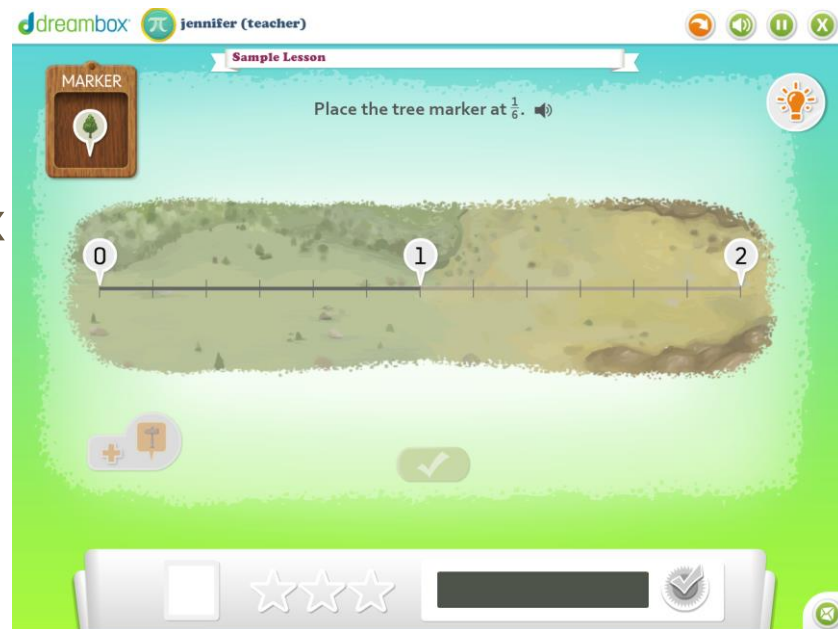
Response to Intervention (Rtl)

★ Tier 2: Guided Math & DreamBox

★ Tier 3: In early development

- Interventionist certificates
- Cognitively Guided Instruction
- Need resources and staff

- Merrill Math Specialist



School District of Beloit Math Programming

[Link to Programming Document Here](#)

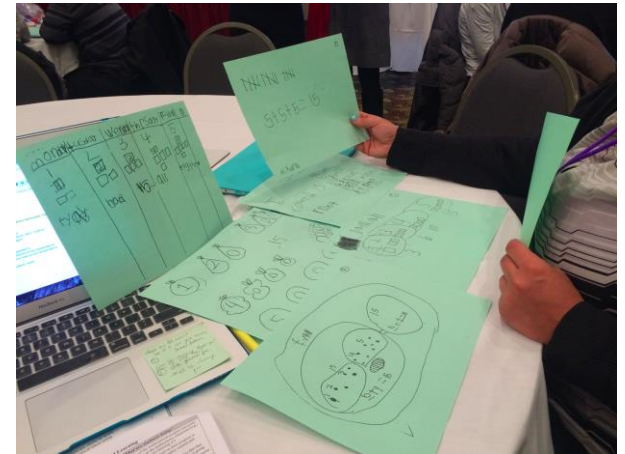
Development of Curriculum

Providing Clarity, Focus, and Lifting Student Expectations

Essential Learning Targets

Understanding By Design Framework

[Website](#)



Equity in Curriculum & Instruction

- ★ Research to close the achievement gap
- ★ Culturally relevant practices
 - Professional development
 - Integration with content
- ★ Spanish resources
- ★ Dual Language Immersion program (4K-3rd grade, adding 4th grade)
- ★ Access to advanced courses
- ★ University and community partnerships

Professional Development Goals

- Provide meaningful time for staff development and collaboration that positively impacts student achievement.
- Focus on equity, engagement, data analysis, and guaranteed and viable curriculum as the foundation for improving student achievement
- Incorporate instructional technology, data, and assessment throughout the PD/PLC process
- Support principals as instructional leaders in the PLC process through:
 - coaching in curriculum, instruction, and assessment
 - data meetings
 - PD/PLC during administrative meetings

What's Next

In June:

- ★ 2016-2017 Curriculum Department Action Plan

- Department Structure
 - Roles & Responsibilities
 - Mission/Vision/Goals
- Professional Development Plan
- Curriculum Review and Renewal Cycle
- Curriculum Storage & Access (Employee & Public Website)
- Assessment Plan

- ★ Name Change: Department of Teaching & Learning

What's Next

Ongoing:

- ★ Data reports
- ★ Achievement gap and equity reports
- ★ Department/content reports
 - Literacy & Math
 - Bilingual Education
 - Instructional Technology
 - Advanced Learning (Gifted & Talented)
 - And more!

4K-3rd Literacy Programming					
Universal Instruction	4K	5K	1st	2nd	3rd
Programming	Student-centered inquiry/ exploration, integrated units	Balanced Literacy	Balanced Literacy	Balanced Literacy	Balanced Literacy
	Phonics	Writing Workshop	Writing Workshop	Writing Workshop	Writing Workshop
	Handwriting	Phonics	Phonics	Phonics	
		Handwriting			
Curriculum Documents					
	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets
4K-12 Curriculum website	Pacing Guide	Pacing Guide	Pacing Guide	Pacing Guide	Pacing Guide
		Balanced Literacy Absolutes	Balanced Literacy Absolutes	Balanced Literacy Absolutes	Balanced Literacy Absolutes
Materials					
	Creative Curriculum	Houghton Mifflin	Houghton Mifflin	Houghton Mifflin	Houghton Mifflin
	Handwriting Without Tears	Writing Units of Study	Writing Units of Study	Writing Units of Study	Writing Units of Study
	Jolly Phonics	Handwriting Without Tears	Fountas & Pinnell Phonics	Fountas & Pinnell Phonics	PILOT - Reading Units of Study
		Fountas & Pinnell Phonics	PILOT - Reading Units of Study	PILOT - Reading Units of Study	PILOT - Words Their Way
PD Plan					
	Implementation of new curriculum materials	ELTs and the Minilesson	ELTs and the Minilesson	ELTs and the Minilesson	ELTs and the Minilesson
	Steering Committee	Small Group Reading Instruction	Small Group Reading Instruction	Small Group Reading Instruction	Small Group Reading Instruction
	Creative Curriculum Consultant	Concept of Word Conferring (Writing & Reading)	Concept of Word Conferring (Writing & Reading)	Concept of Word Conferring (Writing & Reading)	Conferring (Writing & Reading)
Coaching Focus					
	Implementation of curriculum materials and assessment	Guided Reading	Guided Reading	Guided Reading	Guided Reading
		Concept of Word	Concept of Word	Concept of Word	Concept of Word
		Teacher clarity, focus	Teacher clarity, focus	Teacher clarity, focus	Teacher clarity, focus
		Student expectations	Student expectations	Student expectations	Student expectations
Assessment					
	Teaching Strategies - GOLD	Benchmark Assessment System	Benchmark Assessment System	Benchmark Assessment System	Benchmark Assessment System
	PALS	PALS	PALS	PALS	MAP
	Teacher-designed assessments	MAP	MAP	MAP	Writing Rubric
		Writing Rubric	Writing Rubric	Writing Rubric	Wisconsin Forward Exam
		Teacher-designed assessments	Teacher-designed assessments	Teacher-designed assessments	Teacher-designed assessments

4K-3rd Literacy Intervention Programming					
Intervention	4K	5K	1st	2nd	3rd
Programming	Classroom based	Basic Reading Skills	Basic Reading Skills	Basic Reading Skills	Basic Reading Skills
		Comprehension	Comprehension	Comprehension	Comprehension
		Fluency	Fluency	Fluency	Fluency
Documents		Basic Reading Skills	Basic Reading Skills	Basic Reading Skills	Basic Reading Skills
SDB Rtl website		Comprehension	Comprehension	Comprehension	Comprehension
		Fluency	Fluency	Fluency	Fluency
Materials	Teacher designed	Soar to Success LLI	Soar to Success LLI	Soar to Success LLI	Soar to Success LLI
		Reading Specialist Designed	Reading Specialist Designed	Reading Specialist Designed	Reading Specialist Designed
		Words Their Way	Words Their Way	Words Their Way	Words Their Way
		Jolly Phonics	Jolly Phonics		
		Phonemic Awareness- Haggerty	Phonemic Awareness- Haggerty	Phonemic Awareness- Haggerty	Phonemic Awareness- Haggerty
PD Plan		Implementation	Implementation	Implementation	Implementation
		Fidelity	Fidelity	Fidelity	Fidelity
Coaching Focus		Implementation	Implementation	Implementation	Implementation
		Fidelity	Fidelity	Fidelity	Fidelity
Assessment	Teaching Strategies - GOLD	Benchmark Assessment System	Benchmark Assessment System	Benchmark Assessment System	Benchmark Assessment System
	PALS	PALS	PALS	PALS	MAP
		MAP	MAP	MAP	Writing Rubric
		Writing Rubric	Writing Rubric	Writing Rubric	AIMSweb
		AIMSweb	AIMSweb	AIMSweb	

[illegible]

4th-8th Literacy Intervention Programming					
Intervention	4th	5th	6th	7th	8th
Programming	Comprehension	Comprehension	Comprehension	Comprehension	Comprehension
	Basic Reading Skills	Basic Reading Skills	Basic Reading Skills	Basic Reading Skills	Basic Reading Skills
	Fluency	Fluency	Fluency	Fluency	Fluency
Documents	Comprehension	Comprehension	Comprehension	Comprehension	Comprehension
SDB RTI website	Basic Reading Skills	Basic Reading Skills	Basic Reading Skills	Basic Reading Skills	Basic Reading Skills
	Fluency	Fluency	Fluency	Fluency	Fluency
Materials	Comprehension Toolkit	Comprehension Toolkit	Comprehension Toolkit	Comprehension Toolkit	Comprehension Toolkit
	Words Their Way	Words Their Way	Words Their Way	Words Their Way	Words Their Way
	Reader's Theater	Reader's Theater	Reader's Theater	Reader's Theater	Reader's Theater
	National Geographic	BOLDPRINT Yellow	BOLDPRINT Orange	BOLDPRINT Red	BOLDPRINT Red
	Reading Specialist Designed	Reading Specialist Designed	Soar to Success	Soar to Success	Soar to Success
			Reading Specialist Designed	Reading Specialist Designed	Reading Specialist Designed
PD Plan	Implementation	Implementation	Implementation	Implementation	Implementation
	Fidelity	Fidelity	Fidelity	Fidelity	Fidelity
Coaching Focus	Implementation	Implementation	Implementation	Implementation	Implementation
	Fidelity	Fidelity	Fidelity	Fidelity	Fidelity
Assessment	MAP	MAP	MAP	MAP	MAP
	QRI	QRI	QRI	QRI	QRI
	Wisconsin Forward Exam	Wisconsin Forward Exam	Wisconsin Forward Exam	Wisconsin Forward Exam	Wisconsin Forward Exam
	AIMSweb	AIMSweb	AIMSweb	AIMSweb	AIMSweb

9th-12th Literacy Programming

Universal Instruction	9th	10th	11th	12th
Programming	College Board Integrated Reading/Writing	College Board Integrated Reading/Writing	College Board Integrated Reading/Writing	College Board Integrated Reading/Writing
			Modified College Board Integrated Reading/Writing	Modified College Board Integrated Reading/Writing
	High Support Integrated Reading/Writing	High Support Integrated Reading/Writing	High Support Integrated Reading/Writing	High Support Integrated Reading/Writing
	ELL English	ELL English	ELL English	ELL English
Curriculum Documents	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets
4K-12 Curriculum website	Pacing Guide	Pacing Guide	Pacing Guide	Pacing Guide
Materials	Springboard	Springboard	Springboard	Springboard
	EDGE Aligned	EDGE Aligned	EDGE Aligned	
PD Plan	Common Assessments	Common Assessments	Common Assessments	Common Assessments
	Responsive Instruction	Responsive Instruction	Responsive Instruction	Responsive Instruction
	Disciplinary Literacy	Disciplinary Literacy	Disciplinary Literacy	Disciplinary Literacy
Coaching Focus	Disciplinary Literacy	Disciplinary Literacy	Disciplinary Literacy	Disciplinary Literacy
	SLO's	SLO's	SLO's	SLO's
Assessment	Aspire	Aspire	ACT	
	Springboard Assessments	Springboard Assessments	Springboard Assessments	Springboard Assessments
	ALIGNED Assessments	ALIGNED Assessments	ALIGNED Assessments	ALIGNED Assessments

9th-12th Literacy Intervention Programming				
Intervention	9th	10th	11th	12th
Programming	Comprehension	Comprehension	Comprehension	Comprehension
	Fluency Tier 3B	Fluency Tier 3B	Fluency Tier 3B	Fluency Tier 3B
Documents	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets
SDB RtI website	Pacing Guide	Pacing Guide	Pacing Guide	Pacing Guide
Materials	BOLDPRINT Red	BOLDPRINT Red	BOLDPRINT Red	Texts & Lessons (2)
	Comprehension Toolkit	Comprehension Toolkit	Comprehension Toolkit	Everyday English
	Everyday English	Everyday English	Texts & Lessons (2)	
			Everyday English	
PD Plan	Implementation	Implementation	Implementation	Implementation
	Fidelity	Fidelity	Fidelity	Fidelity
Coaching Focus	Responsive Instruction	Responsive Instruction	Responsive Instruction	Responsive Instruction
	Disciplinary Literacy	Disciplinary Literacy	Disciplinary Literacy	Disciplinary Literacy
	SLO's	SLO's	SLOs	SLOs
Assessment	Aspire	Aspire	ACT	QRI
	QRI	QRI	QRI	MAP
	MAP	MAP	MAP	

4K-3rd Math Programming					
Universal Instruction	4K	5K	1st	2nd	3rd
Curriculum Documents	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets
4K-12 Curriculum website	Pacing Guide	Pacing Guide	Pacing Guide	Pacing Guide	Pacing Guide
		UBD (In Progress)	UBD (In Progress)	UBD (In Progress)	UBD (In Progress)
Materials	Creative Curriculum	Investigations	Investigations	Investigations	Investigations
		Dreambox	Dreambox	Dreambox	Dreambox
PD Plan	Implementation of new curriculum materials	Fact Fluency	Fact Fluency	Fact Fluency	Fact Fluency
	Steering Committee	Guided Math	Guided Math	Guided Math	Guided Math
	Creative Curriculum Consultant	Dreambox	Dreambox	Dreambox	Dreambox
		Use of Data	Use of Data	Use of Data	Use of Data
Coaching Focus	Implementation of curriculum materials and assessment	Use of ELTs	Use of ELTs	Use of ELTs	Use of ELTs
		Fact Fluency	Fact Fluency	Fact Fluency	Fact Fluency
		Guided Math	Guided Math	Guided Math	Guided Math
		Dreambox	Dreambox	Dreambox	Dreambox
		Use of Data	Use of Data	Use of Data	Use of Data
Assessment	Teaching Strategies - GOLD	Common Pre and Post	Common Pre and Post	Common Pre and Post	Common Pre and Post
		Fact Fluency	Fact Fluency	Fact Fluency	Fact Fluency
		MAP	MAP	MAP	MAP
					Wisconsin Forward Exam

4th-8th Math Programming					
Universal Instruction	4th	5th	6th	7th	8th
Curriculum Documents	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets
4K-12 Curriculum website	Pacing Guide	Pacing Guide	Pacing Guide	Pacing Guide	Pacing Guide
	UBD Framework	UBD Framework	UBD Framework	UBD Framework	UBD Framework
Materials	Investigations	Investigations	Big Ideas	Big Ideas	Big Ideas
	Dreambox	Dreambox	Dreambox	Dreambox	Dreambox
					Springboard for Alg. & Geom.
PD Plan	Guided Math	Guided Math	Guided Math	Guided Math	Guided Math
	Dreambox	Dreambox	Big Ideas & Technology	Big Ideas & Technology	Big Ideas & Technology
	Use of Data	Use of Data	Dreambox	Dreambox	Dreambox
			Use of Data	Use of Data	Use of Data
Coaching Focus	Use of ELTs	Use of ELTs	Use of ELTs	Use of ELTs	Use of ELTs
	Guided Math	Guided Math	Guided Math	Guided Math	Guided Math
	Dreambox	Dreambox	Dreambox	Dreambox	Dreambox
	Use of Data	Use of Data	Use of Data	Use of Data	Use of Data
Assessment	Common Pre and Post	Common Pre and Post	Common Pre and Post	Common Pre and Post	Common Pre and Post
	MAP	MAP	MAP	MAP	MAP
	Wisconsin Forward Exam	Wisconsin Forward Exam	Wisconsin Forward Exam	Wisconsin Forward Exam	Wisconsin Forward Exam

9th-12th Math Programming				
Universal Instruction	Algebra	Geometry	Algebra 2	Upper Level
Curriculum Documents	Essential Learning Targets	Essential Learning Targets	Essential Learning Targets	In development
4K-12 Curriculum website	Pacing Guide	Pacing Guide	Pacing Guide	
	UBD Framework	UBD Framework	UBD Framework	
Materials	Springboard	Springboard	Springboard	Various Textbooks
PD Plan	Common Assessments	Common Assessments	Common Assessments	Common Assessments
	Vocabulary Development	Vocabulary Development	Vocabulary Development	Vocabulary Development
Coaching Focus	High Expectations	High Expectations	High Expectations	High Expectations
	Student Engagement	Student Engagement	Student Engagement	Student Engagement
	Implementation of new assessments	Implementation of new assessments	Implementation of new assessments	
	Math Teaching Practices	Math Teaching Practices	Math Teaching Practices	Math Teaching Practices
Assessment	Common Assessments	Common Assessments	Common Assessments	Common Assessments
	Aspire	Aspire	ACT	



**School District of Beloit
Curriculum and Instruction
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Monthly Fund Development Report

Which strategy in the Strategic Plan does this support?

We will create sustainable financing and establish financial priorities in order to ensure quality instructional programs and to support adequate, up-to-date facilities.

Your Name and Title: Janelle Marotz, Assistant Superintendent of Business Services

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Curriculum and Instruction Committee?

To give an update on fund development activities to date.

B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?

See the attached Grant Activity List and the summary of 2015-16 Ecolab grants submitted. The report will allow the Committee to understand what fund development activities have been completed and which are pending in terms of progress towards fiscal goals and programmatic support.

C. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?

No action needed. Informational report only.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Curriculum and Instruction Committee consideration and a fiscal note.)

MOTION: Not applicable.

BUDGET LOCATION: Not applicable.

FISCAL IMPACT: Not applicable.

May - 2016 - Committee Report

Grant Activity 7/1/15 - 6/30/16

Program	Funding Source	Amount Requested	School/Contact	Date Submitted	Renewal/New	Status	Purpose	Date Awarded	Award Amount	Date Declined
Visions For Learning	Ecolab	\$215-\$3000	Various	3/18/2016	New	Awarded	Beloit was awarded 12 grants ranging from \$215 to \$2560 for a total of \$16,748.59 (see attached)	4/4/2016	\$16,748	
Produce for Pantries	Cornerstone of Hope	Materials for three raised garden beds	Hackett Marcia Schwengels	3/16/2016	New	Awarded	Items will be directly donated for three garden beds: building materials, soil, seeds, and trellis.	4/15/2016	Materials for 3 gardens	
Produce for Pantries	Cornerstone of Hope	Materials for three raised garden beds	Todd Elizabeth White	3/16/2016	New	Awarded	Items will be directly donated for three garden beds: building materials, soil, tomato cages and plants, and trellis	4/15/2016	Materials for 3 gardens	
Produce for Pantries	Cornerstone of Hope	Materials for three raised garden beds	Robinson Elizabeth White	3/16/2016	New	Awarded	Items will be directly donated for three garden beds: building materials, tomato cages and plants, and trellis	4/15/2016	Materials for 3 gardens	
Fresh Fruits and Vegetables	Wis Dept of Public Instruction	\$199,000	4K-Intermediate	4/12/2016	Renewal	Submitted	Separate applications for ten schools to provide a fresh fruit or vegetable afternoon snack.			
Meemic Back to School	Meemic Foundation	2 @ \$100 (\$200)	Hackett Marcia Schwengels	4/18/2016	New	Submitted	Jessica Brink and Megan Brost of Hackett each submitted requests that will award \$100 worth of back to school supplies from Quill. Announcement date is 8/1/16.			
Academic Parent Teacher Team (APTT)	Wis Dept of Public Instruction	\$27,000	Merrill Betsy Schroeder	4/22/2016	New	Submitted	The APTT model is a research and evidence-based family engagement best practice that supports families involvement that advances student learning and achievement. Funds will be used for APTT training, subs, staff extended time, childcare, translators and transportation costs for parents.			
Youth Literacy Grants	Dollar General	\$4,000 ea (\$16,000)	Aldrich, Cunningham, Fruzen, McNeel	Due 5/19/2016	New	In Process	The Intermediate Reading specialists will apply for \$4,000 for each site. Funds will be used to purchase books for low level readers. Announcement date is Sept. 1, 2016			
Build It Yourself Playground	KaBOOM!	\$15,000 (for a \$40,000 project)	Merrill	Due June	New	In Process	Merrill is in dire need of an additional playground that will specifically address the needs of their younger students. Projects through KaBOOM! can be from \$24,000 to \$40,000. Grants will be for \$15,000, so a match from \$9,000-\$25,000 is required. Merrill is committed to fundraise and/or pursue other grant sources to match the difference. There may be a possibility of a higher award. The grant only covers the playground equipment; it will not cover land/space prep, or supervision of the project.			

AmeriCorps Farm to School	DATCP	3 Half time AmeriCorp Workers	Janelle Marotz KEC	4/11/2016	Continuation	Pending	AmeriCorps Farm to School will allow a continuation partnership for our existing 2 Part time community outreach, and 1 nutrition educators. The district agrees to pay each \$2500 in non-federal match funds, as well as office space, materials, etc.			
Meemic Student Art Contest	Meemic Foundation	\$300 for school Amazon Fire Table for student	Cunningham	4/8/2016	New	Submitted	Michigan, Illinois or Wisconsin students can submit artwork that reflects one of the following themes: safety, education or state. The student will win a Fire Tablet, and the school \$300 in art supplies.			
Kiwanis Club	Kiwanis Club	\$800	Gaston Kirah Zeilinger	1/8/2016	New	Awarded	Gaston received funding for start up cost for materials for their raised garden beds: lumbar, soil, seeds, fertilizer, and tools. It will be cared for teachers, parents and students.	2/19/2016	\$800	
Discretionary Grant Program	Stateline Community Foundation	\$500	KEC Jennifer Paepke	3/2/2016	New	Not Submitted	Funds will be used to transport Beloit (and possibly Janesville) high school girls to the Rock County Young Women's Leadership Forum to be held at UW Rock County on April 29.		\$0	
Community Foundation of Southern Wisconsin	Rock County Agricultural Fund	\$2,500	Robinson Madeleine Blain	2/15/2016	New	Awarded	Three raised garden beds will be built at Robinson. The funds will be used for materials: soil, compost, seeds, timber and tools. Robinson students and families will volunteer to tend the gardens. Teachers will be encouraged to utilize the gardens in their lessons.	4/1/2016	\$1,500	
Fab Lab Grants	Wisconsin Economic Development Corporation (WEDC)	\$10,500	BMHS Ryan Rewey	1/22/2016	New	Not Awarded	The lab would be located at BMHS and would allow students to develop skills and abilities related to fabrication, engineering and design concepts, robotics as well as increase math and science awareness. This grant requires a match which includes Perkin funds and district funds for a project total of \$21,000.		0	5/2/2016
Teacher Action Award	Upsilon Chapter of the Delta Kappa Society	\$200	Merrill Amanda Mortimer	12/15/2015	New	Awarded	4K students at Merrill will be involved in hands-on cooking activities in collaboration with Farm to School Program through Americorps. Funds will be used for ingredients and materials. Activities will be tied to literacy/math activities.	1/5/2016	\$200	
Challenge Award Grants	WREA	\$2,000	McNeel Darsha Olsen	1/31/2016	New	Not Awarded	Funds will be used for a McNeel Science Festival. Younger students will visit the stations and learn from the 8th graders. The festival will be expanded in 2016 to include evening hours for families and community. Awards announced first week in April.		0	

Forward Together	WEA Trust	\$3,000	McNeel Darsha Olsen	1/31/2016	New	Not Awarded	Funds will be used for a McNeel Science Festival. Younger students will visit the stations and learn from the 8th graders. The festival will be expanded in 2016 to include evening hours for families and community. Funds will be used for supplies, materials, fees for outside groups, transportation reimbursement, printing.	3/9/2016	0	
Forward Together	WEA Trust	\$3,000	BMHS Julie Horvath	1/31/2016	New	Not Awarded	Students in the advanced spanish classes will share their knowledge of global Spanish speaking cultures by creating original non-fiction e-books to share with the dual language elementary students. They will visit only one or two classrooms, but they will be available to all dual language elementary students.	3/9/2016	0	
Forward Together	WEA Trust	\$3,000	KEC Janelle Marotz	1/31/2016	New	Not Awarded	Funds will be used for the development of a raised garden at Robinson Elementary. Awards announced in February.	3/9/2016	0	
Accounting Careers Awareness Grant	WICPA Educational Foundation	\$2,500	BMHS Mary Kaye Richardson	12/18/2015	New	Awarded	Students in Accounting 1 and Advanced Accounting will travel to Lambeau Field to speak with the CPA Accountant and Payroll Supervisor about the daily, weekly and monthly routines of their jobs.	1/1/2016	\$2,500	
Balanced Active Lifestyle	McDonalds	\$907	Merrill Jacob Traeger	11/30/2015	New	Awarded	Objectives for this application are: to teach the difference between healthy and unhealthy foods; benefits of eating healthy; and to reinforce benefits of exercise. Funds will pay for NutriPlay Healthy Games	12/15/2015	\$907	
AODA Student Mini Grants	Wisconsin Department of Public Instruction	\$1,000	BLA Tina Goecks	11/1/2015	New	Awarded	Student mentors trained in Youth2Youth 4 Change (youth advocacy program), will serve as mentors to other students and address issues of the effects of marijuana, alcohol and ecigarettes/vaping.	11/23/2015	\$900	
Annie's 2015 Grants for Gardens	Annie's	\$2,498	Converse Elizabeth White	12/4/2015	New	Submitted	The funds will be used to create three raised beds at Converse Elementary with student goals of learning how to eat healthy, the origins of food, and self-sufficiency skills	4/1/2016	0	
Awesome Food Grant	Awesome Food	\$1,000	Todd Elizabeth White	11/16/2015	New	Submitted	The grant will be used to create two raised garden beds at Todd Elementary. The garden will be a teaching tool for nutrition education and exposing students to more fruits and vegetables, as well as self sufficiency.	4/1/2016	0	
Seed Money	Seed Money	\$400	Robinson Madeleine Blain	11/11/2015	New	Awarded	One garden at Robinson Elementary will become a teaching tool for nutrition education and exposing students to more fruits and vegetables.	12/16/2015	\$400	

AmeriCorps Farm to School	Department of Agriculture & Consumer Protection	(1) Half-time AmeriCorps Workers	KEC Janelle Marotz	4/3/2015 Intent to apply	New	Awarded	The district was offered the opportunity for an additional half time AmeriCorp worker based on our previous application.	11/1/2015	(1) Half-time AmeriCorp Workers	
Farm to School Training Grant	US Department of Agriculture		KEC Janelle Marotz		New	Not Awarded			0	11/18/2015
Nature Works Everywhere Garden Grant	The Nature Conservancy	\$1000-\$2000	Todd Elizabeth White	11/2/2015	New	Not Awarded	Funds will be used to purchase materials and plants for six raised garden beds at Todd Elementary.		0	11/20/2015
2015 Ambassador Grants	Greater Beloit Chamber of Commerce	\$500	KEC King/Lange	11/2/2015	New	Not Awarded	Funds will be used to purchase math manipulatives for a designated Resource Room in each school. These materials would strengthen the required basic computation skills necessary for adult life. Awards will be made after November 9, 2015.		0	11/19/2015
2015 Ambassador Grants	Greater Beloit Chamber of Commerce	\$500	Hackett	11/2/2015	New	Not Awarded	Funds would be used to support PBIS rewards for students.		0	11/19/2015
Fuel Up to Play	Wisconsin Dairy Council	\$500	Hackett Marcia Schwengels	8/1/2015	New	Awarded	Sarah Cary's original request was for \$500, but was later informed she received an additional \$300 for a total of \$800. Funds will be used to promote Farm to School activities such as inviting a local dairy farmer to Hackett, hosting a schoolwide walk or run, and promoting healthy snack choices.	8/4/2015	\$800	
Meemic Third Qtr	The Meemic Foundation	\$500	Hackett Marcia Schwengels	9/28/2015	New	Not Awarded	Laurie Ojeda has applied for funds to purchase Spanish Language Classroom Library at Hackett for the dual language classrooms. They will be notified by 11/15/2015		0	11/16/2015
Meemic Third Qtr	The Meemic Foundation	\$436	McNeel Tony Bosco	9/30/2015	New	Not Awarded	Darsha Olsen applied for funds to purchase force probes for students to use to measure force. District funds will also support this activity. Will be notified by 11/15/2015.		0	11/16/2015
Kids Gardening	Jamba Juice	\$500	Gaston Brandye Hereford	10/2/2015	New	Not Awarded	Sara Whitby will use the funds to start a school garden at Gaston. The garden will provide educational experiences to children, parents and community members. Awards will be given 10/30/2015.		0	10/30/2015
Book Fair Grant	The Meemic Foundation	4 @ \$100 ea = \$400	Hackett Marcia Schwengels	8/24/2015	New	Not Awarded	Elise Grunder, JoAnne Ruch, Janay Banks-Wilson, and Devin Post all at Hackett, applied for this Book Fair Grant (through Scholastic) that will allow for books of choice to be awarded and will be used in the classroom as instructional resources. Will be notified by 10/15/2015.		0	10/15/2015
Book Fair Grant	The Meemic Foundation	\$100	McNeel Tony Bosco	8/24/2015	New	Not Awarded	Darsha Olsen applied for high interest books related to science that will be used as an additional resource in her classroom. Will be notified by 10/15/2015.		0	10/15/2015

Meemic Third Qtr	The Meemic Foundation	\$500	Hackett Macia Schwengels	8/26/2015	New	Not Awarded	Lori Lefel has applied for funds for the purchase of a bike blender. Students put ingredients in a blender and jump on the bicycle to address nutrition, measuring (math) and being physically active. Should be notified by 11/15/2015.		0	11/16/2015
Educator Effectiveness Grant	Department of Public Instruction	\$50,000	KEC Angie Montpas	Due 8/28/2015	New	Awarded	Funds will be used to support the Wisconsin Educator Effectiveness Program. Funds will be used for DPI invoices for EE System Services, such as Teachscape, training and support.	1/25/2016	\$50,000	
For Teachers Mini-Grant	Stateline Community Foundation	\$2,000	Janay Banks-Wilson Hackett	7/11/2015	New	Awarded	The grant funds will be used to create The Empowerment Monday Mentoring Program to bring in community members to mentor a large group of students to build culturally responsive practices.	8/11/2015	\$900	
Community Needs Grant	Stateline Community Foundation	\$36,000	Hackett Marcia Schwengels	Jul-15	New	Awarded	This request will fund one full time Family Liaison that would focus on on the following areas: 40% parent involvement; 35% community involvement; 15% grant acquisition; and 10% parent resource room.	8/6/2015	\$36,000	
Spotlight Schools Continuation	Department of Public Instruction	\$25,000	Converse Stephanie Jacobs	7/10/2015	Renewal	Awarded	Converse will be awarded a Spotlight Continuation Grant for the second year of funding. Funds will again be used to allow other districts to visit Converse and observe successful teaching and programming at Converse. Funds will also be used for continued professional development, as well as subs for staff meetings.	7/30/2015	\$25,000	
Meemic Back to School	The Meemic Foundation	\$600	Hackett Marcia Schwengels	5/12/2015	New	Awarded	The following Hackett staff submitted grants in the amount of \$100 each for classroom materials: Sarah Mentele, Devin Post, Josh Thorison, Jacquelyn DeGeorge, Elise Grunder; Janay Banks-Wilson.	8/13/2015	\$200 (E. Grunder, J. Banks-Wilson)	
Meemic Foundation	The Meemic Foundation	\$4,000	Hackett Marcia Schwengels	5/12/2015	New	Awarded	The following Hackett staff submitted grants in the amount of \$1000 each for projects that include book purchases, breakfast program, attendance rewards, Expanding Expression Tool Kits (EET): Leanne Rebout, Joyce Fujikawa, Priscilla Watson, and Alicia Gramling. Awards to be announced by 8/15/15.	8/17/2015	\$1,000 (L. Rebout-Expanding Expression Tool Kits)	
Total Submitted Proposals		\$431,589						Total Awarded	\$137,855	

VISIONS FOR LEARNING: Grades K-12

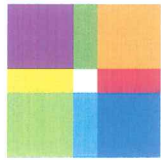
The goals of Ecolab's Vision for Learning program for educators are: 1) to motivate and challenge students intellectually, 2) raise student achievement, 3) increase student understanding of academic content, including technical/vocational studies and 4) increase student understanding of the connection between school and life. The program provides supplemental curriculum materials and resources through grants ranging from \$100 up to \$5,000.

GRANTS AWARDED

School	Applicant (Name/Title)	Proposal Purpose	Grade(s) Served	Materials/ Resources	Budget Request
Aldrich	Mark Smullen Principal	The NABA Butterfly Garden program focuses on educating on the creation and preservation of butterfly habitat.	Grades 4-8	Materials for butterfly garden; plants, bushes, trees	\$2230.00
BMHS	Sara Johnson English Teacher	The additional textbooks requested will allow students to have their own copy to take with them in order to read the assigned readings for homework and more individual practice	Grades 11-12	50 Essays (20) and The Language of Composition (20)	\$2559.60
Fruzen	Stacy Nemetz Social Worker	The washer and dryer would allow staff to improve student self esteem of students with issues of poverty. Many come to school with dirty clothes, and being able to provide them clean clothes will provide a better learning environment.	Grades 4-8	Frigidaire 27" Wide Combined Washer and Dryer	\$1530.92
Gaston	Kristy Handrich Grade 1	The requested material will teach strategies, language based activities and hands-on interventions for developing fluency in the basic math facts of addition and subtraction.	Grade 1	Math puzzles, magnetic math number lines, etc.	\$1146.00
Hackett	Devin Post Grade 2	The project will provide three phonics dominoes targeting specific letter sounds and blends and nine interactive and engaging games.	Grade 2	Phonics Dominoes; DVC Spelling Board Games; Word Dice	\$479.64
	Sarah Cary PE/Science	The proposed garden will be a partnership with our families and community to maintain the garden and a local food pantry to donate any excess produce	Grades 2/3	Fencing and materials for one raised garden bed	\$2,154.00
	Cindy Weber Reading Specialist	These Spanish books would benefit beginning readers in Kindergarten and 1 st grade who are learning to read in Spanish, and will enable them to increase their reading ability	Grades K-1	Spanish books for dual language	\$899.99
McNeel Intermediate	Britta Gagner Technology Coach	The requested materials will allow students hands on STEAM driven activities by transforming the library into an innovative space.	Grades 4-8	STEM supplies: kits sphero, Catchbox 2.4, Mip Robot, Osmo	\$2320.41
Merrill	Therese Gartland Music	The various alphabet character puppets will be used with a series called Alphabet Action Songs with 4K and 5K music and literacy curriculum.	Grades 4k-5K	Alphabet Character Puppets	\$507.00
Robinson	Carina Casique & Nancy Furman Grade 1- Dual Language	The materials requested will help parents of students in the dual language program, to connect with their children by the homework assignments. They will be able to help their children by having homework in Spanish and English.	Grade 1	Spanish Readers	\$2172.00
Todd	Terri Gile Grades 1 & 2	The requested math tools will help young children build a strong understanding of math sense by recognizing the number of objects in a group without having to count them.	Grades 1-2	Math dot dominoes, dice, cards, etc.	\$215.00

2015-16

	Mary Ellen Fuentes ESL Teacher	The multicultural books will allow children to see themselves in literature.	Grades 4K-3	Various multicultural books	\$534.03
TOTAL					\$16,748.59



**School District of Beloit
Curriculum and Instruction
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Advanced Placement Biology Instructional Materials Adoption

Which strategy in the Strategic Plan does this support? Strategy 4—Assessment & Instruction

Your Name and Title: Karin Lange, Director of Curriculum & Instruction

Others assisting you in the presentation: Heidi Andre & Amy Mehlretter

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Curriculum and Instruction Committee?

To obtain a motion to purchase new AP Biology textbooks.

B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?

The AP program requires that all textbooks be less than 10 years old. The textbooks currently being used are 10 years old as of this year; new textbooks are required for next year.

B. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?

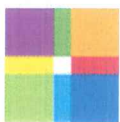
Various textbooks have been considered by a team of high school science teachers. Rubrics were used to systematically compare materials based on selection criteria determined by district and building staff members. The choices presented represent the top two textbooks based on rubric scores.

C. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Curriculum and Instruction Committee consideration and a fiscal note.)

MOTION: The Curriculum and Instruction Committee recommends approval to the full Board of Education to adopt AP Edition Biology (Raven, 11th Ed) as the AP Biology textbook.

BUDGET LOCATION: 805—Department of Curriculum, Instruction, and Technology

FISCAL IMPACT: \$5,340.60 + S/H



SDB Instructional Materials Adoption Recommendation

Please submit signed and completed recommendation forms to the district content area Curriculum Director by February 1st.

Course Title: AP Biology **Grade(s):** 10 - 12

Department: Science

Name of Person Making Recommendation: Heidi Andre & Amy Mehlretter

Name of Materials Being Replaced (if applicable): Campbell Biology

Publisher: Pearson **Publication Date:** 2006

Rationale: Curriculum Cycle

If other, please explain: AP requires that all textbooks be less than 10 years old.

First Choice		Second Choice	
Title	Raven AP Biology	Title	Biology in Focus
Author	Raven, et al	Author	Urry, et al
Publisher	McGraw Hill	Publisher	Pearson
Publication Date	2017	Publication Date	2014
Cost of Materials	\$178.02/book and 6 years of online programming	Cost of Materials	\$163.00/book and online resource (\$114.97/eBook only)
Total Cost of Adoption	\$5340.60 + S/H (30 books)	Total Cost of Adoption	\$4890.00 + S/H (30 books)

Instructional Materials Adoption Rationale—First Choice

Title of Text/Material: AP Edition Biology – Raven 11th Ed.

Publisher: McGraw Hill **Publication Date:** 2017

Rationale

Please answer the following questions completely and succinctly. Be sure to include specific examples from the materials under adoption to support your points.

Do the materials focus on those areas which would bring students to mastery of the content standards in the discipline? Are there any gaps? Please explain.

Yes. This book and the supplemental materials are aligned exactly with the new AP Biology curriculum. The front matter has a list of the AP Biology Big Ideas along with the essential knowledge, referenced page numbers, and illustrative examples. Each chapter also begins with the essential knowledge and Big Idea covered in that chapter. Furthermore, each chapter also has learning outcomes at the beginning of each section and a learning outcomes review with concept check questions. There are no gaps in the content standards.

Comment on the extent to which the materials promote Best Practice in the teaching of the discipline. Please provide examples.

As each chapter has the focused Big Idea and essential knowledge per AP curriculum, this focuses both the teacher and the student on what they will be learning/teaching about. There are also numerous AP style questions at the end of each chapter to gauge student understanding. The supplemental online resources promote best practice through the AP Teacher's Manual with pacing guide, presentation tools, suggested activities, and Insight Analytics Program to assess student learning.

Do the materials offer real world experience in which students are asked to demonstrate what they know and can do? Are those experiences a part of the student text as well as the teacher edition? Please provide examples.

There are seven AP Biology science practices that ask students to demonstrate their learning which are covered in this text. Each chapter has "Scientific Thinking" sections which use the science practices applied to real world problems as part of the student text. For example, page 951 shows a woman with a goiter which facilitates a discussion on feedback mechanisms and inhibition and correlates to a feedback activity done in class. There is no direct teacher text since this is a college level book.

Do the materials offer pathways for diverse learners to reach success? (i.e., diversity of age, gender, abilities) Please provide examples

The text does not have many pictures of humans, but when they are pictured, there is a wide range of ethnicities, cultures, gender, and ages represented. The text provides examples that help students relate to different social and cultural science practices like the discussion of teosinte modification by South American people. The teacher will supplement with different career opportunities for ranges of interests and abilities since the text does not specifically mention careers.

Are the ancillary materials meaningful in their support of Best Practice, real world experience, and diverse learners? *Please provide examples.*

The ancillary materials provide multiple opportunities for both students and teachers. The Smartbook helps students to focus in on necessary materials while eliminating excess wordage and provides personalized instruction to mastery of content. There is also a focus review guide to aid student mastery of the content in each chapter. The Connect course support provides news-based activities and readings for real world application.

To what extent do the instructional materials meet the selection criteria as established by the committee/department?

The textbook and the additional online materials best met the criteria established by the committee based on an analysis rubric.

Conclusion:

The Raven AP Biology text and supplemental resources provide the best opportunities for our students' success. The text has an easy to read layout with many visuals. Each chapter presents the students with essential knowledge, learning outcomes, and learning outcome review with concept check questions. The end of each chapter provides a comprehensive yet easy to read summary of each section, AP style multiple-choice questions, and grid-in and free response question examples. The focus reading and review guide aids students in note-taking and helps guide the teacher to essential knowledge needed by the students. The additional online materials are one of the most needed and exciting pieces of these resources. The Onboard AP Course Prep is a guided and personalized summer program which will help all students to bridge gaps in their current knowledge as they prepare for AP Biology. The Connect piece keeps them engaged throughout the class and the Scoreboard provides adaptive test preparation with personalized and targeted review. Taken together, the Raven AP Biology book and the supplemental resources provide the most benefit to our students.

Instructional Materials Adoption Rationale—Second Choice

Title of Text/Material: Biology in Focus – Urry, et al

Publisher: Campbell/ Pearson

Publication Date: 2014

Rationale

Please answer the following questions completely and succinctly. Be sure to include specific examples from the materials under adoption to support your points.

Do the materials focus on those areas which would bring students to mastery of the content standards in the discipline? Are there any gaps? *Please explain.*

This text is aligned with the AP Biology Curriculum and does provide front matter which outlines the Big Ideas and essential knowledge with textbook page correlations. Each chapter starts with a focus on the Big Ideas but does not include essential knowledge or learning outcomes. Key concepts are included and aid in mastery. The text provides concept check questions and end of the chapter questions. Those questions are, however, not in current AP test format.

Comment on the extent to which the materials promote Best Practice in the teaching of the discipline. *Please provide examples.*

The materials available to teachers include a database of questions and activities which can be assigned to the students through the web portal. The online portion has adaptive technology to help teachers reach varied students, however the online portal is harder to navigate than the first choice text. The book gives scientific skills exercises to promote science best practice for the students.

Do the materials offer real world experience in which students are asked to demonstrate what they know and can do? Are those experiences a part of the student text as well as the teacher edition? *Please provide examples.*

The online component has excellent readings and questions based on news stories which relate to the curriculum. The scientific skills exercises bring in practical application of concepts. There is no teacher edition and no teacher guide as with the other text.

Do the materials offer pathways for diverse learners to reach success? (i.e., diversity of age, gender, abilities) *Please provide examples.*

As this is a science text for a college level course, there are not many humans pictured. The pictures that are present do a good job of representing all ethnicities, genders and cultures. The scientific inquiries are presented in a gender neutral way. In the ecology section there is a section which presents ideas of fish markets and over-harvesting from a cultural and environmental impact. The adaptive learning tool is designed to aid students who require extra time and help to understand materials.

Are the ancillary materials meaningful in their support of Best Practice, real world experience, and diverse learners? *Please provide examples.*

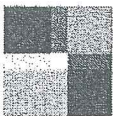
The only ancillary materials are online and are not as accessible as the first choice text making it not as meaningful in supporting Best Practice in science teaching.

To what extent do the instructional materials meet the selection criteria as established by the committee/department?

These materials were adequate at meeting the analysis rubric criteria but not as fully developed and accessible as the first choice text.

Conclusion:

This is an adequate book that is certainly more accessible than the regular Campbell Biology College text used by many schools. It does not offer as much support for the teacher nor the student in regards to preparing for the AP Biology class or the AP Biology Test.



**SDB Instructional Materials Adoption Recommendation
Signature Page**

Title of First Choice Materials: AP Edition Raven Biology 11th Ed.

Title of Second Choice Materials: Biology in Focus, AP ed. Urry/Campbell

Course Title: AP Biology **Grade(s):** 10 - 12

Department: Science

The following signatures represent endorsement of the materials and their purchase.

Applicant Signature: Amy Mehlretter

Date: 4/27/16

4/27/16

Department Chair Signature: Heidi Andre

Date: 4/27/16

Building Principal Signature:

Date: 4-27-16

Director of Curriculum:

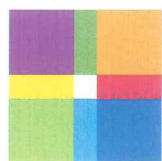
Date:

5/3/16

Assistant Superintendent of Curriculum:

Date:

5/3/16



**School District of Beloit
Curriculum and Instruction
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Advanced Placement Chemistry Instructional Materials Adoption

Which strategy in the Strategic Plan does this support? Strategy 4—Assessment & Instruction

Your Name and Title: Karin Lange, Director of Curriculum & Instruction

Others assisting you in the presentation: Heidi Andre & Barb Greyson

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Curriculum and Instruction Committee?

To obtain a motion to purchase new AP Chemistry textbooks.

B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?

The AP program requires that all textbooks be less than 10 years old. The textbooks currently being used are 10 years old as of this year; new textbooks are required for next year.

B. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?

Various textbooks have been considered by a team of high school science teachers. Rubrics were used to systematically compare materials based on selection criteria determined by district and building staff members. The choices presented represent the top two textbooks based on rubric scores.

C. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Curriculum and Instruction Committee consideration and a fiscal note.)

MOTION: The Curriculum and Instruction Committee recommends approval to the full Board of Education to adopt Chemistry (Zumdahl) as the AP Chemistry textbook.

BUDGET LOCATION: 805—Department of Curriculum, Instruction, and Technology

FISCAL IMPACT: \$4,770.00 + S/H



SDB Instructional Materials Adoption Recommendation

Please submit signed and completed recommendation forms to the district content area Curriculum Director by February 1st.

Course Title: AP Chemistry **Grade(s):** 10 - 12

Department: Science

Name of Person Making Recommendation: Heidi Andre & Barb Greyson

Name of Materials Being Replaced (if applicable): Chemistry the Central Science
(Brown/LeMay/Burstein)

Publisher: Pearson; Prentice Hall **Publication Date:** 2006

Rationale: Curriculum Cycle

AP requires that all textbooks be less than 10 years old.

First Choice		Second Choice	
Title	Chemistry	Title	Chemistry – 12 th Edition
Author	Zumdahl	Author	Chang/Goldsby
Publisher	Brooks/Cole Cengage Learning	Publisher	McGraw Hill Education
Publication Date	2014	Publication Date	2015
Cost of Materials	\$159.00/book + S/H All supplemental materials free	Cost of Materials	\$178.02 / book + S/H Teacher resources free
Total Cost of Adoption	\$4770.00 + S/H (30 books)	Total Cost of Adoption	\$5340.60 + S/H (30 books)

Instructional Materials Adoption Rationale—First Choice

Title of Text/Material: Chemistry (Zumdahl)

Publisher: Brooks/Cole Cengage Learning **Publication Date:** 2014

Rationale

Please answer the following questions completely and succinctly. Be sure to include specific examples from the materials under adoption to support your points.

Do the materials focus on those areas which would bring students to mastery of the content standards in the discipline? Are there any gaps? *Please explain.*

Yes. This book is aligned to the AP Curriculum. There are no gaps. All essential knowledge and Big Ideas are thoroughly addressed.

Comment on the extent to which the materials promote Best Practice in the teaching of the discipline. *Please provide examples.*

Critical thinking questions and interactive online examples are provided in each section. The focus is on addressing misconceptions, and the text uses many conceptual chemical models. Real-life problem solving activities are also included.

Do the materials offer real world experience in which students are asked to demonstrate what they know and can do? Are those experiences a part of the student text as well as the teacher edition? *Please provide examples.*

Yes. In the chemistry of airbags, students apply their understanding of decomposition reactions. These types of examples are integrated throughout the text.

Do the materials offer pathways for diverse learners to reach success? (i.e., diversity of age, gender, abilities) *Please provide examples.*

The online textbook has reading supports. The online “Fast Track to a 5” has formative questions with instant feedback. Inquiry based learning gives students hands-on engineering challenges. The text is very readable. Additionally, all of the college level Chemistry texts appear to be largely gender and race neutral. Students will connect to and see their lives reflected in the text through numerous and relatable examples such as the chemistry of drugs to treat hypertension, the development of new materials used in cell phones, and chemical hot/cold packs to treat athletic injuries.

Are the ancillary materials meaningful in their support of Best Practice, real world experience, and diverse learners? *Please provide examples.*

The ancillary materials include a Great Inquiry Based Learning guide, mini-articles that connect the chemistry to real-life problems, and an online active learner simulator with questions.

To what extent do the instructional materials meet the selection criteria as established by the committee/department?

These materials rank highest on the scoring rubric.

Conclusion:

Zumdahl Chemistry and the package of additional support materials balance great readability with a range of differentiated questions. These materials have a wonderful number of practice exercises, an inquiry focused lab manual, computer connections/simulations throughout each chapter, and provide many conceptual models and graphics to enhance learning.

Zumdahl Chemistry has online access to the textbook included with the adoption price of the actual text. The study guide allows for reading support or post-chapter review with concept maps and graphic organizers. Included in the price is the “Fast Track to a 5” resource with two full practice AP tests and review materials that can also be used during instruction.

The text has wonderful graphics compared to other AP Chemistry texts and is generally regarded as the most readable of all of the AP Chemistry texts. It is also the most widely used by high school teachers.

The end of the chapter is well organized with Active Learning Questions to be done online, Chemistry Work Problems that specifically address misconceptions with online support, and Integrate Problems that require the integration of multiple concepts to find solutions. Zumdahl Chemistry is our first choice for AP Chemistry.

Instructional Materials Adoption Rationale—Second Choice

Title of Text/Material: Chemistry (Chang)

Publisher: McGraw Hill Education **Publication Date:** 2015

Rationale

Please answer the following questions completely and succinctly. Be sure to include specific examples from the materials under adoption to support your points.

Do the materials focus on those areas which would bring students to mastery of the content standards in the discipline? Are there any gaps? *Please explain.*

Yes. This book is aligned to the AP Curriculum. There are no gaps. All essential knowledge and Big Ideas are thoroughly addressed.

Comment on the extent to which the materials promote Best Practice in the teaching of the discipline. *Please provide examples.*

Some conceptual models are used throughout the text. I was not able to tell if supplemental materials have an inquiry problem solving focus.

Do the materials offer real world experience in which students are asked to demonstrate what they know and can do? Are those experiences a part of the student text as well as the teacher edition? *Please provide examples.*

Yes. The text includes short readings on chemistry related problems or materials. For example, there is a reading concerning chemical fertilizers and farming. However, there is a shortage of practical examples.

Do the materials offer pathways for diverse learners to reach success? (i.e., diversity of age, gender, abilities) *Please provide examples.*

A focused review guide with graphic organizers and study support is provided. Vocabulary review and connections to key concepts is strong. The text, however, is written at a very high reading level. Additionally, all of the college level Chemistry texts appear to be largely gender and race neutral.

Are the ancillary materials meaningful in their support of Best Practice, real world experience, and diverse learners? *Please provide examples.*

The ancillary materials would be labeled “fair.” The advantage to this book is the online formative problems with adaptive learning features. However, the text with these support materials is also difficult to read.

To what extent do the instructional materials meet the selection criteria as established by the committee/department?

While still good, these materials rank behind the Zumdahl Chemistry materials on the analysis rubric.

Conclusion:

Chang Chemistry is well aligned to the AP curriculum. However, the text can be difficult to read, and the types of support offered are not as thorough as Zumdahl Chemistry.



**SDB Instructional Materials Adoption Recommendation
Signature Page**

Title of First Choice Materials: Chemistry - Zumdahl

Title of Second Choice Materials: Chemistry - Chang

Course Title: AP Chemistry **Grade(s):** 10 - 12

Department: Science

The following signatures represent endorsement of the materials and their purchase.

Applicant Signature:

Barb Greyson

Date: 4/27/16

Department Chair Signature:

Heidi Andre

Date: 4/27/16

Building Principal Signature:

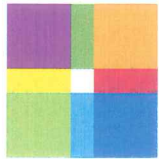
Date: 4-27-16

Director of Curriculum:

Date: 5/3/16

Assistant Superintendent of Curriculum:

Date: 5/3/16



**School District of Beloit
Curriculum and Instruction
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Probability & Statistics Instructional Materials Adoption

Which strategy in the Strategic Plan does this support? Strategy 4—Assessment & Instruction

Your Name and Title: Karin Lange, Director of Curriculum & Instruction

Others assisting you in the presentation: Kati McQueen

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Curriculum and Instruction Committee?

To obtain a motion to purchase new Probability & Statistics textbooks.

B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?

Probability and Statistics was adopted as a new course for next year.

B. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?

Various textbooks have been considered by a team of high school math teachers. Rubrics were used to systematically compare materials based on selection criteria determined by district and building staff members. The choices presented represent the top two textbooks based on rubric scores.

C. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Curriculum and Instruction Committee consideration and a fiscal note.)

MOTION: The Curriculum and Instruction Committee recommends approval to the full Board of Education to adopt Statistics Through Applications (Second Edition; Starnes, Yates, and Moore) as the Probability and Statistics textbook.

BUDGET LOCATION: 805—Department of Curriculum, Instruction, and Technology

FISCAL IMPACT: \$13,421.16



SDB Instructional Materials Adoption Recommendation

Please submit signed and completed recommendation forms to the district content area Curriculum Director by February 1st.

Course Title: Probability and Statistics

Grade(s): 9-12

Department: Mathematics

Name of Person Making Recommendation: Kati McQueen

Name of Materials Being Replaced (if applicable): NA

Publisher: NA

Publication Date: NA

Rationale: New Course

If other, please explain: NA

First Choice		Second Choice	
Title	Statistics Through Applications (Second Edition)	Title	Elementary Statistics: A Step by Step Approach (Ninth Edition)
Author	Starnes, Yates, and Moore	Author	Allan G. Bluman
Publisher	Bedford, Freeman, and Worth	Publisher	McGraw Hill
Publication Date	2011	Publication Date	2014
Cost of Materials	\$109.65 per book 120 books 2% shipping and handling	Cost of Materials	\$165.18 per book/eBook bundle 120 books
Total Cost of Adoption	\$13,421.16	Total Cost of Adoption	\$19,821.60

Instructional Materials Adoption Rationale—First Choice

Title of Text/Material: Statistics Through Applications

Publisher: Bedford, Freeman, and Worth

Publication Date: 2011

Rationale

Please answer the following questions completely and succinctly. Be sure to include specific examples from the materials under adoption to support your points.

Do the materials focus on those areas which would bring students to mastery of the content standards in the discipline? Are there any gaps? *Please explain.*

The textbook is aligned with the Essential Learning Targets of the course. There are no gaps, as the textbook covers all of the standards. The textbook covers interpreting categorical and quantitative data and probability in depth and has an introduction to statistical inference.

Comment on the extent to which the materials promote Best Practice in the teaching of the discipline. *Please provide examples.*

Almost every section in the textbook includes an application, exploration, or activity that promotes problem solving in the context of real world scenarios and applications. For example, Activity 2.1C has students exploring the nutritional content of several different breakfast cereals and experimenting with an apple to represent the sodium content in several different ways. This activity will promote discussion and inquiry among students as to what the different representations of the data display.

Do the materials offer real world experience in which students are asked to demonstrate what they know and can do? Are those experiences a part of the student text as well as the teacher edition? *Please provide examples.*

As mentioned in the previous questions, the textbook offers many applications, explorations, and activities. Most of these use real world data that students are asked to analyze and summarize. Also, many exercises and examples also are based on real world data. Some examples of the subjects that are explored in these examples and activities include nutritional content of various foods and beverages, standardized test scores and trends, and the effects of using certain drugs and treatments for various medical conditions.

Do the materials offer pathways for diverse learners to reach success? (i.e., diversity of age, gender, abilities) *Please provide examples.*

The course and textbook allow for student projects and explorations about diverse topics. Student projects could be centered on collecting, analyzing, and interpreting data around topics meaningful to their lives.

Are the ancillary materials meaningful in their support of Best Practice, real world experience, and diverse learners? *Please provide examples.*

The online course companion allows instructors to assign formative assessments and collect data on where the students are at with understanding the material of any given section.

To what extent do the instructional materials meet the selection criteria as established by the committee/department?

The textbook is organized in a way that is easy for students to access. The variety of activities and experiments allow students with various learning styles to be successful.

Conclusion:

Statistics Through Applications aligns to the probability and statistics ELTs and provides students with many well-written examples to introduce new topics. It also provides students with several exercises that allow them to demonstrate their comprehension of the material. The book offers a variety of activities, explorations, and applications that can be incorporated into everyday learning.

Instructional Materials Adoption Rationale—Second Choice

Title of Text/Material: Elementary Statistics: A Step by Step Approach (Ninth Edition)

Publisher: McGraw Hill

Publication Date: 2014

Rationale

Please answer the following questions completely and succinctly. Be sure to include specific examples from the materials under adoption to support your points.

Do the materials focus on those areas which would bring students to mastery of the content standards in the discipline? Are there any gaps? *Please explain.*

The textbook is aligned with the Essential Learning Targets of the course. There are no gaps, as the textbook covers all of the standards, and then some. The textbook covers interpreting categorical and quantitative data, probability, and statistical inference in depth.

Comment on the extent to which the materials promote Best Practice in the teaching of the discipline. *Please provide examples.*

The textbook offers extension exercises in every section that promote higher-level discussions among students.

Do the materials offer real world experience in which students are asked to demonstrate what they know and can do? Are those experiences a part of the student text as well as the teacher edition? *Please provide examples.*

Many exercises and examples are based on real world data. Some examples of the subjects that are explored in these activities include nicotine content in cigarettes and global warming.

Do the materials offer pathways for diverse learners to reach success? (i.e., diversity of age, gender, abilities) *Please provide examples.*

The extension exercises offer an opportunity for more advanced learners. The text also offers step-by-step directions for Excel and graphing calculators for students that prefer to perform calculations using technology.

Are the ancillary materials meaningful in their support of Best Practice, real world experience, and diverse learners? *Please provide examples.*

The textbook comes with an optional subscription to the ALEKS program for an additional cost, and an eBook platform. ALEKS would reach students that prefer an online platform and would offer the instructor data on student mastery of the material.

To what extent do the instructional materials meet the selection criteria as established by the committee/department?

The textbook aligns with the ELTs for the course and provides a lot of examples and exercises to pull from. The textbook also emphasizes using technology for solving problems and exploring data.

Conclusion:

Elementary Statistics provides students with many examples and exercises to strengthen their understanding of statistics. Content is explained very thoroughly; however, the language that is used throughout the textbook may be too complex for the high school level. This text does not provide as many application opportunities as the first choice text.



**SDB Instructional Materials Adoption Recommendation
Signature Page**

Title of First Choice Materials: Statistics Through Applications

Title of Second Choice Materials: Elementary Statistics

Course Title: Probability and Statistics

Grade(s): 9-12

Department: Mathematics

The following signatures represent endorsement of the materials and their purchase.

Applicant Signature:

Nati McQueen

Date:

5/3/16

Department Chair Signature:

R. Sch
DeKron

Date: *5/3/16*

5/3/16

Building Principal Signature:

Carol Campbell

Date:

5/3/16

Director of Curriculum:

Karin Lange

Date:

5/3/16

Assistant Superintendent of Curriculum:

Anthony Bonf

Date:

5/3/16



**School District of Beloit
Curriculum and Instruction
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: 2015-2016 Instructional Technology Update

Which strategy in the Strategic Plan does this support? Strategy 4–Assessment & Instruction

Your Name and Title: Peggy Muehlenkamp, Director of Data, Assessment, & Instructional Technology

Others assisting you in the presentation: Britta Gagner, Brandy Grady, Hanna Martin, and Mike Sindahl

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Curriculum and Instruction Committee?

This is a yearly update to the Curriculum Committee regarding Instructional Technology. Specifically to share professional development opportunities for staff, content partnerships, instructional coaching, and program highlights.

B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?

See attached presentation

C. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?

NA

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Curriculum and Instruction Committee consideration and a fiscal note.)

MOTION: For Information Only.

BUDGET LOCATION: NA

FISCAL IMPACT: NA

School District of Beloit

Instructional Technology Program Overview
2015-2016

“We are now at the point where we must educate our children in what no one knew yesterday, and prepare our schools for what no one knows yet.”

- Margaret Mead

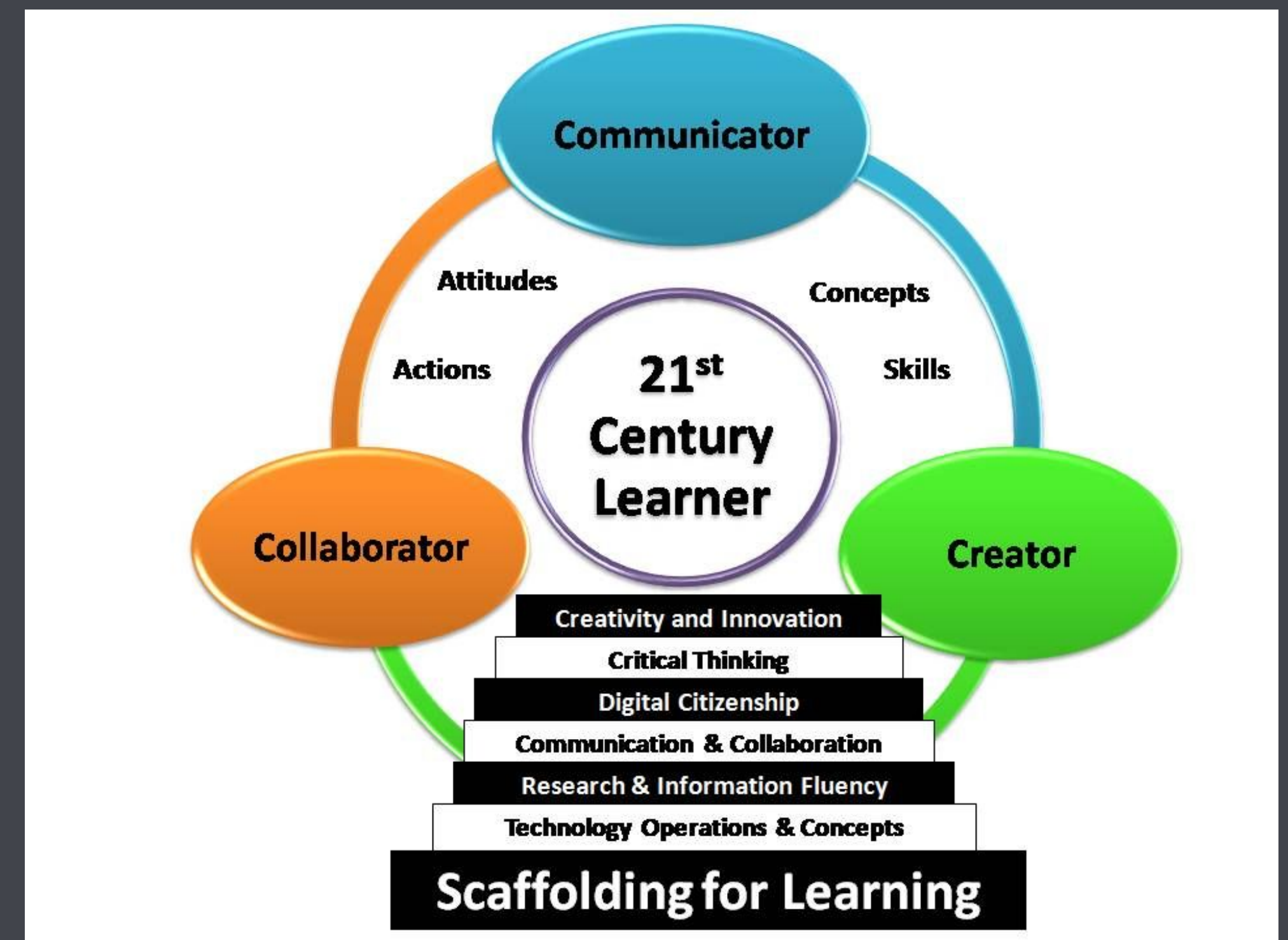
How Does Technology Support Student Learning?

“A great deal of research on computers and other technologies has shown that they are no more effective at teaching students than teachers, but if we begin to think about technologies as learning tools that students learn with, not from, then the nature of learning will change.” - Meaningful Learning with Technology, 2008

Fostering Meaningful Learning and Thinking

Technology as:

- Tools to support knowledge construction
- An information vehicle
- Authentic context to support learning by doing
- Social medium to support learning by conversing
- An intellectual partner

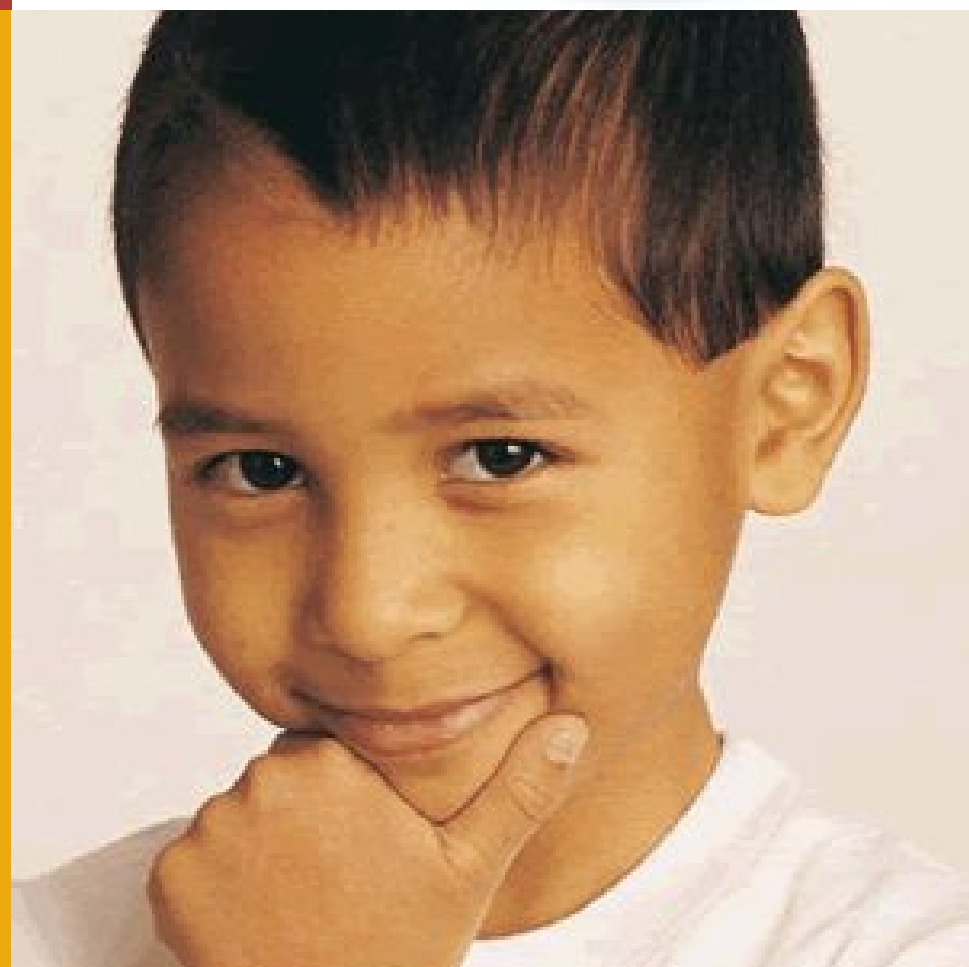




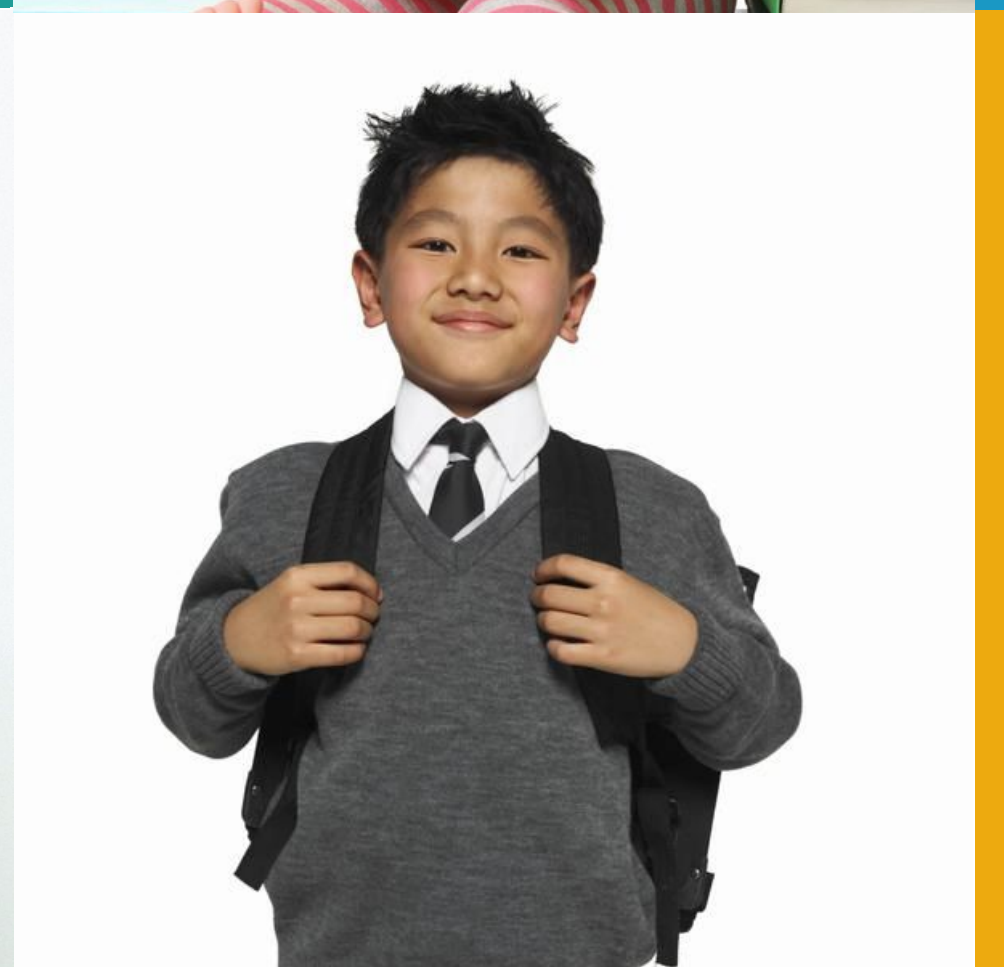
Future
Ready



Professional
Development



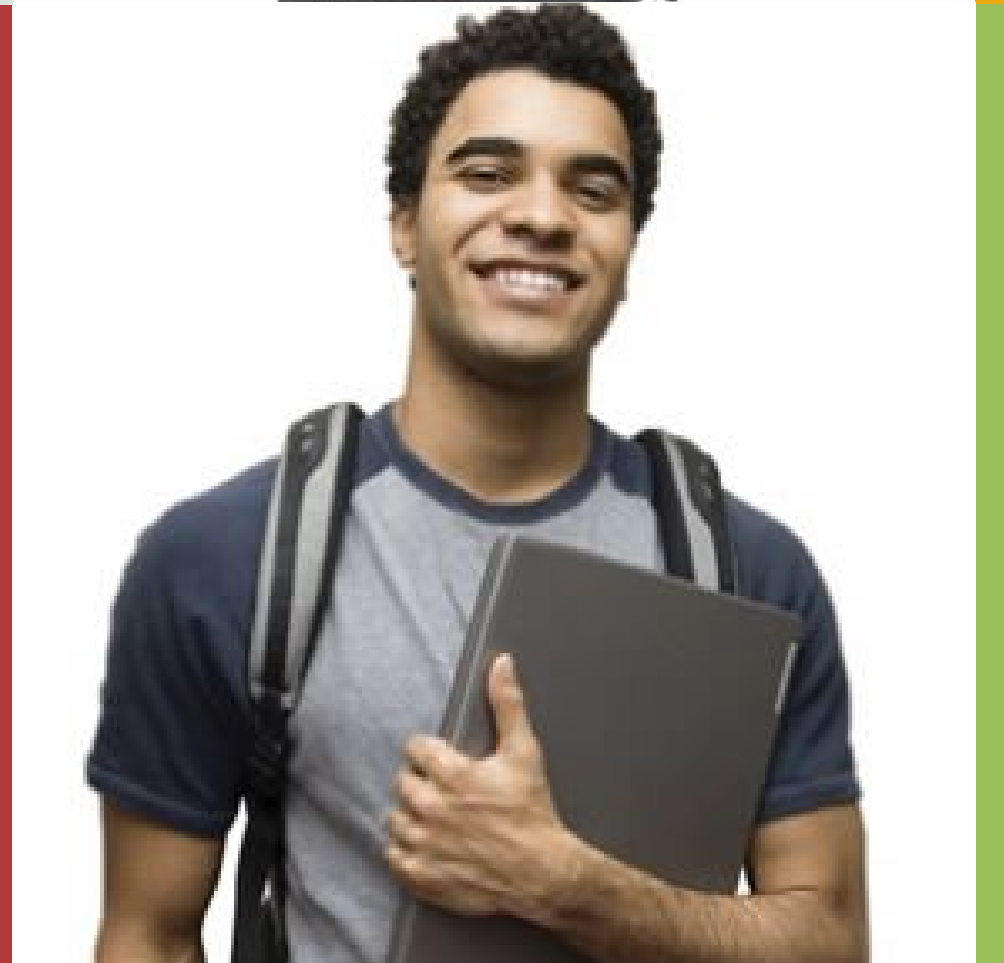
Program
Highlights



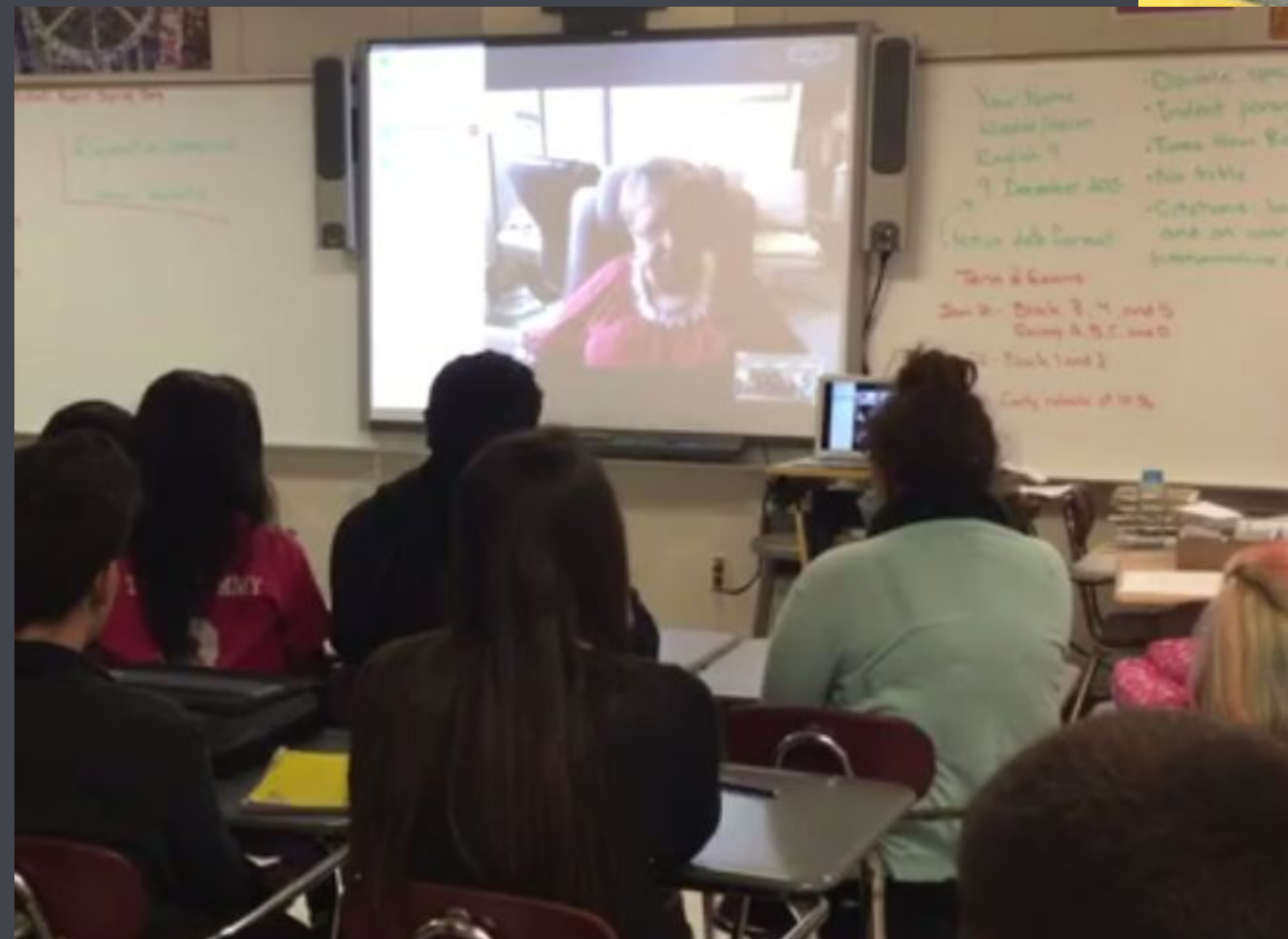
Coaching



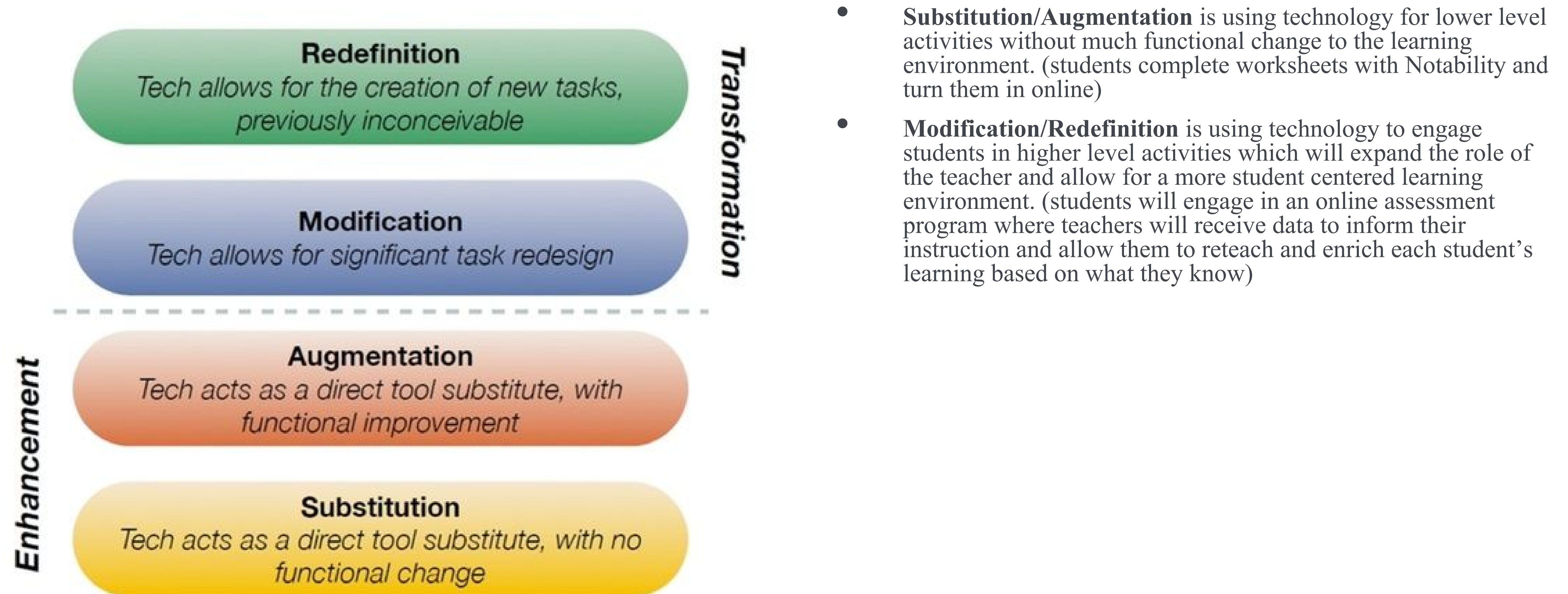
Instruction



Future Ready Students



Introduction to SAMR



Setting the Groundwork



The Google Apps for Education Suite

Tools that your entire school can use, together



Classroom



Gmail



Drive



Calendar



Docs



Sheets



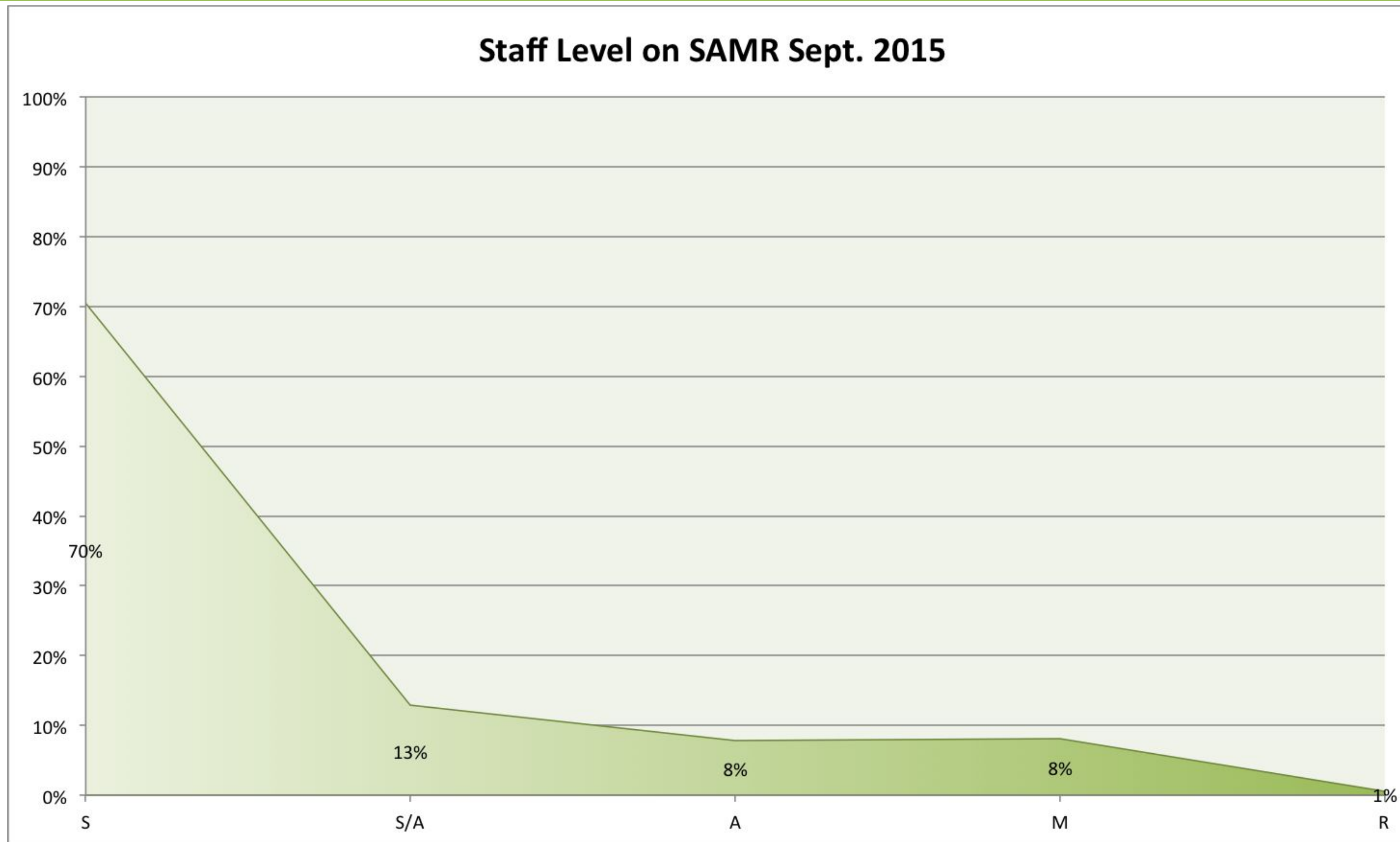
Slides



Sites

Building Capacity with Technology Tools

This Year (Snapshot)



*Results from Apple's
Educational Technology
Profile Report (Sept. 2015)

Personalized PD

Personalized Learning Domains of Focus

- Clear Progression for Learning
- Multiple Delivery Methods/Modes
- Rapid Cycle Feedback
- Assessments for, of, as Learning
- Learner Voice Infused

Misc. Domain

- Non-Classroom Teacher



Moving Forward

Instructional Focus

Professional
Development to
Continue Building
Capacity

Coaching Staff to Create
Innovative Learning
Opportunities

A blurred background image showing a group of people in a meeting. One person in the center is pointing towards a screen or a document. The scene is dimly lit, with some light coming from the screen or a window. The people are wearing various colored clothing, including blue, red, and white. The overall atmosphere is professional and collaborative.

Instructional Focus

Curricular Partnerships



- Science
- Math
- Music
- Social Studies
- Reading

Professional Development

Personalized PD-Teacher Goals



Innovation Coaches

Staff Development PD



Opportunities with Kip the Apple Trainer



A blurred background image showing a group of diverse students sitting at desks in a classroom, looking towards the camera.

Appropriate Use Expectations and Classroom Environment

4K - 8 Setting Expectations

▼ 7th & 8th Lessons

Lesson #1: Procedures & Student Pledge

Lesson #2: Q&A and iPad Pledge

Lesson #3: Creating your wallpaper & Setting Up Accounts

Lesson #4: Reliable Websites

Lesson #5: Copyright & Google Usage Rights Filter

Lesson #6: Digital Footprint & Interacting Safely Online

Lesson #7: Final Message

iPad Rules iPromise

iPromise to carry my iPad
with 2 hands

iPromise to only use apps
approved by the teacher

iPromise to only use MY
iPad

iPromise not to have food or
drink around my iPad

iPromise not to leave my iPad
on the floor

BMHS Setting Expectations

iPad Digital Parent Agreement

* Required

iPad Parent Presentation



**School District of Beloit (SDB) Lost, Damaged, or Stolen
Technology Equipment – Guidelines and Agreement - Students**

BMHS iPad Bootcamp

Navigation

Home

▼ **Cyberbullying**

9th Grade

10th Grade

11th Grade

12th Grade

▼ **Information Literacy**

9th Grade

10th Grade

11th Grade

12th Grade

▼ **Information Privacy**

9th Grade

10th Grade

11th Grade

12th Grade

Home

Focusing the Use of iPads

- Working to standardize behaviors/consequences across the district
- Least restrictive
- PD for staff on procedures and consequences

Collaborate with Admin

Restorative Practices

- Coordinating with Jennifer Paepke to incorporate Restorative Practices into technology usage.

- Restricting App Store
- Casper Focus
- IOS 9.3

TCNetworks

A blurred background image showing a group of people in a meeting or conference setting. They are seated around a table, and the image is intentionally out of focus to emphasize the text overlay.

Program Highlights

WEMTA16 Conference

Wisconsin Educational Media & Technology Association Conference

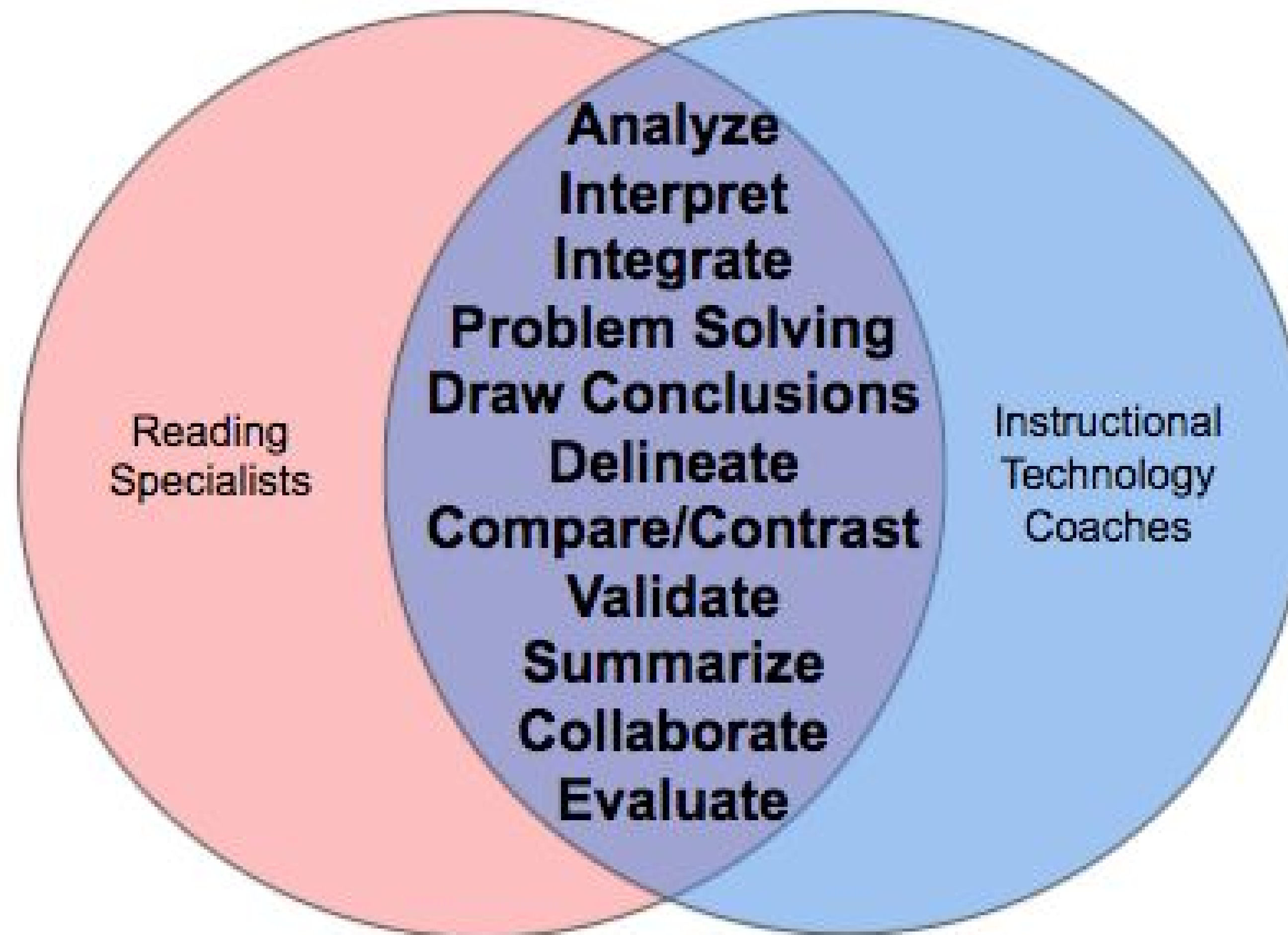
- Instructional Technology Coaches Presented:
- Personalized Learning for Staff
- Infusing Technology into Disciplinary Literacy
- Student News Programs
- 13 Teachers Attended



Personalized Learning: It's not just for students



Infusing Technology into Disciplinary Literacy



SCWTC Network

Co-founded SCWTC a collaborative group of Instructional Tech Coaches from 8 regional districts.



South Central WI Tech Coaches Meet in Beloit!

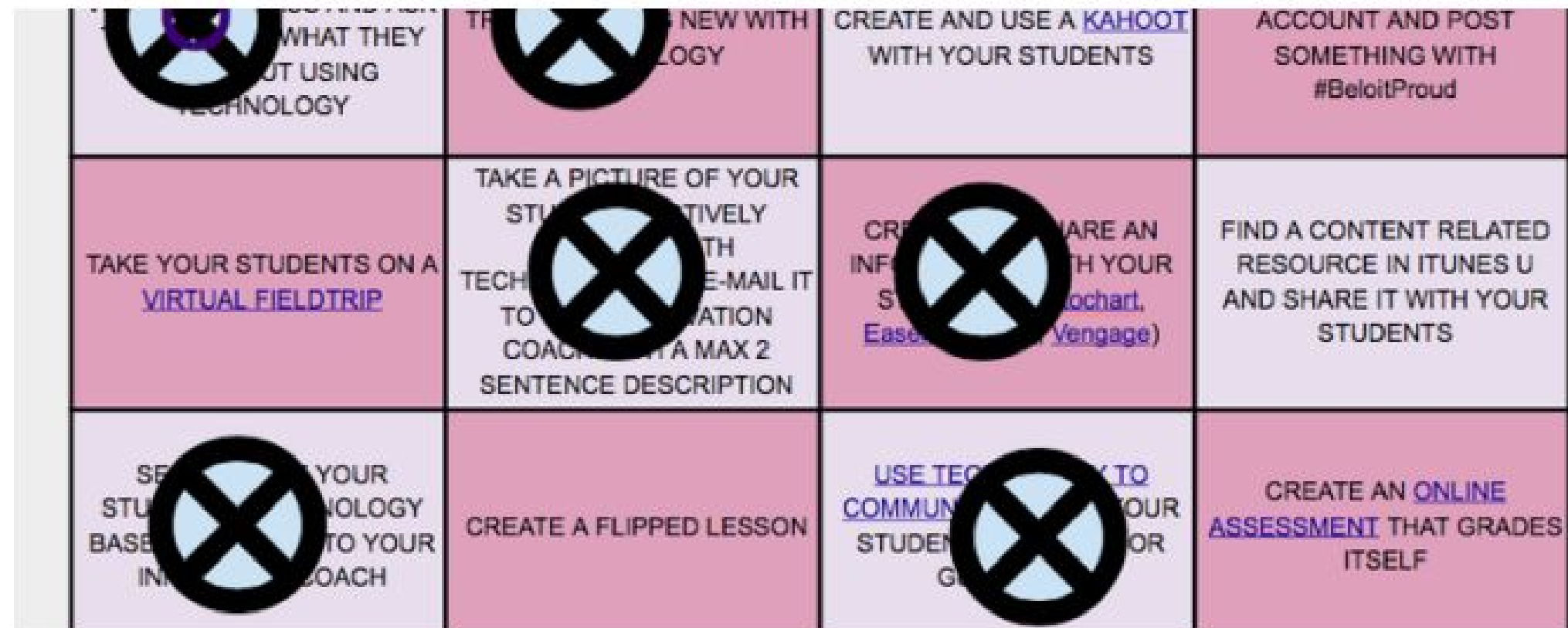


December 3, 2015
msindah1
[Leave a comment](#)

Tuesday was our first meeting for the South Central WI Tech Coaches. We got together to collaborate and set our future direction!

Digital Learning Week

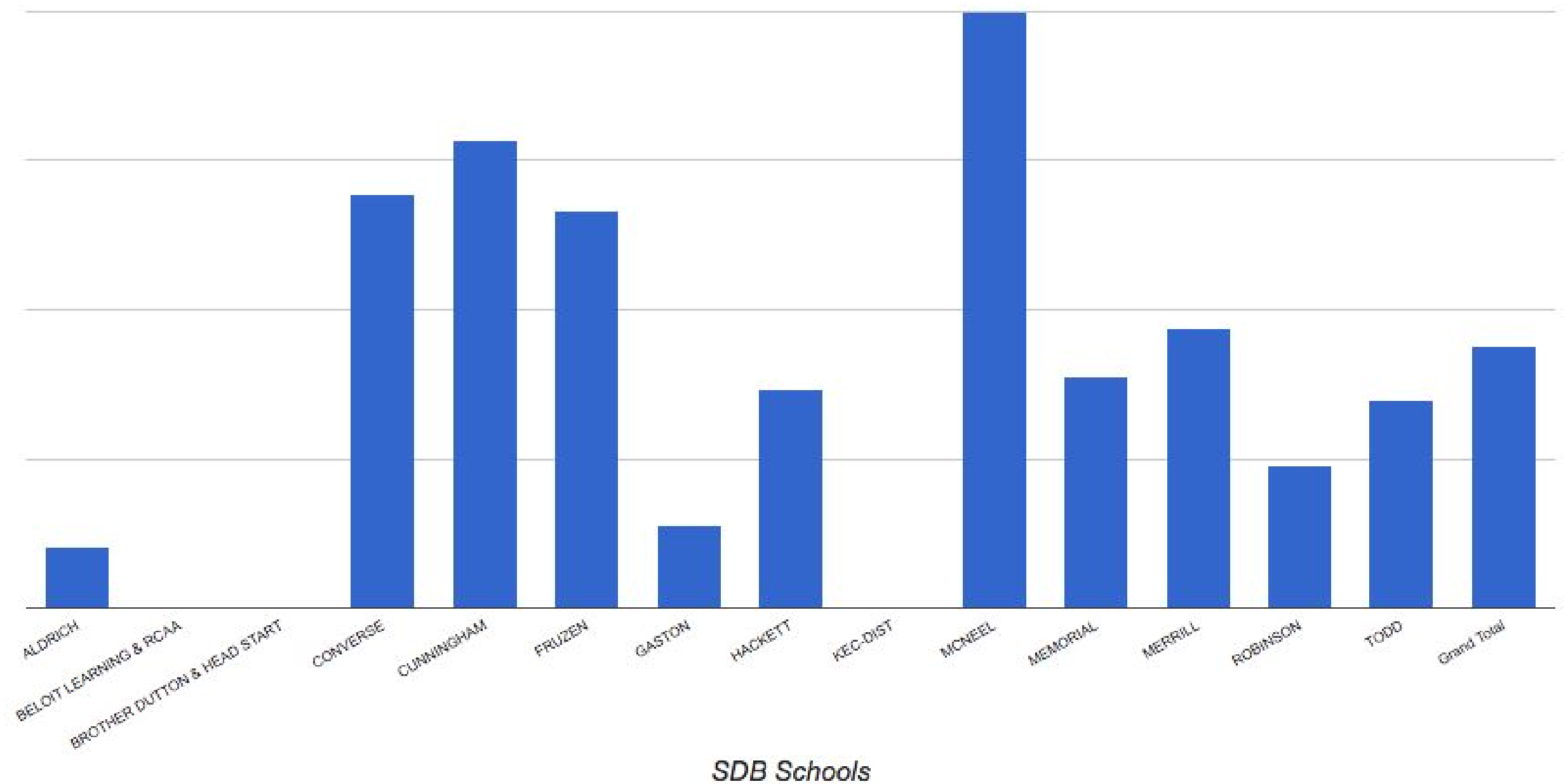
Celebrating Digital Learning Week



February 17, 2016
bgagner
Leave a comment

SDB staff members are hard at work incorporating technology into their lessons or content area this week in celebration of Digital Learning Week. They were emailed a Tech-O board at the beginning of the week with digital challenges to complete with their students and are competing to get a Tech-O and cover their whole board.

2016 Digital Learning Week BINGO Completion



Instructional Technology Website

New website includes:

- A feed for sharing examples of innovation
- Information for families & community members
- Student resources
- Staff resources



ignitebeloit.wordpress.com

Resources

- How Does Technology Facilitate Learning?
 - <http://www.education.com/reference/article/how-does-technology-facilitate-learning/>
- Technology as a Tool to Support Instruction
 - http://www.educationworld.com/a_tech/tech/tech004.shtml
- Personalized Learning Honeycomb
 - <http://www.cesa1.k12.wi.us/institute/designdevelop/personalized-learning.cfm>
- Ignite Beloit Website
 - <https://ignitebeloit.wordpress.com/>
- Presentation: Infusing Technology into Disciplinary Literacy
 - <https://goo.gl/cXsHZX>
- Presentation: Create a Student News Program
 - <https://goo.gl/Dvojef>
- Presentation: Personalized Professional Development Plan
 - <https://goo.gl/FdQMds>
- SAMR Model (6 Exemplars)
 - <http://goo.gl/beot6H>







NOTICE OF MEETING

**SCHOOL DISTRICT OF BELOIT
BOARD OF EDUCATION
POLICY & PERSONNEL COMMITTEE**

Date: Tuesday, May 10, 2016
Time: 5:00 p.m. OR Immediately Following the Curriculum Meeting, Whichever is Later
Location: **FRUZEN INTERMEDIATE SCHOOL**
ROOM C129 Orchestra Room
2600 Milwaukee Road
Beloit, WI 53511
Committee Members: Nora Gard, Chair; Lisa Anderson-Levy, and Pam Charles

AGENDA

1. Call to Order
2. Approval of Agenda
3. Appointment of Vice Chair (2 minutes)
4. Committee Appointments (2 minutes)
 -  Labor Liaison
 -  Legislative
5. Approval of April 2016 Minutes (2 minutes)
6. Overview of Policy & Personnel Committee Responsibilities (25 minutes)
 -  Master Policy Log
 -  Organizational Chart
 -  Policies relating to Policy/Personnel Committee Duties
 -  Employee Handbook
 -  Building Staffing
7. Policies for First Reading (20 minutes)
 -  143 Official Board Representatives
 -  164 Board Member Compensation and Expenses
 -  171 Regular Board (Business) Meetings
 -  172 Special Board Meetings
8. Policies for Discussion (15 minutes)
 -  225 Superintendent Evaluation
 -  225 RULE 1 Superintendent Evaluation
9. Coordinator of Facility Services Job Description (10 minutes)
10. Personnel Recommendations – Exhibit A (2 minutes)
11. Labor Liaison Updates (2 minutes)
12. Legislative Update (2 minutes)
13. Future Items for Discussion
14. Adjournment

It is anticipated that other Board members may attend this committee meeting.

Posted: May 6, 2016

**POLICY AND PERSONNEL COMMITTEE
SCHOOL DISTRICT OF BELOIT**

April 12, 2016

1. CALL TO ORDER

The Policy and Personnel Committee was called to order by Nora Gard, Chair at 5:06 p.m. at McNeel Intermediate School, Room 111.

Members present: Dennis Baskin, Nora Gard and John Winkelmann. Member absent: Others present: John Acomb, Lisa Anderson-Levy, Laurie Endres, Shannon Scharmer, Anthony Bonds, Janelle Marotz, Emily Pelz, Pam Wiese, Darrell Williams and Tom Johnson.

2. APPROVAL OF THE AGENDA

Baskin moved approval of the agenda. Seconded by Winkelmann. Motion carried.

3. APPROVAL OF MARCH COMMITTEE MINUTES

Winkelmann moved approval of the March 8 and March 22, 2016 committee minutes. Seconded by Baskin. Motion carried.

4. POLICIES FOR FIRST READING

Dr. Williams, Assistant Superintendent for Administration, Operations and Equity, presented the revisions for the Expulsion Hearing Procedures policy. He stated that the revisions will provide for more alternatives to students especially with mental health services. Winkelmann asked about the use of a panel versus a hearing officer. He also asked about the section crossed out regarding repeated refusal to obey. Dr. Williams indicated that those items should no longer be crossed out. Baskin asked whether panels versus officers is the better way to go and what is more common in school districts in Wisconsin. He also requested Dr. Johnson's and Ms. Pelz' opinion. Johnson suggested getting additional information from districts in Wisconsin. Acomb asked if the panel discussion is done in open or closed session. Johnson indicated the key for the panel is to be versed in the law and policy. Anderson-Levy cautioned about using terminology of objectivity. Baskin requested the cost to run the current model with the administrative hearing officer and expulsion officer and Anderson-Levy also requested projected cost for using a panel process instead. Medina explained the history of the hearing process over the years in the school district and how it has evolved. Endres requested that if an advocate or community counselor is making a case on behalf of the student that information should be included with the information the board receives. Acomb raised concern with too many adults in the room being uncomfortable for some students or parents. Gard indicated that she was wondering how the code of conduct fit into this process as well as the restorative justice.

Baskin moved to recommend tabling Policy 447.3 RULE 2 Expulsion Hearing Procedures for first reading. Seconded by Winkelmann. Motion carried.

5. POLICIES FOR SECOND READING

Winkelmann moved to recommend the revisions of Policy 461 Technical Excellence Higher Education Scholarship to the full Board of Education for final reading. Seconded by Baskin. Motion carried.

Winkelmann moved to recommend the deletion of Policy 530 Professional Educator Policies to the full Board of Education for final reading. Seconded by Baskin. Motion carried.

6. PERSONNEL RECOMMENDATIONS

Dr. Wiese reviewed the revised personnel recommendations for consideration.

Baskin moved to recommend to the full Board of Education approval of the revised Personnel Actions, Exhibit A. Seconded by Winkelmann. Motion carried.

7. JOB DESCRIPTIONS

Johnson brought forward the job descriptions for the Executive Director of Business Services and Director of Human Resources. Dr. Johnson explained that these positions currently are very difficult to fill in Wisconsin districts and throughout the country. Members asked about requirements versus desirable qualifications. Johnson explained that the pool of candidates is very slim or very young in experience. Scharmer asked what the salary range would be for these positions. Johnson indicated he would like to find a candidate and then discuss salary based on qualifications and experience. Baskin stated there should be consistency citing that the assistant superintendent positions had a range when posted.

Winkelmann moved approval of the job description for the Executive Director of Business Services for posting with the suggested modifications and salary range added. Seconded by Baskin. Motion carried.

Baskin requested that a salary range be added to the posting for the Human Resources position as well. Members reviewed various qualifications and responsibilities requesting that diversity and inclusivity in the community, updating and reviewing job descriptions as well as the other changes suggested to the Business Services job description.

Winkelmann moved the corrected job description for the Director of Human Resources with the additional revisions including salary range. Seconded by Baskin. Motion carried.

8. EQUITY, RECRUITMENT, & RETENTION PLAN

Dr. Williams presented the Equity, Recruitment and Retention Plan to the Board of Education. He shared information regarding recent recruiting efforts. Members discussed increasing starting pay so that recruitment is successful, using caution in starting pay compared to current employee salaries, suggested working with community organizations to assist district recruits family members or significant others moving into Beloit to be successful, looking at incentives such as loan repayments. Williams indicated that he did recruit ten individuals who signed contingency contracts.

Acomb reminded board members that the diversity committee suggested joint recruiting trips with community partners to bring entire families to the area. Anderson-Levy suggested that when selecting the interviewing committee to select staff from more than one building and to be cautious in having parents serve on the interviewing committee.

Winkelmann moved to recommend the Equity, Recruitment and Retention Plan with revisions to the full Board of Education. Seconded by Baskin. Motion carried.

9. LABOR LIAISON UPDATES

Dr. Wiese had no new updates.

10. LEGISLATIVE UPDATE

Acomb updated members on several items including legislature on locker room privacy and terrorist threats being a felony and including bomb threats to schools. The governor just signed a bill that will provide loan forgiveness for those taking positions in rural communities and staying for a certain number of years. Bills that did not pass, at this time, included restricting referenda, reporting crime that didn't occur on school district property, and conceal carry permits in public buildings such as schools. He also stated that 55 of 71 referendums passed in Wisconsin at Tuesday's election. The Common School Library Fund Aid has just been announced today with the district receiving \$303,374.

11. FUTURE ITEMS FOR DISCUSSION

Ongoing policy review and revisions.

12. ADJOURNMENT

The meeting adjourned at 6:32 p.m.

**POLICY AND PERSONNEL COMMITTEE
SCHOOL DISTRICT OF BELOIT
April 26, 2016**

1. CALL TO ORDER

The Policy and Personnel Committee was called to order by Nora Gard at 5:00 p.m. at the Kolak Education Center, Room 106.

Members present: Dennis Baskin and Nora Gard. Others present: Anthony Bonds, Janelle Marotz, Emily Pelz, Darrell Williams and Tom Johnson.

2. APPROVAL OF THE AGENDA

Baskin moved approval of the agenda. Seconded by Gard. Motion carried.

3. PERSONNEL RECOMMENDATIONS

Committee members reviewed the revised personnel recommendations – Exhibit A. Baskin moved to recommend the revised personnel recommendations – Exhibit A to the full Board of Education for approval. Seconded by Gard. Motion carried.

5. FUTURE ITEMS FOR DISCUSSION

Gard requested the Board organization policy 174, board officer duties 141.2 as well as 225 and 225 RULE 1 regarding the Superintendent Evaluation and procedures. She also mentioned that Pam Wiese is also working through policy revisions as well.

6. ADJOURNMENT

Meeting adjourned at 5:06 p.m.

Master Policy Log

<u>Policy Number</u>	<u>Policy Title</u>	<u>Date Last Approved</u>	<u>Date Other Review</u>	<u>Reason</u>
112	Nondiscrimination	9/23/2014		
112 RULE 1	Employee Discrimination Complaint Procedures	11/27/2012		
112 RULE 2	Student Discrimination Complaint Procedures	7/27/2010	10/25/2013	Reprint
113	Mission Statement	7/24/2012		
120	School District Legal Status	3/22/1995	7/9/2013	Reviewed
130	School Board Legal Status	3/22/1995	7/9/2013	Reviewed
131	Board Elections	9/27/2011	7/9/2013	Reviewed
132	Board Member Resignations	3/22/1995	7/9/2013	Reviewed
133	Filling Board Vacancies	3/22/1995	7/9/2013	Reviewed
133 RULE 1	Board Appointment Procedures	9/22/2015		
134	Temporary Board Vacancies Due to Military Leave	4/27/2007	7/9/2013	Reviewed
134 RULE 1	Procedures for Filling Temporary Vacancies Due to Military Leave	4/27/2007	7/9/2013	Reviewed
*140	Officers, Auxiliary Personnel of the District	No policy - just a place holder		
*141	Board Officers	No policy - just a place holder		
141.1	Board Officer Elections	3/22/1995	6/11/2013	Reviewed
141.1 RULE 1	Board Officer Election Procedures	3/22/1995	6/11/2013	Reviewed
141.2	Board Officer Duties	8/27/2013		
142	Legal Counsel	3/22/1995	6/11/2013	Reviewed
142 RULE 1	Legal Counsel	No Date Available -	6/11/2013	Reviewed
143	Official Board Representatives	5/25/2010	6/11/2013	Reviewed
144	Consultants to the Board	3/22/1995	6/11/2013	Reviewed
150	Board Powers and Duties	4/29/2008	8/13/2013	Reviewed
151	Board Policy Development	3/22/1995	8/13/2013	Reprint
151.1	Policy Adoption and Revision	10/22/2013		
151.2	Policy Dissemination	2/19/2008	8/13/2013	Reviewed
151.3	Policy Suspension	3/22/1995	8/13/2013	Reviewed
151.4	Administration in Policy Absence	3/22/1995	8/13/2013	Reviewed
151.5	Board Review of Administrative Rules	3/22/1995	8/13/2013	Reviewed
152	Goal Setting	3/22/1995	8/13/2013	Reviewed
153	Evaluation of Internal Board Operations	6/25/1996	8/13/2013	Reviewed
153 RULE 1	Implementation Procedures	10/22/2013		
154	Board Legislative Program	3/22/1995	8/13/2013	Reviewed

Master Policy Log

<u>Policy Number</u>	<u>Policy Title</u>	<u>Date Last Approved</u>	<u>Date Other Review</u>	<u>Reason</u>
154 RULE 1	Board Legislative Program	9/10/2013		Minor Rev.
*160	Board Members	No policy - just a place holder		
161	Board Member Authority	3/22/1995	10/1/2012	Reviewed
161.1	School Board E-Mail Communication	10/9/2012		Minor Rev.
162	New Board Member Orientation	11/27/2012		
162 RULE 1	New Board Member Orientation		10/1/2012	Reviewed
163	Board Member Development Opportunities	3/22/1995	10/1/2012	Reviewed
163 RULE 1	Guidelines for Board Member Development Opportunities	3/22/1995	10/8/2013	Tabled
164	Board Member Compensation and Expenses	2/11/2014		Reviewed
165	Board Member Code of Ethics	12/17/2013		
165.1	Board Member Conflict of Interest	3/22/1995	10/1/2012	Reviewed
166	Board Member Requests for Information	5/24/2011	10/8/2013	Tabled
166 RULE 1	Procedures for Board Member Requests for Information	5/24/2011	10/1/2012	Reviewed
167.2	Anonymous Communication	9/27/2005	10/1/2012	Reviewed
*170	Board Meetings	No policy - just a place holder		
171	Regular Board Meetings	3/22/1995	4/30/2013	BOE Review
171.1	Notification of Board Meetings	3/22/1995	4/30/2013	BOE Review
171.2	Agenda Preparation and Dissemination	3/22/1995	4/30/2013	BOE Review
172	Special Board Meetings	3/22/1995	4/30/2013	BOE Review
173	Closed Sessions	3/22/1995	4/30/2013	BOE Review
174	Board Organizational Meeting	3/22/1995	4/30/2013	BOE Review
174 RULE 1	Board Organizational Meeting	5/24/2005	4/30/2013	BOE Review
*180	Operating Procedures	No policy - just a place holder		
181	Rules of Order	3/22/1995	6/11/2013	Reviewed
182	Quorum	3/22/1995	6/11/2013	Reviewed
183	Voting Method	9/22/2009	8/1/2013	Reprint
183 RULE 1	Procedures for Board Resolutions	10/15/2012	8/1/2013	Reprint
184	Board Minutes	3/22/1995	6/11/2013	Reviewed
185	Standing Board Committees	8/23/2005	6/11/2013	Reviewed
185.1	Finance/Transportation and Property Committee	6/22/2004	8/13/2013	Reviewed
185.2	Curriculum and Instruction Committee	7/23/2013		
185.3	Policy/Personnel Committee	7/23/2013		

Master Policy Log

<u>Policy Number</u>	<u>Policy Title</u>	<u>Date Last Approved</u>	<u>Date Other Review</u>	<u>Reason</u>
186	Ad Hoc Advisory Committees	3/22/1995	6/11/2013	Reviewed
186 RULE 1	Ad Hoc Advisory Committee Procedures	3/22/1995	6/11/2013	Reviewed
187	Public Participation at Board Meetings	11/23/2004	6/11/2013	Reviewed
190	Recognition for Accomplishments	8/23/2011	6/11/2013	Reviewed
190.1	Retiree Recognition	7/23/2002	6/11/2013	Reviewed
191	Diplomas for Veterans	7/23/2002	6/11/2013	Reviewed
210	Administration Goals	2/22/1994	1/1/2013	Reprint
*220	General Administration Policies	No policy - just a place holder		
221	Recruitment and Appointment of Superintendent	2/22/1994	1/1/2013	Reviewed
221.1	Recruitment and Appointment of Administrative Staff Members	3/23/1999	1/1/2013	Reviewed
222	Administrative Contracts	5/23/1995	1/1/2013	Reviewed
222.1	Administrative Staff Absences	8/25/2009	Todd Review	
222.1 RULE 1	Procedures for Reporting and Processing	3/28/2006	Todd Review	
222.1 RULE 2	Compensation for Temporary Administration Assignments	1/27/2009	1/1/2013	Reviewed
223.1	Tuition/Continuing Education Reimbursement	3/23/2009	1/1/2013	Reviewed
223.1 RULE 1	Procedures for Administrator Continuing Education Credit Reimbursement	11/23/2010	2/11/2014	Reviewed
224	Board-Superintendent Relations	5/23/1995	10/8/2013	Reviewed
224 RULE 1	Guidelines for Promoting Positive Board-Superintendent Relations	4/29/2008	10/8/2013	Reviewed
225	Superintendent Evaluation	7/23/1996	10/8/2013	Reviewed
225 RULE 1	Superintendent Evaluation Procedures	12/17/2013		
225.1	Administrative Staff Evaluations	5/23/1995	1/1/2013	Reviewed
*230	Central Administration	No policy - just a place holder		
*240	Supervisory Personnel	No policy - just a place holder		
*250	Building Administration	No policy - just a place holder		
*260	Administrative Operations	No policy - just a place holder		
261	Line and Staff Relations	5/23/1995	11/1/2013	Reviewed
262	Administrative Committees	5/23/1995	11/1/2013	Reviewed
263	Policy Implementation	5/23/1995	11/1/2013	Reviewed
263.1	Administration in Policy Absence (See 151.4)			
263.2	Development of Handbooks and Manuals	3/25/2014		
270	Temporary Administrative Arrangements	10/27/2015		
271	Acting Building Principal	5/23/1995	11/1/2013	Reviewed

Master Policy Log

<u>Policy Number</u>	<u>Policy Title</u>	<u>Date Last Approved</u>	<u>Date Other Review</u>	<u>Reason</u>
271 RULE 1	Guidelines Relating to Acting Elementary Principal Assignment	5/23/1995	9/1/1997	Reprint
280	School District Reports	5/23/1995	11/1/2013	Reviewed
311	Principles of Teaching	12/17/2013		
320	Organization for Instruction	12/17/2013		
321	School Calendar/School Year	3/23/1999	3/1/2014	Reviewed
322	School Day	12/17/2013		
323	Ceremonies and Observances	11/24/1992	3/1/2014	Reviewed
323 RULE 1	Ceremonies and Observances Regulations	No Date	3/1/2014	Reviewed
323.1	Special Observance Days	7/24/2007	3/2/2014	Reviewed
323.2	Pledge of Allegiance	11/27/2001	3/3/2014	Reviewed
330	Curriculum Development	1/9/2009		
331	Curriculum Guides/Materials	10/28/2014		
332	New or Modified Courses	10/28/2014		
333	Curriculum Evaluation	8/26/2014		Reviewed
334	Parents Rights and the Curriculum	8/26/2014		Reviewed
*340	Instructional Program	No policy - just a place holder		
341	Basic Instructional Program	8/26/2014		Reviewed
341.1	Education for Employment	8/26/2014		Reviewed
341.11	Work Based Learning Programs	10/28/2014		
341.12	Career Education	11/25/2014		
341.3	Multicultural Education	6/22/1999	11/1/2014	Reviewed
*341.4	Physical Education	No policy - just a place holder		
341.41	Elementary Physical Education Services	11/25/2014		
*341.5	Art Education	No policy - just a place holder		
341.51	Elementary Art Program	11/25/2014		
*341.6	Music Education	No policy - just a place holder		
341.61	Elementary Music Program	1/27/2015		
*341.7	Health Education	No policy - just a place holder		
341.71	Drug and Alcohol Abuse Education	6/22/1999	10/28/2014	Reviewed
341.72	Physiology and Hygiene	1/22/2008		
342	Special and Alternatives Instructional Programs	8/22/2000		
342.1	Program for Students with Special Education Needs	9/24/2013		

Master Policy Log

<u>Policy Number</u>	<u>Policy Title</u>	<u>Date Last Approved</u>	<u>Date Other Review</u>	<u>Reason</u>
342.2	Homebound Instruction	9/24/2013		
342.2 RULE 1	Homebound Instruction Guidelines	9/24/2013		
342.3	Advanced Learner Program - formerly GT	3/22/2016		
*342.3 RULE 1	Students Gifts and Talents	No policy - just a place holder		
342.4	Programs For Children at Risk	8/22/2000		
342.4 RULE 1	Children at Risk	6/24/2003		
342.5	Title I Parent Involvement (No Child Left Behind)	5/25/2004		
342.5 RULE 1	Title I Parent Involvement Guidelines (No Child Left Behind)	5/25/2004		
*342.6	Alternative Education Programs and Curriculum Modifications	No policy - just a place holder		
342.61	Academic Support System (formerly Reading Referral System)	7/28/2015		
342.61 RULE 1	Response to Interention Framework	7/28/2015		
342.7	Educational Interventions and Curriculum Modifications	5/25/2004		
342.71	School Age Parent Programs	7/23/2013	5/12/2015	Minor Rev.
342.71 RULE 2	Maternity/Homestudy Leave Policy for Teen Parents	8/24/1999	5/12/2015	Minor Rev.
342.8	Before and After School Childcare Programs	Draft		
342.9	Charter Schools	3/27/2001		
342.9 RULE 1	Rules for Charter Schools	3/27/2001		
342.10	Homeless Education Program	11/24/2009		
342.10 RULE 1	Homeless Education Program Guidelines	11/24/2009		
*343	Instructional Arrangements	No policy - just a place holder		
343.1	Elementary Time Allotments	11/24/1992		
343.1 RULE 1	Elementary Time Allotment Guidelines	6/23/2015		
343.2	Class Size	3/24/1998		
343.2 RULE 1	Guidelines for Determing Staffing Needs	1/22/2013		
343.3	Independent Study	10/26/2010		
343.3 RULE 1	Independent Study	10/26/2010		
343.4	Advanced Study Opportunities	9/28/1999	12/1/2014	Reviewed
343.4 RULE 1	Porter Scholars Program Guidelines	No Date		
343.41	Youth Options Program	12/21/2009		
343.41 RULE 1	Youth Options Program Guidelines	12/13/2005		
343.5	Lesson Planning	9/28/1999	12/1/2014	Reviewed
343.6	Intermediate School Students Enrolled in High School Courses	8/25/2015		

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343.7	District Online Learning	In Process		
*344	Adult Education	No policy - just a place holder		
*345	Academic Achievement	No policy - just a place holder		
345.1	Grading Systems	12/16/2014		
345.1 RULE 1	Class Rank (High School)	11/24/1998		
345.1 RULE 2	Grading System Guidelines	7/27/2010	4/26/2011	Suspended
345.2	Student Progress Reporting to Parents	11/24/1992	9/19/2011	Reprint
345.2 RULE 1	Guidelines for Reporting Student Progress	12/16/2014		
*345.3	Homework	No policy - just a place holder		
345.4	Promotion and Retention	9/28/2010		
345.4 RULE 1	Promotion Criteria	9/9/2014		
345.5	Honor Rolls	11/24/1992		
345.6	Graduation Requirements	9/9/2014		Minor Rev.
345.6 RULE 1	Specific Graduation Requirements	11/24/2015		
345.6 RULE 2	Requirements & Procedures for Early Graduation from High School	226/2002		
345.6 RULE 3	.5 Credit Physical Education Exemption	4/24/2012		
345.61	Graduation Exercises	10/14/2014		Minor Rev.
345.64	Posthumous Diplomas	5/20/2009		
346	Assessment Programs	10/25/2005		
346 RULE 1	Assessment Program Guidelines	10/25/2005		
346 RULE 2	Guidelines for Parent Notification of Testing Program/Individual Testing	12/13/2005		
347	Student Records	3/26/2002		
347 RULE 1	Guidelines for the Maintenance and Confidentiality of Student Records	2/19/2008		
347 RULE 2	Record Keeping Procedures	No Date		
*350	Extended Instructional Programs	No policy - just a place holder		
352	Field Trips and Excursions	12/15/2015		
352 RULE 1	Walking Trip Guidelines	11/25/2014		
352.1	Extended Field Trips	1/25/2000		
353	Foreign Exchange Programs	9/23/2003		
353.1	School Volunteers	2/22/2005		
353.2	Family Participation in the Schools	3/22/2005		
352.2 RULE 1	Family Participation in the Schools	3/22/2005		

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360	Instructional Resources	11/24/1992	12/1/2014	Reviewed
361	Textbook and Supplementary Books	12/9/2014		Minor Rev.
361 RULE 1	Criteria for Selection of textbooks and Supplemental Books	1/27/2015		
362	Libraries and Educational Media	11/25/2014		
362 RULE 1	Educational Media Selection Procedures	9/28/1999	12/1/2014	Reviewed
362.1	Resource Sharing/Interlibrary Loans	5/25/2004		
362.2	Digital Media Use in the Classroom	11/25/2014		
364	Newspapers (In the classroom)	11/24/1992	9/14/2014	Reviewed
367	School Counseling Program	3/24/2015		
367 RULE 1	Regulations for School Counseling Program	3/24/2015		
367 RULE 2	Role of Classroom Teacher in School Counseling	3/24/2015		
368	Technology Responsible Use	3/26/2002		
368 RULE 1	Guidelines for Responsible Use	1/27/2015		
370	Co-Curricular and Extracurricular Activities	11/24/1992		
371	Student Organizations	4/24/2001		
371 RULE 1	Guidelines for Student Organizations	4/24/2001		
371.1	Equal Access	11/24/2015		
372	Student Publications	11/24/1992		
372 RULE 1	Guidelines for Free and Responsible Journalism	No Date		
373	Student Social Events	9/28/2001		
374	Student Fun Raising Activities	2/23/2016		
375	Student Activity Funds Management	2/23/2016		
376	Student Contests	11/24/1992		
377	Interscholastic Athletics	8/27/2013		
377 RULE 1	Interscholastic Athletic Program Rules and Guidelines	8/27/2013		
377 RULE 2	Secondary Schools Athletic Code (7-12)	8/19/2014		
*380	Miscellaneous Instruction Policies	No policy - just a place holder		
381	Use of Controversial Instructional Media	11/24/1992		
381.1	Teaching About Religion	11/25/2003		
381.11	Guidelines for Recognition of Religious Expressions	11/25/2003		
383	K-12 Guidelines for Use of Animals	3/22/2005		
383.1	Service Animals in School	1/27/2015		

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411	Equal Educational Opportunities (See 112)	See 112		
411.1	Student Sexual Harassment	1/22/2008		
411.1 RULE 1	Student Sexual Harassment Administrative Procedures	9/11/2012		
411.2	Student Racial Harassment	1/22/2002		
411.2 RULE 1	Student Racial Harassment Administrative Procedures	1/22/2002		
411.3	Student Harassment	9/23/2014		
411.3 RULE 1	Student Harassment Administrative Procedures	1/22/2002		
412	School Census	11/25/2014		
412.1	Fulltime Students	12/18/2012		
420	School Admissions	11/9/2010		
420 RULE 1	Four Year Old and Five Year Old Kindergarten Enrollment Period Guidelines	12/21/2009		
420 RULE 2	New Student Enrollment Guidelines	12/21/2009		
420 RULE 3	Procedures for Placement of Transfer Students	12/18/2012		
420 RULE 6	Homeless Enrollment Guidelines	12/21/2009		
421	Entrance Age	1/26/2010		
422	Admission of Nonresident Students	5/28/2002		
422 RULE 1	Guideline for Admitting Nonresident Students	2/22/1994	8/1/2013	Reprint
422.2	Inter-District Tuition Agreements	2/22/1994	1/16/2004	number chng
423	Admission of Resident Part-Time Non-Public School Students (High School Grades)	1/26/2010		
423 RULE 1	Part Time Non-Public School Guidelines (High School Grades)	1/26/2010		
424	Public School Open Enrollment	2/23/2010		
424 RULE 1	State Public School Open Enrollment – Full Time (Resident & Nonresident)	2/23/2016		
424 RULE 2	State Public School Open Enrollment – Part Time (Resident & Nonresident)	2/23/2010		
425	Enrollment of Expelled Students	1/8/2013		
*430	Attendance	No policy - just a place holder		
431	Compulsory School Attendance	5/25/2010		
431 RULE 1	Student Attendance Procedures	1/26/2016		
432	School Attendance Areas	2/23/2010	11/13/2012	Minor Rev.
432 RULE 1	New Student Placement Guidelines	2/23/2016		
432 RULE 2	In-District Transfer Guidelines	12/18/2012		
433	Assignment of Students to Teachers/Classes	10/28/2014		
434	Released Time for Students	11/25/2003		

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435	Student Transfers and Withdrawals	2/22/1994	11/13/2012	Minor Rev.
*440	Student Rights and Responsibilities	No policy - just a place holder		
440.1	Students of Legal Age	9/25/2001		
441	Students Rights, Responsibilities & Freedom of Speech	11/25/2014		
442	Student Involvement in Decision Making (Student Representative to the Board)	7/28/2015		
443/447	Student Conduct and Discipline	11/24/2015		
443/447 RULE 1	Student Discipline Record Keeping Procedures	2/26/2013		
443.1	School Attire	6/27/2007		
443.1 RULE 1	Elementary School Dress Code	6/27/2007		
443.1 RULE 2	Middle School and High School Dress Code	11/11/2014		Minor Rev.
443.2	Student Conduct on School Buses	5/27/2014	3/24/2015	In Process
443.2 RULE 1	Bus Rider Rules	5/27/2014		
443.2 RULE 2	Bus Discipline Procedures	5/27/2014		
443.2 RULE 3	Use of Video Camera on the School Bus	5/27/2014		
443.3	E-Cigarette Enforcement Regulation	4/22/2014		
443.4	Student Alcohol and/or Other Controlled Substances Use	12/16/2014		Reviewed
443.4 RULE 1	Alcohol and/or Other Controlled Substance Enforcement Regulations	4/22/2014		
443.5	Student Use of Cellular Telephones	3/24/2015		
443.7	Youth Gangs	3/26/2013		
443.72	Anti-Bullying	5/27/2014		
444	School Age Parents (Covered by Policy 342.71)			
445	Student Interrogations/Interviews	12/17/2002		
445 RULE 1	Procedures for Student Interrogations/Interviews	10/10/2008		
446	Student Searches	7/28/2009		
446.1	Locker Searches	11/24/1998	6/25/1999	Reprint
447	Student Discipline (Covered by Policy 443/447)			
447.1	Use of Seclusion/Physical Restraint	7/28/2015		
447.3	Student Suspensions/Expulsions	Aug-99		
447.3 RULE 1	Suspension Procedures	No Date		
447.3 RULE 2	Expulsion Hearing Procedures	5/25/1999	6/25/1999	Reprint
447.3 RULE 3	Procedures for Considering Expulsion of Students with Disabilities	12/18/2012		
447.4	Disciplining Stdts Conduct While Not On Schl Grnds/Under Superv. Schl Authorities	6/22/2004		

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448	Student Grievances	11/28/2000		
448 RULE 1	Guidelines For Student Grievances	11/28/2000		
*450	Student Health and Welfare	No policy - just a place holder		
451	Student Insurance	2/26/2013		
453	Student Health Program	7/27/1999		
453 RULE 1	Staff Responsibilities Relating to School Health Program	6/26/2007		
453.1	Emergency Nursing Service	6/26/2007		
453.1 RULE 1	Emergency Nursing Service Procedures	6/26/2007		
453.11	Life-Sustaining Care	9/26/2000		
453.12	Automatic External Defibrillators	5/24/2005		
453.12 RULE 1	Use and Maintenance of Defibrillators	3/25/2008		
453.2	Student Immunizations	5/26/2015		
453.2 RULE 1	Immunization Regulations	5/26/2015		
453.3	Communicable Diseases	12/15/2015		
453.3 RULE 1	Administrative Guidelines Regarding Communicable Disease Control	12/15/2015		
453.31	Students with HIV or AIDS	7/27/1999		
453.31 RULE 1	Specific Guidelines for Dealing with HIV/AIDS in the School Setting	11/28/2006		
453.32	Guidelines for Control and Treatment of Head Lice/Nits in the Schools	12/18/2012		
453.4	Administering Medication to Students	6/26/2007		
453.4 RULE 1	Administering Medication Procedures	6/26/2007		
453.4 RULE 2	Self-Administration Medication Procedure	8/22/2002	8/28/2006	Reprint
453.4 RULE 3	Medication Administration Procedure for Field Trips	3/27/2007		
453.5	Student Physical and Dental Examinations	4/23/2002		
453.5 RULE 1	Staff Responsibilities Relating to Student Physical and Dental Examinations	4/23/2002		
453.6	Vision and Hearing Screening Programs	12/18/2012		
453.6 RULE 1	Staff Responsibilities Relating to Vision/Hearing Screening Program	12/18/2012		
453.7	Relations with Non-school Agency Nursing Personnel	7/27/1999		
453.7 RULE 1	Guidelines for Coop. Wking Relation Between Non-school Agency RN Pers & SDB Staff	7/27/1999		
454	Reporting Child Abuse/Neglect	10/28/2014		
454 RULE 1	Reporting Child Abuse/Neglect Regulations	10/28/2014		
455	Student Safety	3/22/2016		
455.1	Supervision of Students	3/22/2016		

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455.2	Student Driving and Parking	7/28/2009		
*455.3	Student Bicycle Use	No policy - just a place holder		
455.5	Identification Badges - Student	10/26/2010		
455.6	Protective Behaviors Instruction	12/13/2005		
456	Student Assistance Program	3/26/2013		
456 RULE 1	General Guidelines for Student Assistance Program	3/26/2013		
457	Before and After School Childcare Programs	8/24/1999	8/14/2014	Reviewed
460	Student Scholarships and Awards	3/27/2012		
460 RULE 1	Tie Breaking Procedures for Wisconsin Academic Excellence Scholarship	7/27/2004		
461	Technical Excellence Higher Education Scholarship	2/24/2015		
470	Student Fees, Fines and Charges	9/22/2015		
470 RULE 1	Guidelines Regarding Student Fees/Fines/Charges	9/22/2015		
480	Student Employment	12/18/2012		
481	Student Work Permits	8/24/2002		
*490	Miscellaneous Student Policies	No policy - just a place holder		
491	Children of Divorced, Separated, Unmarried Parents	11/28/2000		
492	Student Photographs	10/28/2014		
493	Custody of Stranded Children	11/23/2005		
*510	Personnel Policies Goals	No policy - just a place holder		
511	Affirmative Action Program	11/24/2015		
*520	General Personnel Policies	No policy - just a place holder		
*520.1	Military Leave Policy (New policy proposed and tabled - never approved)	NEW	8/23/2011	Tabled
*521	Staff Involvement in Decision Making	No policy - just a place holder		
522	Staff Conduct	11/25/2014		
522.1	Drug and Alcohol Use	9/27/2005		
522.1 RULE 1	Drug and Alcohol Use Administrative Procedures	No Date		
522.1 RULE 2	Drug and Alcohol Testing	No Date		
522.11	Pre-Employment Drug Testing	5/28/1996		
522.11 RULE 1	Pre-Employment Drug Testing Procedures	No Date		
522.2	Employee Misconduct	10/22/1996	3/1/1996	Reprint
522.2 RULE 1	Guidelines For Reporting Employee Misconduct	No Date		
*522.3	Staff Ethics	No policy - just a place holder		

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522.31	Supervisory Nepotism	5/27/2014		
522.4	Staff Code of Ethics	8/25/2009		
522.5	Participation In Community Life and Political Activities By Staff	12/17/2002		
522.6	Sexual Harassment	7/27/2010		
522.6 RULE 1	Discrimination Complaint Procedures	7/27/2010		
522.8	Dress Code for District Employees	4/24/2012		
*523	Staff Health and Safety	No policy - just a place holder		
523.1	Employee Physical Examinations	3/22/2016		
523.2	Employees Occupationally Exposed To Bloodborne Pathogens	10/28/2003		
*523.3	Employee Assistance Program	No policy - just a place holder		
*523.4	Staff Protection	No policy - just a place holder		
*523.5	Employee Wellness	No policy - just a place holder		
523.6	Identification Badges - Employees	3/26/2002		
524	Employee Gifts/Solicitations	10/22/1996	3/1/1998	Reprint
526	Personnel Records	10/22/1994	3/1/1998	Reprint
527	Admin. Procedures for the Investigation of Complaints Against School Personnel	3/20/2007		
529.1	Recognized Holidays	3/27/2001		
530	Professional Educator Policies	10/22/1996	3/1/1998	Reprint
531	Professional Educator Positions	10/22/1996	3/1/1998	Reprint
532	Professional Educator Contracts	10/22/2013		
*532.1	Staff Negotiations	No policy - just a place holder		
*532.2	Professional Educator Salaries/Fringe Benefits	No policy - just a place holder		
532.21	Reimbursement For Damage To Personal Property	10/22/1996	3/1/1998	Reprint
532.22	Workers' Compensation	10/22/1996	3/1/1998	Reprint
532.3	Professional Educator Leaves and Absences	8/25/2009		
532.3 RULE 1	Guidelines Regarding Professional Educator Leaves and Absences	11/27/2001		
532.4	Professional Staff Suspension	3/23/1999		
532.5	Professional Staff Outside Third Party Representatives In Personnel Matters	6/22/2004		
533	Employee Recruiting/Hiring	10/10/2008		
533 RULE 1	Professional Educator Recruitment/Selection Procedures	9/23/2008		
533 RULE 2	Guidelines For Adding Professional Educator Positions	1/22/2008		
533 RULE 3	Recommendations for Employee Hiring/Transfer/Promotion	10/10/2008	10/14/2014	tabled

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534	Substitute Professional Educators	10/10/2008		
534 RULE 1	Staff Responsibilities Regarding Substitute Professional Educators	No Date		
534 RULE 2	Guidelines For Employment/Assignment Of Substitute Professional Educators	No Date		
535	Professional Educator Transfers	3/22/2016		
536	Professional Staff Dismissal	3/23/1999		
536 RULE 1	Professional Staff Dismissal Procedure	3/23/1999		
537	Professional Educator Development	10/22/1996	3/1/1998	reprint
537.2	Staff Meetings/Staff Inservice Activities	12/17/2013		
538	Professional Educator Evaluation	10/22/2013		
*539	Miscellaneous Professional Educator Policies	No policy - just a place holder		
539.1	Non-School Employment By Professional Educators	10/22/1996	3/1/1998	reprint
*540	Support Staff policies	No policy - just a place holder		
541	Support Staff Positions	10/22/1996	3/1/1998	reprint
541.2	Secretarial Personnel	10/22/1996	3/1/1998	reprint
541.3	Para Educators	1/25/2005		
541.31	Para Educators (Special Education)	1/25/2005		
541.4	Instructional Support Staff	1/25/2005		
542	Support Staff Contracts	12/17/2013		
*542.1	Support Staff Negotiations	No policy - just a place holder		
542.2	Support Staff Compensation/Fringe Benefits	6/24/2014		
542.3	Support Staff Leaves and Absences	8/25/2009		
542.3 RULE 1	Guidelines Regarding Support Staff Leaves and Absences	1/25/2005		
542.31	Non-Paid Short-Term Leave of Absence For Support Staff	10/22/1996	1/25/2005	Reprint
542.4	Support Staff Vacations and Holidays	10/22/1996	3/1/1998	Reprint
542.5	Support Staff Probationary Periods	1/25/2005		
543	Support Staff Recruiting/Hiring	10/22/1996	3/1/1998	Reprint
544	Substitute Support Staff Employment	1/25/2005		
545	Support Staff Assignments and Transfers	10/22/1996	1/25/2005	Reprint
*546	Reduction in Support Staff Work Force	No policy - just a place holder		
546.1	Support Staff Resignations	10/22/1996	3/1/1998	Reprint
546.2	Support Staff Suspension and Dismissal	3/23/1999		
546.2 RULE 1	Support Staff Dismissal Procedure	3/23/1999		

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*546.3	Support Staff Retirement (Service Personnel)	No policy - just a place holder		
*547	Support Staff Development Opportunities	No policy - just a place holder		
548	Support Staff Evaluation	1/25/2005		
548 RULE 1	Responsibilities Related to Secy, Para Educ, Instr. Support & Service Staff Evaluation	6/24/2014		
*549	Miscellaneous Support Staff Policies	No policy - just a place holder		
551	Administrative Support Staff	8/24/1999		
552	Administrative Support Staff Recruiting/Hiring	8/24/1999		
553	Administrative Support Staff Probationary Periods	8/24/1999		
554	Administrative Support Staff Evaluation	8/24/1999		
555	Administrative Support Staff Assignment and Transfer	8/24/1999		
556.1	Administrative Support Staff Vacations and Holidays	6/24/2014		
556.2	Non-paid Short Term Leave of Absence for Administrative Support Staff	8/24/1999		
557	Administrative Support Staff Suspension and Dismissal	8/24/1999		
557 RULE 1	Administrative Support Staff Dismissal Procedures	8/24/1999		
558	Administrative Support Staff Resignations	8/24/1999		
610	Fiscal Management Goals	2/26/2013		
620	Annual Operating Budget	2/26/2013		
622	Budget Reports and Hearings	6/24/2014		
622 RULE 1	Guidelines for Public Notification of Budget Information	6/24/2014		
623	Budget Implementation	2/26/2013		
623.1	Line Item Transfer Authority	3/28/2000	8/1/2013	Reprint
630	School Indebtedness	6/24/2014		
632	Short Term Borrowing	2/26/2013		
*640	State, Federal and Other Funding	No policy - just a place holder		
641	State Aid Funds	2/26/2013		
642	Federal Aid Funds	2/26/2013		
*650	Revenue from Tax and Non-tax Sources	No policy - just a place holder		
651	Revenues from Local Tax Sources	2/26/2013		
652	Revenues from Investments	11/27/12	1/1/2014	Reviewed
653	Gate Receipts and Admissions	3/28/2000	1/1/2014	Reviewed
653.1	Revenues from Activity Events and Tournaments	5/28/1991	8/1/2013	Reprint
653.1 RULE 1	Use of Activity Events and Tournament Funds	2/26/2013		

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654	Resale of School Purchased Items	2/26/2013		
655.1	Leasing of School Sites	6/24/2014		
656	Revenue from Public and Private Grants	9/28/2014		
*660	Management of Funds	No policy - just a place holder		
661	Depository of Funds	11/26/2013		
661 RULE 1	School District Depositories	1/22/2013		
661.1	Authorized Signatures (Use of Facsimile Signatures)	2/26/2013		
661.2	Check Writing Services	2/26/2013		
*662	Types of Funds	No policy - just a place holder		
662.1	Management of Student Activity Funds	12/16/2014		
662.1 RULE 1	Procedures for Management of Student Activity Funds	12/16/2014		
662.2	Petty Cash Accounts	2/26/2013		
662.2 RULE 1	Petty Cash Procedures	2/26/2013		
662.3	Fund Balance	7/23/2013		
663	Bonded Employees and Officers	5/28/1991	1/1/2014	Reviewed
664	Cash in School Buildings	2/26/2013		
665	Fraud Prevention & Reporting	5/20/2009	1/1/2014	Reviewed
*670	Expenditures	No policy - just a place holder		
*671	Payroll Management	No policy - just a place holder		
671.1	Payday Schedules	12/17/2013		
671.2	Expense Reimbursements	12/17/2013	1/1/2014	Reviewed
671.2 RULE 1	Guidelines Regulating Expense Reimbursement	12/18/2012	1/1/2014	Reviewed
671.3	Salary Deductions	12/17/2013		
672	Purchasing	7/23/2013		
672.1	Purchasing Bidding Requirements	2/24/2015		
672.2	Local Purchasing	1/31/2013		
672.4	Vendor Relations	2/26/2013		
672.4 RULE 1	Vendor Relation Guidelines	2/26/2013		
672.5	Protections & Guarantees for Construction Renovation Projects (was Standards for Performance and Payment A	2/24/2015		
672.6	Purchasing Custodial Supplies	2/26/2013		
673	Payment Procedures	2/26/2013	9/10/2013	Minor Rev.
674	Emergency Procurement and Expenditure Authority	6/25/2002	8/13/2013	Reviewed

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*680	Fiscal Accounting and Reporting	No policy - just a place holder		
682	Financial Reports	2/26/2013	3/28/2000	Reprint
683	Inventories	7/22/2014		
684	Audits	2/26/2013		
*690	School Properties Disposal	No policy - just a place holder		
691	Sale Purchase and Disposal of Assets	10/25/2011	1/1/2014	Reviewed
710	Support Services Goals	5/27/2014		
720	Safety Program	4/26/2013		
721	Facilities Inspections	4/26/2013		
*722	Accident Prevention	No policy - just a place holder		
722.1	Accident Reports	4/26/2013		
722.1 RULE 1	Accident Reporting Procedures	2/25/2014		
723	Emergency Plans	4/26/2013	7/8/2014	Reviewed
723 RULE 1	Emergency and Disaster Communication Network	4/26/2013	7/8/2014	Minor Rev.
723.1	Fire Drills	2/22/1994	7/8/2014	Reviewed
723.1 RULE 1	Fire Drill Guidelines	No Date	7/8/2014	Reviewed
723.2	Bomb Threats	2/22/1994	7/8/2014	Reviewed
723.2 RULE 1	Bomb Threat Procedures	12/16/2014		
723.3	Tornado Plans	2/22/1994	7/8/2014	Reviewed
723.3 RULE 1	Tornado Safety Guidelines	No Date	7/8/2014	Reviewed
723.4	Emergency School Closings	1/27/2009	7/8/2014	Reviewed
723.4 RULE 1	Guidelines for Emergency School Closings	12/19/2006	7/8/2014	Reviewed
723.5	School Disruptions	2/22/1994	7/8/2014	Reviewed
723.5 RULE 1	School Disruption Guidelines	7/8/2014		
724	School Crossing Program	2/22/1994	7/8/2014	Reviewed
*730	Buildings and Grounds Management	No policy - just a place holder		
731	Buildings and Grounds Security	4/26/2013		
731 RULE 1	Buildings and Grounds Security Guidelines	4/26/2013		
731.1	Destruction or Defacement of School Property	2/25/2014		
731.1 RULE 1	Procedures for Reporting Loss/Damage Incidents	4/26/2013		
732	Buildings and Grounds Maintenance	4/26/2013		
732 RULE 1	Maintenance Guidelines	4/26/2013		

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733	Energy Conservation	5/26/2015		
733 RULE 1	Energy Conservation and Building Management Standards	5/26/2015		
733 RULE 2	Vending and Appliance Use Policy	4/26/2013		
734	Integrated Pest Management	4/26/2013		
734 RULE 1	Integrated Pest Management Plan	4/24/2001		
*740	Materials Resource Management	No policy - just a place holder		
741	Maintenance and Control of Instructional Materials	6/24/2014		
741.1	Ownership of Instructional Materials	2/22/1994	1/1/2014	Reviewed
*750	Transportation Services Management	No policy - just a place holder		
751	Student Transportation	3/25/2014		
751 RULE 1	General Transportation Guidelines	7/22/2014		
751.1	Bus Routing and Scheduling	3/25/2014		
751.2	Use of Private Vehicles to Transport Students	12/15/2015		
751.2 RULE 1	Guidelines for Transporting Students in Private Vehicles	12/15/2015		
752	Transportation to Extracurricular Activities	5/27/2014		
760	Food Services Management	11/27/2012		
760 RULE 1	Food Service Program Guidelines	5/28/2013		
760 RULE 2	Food Service Nutrition Guidelines	5/27/2014		
761	Wellness	7/22/2014		
764	Food Safety	4/22/2014		
770	Office Services Management	5/27/2014		
771	Printed and Duplicated Services (Copyright)	2/22/1994		
771 RULE 1	Copying Guidelines	10/26/1999		
772	Telephone Services	2/22/1994		
772 RULE 1	Telephone Use Guidelines	2/22/1994		
773	Mail and Delivery Services	2/22/1994	1/1/2014	Reviewed
*780	Insurance Management	No policy - just a place holder		
781	Employee Insurance	10/18/1980		
781 RULE 1	Employee Insurance Guidelines	No Date		
810	School-Community Relations Goals	6/14/1994	8/1/2012	Review
810 RULE 1	Community Relations Responsibilities	9/25/2012		
811	Public Participation in the Schools	6/14/1994	8/1/2012	Review

Master Policy Log

<u>Policy Number</u>	<u>Policy Title</u>	<u>Date Last Approved</u>	<u>Date Other Review</u>	<u>Reason</u>
*820	Public Information Program	No policy - just a place holder		
821	School-Sponsored Media	6/14/1994	8/1/2012	Review
822	News Media Relations	6/14/1994	8/1/2012	Review
*823	Use of Students in Public Information Program	No policy - just a place holder		
824	Access to Public Records	6/26/2012	8/1/2012	Review
824 RULE 1	Procedures for Access to Public Records	6/26/2012	8/1/2012	Review
830	Public Use of School Facilities	2/24/2015	8/1/2012	Review
830 RULE 1	Use of School Facilities Regulations	2/24/2015	8/1/2012	Review
830 RULE 2	Kitchen Facility Use	4/22/2014		
831	Tobacco Use on School Premises	7/27/2004	8/1/2012	Review
831 RULE 1	Administrative Guidelines for Scheduling Tobacco Cessation Clinics	No Date	8/1/2012	Review
840	Public Gifts to the Schools	4/24/2012	8/1/2012	Review
840 RULE 1	Guidelines for Accepting Public Gifts to the Schools	9/11/2012		
850	Public Solicitations/Promotions in the Schools	10/9/2012		Minor Rev.
850 RULE 1	Public Solicitation/Promotions in the Schools Regulations	No Date	8/1/2012	Review
851	Advertising	5/22/2012		
851.1	Guidelines for Advertising through Technology	3/27/2012		
852	Distribution of Non-School Related Materials to Students	10/9/2012		Minor Rev.
853	Political Activities in the Schools	4/26/2005	8/1/2012	Review
860	Visitors to the Schools	6/14/1994	8/1/2012	Review
860 RULE 1	Guidelines for School Visitors	No Date	8/1/2012	Review
870	District Complaints	10/9/2012		Minor Rev.
871	Public Complaints about Educational Media	6/14/1994	8/1/2012	Review
871 RULE 1	Procedures for Handling Citizen Opinions about Media	10/9/2012		Minor Rev.
872	Public Complaints and Concerns	9/11/2012		
872 RULE 1	Procedures for Handling Complaints & Concerns	1/23/2007	8/1/2012	Review
*880	Relations with Community and Governmental Agencies	No policy - just a place holder		
881	Board Support of Community Agencies	12/19/2000	8/1/2012	Review
881.1	Relations with Parent-Teacher Associations or Organizations	10/9/2012		Minor Rev.
881.1 RULE 1	Guidelines Regarding Parent-Teacher Associations and Organizations	1/23/2001	8/1/2012	Review
881.3	Relations with Churches	11/25/2003	8/1/2012	Review
*882	Relations with Local Governmental Authorities	No policy - just a place holder		

Master Policy Log

<u>Policy Number</u>	<u>Policy Title</u>	<u>Date Last Approved</u>	<u>Date Other Review</u>	<u>Reason</u>
882.1	Relations with Law Enforcement Agencies	6/14/1994	8/1/2012	Review
882.2	Relations with Health Agencies	6/14/1994	8/1/2012	Review
882.3	Relations with Fire Department	6/14/1994	8/1/2012	Review
890	Relations with Non-Public and Other Educational Organizations	11/25/2003	8/1/2012	Review
891	Relations with Other Schools, School Districts and Educational Associations	3/24/2004	8/1/2012	Review
891.1	Relations with Cooperative Educational Service Agencies	6/14/1994	8/1/2012	Review
891.2	Relations with Private/Parochial Schools	6/14/1994	8/1/2012	Review
*892	Relations with Colleges and Universities	No policy - just a place holder		
892.1	Student Teachers and Interns	6/14/1994	8/1/2012	Review
893	Relations with Educational Researchers	9/25/2012		
*894	Relations with Department of Public Instruction	No policy - just a place holder		
*895	Relations with Wisconsin Interscholastic Athletics Association	No policy - just a place holder		
*896	Charter Schools	No policy - just a place holder		
910	Facilities Development Goals	1/22/2013		
920	Facilities Planning	1/22/2013		
930	Financing New Facilities	7/23/1991		
*940	Facilities Construction	No policy - just a place holder		
941	Educational Specifications	7/23/1991		
942	Selection of Architect	1/22/2013		
*943	Facilities Development Plans	No policy - just a place holder		
943.1	Site Development and Selection	1/22/2013		
943.2	Building Design	1/22/2013		
943.3	Equipment and Furniture	4/24/2012		
944	Construction Cost Estimates	7/23/1991		
945	Construction Contracts, Bidding and Awards	2/24/2015		
945.1	Protection and Guarantees	1/22/2013		
945.2	Change Orders and Exceptions	7/23/1991		
945.3	Payments for Construction	7/23/1991		
946	Supervision of Construction	1/22/2013		
947	Construction Project Records and Documents	1/22/2013		
950	Naming Facilities	3/24/1998	10/14/2008	Tabled
950 RULE 1	Procedures for the Naming of Schools and Parts of Schools	11/24/1998		

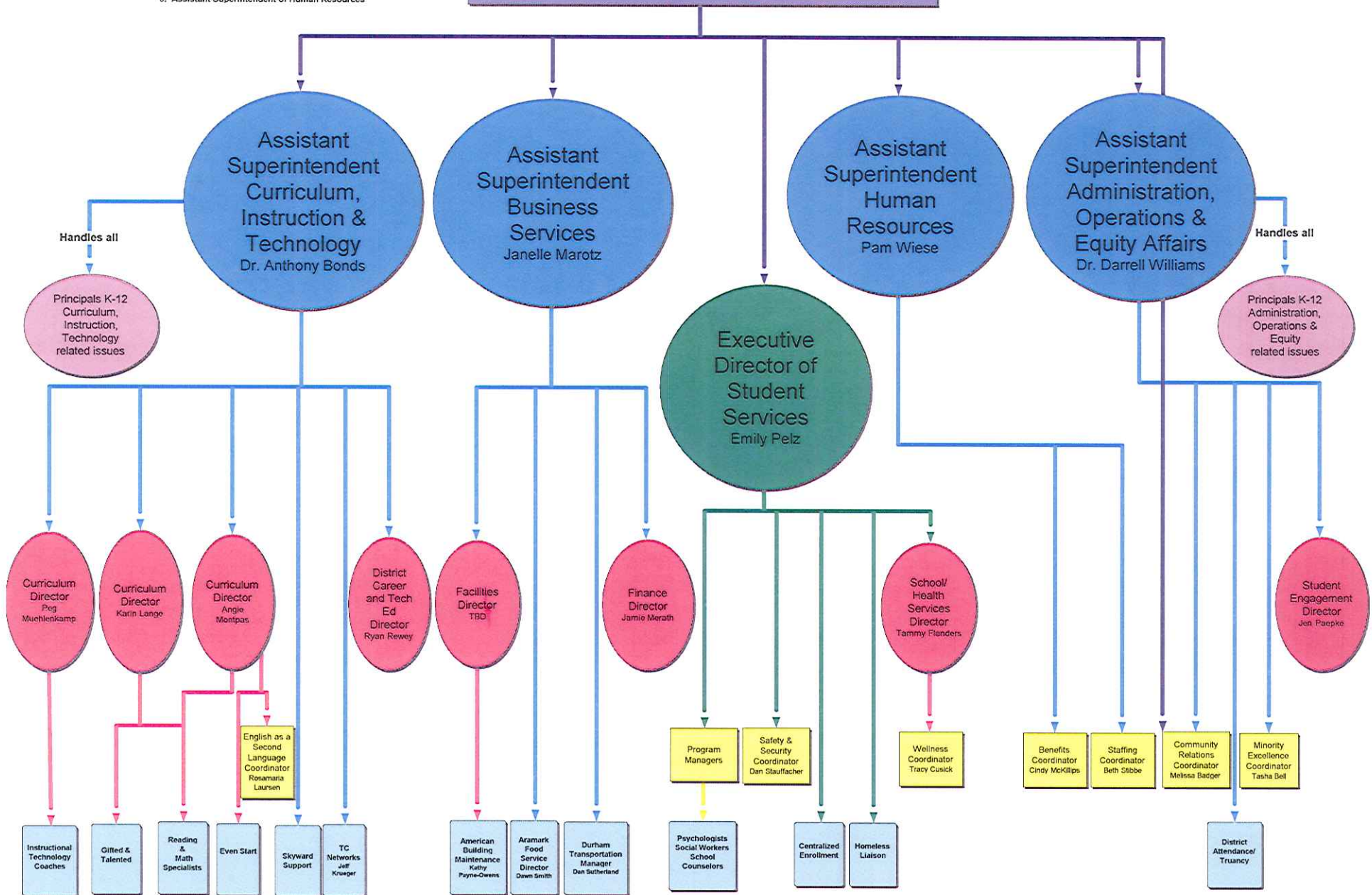
Master Policy Log

<u>Policy Number</u>	<u>Policy Title</u>	<u>Date Last Approved</u>	<u>Date Other Review</u>	<u>Reason</u>
951	Dedication of Facilities	9/24/2013		
960	Inspection and Acceptance of Completed Project	7/23/1991		
970	Staff Orientation of New Facilities	7/23/1991		
980	Temporary School Facilities	7/23/1991		
990	Retirement of Facilities	7/23/1991		

- Chain of Command:
1. Superintendent of Schools
 2. Assistant Superintendent of Administration, Operations and Equity
 3. Assistant Superintendent of Business Services
 4. Assistant Superintendent of Curriculum, Instruction and Technology
 5. Executive Director of Student Services
 6. Assistant Superintendent of Human Resources

Superintendent Dr. Tom Johnson

Central office administrators' and principals' evaluations will be conducted by one of the Superintendents/Executive Directors to be determined.



BOARD POLICY DEVELOPMENT

The Board of Education shall adopt policies to guide the actions of those to whom it delegates authority. These policies will be recorded in writing and organized accordingly.

The Superintendent of Schools, shall report to the Board from time to time on the policies in operation and shall propose such changes as deemed necessary. Proposals for new policies or changes to existing policies may also be initiated in writing by any Board member, staff member or citizen of the District. The policy proposals shall be referred to the Policy/Personnel Committee for detailed study prior to consideration by the Board.

In formulating policies, the Board shall, whenever appropriate, consult individuals and groups affected by the policies.

CROSS REF.: 151.1 Policy Adoption and Revision
 151.2 Policy Dissemination
 151.3 Policy Suspension
 151.4 Administration in Policy Absence
 151.5 Board Review of Administrative Rules

APPROVED: May 27, 1980

REVISED: September 24, 1991
 March 22, 1995

REPRINTED: September, 1996
 September, 1997

REVIEWED: August 13, 2013

POLICY ADOPTION AND REVISION

Adoption of new or revised policies is solely the responsibility of the Board of Education. Policies introduced and recommended to the Board at one meeting shall not be voted upon for 30 calendar days with final adoption at a subsequent business meeting. This shall permit time for study and give an opportunity for interested parties to react. The Board may grant temporary approval to meet emergency or special conditions.

The formal adoption of policies shall be recorded in the minutes of the Board, noted in the Master Policy Logbook and posted on the district website. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Board policies shall be reviewed by the Board of Education on a continuing basis in order to keep them up-to-date.

Proposed policy revisions with only style or minor content changes may be presented and adopted at the same Policy/Personnel Committee meeting.

CROSS REF.: 151 Board Policy Development

APPROVED: May 27, 1980

REVISED: March 22, 1995
October 26, 2010
October 22, 2013

REPRINTED: September, 1996
September, 1997

POLICY DISSEMINATION

The Superintendent of Schools shall establish and maintain an orderly plan for the notification, distribution, publication and preservation of all policies adopted by the Board of Education and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school district, members of the Board and persons in the school district.

All newly adopted or amended policies will be distributed to all district staff.

All policy manuals distributed to anyone shall remain the property of the School District of Beloit and shall be considered as "on loan" to anyone or any organization in whose possession they may be at any time. They are subject to recall as deemed necessary by the Superintendent for purposes of updating.

APPROVED: May 27, 1980

REVISED September 24, 1991
March 22, 1995
February 19, 2008

REPRINTED: September, 1996
September, 1997

REVIEWED: August 13, 2013

POLICY SUSPENSION

The operation of any section or sections of Board of Education policies may be temporarily suspended by a majority vote of the Board members present at a regular or special meeting.

APPROVED:	May 27, 1980
REVISED:	September 24, 1991 March 22, 1995
REPRINTED:	September, 1996 September, 1997
REVIEWED:	August 13, 2013

BOARD LEGISLATIVE PROGRAM

The Board of Education, as an agent of the State, must operate within the bounds of State and Federal laws affecting public education. If the Board is to meet its responsibilities to the residents and students of the community, it must work vigorously for the passage of new laws designed to advance the cause of good schools and for the repeal or modification of existing laws that impede this cause. To this end:

1. The chairperson of the Policy/Personnel Committee shall annually appoint a board member to serve as the legislative liaison.
2. The Board will keep itself informed of pending legislation and actively communicate its concerns and make its positions known to elected representatives at both the state and national level.
3. The Board will work with its legislative representatives (both State and Federal), with the Wisconsin School Boards Association, the National School Boards Association and other concerned groups.

APPROVED: March 26, 1991

REVISED: September 24, 1991
March 22, 1995

REPRINTED: September, 1996
September, 1997

REVIEWED: August 13, 2013

BOARD LEGISLATIVE PROGRAM

LIAISON DUTIES

1. The Chairperson of the Policy/Personnel Committee, School District of Beloit appoint one member of the Board as Legislative Liaison following the yearly reorganizational meeting.
2. The Liaison arranges a semiannual meeting with the State Senators and the State Representatives to discuss issues affecting education.
3. The Liaison is responsible for keeping the Board informed on issues concerning education that may affect the School District of Beloit.
4. From time to time the Board may wish to develop a position on local, state or national issues. It should then be the responsibility of the Liaison to put that position in proper form and forward it to the proper legislator(s).
5. Maintain a file of WASB and NSBA material pertaining to legislative issues and act as a resource on such matters for the Board.

SCHOOL DISTRICT OF BELOIT POLICY/PERSONNEL COMMITTEE

A. Duties of the Policy/Personnel Committee:

1. Policy

- a. Review the Master Policy Logbook (MPL) on a 5 year cycle and recommend to the entire Board necessary changes. Policies requiring annual review are marked as such in the MPL and will be reviewed annually.
- b. Recommend creation, deletion or modification of current policies on an on-going basis to reflect action taken by the Board as a whole.
- c. The Superintendent will be a regular attendee at Committee meetings.
- d. May appoint Ad-Hoc Advisory committees in accordance with Board policy and established procedures.

2. Personnel

- a. Work with the Executive Director of Personnel Services in setting up deadlines and strategies for contract negotiations for recommendations to the Board of Education.
- b. Report and recommend to the Board changes in salary schedules and pay schedules for all employees of the District not covered by Union contract.
- c. With the exception of grievances, study and consider all personnel problems brought to its attention by the President of the Board or the Superintendent of Schools and make such recommendations as deemed advisable.
- d. Review and recommend to the Board all personnel decisions concerning hiring or non-renewal.
- e. All deliberations and actions must be consistent with all school district collective bargaining contracts.
- f. May appoint Ad-Hoc Advisory committees in accordance with Board policy and established procedures.
- g. The Executive Director of Personnel Services will be a regular attendee at Committee meetings.

B. Duties of the Policy/Personnel Committee Chair:

1. Establish the agenda in consultation with the Executive Director of Personnel Services and/or Superintendent and provide public notice for all meetings.
2. Report to the Board at monthly business meeting on recommendations regarding policy and personnel matters.
3. The Policy/Personnel Committee will meet on a regularly scheduled basis, unless otherwise noted by the Chair.
4. Appoint Labor Liaison.
5. Appoint Legislative Liaison.
6. Appoint a vice-chair of the Committee.

APPROVED: May 27, 1980

REVISED: November 23, 1993
July 23, 2013

REPRINT: September, 1996
September, 1997
September 14, 2004



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EMPLOYEE HANDBOOK

School District of Beloit
we are tomorrow

Employee Acknowledgment

(This form may be signed electronically on the Human Resources Department Web Page. All employees will acknowledge their understanding of the terms and conditions of this Handbook by their electronic signature.)

I hereby acknowledge that it is my responsibility to access the Beloit School District *Employee Handbook* online. I understand that it is my responsibility to read the *Handbook* and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in the Board Policy Manual also located on the District's website. The *Employee Handbook* and the Board Policies Manual can be located throughout the District in school libraries, in various supervisors' offices, and on the District's website at <http://www.sdb.k12.wi.us>. The information in this *Handbook* is subject to change. I understand that changes in District policies may supersede modify or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this *Handbook* does not constitute an employment contract or alter my status as an at-will employee unless specifically addressed for those employees covered by Part II, Part III or Part IV. I understand that nothing in this *Handbook* is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. I understand that I am legally responsible for any fines or fees charged to the school District incurred by me (an example may be a traffic citation, e.g. a parking ticket, received as a result of my operation of a District motor vehicle) or reduction in salary for breach of contract. If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this *Handbook*, the contract shall govern with respect to that issue.

Printed Name

Signature

Date

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Inclement Weather Procedures

Should inclement weather or other emergency situation(s) require the District to close school(s) the following procedures shall be followed:

Local television and radio stations will be notified by 6:00 a.m. or as soon as practicable. Please check the following if you do not receive a phone call or an email.

Information will also be posted on the District website as soon as practicable.

Employees are encouraged to monitor these TV and radio stations.

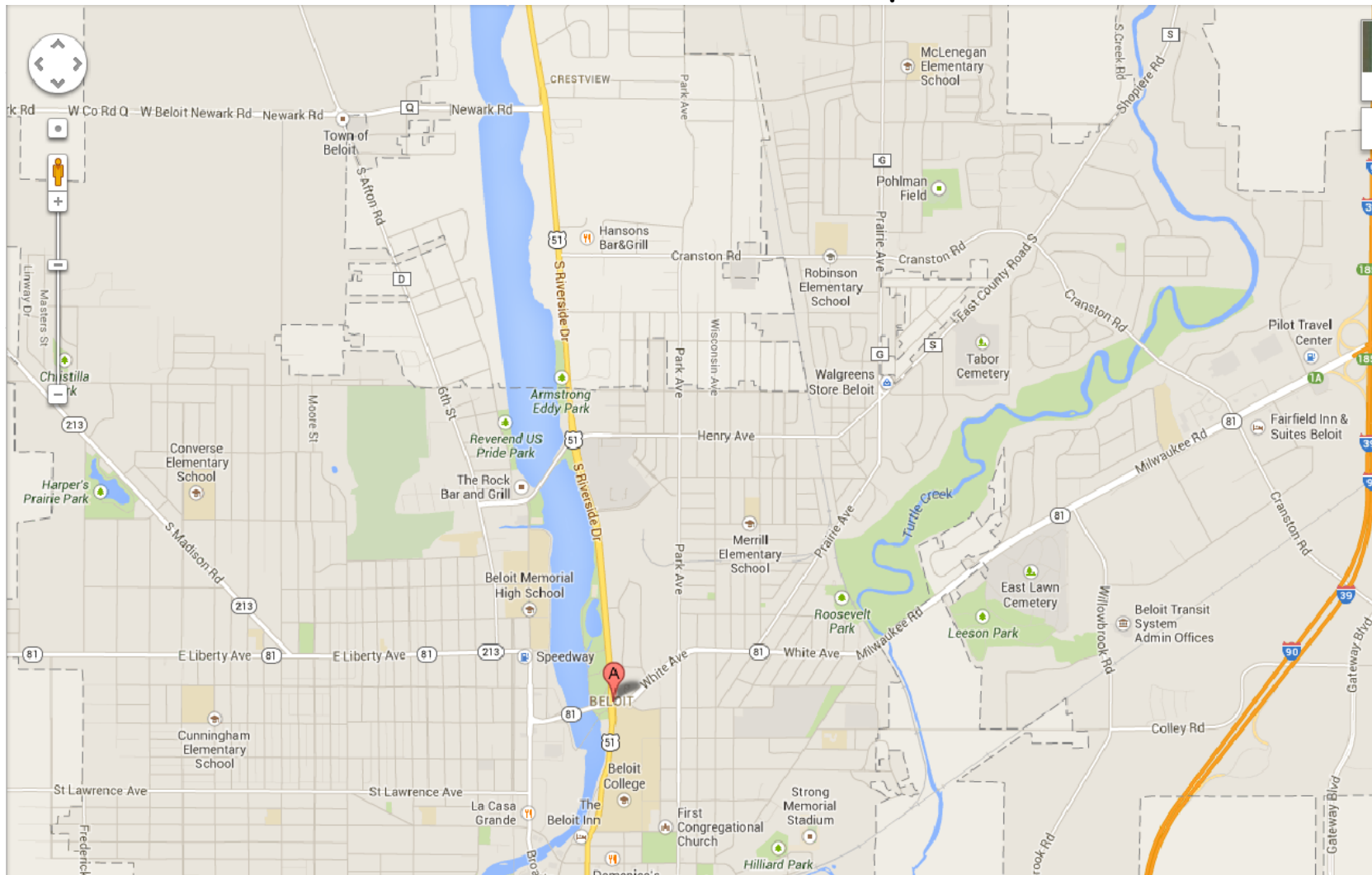
For specifics, please refer to Board Policy 723.4 Emergency School Closings and 723.4 RULE 1 Emergency School Closings Procedures.

During times of inclement weather which results in the cancellation of classes, all employees who work 212 or more days per contract year which includes secretaries, administrators, administrative assistants/support Human must report on these days. All other employees will have a make-up day(s) added to their contracted calendar. Please note that should the police or sheriff's department officially deem travel as either hazardous or dangerous, employees are advised not to report to work until it is reasonably safe to do so.

Those employees who do not report to work on these days but are required to do so may use a Paid Leave Day or vacation day to cover their absence in the District's time management system (TrueTime).

School District of Beloit

District Map



Converse Elem. – 1602 Townline Ave.
Gaston Elem. – 1515 W. Grand Ave.
Hackett Elem. – 625 Eighth St.
Merrill Elem – 1635 Nelson Ave.
Robinson Elem. – 1801 Cranston Rd.
Todd Elem. – 1621 Oakwood Ave.

Aldrich Intermediate School – 1859 Northgate Dr.
Cunningham Intermediate Schl – 910 Townline Ave.
Fruzen Intermediate School – 2600 Milwaukee Road
McNeel Intermediate School – 1524 Frederick St.

Wright School – 1033 Woodward Ave.
BA & RCAA
Beloit Memorial High School – 1225 Fourth St.

Brother Dutton – 717 Hackett
Kolak Education Center – 1633 Keeler Ave.
Maintenance Shop – 1611 Madison Rd.
Print Shop – 150 North St.
Wellness Center – 1430 Fourth St.

Headstart – 1221 Henry Ave.
Kidspace – 2170 Murphy Woods Rd.

SCHOOL DISTRICT OF BELOIT

SCHOOL LOCATIONS AND PRINCIPALS

CONVERSE	Stephanie Jacobs <i>Diana Camacho</i>	1602 Townline Ave.	361-2100
GASTON	Brandye Hereford <i>Pam Zimmerman</i>	1515 W. Grand Ave.	361-2300
HACKETT	Marcia Schwengels <i>Julia Edwards</i>	625 Eighth Street.	361-2400
MERRILL	Betsy Schroeder <i>Paula Hunt</i>	1635 Nelson	361-2600
ROBINSON	Sam Carter Amanda Bennet	1801 Cranston Road	361-2800
TODD	Melody Wirgau <i>Mary McNulty</i>	1621 Oakwood Ave.	361-4200

INTERMEDIATE SCHOOL- Principals & Secretaries

ALDRICH	1859 Northgate Dr.	361-3600
Mark Smullen, Principal & Rachelle Brown-Clardy, Asst. Principal <i>Diane Lovaas & Amy Montour</i>		
CUNNINGHAM	910 Townline Ave.	361-2200
Jennifer Fanning, Principal & Todd Greco, Asst. Principal <i>Anderia Barnett & Ashley Soderburg</i>		
FRUZEN	2600 Milwaukee Road	361-2000
Kevin Kitslaar, Principal & Mathew Kleinschmidt, Asst. Principal <i>Corina Hill & Deb Peterson</i>		
McNEEL	1524 Frederick St.	361-3800
Tony Bosco & Joe Vrydaghs, Principals <i>Robin Bye & Pat Rohr</i>		

BELOIT MEMORIAL HIGH SCHOOL

Tina Salzman, Principal	1225 Fourth Street	361-3000
Pete Apple, Noah Hollander, LaKimberly Jefferson, John Kaminski, & Chuck Seils, Asst Principals <i>Frances Bevineau, Yadira Castellanos, Beth Clemons, Deb Edmonds, Jessie Everson, Deena Hoey, Mary Lang, and Bobbi Thiering</i>		

BELOIT LEARNING ACADEMY& ROY CHAPMAN ANDREWS (WRIGHT)

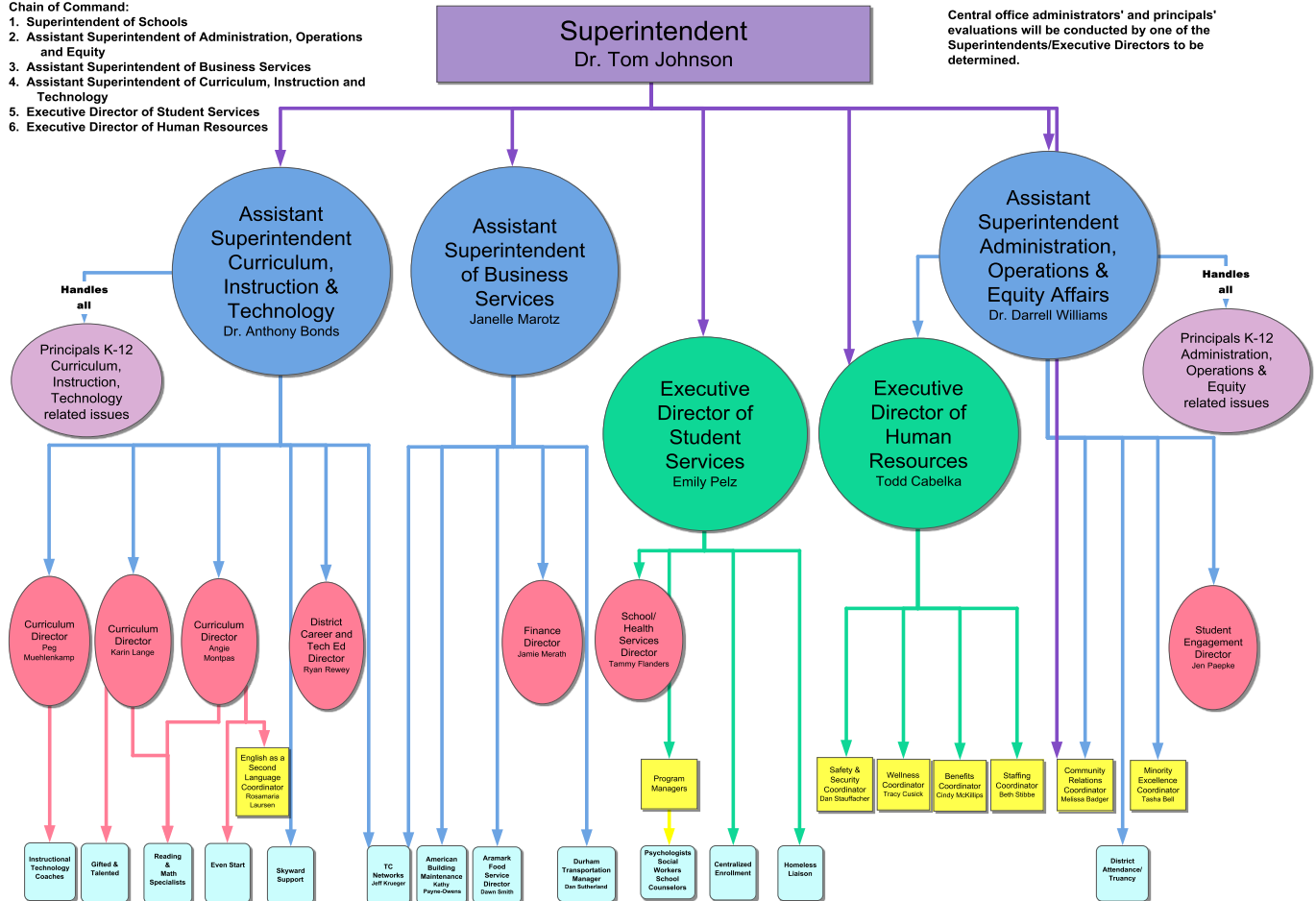
Tina Goecks, Principal <i>Karen Battist</i>	1033 Woodward Ave.	361-4300
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District Organizational Chart

Chain of Command:

1. Superintendent of Schools
2. Assistant Superintendent of Administration, Operations and Equity
3. Assistant Superintendent of Business Services
4. Assistant Superintendent of Curriculum, Instruction and Technology
5. Executive Director of Student Services
6. Executive Director of Human Resources

Central office administrators' and principals' evaluations will be conducted by one of the Superintendents/Executive Directors to be determined.



District Academic Calendar

School Calendar: The school calendar shall be determined by the Board. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc. shall be at the discretion of the Board.

(<http://wsx.sdb.k12.wi.us/sites/Human/Calendars/Forms/AllItems.aspx?RootFolder=%2Fsites%2FHuman%2FCalendars%2FStaff%20Calendars%2FStaff%202013%2D2014&FolderCTID=0x0120001009E31EBACDD740B335CFFB561040BD&View={CE5F2EF9-65A3-4DC7-A4E4-ED7BAA2BB449}>)



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PART I

PROVISIONS APPLICABLE TO ALL STAFF

PREAMBLE AND DEFINITIONS

ABOUT THIS HANDBOOK

- A. Employees Covered: This *Handbook* is provided as a reference document for the Beloit School District (hereinafter referred to as “District”) employees.
- B. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guaranty of continued employment. Notwithstanding any provisions of this *Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Handbook* or individual contract.

In case of a direct conflict between this *Handbook*, rules, regulations or policies of the Board and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall control.

- C. This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this *Handbook* should not be considered all-inclusive. Copies of Board Policies are available on line at <http://www.sdb.k12.wi.us> on the District’s website. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Beloit School District Board of Education.
- D. Employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including dismissal.
- E. If any provision of this *Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be retrained by such tribunal, the remainder of this *Handbook* shall not be affected thereby. The District and members of represented groups pledge to collaboratively review *Handbook* contents annually.

DEFINITIONS

- A. Administrative Employees: “Administrative Employees” are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative Human designated by the District.
- B. Discipline: “Discipline” is defined as a suspension [unpaid or paid], or a written reprimand. A Performance Improvement Plan (PIP) may also be utilized by the District as a form of employee discipline. A Plan of Improvement (PIP) involves the supervision and evaluation procedures as applied to continuing teachers whose performance has not met expectations based upon the most recent performance evaluation. PIPs are designed to improve the overall performance of a teacher whose performance has not met expectations. Continuing teachers whose overall performance has not met expectations may, at the discretion of the District, receive a PIP or may be non-renewed pursuant to § 118.22 Wis. Stats.

- C. Non-exempt and Exempt Employees: Under the Fair Labor Standards Act, non-exempt employees are those who receive overtime if they work more than 40 hours in any week. Exempt employees do not qualify for overtime pay due to their positional authority and level of responsibility.
- D. Regular Employees: “Regular Employees” are defined as employees whom the District considers continuously employed, working either a full year or part of a year with full-time employment. Examples include employees’ working days totaling 212, 220, 222, or 52 week schedules, until the District, at its discretion, changes the status of the employee.
1. Exclusions: The definition of Regular Employees does not include substitute or temporary employees as defined in this Section.
- E. Seasonal/Summer School Employees: “Seasonal employees” are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A “summer school employee” is defined as an employee who is hired to work for the District during the summer school session. “Summer school session” is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.
1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.
 2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.
- F. Substitute Employees: “Substitute Employees” are defined as non-exempt staff without individual contracts under section 118.21 or section 118.24, Wis. Stats, hired to replace a regular employee during that employee’s leave of absence.
- G. Supervisor: The District will identify the individual employee’s supervisor on the employee’s job description.
- H. Certified Staff: Includes teachers as defined and hired under a contract pursuant to § 118.21, Wis. Stats., and full and part-time professional educators, and all professional educators with special assignments including but not limited to elementary and secondary professional educators, occupational therapists, physical therapists, speech and language pathologists, diagnosticians, reading specialists, Title I professional educators, guidance counselors, psychologists, social workers, Charter School professional educators employed by the district, limited term replacement professional educators, and school nurses.
- I. Temporary Employees: “Temporary Employees” are defined as persons hired for a specific project for a specific length of time. A temporary employee has no expectation of continued employment.
- J. Part-Time Employees: “Part Time Employees” are those who work less than a full work day but otherwise have an expectation of continued employment with the District. Part-Time
- K. Termination: “Termination” is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of a contract under § 118.22, Wis. Stats., or § 118.24, Wis. Stats., or separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.

- L. Effect of Arrest or Indictment: An arrest or indictment shall not be an automatic basis for an adverse employment action. However, if the offense giving rise to the arrest or indictment is substantially related to the circumstances of the employee's job, and if the arrest or indictment relates to a pending criminal charge, the District may suspend the employee. Arrests or indictments for which criminal charges were dismissed shall not be the basis for adverse employment actions.

Conviction of a crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during his/her employment with the District:

- a. The nature and gravity of the offense or conduct;
- b. The time that has passed since the offense, conduct and/or completion of the sentence;
- c. The nature of the position to which the employee is assigned; and
- d. For non-felonious crimes only—the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

- M. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:
1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
 2. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).
 3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
 4. The individual(s) filing the grievance must propose a specific remedy.
 5. The issue and proposed remedy must be under the reasonable control of the District.
- N. Fair Labor Standards Act: Certain types of workers of public employers in Wisconsin are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act (FLSA) as authorized by Wisconsin Administrative Code DWD 274.08.

GENERAL PERSONNEL POLICIES

This *Employment Handbook* is subservient to, and does not supersede, the provisions set forth in District policies.

EQUAL OPPORTUNITY

EMPLOYEE NONDISCRIMINATION STATEMENT

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, sexual orientation, sex change, gender identity, gender expression, gender non-conformity, citizenship, national origin, ancestry, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, or any other factor prohibited by state or federal law, or according to District Policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

Employee discrimination complaint procedures are outlined in *Board Policy 112 Rule 1*.

STUDENT NONDISCRIMINATION STATEMENT AND COMPLAINT PROCEDURE

The School District of Beloit does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, sex change, gender identity, gender expression, gender non-conformity, or physical, mental, emotional, or learning disability in its educational programs and activities or in its standards or rules of behavior, disciplinary measures, including suspensions or expulsions.

Student discrimination complaint procedures are outlined in *Board Policy 112 Rule 2*.

HARASSMENT AND BULLYING

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic described above. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for Personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory Personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults or slurs based on any personal characteristic described above (*Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks*);

- D. Taunting based on any personal characteristic described above and/or
- E. Requests for sexual favors used as a condition of employment or affecting any Personnel decisions such as hiring, promotion, compensation, etc.

“Bullying” includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing, name-calling, put-downs, threatening looks, false rumors, false accusations, retaliation for reporting harassment or bullying, and similar activities.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures in Board policy 522.6 Rule 1. All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

See Board Policy: 411.1 and 411.1 RULE 1; 411.2 and 411.2 RULE 1; 411.3 and 411.3 RULE 1; 443.72

DISTRICT EXPECTATIONS

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this *Handbook*, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

ACCIDENT/INCIDENT REPORTS

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please see the Worker’s Compensation section of this *Handbook*.

ATTENDANCE

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator and as further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures using the District's reporting system for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in the District's reporting system using the appropriate reasons. An employee's presence at work is considered to be a condition of employment and the District will monitor attendance and absence patterns. Failure to report an absence or 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.

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.

BREASTFEEDING

Upon request, the District shall provide a reasonable break time for an employee to express breast milk for her nursing child after the child's birth each time such employee has the need to express the milk. For members of the professional teaching staff, "reasonable break time" generally means periods during the day when they are not engaged in instruction with students. Furthermore, the District shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Preferably, the space should have an electrical outlet for use by the employee.

Non-exempt employees under the Fair Labor Standards Act shall not be compensated for any break taken for the purpose of expressing milk, unless such break would otherwise be compensable. As a general matter, "non-exempt" employees are those who receive overtime if they work more than 40 hours in any week. Non-exempt employees shall not engage in any work-related activities during breaks used to express milk.

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) to the appropriate supervisor.

CHILD ABUSE REPORTING*

- A. Any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below in section B.
- B. A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department or, in a county having a population of 500,000 or more, the department or a licensed child welfare agency under contract with the department or the sheriff or city, village, or town police department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.

**Denotes reporting requirement for all employees.*

COMMUNICATIONS

District employees are expected to abide by the following rules when using information technology and communication resources.

- A. Electronic Communications:

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
 2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the Board, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
 3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum or District administration. External electronic storage devices are subject to monitoring if used with District resources.
- B. User Responsibilities: Network/internet users (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources and will be held accountable for violations of District policy regarding technology use.
- C. Electronic Communications with Students: Employees must adhere to Staff Conduct Policies as established by the Board.
- D. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system. Such records may be used in pending litigation, or pending public records requests. Every district employee should regularly check email and respond to inquiries within 24 hours if possible.
- E. Compliance with Federal, State and Local Law: For all electronic media, employees are subject to certain state and federal laws, local policies, and Board Policy, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property.
- F. Personal Web Pages: Employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- G. Disclaimer: The District's electronic systems are provided on an "as is, as available" basis.

See Board Policy: 368 and 368 RULE 1

The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate

fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

CONFIDENTIALITY

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

See Board Policy: 347, 347 RULE 1 and 347 RULE 2; 824 and 824 RULE 1

COPYRIGHT

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright shall be directed to the Executive Director of Human Resources.

See Board Policy: 771

DISTRICT PROPERTY

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. District equipment borrowed for short term use should be returned the first work day after project completion. The District reserves the right to pursue all available legal remedies in recovering the value of property subject to this paragraph.

DIVERSITY INITIATIVES

It is the policy of the District to take initiatives to achieve equal employment opportunity in all Personnel actions and procedures, including, but not limited to, recruitment, hiring, training, transfers, promotions, compensation, and other benefits.

This policy is to be administered not only without prejudicial and discriminatory regard to any protected status which includes but is not limited to race, creed, color, disability, national origin, sexual orientation, religion, age and sex, but special efforts in recruitment and employment shall be taken to overcome barriers to equal employment opportunities.

See Board Policy: 112

DRUG-ALCOHOL, AND TOBACCO FREE WORKPLACE

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit

drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip or participating in any District functions, may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

- B. Tobacco Products: Employees shall not use tobacco products (including E-Cigarettes) on District premises, in District vehicles, or in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.
- C. Drug-Free Awareness Program: The District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.
- D. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A supervisor or designee must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- E. Additional Testing and Requirements: Employees required to possess a commercial driver's license may be required to undergo additional drug testing in accordance with relevant law and Board policy. Furthermore, before working for the District, a driver must complete and turn in the "Acknowledgement and Acceptance of Driver Alcohol and Drug Testing Policy/Procedures."
- F. Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment.
- G. Employee Assistance Program: The employee assistance program (EAP) is a voluntary work-site program to assist employees affected by behavioral, financial, medical or productivity concerns or problems. EAP helps in the prevention, identification and resolution of these problems. More information regarding the EAP program is contained in the Employee Benefits section of this *Handbook*. See *Board Policy: 522, 522.1, 522.1 RULE 1 and 522.1 RULE 2*

EMPLOYEE IDENTIFICATION BADGES

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time.

FINANCIAL CONTROLS AND OVERSIGHT

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be processed in a manner that gives appropriate consideration to the confidentiality of these matters.

Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

FRAUD AND FINANCIAL IMPROPRIETY

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

- A. Fraud Investigations: If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

See Board Policy: 665

HONESTY

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc.

INVESTIGATIONS

- A. Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about such matters. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination.
- B. Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

PRE-EMPLOYMENT REQUIREMENTS

All new employees will have to meet all new staff requirements, including but not limited to, a physical examination (including a tuberculin test or chest x-ray), and a criminal background check.

See Board Policy: 522.11 and 522.11 RULE 1; 523.1, 523.2

LICENSURE/CERTIFICATION/FITNESS

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 can be found in the offices of the Human Resources Department in the Kolak Education Center. 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. All teaching contracts shall terminate if, and when, the authority to teach terminates. All employees are expected to maintain a level of physical health necessary to perform the basic functions of their positions.

OUTSIDE EMPLOYMENT

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The School Board expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment.

See Board Policy: 539.1

PERSONAL APPEARANCE/DRESS CODE

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is 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 "face" of the District.

District policy requires that all employees be 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 school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere.

See Board Policy: 522.8

PERSONAL PROPERTY

Liability: The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. Employees will not be held responsible for damages to personal property caused by District contractors acting in the scope of their employment.

PERSONNEL FILES

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, at least two times per calendar year, while in the presence of the administrator or his designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the Superintendent with custody of those files. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in § 103.13(6), Wisconsin Statutes, upon payment of the actual cost for making such a copy.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party.

See Board Policy: 526 and 526 RULE 1

PERSONNEL-STUDENT RELATIONS

All District Personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature either verbally, physically or through electronic means, directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.

The Board fully supports the right and desire of teachers to maintain a proper disciplinary atmosphere in all classrooms. The Board further realizes that this is necessary if students and teachers are to realize maximum effectiveness in the cooperative goals of educational excellence.

SOLICITATIONS

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political or for other purposes. All solicitations of employees must be approved in advance by the administration and be consistent with Board Policy.

See Board Policy: 850 and 850 RULE 1

WELLNESS

- A. Educational Environment: District employees are encouraged to facilitate a healthy learning atmosphere for students to promote wellness. The District encourages staff to use foods of a high nutritional value in fundraising activities and to create an educational environment that supports the promotion of healthy food and beverage choices for students. Using food as a learning or behavior incentive should be kept to a minimum. Incentives shall be healthy food choices. The withholding of a meal as punishment is prohibited.
- B. Employee Wellness: The District encourages healthy behaviors by providing wellness programs, educational opportunities and a healthy work environment for employees. The District offers an Employee Wellness Center and Clinic which is a valuable resource for nutrition and health information.

EMPLOYEE WHISTLEBLOWER PROTECTION

- A. Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the Superintendent. If the complaint is about a practice or activity of the Superintendent, the complaint must be filed with the Board President.
- B. Purpose: It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.
- C. Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an

employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

See Board Policy: 665

INTELLECTUAL PROPERTY

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal copyright laws, this is called "work made for hire." An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

See Board Policies 740.1 and 771

WORKPLACE SAFETY

- A. Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate immediate supervisor.
- B. Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the Superintendent or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.
 - 1. "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
 - 2. "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.
- C. Notification of Safety and Health Standards: Section 101.055 of the Wisconsin statutes requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore the employee may request the Wisconsin Department of Safety and Professional Services to conduct an inspection.
 - 1. The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance under the rules contained in this *Handbook* to address the workplace safety issues. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred.
- D. Disaster Preparedness: All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

E. Violence in the Workplace:

1. Expectations: Violent behavior of any kind or threats of violence, either direct or implied are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.
2. Investigation and Investigation Findings: The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

See Board Policy: 700 Series

MANAGEMENT RIGHTS

DELINEATION OF RIGHTS

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this *Handbook*/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. To suspend, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or any other legitimate reason;
- F. To maintain efficiency of school system operations;
- G. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- H. To introduce new or improved methods or facilities;
- I. To select employees, establish quality standards and evaluate employee performance;
- J. To determine the methods, means and personnel by which school system operations are to be conducted;
- K. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;

- L. To determine the educational policies of the District; and
- M. To contract out for goods and services.

GRIEVANCE PROCEDURE

The purpose of this Section is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

- A. Grievance: A "grievance" is defined as any complaint that arises concerning discipline, termination or workplace safety.
- B. Grievant: A "grievant" may be any employee or group of employees.
- C. Day: The term "days" as used in this Section shall mean regularly scheduled workdays in the District office, unless otherwise indicated.
- D. "Discipline" is defined in the "Definitions" section of the *Handbook*.
- E. Termination: "Termination" is defined in the "Definitions" Section of the *Handbook*.
- F. Workplace Safety: "Workplace safety" is defined in the "Definitions" Section of the *Handbook*.

Time Limits

The time limits set forth in this Section shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in this Section shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by the mutual consent of the District and the grievant. The parties may, through mutual consent, agree to start the grievance at a higher step if the grievance involves termination and is initially filed in a timely manner pursuant to the timelines set forth below.

Processing Procedure

Grievances shall be processed in accordance with the following procedure:

Step One - Informal Resolution: An earnest effort shall first be made to settle the matter informally between the employee and the immediate supervisor. A complaint may be initiated through an informal meeting and discussion with the immediate supervisor, the employee and the employee's designated representative. The informal meeting with immediate supervisor and/or building Principal shall occur within ten working days (10) upon notification to the immediate supervisor or building Principal. The immediate supervisor or building Principal will give an answer to the complaint. The complainant shall be required to state the purpose of the discussions and event(s) upon which the discussions are based. The immediate supervisor or Principal shall notify the complainant and (if applicable and appropriate) the representative of his/her answer within ten (10) working days. If the matter cannot be resolved or if no answer is provided in the above timeframe, the complainant(s) may file a written grievance. All complaints leading to a grievance must be filed within 30 days of the act or omission giving rise to the complaint.

Step Two - Written Grievance: If the grievance is not resolved at Step One, the grievant shall file a written grievance with the immediate supervisor within ten (10) working days after the earlier of the following: (1) receipt of the Step One response; or (2) the District's deadline for providing a Step One response (if no response is provided). The written grievance shall include the facts upon which the grievance is based; the issues involved, the *Handbook* provision alleged to be violated that triggered the discipline, workplace safety or termination issue, and the relief sought. The grievance shall be signed and dated by the grievant. The immediate supervisor shall respond to the grievance in writing within ten (10) working days. However, if there is an ongoing investigation related to the subject matter of the grievance, the

immediate supervisor shall have until ten working days after completion of the investigation to respond to the grievance. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the Superintendent or designee.

If the grievant's immediate supervisor is the Superintendent, the grievant shall skip Step Three and proceed directly to Step Four if he/she is not satisfied with response of his/her immediate supervisor at Step Two (or if no answer is provided in the above timeframe).

Step Three - Appeal to Superintendent: If the grievance is not resolved at Step Two, the grievant may appeal the written grievance to the Superintendent or designee within ten (10) working days after the response at Step Two or if no response is provided within ten (10) working days of the deadline for the response. The Superintendent or designee shall meet with the grievant(s) and/or the employee's designated representative and the principal or immediate supervisor within ten (10) working days after receiving the written grievance. The Superintendent or designee shall respond to the written grievance within ten (10) working days of the meeting or at a later date as determined by the Superintendent or designee if further investigation is warranted. The Superintendent or designee shall indicate in writing the disposition of the grievance and forward it to the grievant and (if applicable and appropriate) the grievant's representative. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the impartial hearing officer.

Step Four - Appeal to Impartial Hearing Officer: If the grievance is not resolved in Step Three, the employee must notify the Superintendent or designee, within ten (10) working days after receipt of the Superintendent or designee's answer or if no response is provided within ten (10) working days of the deadline for the response, if he or she intends to process the grievance to an impartial hearing officer. The hearing officer will be selected from the Wisconsin Employment Relations Commission Impartial Hearing Officer Services list and approved by the School Board.

This step of the process is available only if the alleged violation of District policy or *Employee Handbook* involves discipline, termination, or workplace safety. Grievances involving any other issue may be appealed directly to the Board under Step Five, and the Board shall review the decision that the Superintendent or designee issued in Step Two or Three.

If there is a dispute over the timeliness or the ability to use the grievance procedure on the issue, the Administration shall have the discretion to bifurcate the hearing for the purpose of deciding those issues (i.e. address whether the grievance was filed in a timely manner before hearing the merits of the grievance or address whether the content of the grievance is properly before the impartial hearing officer).

Step Five – Appeal to School Board: If the grievance is not resolved at the prior step, the grievance may be appealed to the School Board within ten (10) working days after the decision at the prior step. Either the administration or the grievant may appeal an impartial hearing officer's decision to the Board. The Board shall meet with the parties to review the evidence and hear testimony relating to the grievance. At the hearing, each party may cross-examine any witness of the other party. If either party presents an exhibit that was not presented at a prior step of the grievance process, the exhibit must be provided to the other party at least twenty-four (24) hours prior to the hearing.

The Board shall render a written decision that affirms, reverses, or modifies the decision of the hearing officer (or, if applicable, of the Superintendent or designee). Such decision shall be rendered in a timely manner and shall be sent to the administration, the grievant, and (if applicable) the grievant's representative. The Board's decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Wisconsin's Open Meetings Law.

Grievances Filed by the Superintendent (Superintendent)

In the event a grievance is filed by the Superintendent, it shall be initially filed with the Board President and Board Clerk according to the deadlines established within Step 1 of this grievance procedure, above, and the Board shall have the role and responsibilities of the Superintendent in Step 2 and elsewhere in the process. All other notices provided by the Superintendent acting as a grievant shall similarly be filed with the Board President and Board Clerk.

REPRESENTATION

Any grievant may be represented at all stages of the grievance procedure by up to two (2) representative(s) of his/her own choosing. Any increase in the number of representatives must be mutually agreed to between the employee and the District.

CONSOLIDATION

Grievances of the same type, and with similar fact situations, may be consolidated at the discretion of the Administration.

PAY PERIODS

ANNUALIZED PAYROLL CYCLE

A. School Year Employees:

1. Annualized Payroll: All non-contract school year employees shall have their wages annualized based upon the number of hours worked per day, annual number of days worked, current wage/salary rate, and number of payrolls in accordance with the District-approved format.
2. School Year Payroll: The payroll cycle shall be the first pay period of September through the last pay period of August (bi-weekly pay schedule).

B. 52 Week Employees: All employees scheduled to work the calendar year will be placed on a twelve (12) month bi-weekly pay schedule.

C. Deductions: Employees who exceed their allotment of paid time off will be deducted for such time on their next paycheck. Additionally, employees suspended without pay for disciplinary reasons will also be deducted for such time on their next paycheck.

D. Work Beyond Normal Hours: With the exception of those receiving addendums, effective July 1, 2014, work performed by an employee beyond the employee's normal work hours will be paid at the curriculum rate as determined by the District. This provision also applies to Professional Educators attending IEP meetings which extend more than 30 minutes beyond their normal work day.

PAYROLL DATES

Payroll will be processed bi-weekly (every two weeks). Paydays will be Fridays unless a Friday falls on a holiday.

DIRECT DEPOSIT

The School District of Beloit mandates that all payroll checks are direct deposit. Current bank routing and account numbers must be provided to the Payroll Department. Any changes to direct deposit account numbers must be reported as soon as possible. Failure to notify the Payroll Department of these account number changes or closings may result in delay of the employee's pay. Employees may access detailed payroll information for current and past payrolls in Employee Access. Each employee

shall have access to electronic records indicating the number of paid time off and vacation hours remaining.

DEFINITIONS

- A. Day: A day shall run from 12:00 midnight (12:00 a.m.) to 11:59 p.m.
- B. Week: A week shall run from 12:01 a.m. Sunday until 11:59 p.m. the following Saturday.
- C. Pay Period: Pay periods are bi-weekly (every two weeks).

SALARY DEFERRALS - TAX SHELTERED ANNUITIES (TSA)

The Beloit School District offers comprehensive and competitive employee benefit programs for full-time and eligible part-time employees. These benefits include the ability to participate in tax-sheltered annuities. Employees of the District are participants in the Wisconsin Retirement System. The District maintains a voluntary retirement savings plan that shall consist of both a 403(b) and 457 Deferred Compensation Plan.

- A. 403(b) Plan: The District provides two vendors within the plan for employees to choose from. Both vendors provide a pre-tax and after tax Roth option to their plans. Forms and information can be found at <http://tsacg.com/individual/plan-sponsor/wisconsin/school-district-of-beloit/>

Vendors: Security Benefit - Administered by Retirement Plan Advisors
3618 Ridge Drive Janesville, WI 53548, (608) 531-0190
ddodd@retirementplanadvisors.com

WEA Trust Member Benefits
45 Nob Hill Road, Madison, WI 53713, (800) 279-4030

- B. 457 Deferred Compensation Plan. The District offers two vendors for the plan. The 457 plan is very similar to the 403(b) with deferral limits and plan level rules. Employees can contribute to both a 403(b) and a 457 at the same time. The 457 plan does not have an age requirement with withdraw funds from the account. Participants simply need to separate service from the District to withdraw funds from their accounts.

Vendors: Security Benefit - Administered by Retirement Plan Advisors
3618 Ridge Drive, Janesville, WI 53548, (608) 531-0190,
ddodd@retirementplanadvisors.com

Wisconsin Deferred Compensation Program,
5325 Wall Street, Suite 2755
Madison, WI 53718, 877-457-WDCP (9327)

WORKER'S COMPENSATION

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the Human Resources Office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out an accident report form

available in each building Principal's Office or from the Department of Human Resources. The form may also be obtained from building secretaries.

BENEFITS WHILE ON WORKER'S COMPENSATION

If any employee is injured while performing duties for the District, the District shall continue to provide worker's compensation insurance and the employee will be compensated in the following manner:

- A. Up to and including the sixtieth (60th) calendar day of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated paid leave as necessary through a deduction of one-third (1/3) of a day of paid leave for each **work day** the employee is absent from work while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive calendar day of the leave or as long as the employee has accumulated paid leave available, whichever occurs first.
- B. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

INJURIES NOT COVERED

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

- A. Injuries because of a self-inflicted wound
- B. Injuries sustained because of an employee's horseplay
- C. Injuries sustained while an employee does an activity of a strictly private nature

LEAVES/ABSENCES

EMERGENCY ABSENCE

The Supervisor is authorized to grant absences for unforeseen emergency or unavoidable circumstances affecting an employee. An employee must provide the nature of the emergency when requesting leave. If the employee has used their allotment of paid leave days, unpaid leave may be approved by the Executive Director of Human Resources.

HOLIDAYS & BREAKS

Each year the Beloit School District calendar will be developed by administration with input from employees. The school calendar will provide dates school is in session or closed for holidays and breaks.

JURY DUTY

Employees summoned for jury duty will be granted leave at full pay. There shall not be a deduction from paid leave accounts for time spent serving on jury duty. Employees should request jury duty leave from their supervisor when summoned and enter their absence in either Substitute or Skyward using the Jury Duty reason code. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

The net amount earned from Jury Duty should be made known to the Business Services Department, usually by a simply photocopy of the check. The employee's wages will then be deducted by the amount of the check, less mileage.

Employees are advised that should they not be selected for a particular jury and are dismissed from participation by the court, they are expected to make every effort to report back to work the same day.

ELECTED OFFICE LEAVE

When serving in a public office interferes with regular employment responsibilities with the District, a leave of absence may be granted by the Superintendent or designee to employees on an individual basis. Employees granted such leave shall have the right to retain medical, prescription drug and dental insurance coverage at their own expense.

MILITARY LEAVE (USERRA)

Pursuant to federal and state law, the District will provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the District of his/her intent to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence.

An employee's reemployment rights and benefits after completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to an equivalent position, status and pay that the employee is qualified to perform. Employees have the option of remitting their military pay to the District and receiving full pay, or retaining the military pay and receiving no salary from the District for the time absent from the District.

LEAVE OF ABSENCE WITHOUT PAY

It is the District's position that unpaid leave should be a very rare occurrence. Unpaid leave is discouraged because it is important for employees to be present and consistently working with students so no disruption in programming occurs. Requests for leaves of absence without pay for one (one) week or more in duration must be submitted to the Executive Director of Human Resources a minimum of three weeks in advance of the leave. Requests for leave of absence without pay shall only be considered for approval if all paid leave is exhausted prior to requesting leave without pay. An employee will forfeit the equivalent amount of his/her salary for each day in unpaid leave status. The fee will not be charged if the employee provides medical certification of a serious health condition as defined by FMLA prior to requesting unpaid leave.

FAMILY AND MEDICAL LEAVE POLICY

It is the policy of Beloit School District to grant up to twelve (12) weeks of family and medical leave during any calendar year period to eligible employees, in accordance with the requirements of the Wisconsin and Federal Family and Medical Leave Acts (FMLA). In addition we will grant up to twenty-six (26) weeks of leave during a single twelve (12)-month period in compliance with the expansion of FMLA under the Support for Injured Service members Act of 2007. This leave may be paid, unpaid or a combination of paid and unpaid, depending on the reason for leave and benefits for which the employee may be eligible.

Eligibility: To be eligible for leave under this policy, an employee must have been employed by the District for at least twelve (12) months. In addition, in the twelve (12) months immediately preceding the commencement of the leave, the employee must have been in a paid status for 1,000 hours to qualify under Wisconsin law; and Worked 1,250 hours to qualify under federal law.

AMOUNT OF LEAVE AVAILABLE

Under the federal FMLA, an eligible employee is generally entitled to a total of up to twelve (12) weeks of protected leave within a calendar year for any combination of reasons. Under the Wisconsin FMLA, an eligible employee is entitled to up to six (6) weeks of protected leave for the birth or adoption of a child, up to two (2) weeks of protected leave for the serious health condition of the eligible employee's child, spouse, domestic partner, or parent, and up to two (2) weeks of protected leave for the eligible employee's own serious health condition. Designation of leave will be discussed on a case-by-case basis.

TYPES OF COVERED LEAVE

A. Birth or Placement for Adoption or Foster Care:

Family leave will be available to eligible employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Leave under the federal FMLA must be completed within twelve (12) months of the birth or placement. Leave under the Wisconsin FMLA must be completed within sixteen (16) weeks of the birth or placement.

B. Serious Health Condition of Employee:

An eligible employee who experiences a serious health condition as defined by the Wisconsin and/or federal law may take medical leave under this policy. An employee may be paid for all or part of a medical leave to the extent he or she is eligible for benefits. Under Wisconsin FMLA the employee may choose to substitute paid leave or take the absence unpaid. When the leave falls under federal only, the District may require the employee to substitute any accrued paid leave.

C. Serious Health Condition of Immediate Family Member:

An eligible employee may take family leave under this policy in order to care for a son, daughter, spouse or parent with a serious health condition (see above section for definition). (The Wisconsin FMLA also covers the serious health condition of an employee's domestic partner or parent-in-law.) Similar to leave for the employee's own serious health condition, this leave may be taken all at once or, when medically necessary, in smaller increments. It will be necessary for the family member's treating health-care provider to document the need for leave through the medical certification process.

D. Qualifying Exigency for Military Family Leave:

An eligible employee may take family leave under this policy while the employee's spouse, son, daughter, or parent (the "covered military member") is on active duty or call to active duty status for any qualifying exigency under federal law. This leave may be taken all at once or in smaller increments. It will be necessary to submit a complete and sufficient certification for FMLA leave due to a qualifying exigency.

E. Leave to Care for a Covered Service member with a Serious Injury or Illness:

An eligible employee may take up to an additional fourteen (14) weeks (not to exceed twenty-six (26) weeks total) of family leave in a single twelve (12)-month period under this policy to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. This entitlement will be applied on a per-covered-service member, per-injury basis. The covered service member must be the eligible employee's spouse, son, daughter, parent, or next of kin. It will be necessary for the covered service members treating health-care provider, to document the need for leave through the medical certification process.

NOTIFYING THE DISTRICT OF THE NEED FOR FAMILY OR MEDICAL LEAVE

Generally, a Leave of Absence Request Form must be completed for all leave taken under this policy. When the need for leave is foreseeable, the employee is expected to provide notice to the employer at least thirty (30) days in advance, if possible. When this is not possible, notice should be provided to the employer as soon as the employee learns of the need for leave. In cases of emergency, verbal notice should be given as soon as possible (by the employee's representative if the employee is incapacitated), and the Absence Request Form should be completed as soon as practicable. Failure to provide adequate notice if the leave was foreseeable may result in a delay of the leave. Leave of Absence Request Forms can be obtained from the Human Resources Office.

MEDICAL CERTIFICATION OF A SERIOUS HEALTH CONDITION

The Medical Certification Form can be obtained from the FMLA Third Party Administrator (COMPSYCH), and should generally be returned within fifteen (15) calendar days. Failure to provide this certification may result in delay or denial of the leave.

USE OF PAID AND UNPAID LEAVE

Both state and federal FMLA mandate that an employer provide unpaid FMLA leave to eligible employees. However, an employee or employer may elect to substitute a paid benefit for which the employee is eligible in order for the employee to receive pay during the leave. The District will require that benefits such as paid leave, be used before the employee may take unpaid time. An employee's accrued leave balance will be used first before existing paid time off days are applied for FLMA related absences.

COMBINED LEAVE

If a husband and wife both work for the District, and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, the maximum combined federal FMLA leave for both spouses for these purposes is twelve (12) weeks. Under the Wisconsin FMLA, each employee is entitled to up to six (6) weeks of leave for the birth or adoption of a child. There is no obligation to combine leaves. However, because, in the majority of circumstances, the leave will run concurrently, when a husband and wife both work for the District and intend to take leave for the birth or adoption of a child, they should contact the Third Party Administrator (COMPSYCH) to determine the amount of leave available. (Maximum of 12 weeks under any circumstances)

INTERMITTENT OR REDUCED SCHEDULE LEAVE

Intermittent and/or reduced schedule leave will be permitted generally when it is medically necessary for the serious health condition of the employee or the employee's immediate family members. In some cases, intermittent and/or reduced schedule leave will be permitted for the birth or placement for adoption. Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee has control, medical appointments and treatments related to a serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work. Employees who wish to take intermittent and/or reduced schedule leave should provide a proposed schedule to the Third Party Administrator (insert COMPSYCH) to determine whether they are eligible for such leave. The District may, in some cases, transfer an employee to an alternative position, with equivalent pay and benefits, in order to better accommodate the need for intermittent or reduced schedule leave.

BENEFIT CONTINUATION DURING LEAVE

Employees may elect to continue group health and dental insurance while on leave but must continue to pay their portion of the premium. Other benefits, such as supplemental life insurance, will also be continued during the leave, so long as the employee continues to pay any required contribution. Payment arrangements will be discussed with individuals upon their request for leave.

RETURN FROM LEAVE

A fitness-for-duty statement will be required in order for an employee to return from a medical leave. Failure to provide the statement will result in a delay in the return to work. An employee who wishes to return to work earlier than originally anticipated must provide at least two (2) days' notice of such request.

RIGHTS UPON RETURN FROM LEAVE

An employee who takes leave under this policy will be reinstated to the same job or an equivalent position upon completion of the leave. If an individual has exhausted all leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist under other District policies.

The law provides that an employee has no greater rights upon a return from leave than the individual would have had if he or she had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work. In such cases, the official date of the layoff or other action will be the date on which the employee would otherwise have returned to work following the leave.

PAID LEAVE SPECIFICS

PAID LEAVE

At the beginning of each fiscal/school year, the District allocates a competitive allowance of ten (10) paid leave days to eligible employees. Full and certain part-time employees on a regular basis are eligible to accrue and utilize paid leave. This paid leave provides reasonable protection from loss of income due to illness or in circumstances requiring personal absence.

Paid leave will consist of personal business leave and sick leave. Personal business leave may only be used for personal business requiring the employee's absence from work. Such days will be limited to two (2) days per year. Sick leave will be limited to eight (8) days per year and may only be used to address personal illness or the illness of an immediate family member within the guidelines set forth in this *Handbook*. For all employees, paid leave time will be deducted from the employee's earned balance in half day increments. If an employee fails to complete the full year for reasons other than illness, such leave may be pro-rated based upon the percentage of contract days completed and pay for any excess days will be deducted from the final check. Part-time employees will receive paid leave on a pro-rated basis based upon the number of hours they are scheduled to work.

PAID LEAVE REPORTING

Other than cases of sudden illness, employees must enter their request for paid leave in Aesop or Skyward, whichever system the employee is assigned to use, to request and obtain supervisor approval at least two (2) work days prior to taking paid leave. Employees may only use up to a maximum of sixty (60) paid leave days per year for FMLA related reasons including personal or family illness, or illness within the immediate family under the FMLA rules as defined in this *Handbook*. Accrued leave cannot be donated under the paid leave donation rules below, or for qualifying bereavement purposes.

PAID LEAVE DONATION

Employees may voluntarily donate from .5 to two (2) days of unused personal business leave credited or earned in the current year to another employee in the same representative job group suffering from an unexpected catastrophic illness or injury after the employee in need has exhausted their paid leave reserve. Donated leave will be deposited annually in a Catastrophic Illness or Injury (CII) leave bank established by the Human Resources Department for each representative job group. Such donated leave may also be used for the care of an employee's spouse or child who experiences an unexpected catastrophic illness or injury. Employees may use up to 10 days of donated leave per year. Only those employees who donate leave may take part in this benefit. There will be an annual open enrollment period for the purposes of paid leave donation from October 1 through the October 30th. Electronically fillable forms for donating and requesting leave from the CII leave bank are available on the Human Resources Department web page.

ACCUMULATION AND VALUATION OF PAID LEAVE

Employees may accumulate a total of 120 days of paid leave. Retiring employees will receive a cash payout for up to 60 days of paid leave, accrued in excess of 60 days, at the time of his/her retirement at a value to be determined by the district. Unused sick or personal business leave will be transferred into an employee's accrued leave balance at the end of each contract year.

PAID LEAVE USE BEFORE HOLIDAYS OR DISTRICT –SPONSORED ACTIVITIES

The use of paid leave for a school day immediately before or after vacation or holiday periods may be limited by the Superintendent or designee if more than one request is received. Paid leave days for absences other than sudden illness may be granted during a parent-teacher conference day, PLC day, District event days or an in-service day at the sole discretion of the Superintendent or designee. Paid leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the Superintendent or designee. No more than ten paid leave days per representative job group will be approved by the District under these circumstances for cases other than bona-fide illness. A request in writing for paid leave to address personal business under these circumstances shall be made to an Administrator or designee as far in advance as possible; normally not less than five (5) days. Additional paid leave days may be approved for use by the Superintendent or designee on a case-by-case basis. Requests to use paid leave for personal business reasons in excess of two consecutive days will not be granted.

Employees absent due to illness on these days must have a note from their physician or health care provider justifying their absence from work. Paid leave shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

PAID LEAVE AND LONG-TERM OR SHORT-TERM DISABILITY

In the event an employee becomes eligible for benefits under the District's short term disability or long-term disability insurance program, the employee will no longer receive paid leave.

SICK LEAVE REPORTING

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent. In cases of suspected abuse or in absences exceeding three days, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner which should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon an employee's performance of job duties.

OVERUSED LEAVE

An employee's presence at work is considered to be a condition of employment with the District. The Board of Education takes the issue of leave abuse very seriously and nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge an employee for excessive absenteeism.

HOLIDAYS DURING PAID LEAVE

In the event that a paid holiday falls within a period when an employee is on accumulated paid leave, it shall be charged as a paid holiday and not deducted from the employee's earned paid leave. All employee leave history and balances are available on the Skyport web page.

MEDICAL LEAVE

- A. Application Procedures: All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Superintendent or designee and shall be granted or denied in his/her sole discretion. The request must be accompanied by a physician's statement attesting to the disability and anticipated duration of the leave. The District reserves the right to request interim statements from the physician. The unpaid medical leave of absence shall not exceed one (1) calendar year,

unless the employee is eligible for long-term disability benefits. If the employee is eligible for long-term disability benefits, the District shall grant an unpaid medical leave due to disability for up to a total leave period of twenty-four (24) months.

B. Benefits During Leave:

1. Length of service and other benefits shall not accrue during such leave.
2. The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.

C. Placement upon Return from Leave: The employee shall notify the Superintendent or designee or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to layoff or reduction in force, whichever is applicable.

D. Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

E. Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

CHILD REARING LEAVE

A. Application Procedures: The employee shall make written application for an unpaid child rearing leave to the Executive Director of Human Resources Superintendent at least 60 days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the Superintendent or designee and shall be granted or denied in his/her sole discretion.

B. Duration of the Unpaid Child Rearing Leave: The maximum length of the leave shall be limited as follows:

1. Child born or adopted during the summer vacation – the following two semesters.
2. Child born or adopted during the first semester – the balance of that semester plus the second semester.
3. Child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year.

Shorter leave and/or an early return from the leave shall only be upon the mutual agreement of the employee and the Board.

C. Benefits during the unpaid child rearing leave:

1. The child rearing leave is an unpaid leave.
2. During the unpaid child rearing leave, the employee may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
3. During the unpaid child rearing leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid child rearing leave.

D. Return from the Unpaid Child Rearing Leave: The employee shall notify the Superintendent or designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to layoff and/or reduction in force, whichever is applicable.

E. Interaction with family and medical leave provisions: Child rearing leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any family leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

BEREAVEMENT LEAVE

- A. Bereavement Leave: In the event of death in an employee's immediate family, the employee shall be allowed up to three (3) days paid leave from work to attend to family matters. Immediate family includes the spouse, parents, children, sibling, grandchildren, grandparent, step-relatives and in-laws of the same relationship to the employee as noted above.
- B. Bereavement Leave for Death of Individual Not Within Immediate Family: Employees shall be granted one (1) day of paid leave from work to attend to matters involving the death of aunts, uncles, nieces, nephews, and first cousins.
- C. Additional Bereavement Leave: In extenuating circumstances, additional bereavement leave may be granted by the District Administrator and his/her designee. Such leave will be charged to the employee's existing personal, sick, or accrued leave accounts, in that order. If no balance remains at the time of the employee's request for additional bereavement leave, such leave if granted, will be unpaid.

CAREER EXPLORATION AND SABBATICAL LEAVE

- A. Application Procedures: All requests for career exploration or sabbatical leave must be submitted to the District at least one semester prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the Superintendent or designee and shall be granted or denied in his/her sole discretion. The career exploration or sabbatical leave shall not exceed one (1) calendar year.

B. Benefits During Leave:

1. Length of service and other benefits shall not accrue during such leave.
2. The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
3. Career exploration leave shall be an unpaid leave. During this period, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
4. Sabbatical leaves may be granted by the District for teachers for assistance in professional growth. Applications for such leave must be made at least one (1) complete semester prior to the start of the leave. To qualify, teachers shall have served at least seven (7) years in the district. Approval of sabbatical leaves shall be in the sole discretion of the Board upon recommendation of the Superintendent or designee. While on Sabbatical leave, teachers shall receive $\frac{1}{4}$ of their annual salary. Upon completion of the leave, the teacher will be obligated to return to employment with the District for two (2) years and will be placed in the same or similar position in accordance with their training and experience. The teacher may accept employment elsewhere while on leave, however, they will be required to reimburse the Board for the full amount of District-paid compensation received while on sabbatical leave plus 1% interest. If the Board must hire an attorney to obtain recovery of the compensation, the Board may also recover its attorney's fees and costs.

- C. Placement upon Return from Leave: The employee shall notify the Superintendent or designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to layoff or reduction in force, whichever is applicable.

EMPLOYEE BENEFITS

The Beloit School District offers comprehensive and competitive employee benefit programs for full-time and eligible part-time employees. These benefits include medical, dental, life, and long-term disability insurance, flexible-spending accounts, and availability to participate in tax-sheltered annuities. Employees of the District are participants in the Wisconsin Retirement System. In addition, the District offers eligible employees paid leave and vacation pay.

FLEXIBLE SPENDING ACCOUNT

In accordance with the Internal Revenue Service (IRS) rules and regulations, the Beloit School District offers both a Dependent Care Spending Plan and a Health Care Spending Plan, referred to as flexible spending accounts. Eligible employees may participate in these plans by designating pre-tax dollars to be taken via payroll deduction. These pre-tax dollars are deposited in an "account" and can be drawn upon to pay for eligible dependent care expenses and/or eligible unreimbursed health care expenses. The District will receive unused funds to cover the expenses incurred in offering the Plan. Certain limits and legal requirements pertaining to flexible spending accounts apply.

Eligible employees may enroll with coverage becoming effective on the hire date. In order to enroll in flexible spending, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of

hire. In addition, it is necessary that employees re-enroll during each annual open enrollment period to maintain continued participation. Details and plan summaries may be obtained from the Department of Human Resources. Cash Option is governed by the Internal Revenue Code (IRC) Section 125. Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administering agency, Diversified Benefits.

DENTAL INSURANCE

The District offers comprehensive dental insurance to eligible employees effective on the hire date. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. The plan provides coverage for diagnostic and preventive, restorative and orthodontic services. Additional information may be obtained from the Department of Human Resources.

HEALTH INSURANCE

The Board shall provide health insurance to eligible employees. The District offers comprehensive medical insurance to eligible employees effective on the hire date. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. The District makes a substantial contribution toward the cost of each eligible employee's medical coverage. Medical plan summaries on insurance plans offered to employees may be obtained from the Department of Human Resources or through the employee access account in Skyward. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board. The District may, in its sole discretion, make changes to health insurance, including but not limited to, health benefits eligibility standards, coverages, and contribution levels in order to comply with the Patient Protection and Affordable Care Act (ACA) and applicable federal and state agency rules and regulations regarding the implementation of the ACA. This includes compliance with applicable Internal Revenue Service (IRS) regulatory provisions impacting the tax liability of the District and/or benefit recipients. An employee whose individual letter of assignment indicates at least 50% of a full-time equivalency, but less than a full-time (100%) assignment, will have the District's contribution prorated consistent with the employee's percentage of employment.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Employees of the Beloit School District are encouraged to utilize the E.A.P. for a wide range of personal or job related issues. The District has contracted with SupportLinc Healthcare Inc., in providing a larger network of therapists to increase access to financial, legal and other life issue guidance. SupportLinc will offer employees and their household members support for dealing with these stressors including 24/7 telephone access to licensed therapists, with referrals to a regional network of therapists for in-person counseling (up to 6 sessions per issue). SupportLinc will also provide financial planning and consultation services, telephonic or in-person legal consultations (excluding employment law issues), and consultation and referrals for daily living issues such as dependent care, elder care, auto care, etc. All of the support will be provided at no cost to employees. This program is designed to promote the well-being of employees and their immediate family members and can provide assistance with multiple concerns including:

- Family and relationship problems
- Child and Elder Care Resource Locations
- Anxiety/Depression/Stress/Post-Traumatic Stress Disorder/Obsessive-Compulsive Behavior
- Legal/financial/vocational concerns
- Physical illness from stress
- Alcohol and other drug problems

LIABILITY INSURANCE

The School Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request by contacting the Executive Director of Business Services.

LIFE INSURANCE

The District offers a comprehensive life insurance program to eligible employees. In order to obtain coverage, eligible employees must complete enrollment forms within thirty (30) calendar days from the date of hire. Basic coverage is provided by the District at no charge to the eligible employee. Details and plan summaries may be obtained from the Department of Human Resources or through the employee access account in Skyward.

LONG-TERM DISABILITY INSURANCE

The District offers long-term disability (LTD) coverage to eligible employees which becomes effective on their hire date. Benefits are provided for medically validated illness or injury following a sixty (60) calendar day elimination period. The monthly LTD benefit pays seventy (70) percent of the employee's regular monthly salary, less Social Security and other offsets. Long-term disability is provided by the District at no charge to the employee. Details and plan summaries may be obtained from the Department of Human Resources or through the employee access account in Skyward.

SHORT TERM DISABILITY INSURANCE

Short-term disability is available to all employees. The premiums for short-term disability are the responsibility of the employee and shall be deducted from the employee's pay. Application must be completed and approved by disability carrier before coverage begins. Benefits are payable based on the employee's medical condition and begin after the third day of absence. Details and plan summaries may be obtained from the Department of Human Resources or through the employee access account in Skyward. Employees may use accumulated paid leave days from the date of their absence to the start of short term disability benefit payments (3 days).

WISCONSIN RETIREMENT AND VOLUNTARY RETIREMENT SAVINGS PLANS

Eligibility for the Wisconsin Retirement System (WRS) is defined by State Statute and is mandatory for employees who meet the eligibility requirements for coverage under the WRS. The Board shall contribute the employer's share. The employee shall pay the employee's required WRS contribution as required by state statute. Under no circumstances shall the Board pay the employee's required WRS contribution. Detailed information on eligibility, vesting, and pension options is available on the Wisconsin Retirement System website at <http://etf.wi.gov>.

COBRA

The Beloit School District complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination of all covered employee's employment, reduction in the covered employee's working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify Human Resources within 60 days to maintain the right to continue coverage. At that time, Human Resources will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation is established by completing and returning enrollment materials to the Office of Human Resources.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

COBRA continuation coverage will end for any of the following reasons: Beloit School District discontinues its insurance plan, the premium payment is not made in a timely fashion and the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.



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PROBATIONARY RULES

All teachers who begin employment with the district on or after August 25, 2013, who possess one of the following licenses: a professional educator license under Wis. Admin. Code PI 34.18; a master educator license under Wis. Admin. Code PI 34.19; a life license under Wis. Admin. Code PI 34.20; or were hired as an initial educator license under Wis. Admin. Code PI 34.17, shall serve a three (3) year probationary period from the employee's initial date of hire. Initial date of hire is defined as the employee's most recent date of hire with no break in service.

STANDARD FOR NONRENEWAL FOR TEACHERS

- A. Probationary Employee: A probationary teacher may be non-renewed during their probationary period for any reason, and such nonrenewal will not be subject to the grievance provisions of this *Handbook*. Such non-renewals shall be exclusively subject to the provisions of section 118.22, Wis. Stats.
- B. Non-Probationary Employee: After completing the probationary period, the following procedure for nonrenewal shall apply:
 - 1. A non-probationary teacher who has not been placed on a plan of assistance under the District's evaluation procedures for two (2) consecutive semesters may only be non-renewed for cause.
 - 2. A non-probationary teacher who has been placed on a plan of assistance under the District's evaluation procedures for two (2) or more consecutive semesters may be non-renewed for reasons that are not arbitrary or capricious.

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
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable. Whenever appropriate, the District will endeavor to follow the concepts of progressive discipline when taking disciplinary action.

REPRESENTATION

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

DISCIPLINARY MATERIALS

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

TERMINATION OF EMPLOMENT

The employment relationship between the District and any employee is terminated:

- A. If the employee is discharged pursuant to substantiated misconduct.
- B. If the employee quits his/her employment.

- C. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.
- D. If the employee retires.

HOURS/WORKDAY

Teachers are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Administrative Code DWD 274.08.

Although the work of professional employees is not limited to any specified number of hours or days per week, the “normal” hours of work for full-time employees in positions authorized as “40 hours per week” are considered to be eight (8) consecutive hours per day Monday through Friday. The professional duties of each teacher shall include, but not be limited to, attendance at IEP meetings, PLC meetings, staff and/or committee meetings as scheduled by the District and not to exceed ten (10) hours per month outside the normal work day. Such time spent during contracted work hours will not be counted toward this 10 hour monthly limit. Teachers with time restrictions due to previously scheduled commitments must notify the appropriate Principal or designee as soon as possible prior to District-scheduled meetings. Principals, in turn, shall schedule activities that fall within the 10 hour monthly limit as far in advance as possible. The actual workday for each building shall be established by the Superintendent or designee.

Teachers shall have preparation time as part of their normal work day. Elementary School teachers, Middle School teachers and High School teachers shall have an average of 40 minutes of preparation time daily. All teachers shall have a thirty minute duty free lunch period. If a teacher accepts a voluntary assignment during his/her duty free lunch period, he/she will be compensated at a rate to be determined by the District.

Teachers who participate in IEP team meetings that extend beyond the normal work day and are beyond the 10 hour monthly limit noted above, shall be paid for their participation at the curriculum rate as determined by the District.

ATTENDANCE AT SCHOOL EVENTS

Teachers are required to attend all mandatory administratively-required school events including parent-teacher conferences, back to school nights, and other events as designated by the appropriate Supervisor or designee.

COMMUNICATION WITH PARENTS/GUARDIANS

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of email and phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences. Such communication will also include timely and accurate input of assessment information to include grades, disciplinary and attendance information into the Skyward system as directed by the Building Administrator or designee.

EMERGENCY SCHOOL CLOSURES

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

SCHOOL CALENDAR

The formulation of the school calendar shall be made by a district committee of professional educators, administrators, and others as may be appointed by the Superintendent or designee. Annual school calendars are available on the district website.

PROFESSIONAL GROWTH

REQUIREMENT TO REMAIN CURRENT

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, including but not limited to changes in job requirements which may evolve over time. The teacher shall keep current on Board established curriculum, as well as continuing study of best pedagogical practices. Teachers will also maintain the highest standards of excellence for students and school through effective collaboration and sharing of best practices/experiences with colleagues.

TEACHER SUPERVISION AND EVALUATION

The Board and teachers view teacher evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members. The terms and conditions of teacher evaluation practices used by the District are included in the Evaluation Handbook.

EVALUATORS

Every teacher in the District will be supervised and evaluated in accordance with the procedures noted in the Evaluation Handbook. The administrator may be a certified building principal, assistant principal, superintendent, assistant superintendent, or designees.

EVALUATION PROCESS – CONDITIONS FOR TEACHERS

- A. Plan of Assistance: A Plan of Assistance I (POA) involves the supervision and evaluation procedures as applied to continuing teachers whose performance has not met expectations based upon the most recent performance evaluation. PIPs are 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, receive a POA or may be non-renewed pursuant to § 118.22, Wis. Stats. If in the District's PIP support is offered, the process shall be as follows:
 - 1. Goal of POA: The goal of the POA is for the teacher to meet expectations. It will be collaboratively designed to meet the specific needs of the teacher and the performance expectations of the District.
- B. Content of the POA: 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.
- C. Professional Development of New-to-the-System Teachers:
 - 1. Professional Development: New-to-the-system teachers may be required to fulfill all applicable duties as determined by the District which may include but are not limited to, attendance at new teacher orientation, mentor-mentee meetings, work in buildings, and professional development sessions.
 - 2. Goal Setting: New-to-the-system teachers will complete a goal setting plan each year. New-to-the-system teachers who are initial educators covered under Wisconsin Code PI 34 are subject to the provisions set forth in Section E below.
- D. New-to-the-System Teachers Professional Development Plan: The individual teacher who holds an Initial Educator License is responsible for developing a Professional Development Plan (PDP). The PDP must demonstrate increased proficiency and professional development based on the Wisconsin Educator

Standards. The New-to-the-System Teacher is also responsible for initiating an annual review of the PDP by his/her Review Team.

1. Mentor for New-to-the-System Educator and a teacher new to the District (who holds a current Wisconsin teaching license)
 - a. A New-to-the-System Teacher will be provided a qualified mentor by the District. Any continuing teacher interested in being considered for serving as a mentor must submit a letter indicating interest by April 1 of each year. When mentors are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list of volunteers, the District may contract other continuing teachers who are qualified mentors. The District reserves the right to use qualified persons who are not District employees or continuing teachers.

If a continuing teacher is selected as a mentor, he/she shall be paid a stipend at a rate to be determined by the District.

- a. A continuing teacher serving as a mentor may request that the District assign him/her to a different new-to-the-system teacher and/or be relieved completely from mentor responsibilities. The request must be in writing to the Superintendent. The Superintendent will respond to the request within ten (10) days of receipt. The Superintendent will grant the request if the Superintendent, in his/her discretion, has a qualified replacement mentor. The present continuing teacher will serve as the mentor until such time as the suitable replacement is found. In the event a mentor is replaced, compensation will be prorated for the period served as a mentor.
 - b. The teacher receiving mentoring may request the District to provide a different mentor. The request must be in writing to the Superintendent. The Superintendent will respond to the request within ten (10) days from receipt.
 - c. The District will make a good faith effort to assign an individual mentor for each new-to-the-District teacher; however, a mentor may elect to work with more than one employee.
 - E. Teacher Leadership Roles: If the administration creates faculty or department teams or committees, it shall consult with interested teachers to establish the purpose of the team or department, select the team or department head, set objectives and goals for each team, department or committee, and assign each teacher to one or more of the teams, departments or committees. Final decision making authority shall rest with the administration.

TEACHER ASSIGNMENTS, VACANCIES AND TRANSFERS

- A. Determination of Assignment: Teachers will be assigned or transferred by the Superintendent and/or his/her designee.
- B. Assignment Preference Consideration: Teachers may express in writing to the Superintendent and/or his/her designee their preference of a) school; b) grade level; or c) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the Superintendent and/or his/her designee, who shall give due consideration to such requests (subject to the Superintendent's or the designee's authority to assign to all positions the individual who he/she believes is the best fit).
- 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 and other media venues including WECAN, for at least ten (10) days if possible. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the job

requirements, classification, a description of the position available, the work hours of the position, the rate of pay for the position, the anticipated start date and the qualifications required for the position.

- D. Process for Filling Vacancies: The District retains the right to select the most qualified applicant for any position based upon job duties, postings or 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 duties, posting or description.) The term “applicant” refers to both internal candidates and external candidates for the position. The District retains the right to determine the job duties and/or descriptions needed for any vacant position.
- E. Involuntary Transfers: When the District determines that an involuntary transfer of an employee is necessary due to the District's inability to fill a vacancy or a new position according to the procedures set forth above, it may, at its discretion, transfer any employee which the District, in its sole discretion, deems qualified for the position. However, before any involuntary transfer is made, volunteers for such transfer will be solicited by the District. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the Superintendent and/or 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.
- F. Voluntary Transfer: Teachers requesting transfers to another position in the district shall file a letter with the Superintendent or designee requesting such transfer. The letter shall include the grade and position to which the Teacher desires to be transferred, qualifications for the requested position, and the reason(s) for the request. The Superintendent or Designee shall have the final decision on all transfers in the District.
- G. Employee Resignations: The teacher's individual contract shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:
1. The teacher must give the District notice that he/she intends on severing his/her contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.
 2. It is agreed that liquidated damages are due to the District from resigning employees under the following circumstances:
 - a. One thousand five hundred dollars (\$1,500.00) if the employee's resignation is effective on or after July 1st, but before July 15th.
 - b. Two thousand five hundred dollars (\$2,500.00) if the employee's resignation is effective on or after July 15th but before July 31st.
 - c. Three thousand five hundred dollars (\$3,500.00) if the employee's resignation is effective on or after July 31st but before August 15th.
 - d. Teachers will not be released from their contracts for resignations which are effective on or after August 15. The District reserves the right to pursue all available legal remedies in response to a violation of this provision.
 3. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers whose resignation is tendered and effective after the end of the academic school year, but before July 1st.
 4. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation.

5. The Board in its discretion may waive the liquidated damages for the following reasons:
 - a. Employment transfer of spouse;
 - b. Illness of employee;
 - c. Other reasons as determined by the School Board.

PROCESS FOR RESIGNATION AND SUBMISSION OF LIQUIDATED DAMAGES

The teacher must submit his or her resignation and amount of liquidated damages in accordance with the preceding provisions. The Board, at its discretion, may thereafter accept the teacher's resignation and liquidated damages and release him or her from their teaching contract. However, the Board may also refrain from releasing the teacher from his or her teaching contract until a suitable replacement has been hired.

TEACHER ABSENCE AND SUBSTITUTES

When a regular teacher is to be absent from school and a substitute is needed, it is the responsibility of the teacher to call the designated substitute service. If possible, such notification should be made in the substitute reporting system the evening prior to the time of absence, or before 6:00 a.m. This will help to provide time for obtaining a substitute teacher.

SUMMER SCHOOL ASSIGNMENTS

Summer school subjects should be made known on or before April 15. All current teachers in the District may apply for summer school positions in the same manner as non-District teachers. Employees teaching summer classes shall be given a summer school session contract in accordance with § 118.21, Wis. Stats.

JOB SHARING

- A. Definition: Job sharing is defined as a voluntary program to provide the opportunity for two or more employees to share a position which will be prorated on the basis of the percentage of the full-time equivalent position that the individual job-sharer works. Job sharing may be allowed for reasons such as child rearing, health (member or member's family), continuing education, semi-retirement, transition to other employment, or any other reason deemed appropriate.
- B. Approval: Job sharing must be jointly approved by the District and the teachers who wish to participate.
- C. Eligibility: In order to be eligible to participate in the job sharing program, applicants must:
 1. Agree to sign a one-year contract for the shared position.
 2. Agree to return to full-time status, or to be non-renewed, at the option of the District, in the event the shared position is eliminated or if one of the participants in the shared job is unable to continue in the shared assignment.
 3. Be certified to teach those subjects/grade levels involved in the shared job.
- D. Assignment: Shared job holders shall be assigned specific job responsibilities at the time the job sharing contract is signed. The list of job responsibilities shall be appended to the individual contract.
- E. Insurance Benefits: The District shall pay insurance premiums for each job sharer in an amount prorated to their full-time equivalency.

LAYOFF, POSITIONS & HOURS

The District shall utilize the following criteria in order of application for determining the employee for layoff:

- A. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
- B. Qualifications as Established by the Board: Including, but not limited to specific skills, certification [if applicable], training, the last three formal District evaluations, etc.
- C. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences may include but not be limited to current and past assignment and practical experience in the area of need.
- D. Length of Service of the Employee:
 - 1. Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
 - 2. Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.
 - 3. Length of Service List: The District will annually produce a length of service list by September 30th. Employees will raise any objections to the proposed length of service list by December 1st.

REEMPLOYMENT PROCESS

The reemployment process is solely available to employees subject to layoff under this section. It does not apply to employees non-renewed based upon performance as set forth in Part II, Section 1.

- A. Reemployment Period: Employees subject to lay-off under this section shall retain the reemployment options set forth in Paragraph B for a period of twelve (12) months after the employee's last day of work with the District.
- B. Reemployment Obligations – Employee: All employees subject to layoff under this section shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this *Handbook*. Employees on the reemployment list may apply for the vacant position according to the terms of this *Handbook*. However, the District retains the sole authority to determine who is most qualified for any position and placement on the reemployment list does not grant automatic reemployment rights with the District following layoff. The District will post vacancies in accordance with the terms of this *Handbook*.

TERMINATION OF EMPLOYMENT OPPORTUNITY

Any opportunity for reemployment with the District will end should an employee refuse reemployment to a position.

INSURANCE BENEFITS FOLLOWING LAYOFF

COBRA Benefits are available to employees following layoff.

ACCRUED BENEFITS DURING REEMPLOYMENT PERIOD

Layed-off employees shall suffer no loss of paid time off or accrued leave, or other accrued benefits if rehired. Paid leave days shall not accrue for an employee during the reemployment period.

IN-SERVICE AND OTHER TRAINING

The District may require teachers to attend in-service and other training, either of which may occur outside of employees' regular hours of work. Additional compensation (if any) for such training shall be determined by the District.

PROFESSIONAL COMPENSATION

SALARY SCHEDULE

The basic salaries of employees are set forth salary tables available in the Human Resources Office and on the office webpage.

INITIAL SALARY PLACEMENT

Effective for employees initially hired on or after August 26, 2014, the Board, in its sole discretion, may place newly employed employees at a salary that exceeds his/her actual years of service. The District shall have the discretion to grant additional credit for actual teaching experience if the position is designated by the Department of Public Instruction (DPI) in its most current (defined as the publication available at the date of the employee's hire) publication "Supply and Demand of Educational Personnel in Wisconsin Public Schools" as a position within an extreme shortage or slight shortage employment outlook.

SALARY MOVEMENT AFTER FIRST YEAR OF EMPLOYMENT

Employees beginning employment prior to the end of the first semester who have provided satisfactory service, as determined by the District, will receive the professional development increase for the ensuing contract year provided funds are available as determined by the District. Employees who begin employment after the end of the first semester will remain at the same pay level for the ensuing fiscal year.

EDUCATIONAL LANE ADJUSTMENTS

- A. Accreditation: Only advanced degree programs that pertain to the field of Education and professional growth credits earned from an institution recognized by the North Central Association Commission on Accreditation and School Improvement Institute of Higher Education (NCA), will be eligible for movement to a new lane on the salary placement.
- B. Prior Approval: All degree programs intended to be used for salary placement lane movement shall be approved by the Principal or District Office prior to enrollment in the advanced degree program. Professional Educators enrolled in an advanced degree program before 8/1/2014 shall be accepted.
Lane Movement: Professional Educators currently in the "Professional Educator" and "Master Educator" lanes must move 10 salary levels on the placement matrix before being advanced to the next appropriate lane.
 - 1. When a Professional Educator qualifies for a lane movement, it will result in a move to the first row level in the new lane as long as the move is at least equal to a \$2,000 increase in base wages. In the unlikely event that a Professional Educator qualifies for a lane movement which results in a loss of base wages, the District will place the Professional Educator at the next appropriate lane which approximates no less than a \$2,000 increase in total base wages.
- C. Transfer to a new lane: Transfer shall be made effective to the beginning of the contract year provided the Professional Educator submits either a certificate of degree or an official transcript of the degree earned and is certified by the Registrar of the degree granting institution or other appropriate official.
- D. Timeline for submission for application to the salary schedule: The degree documentation shall be submitted along with the pre-approval form to the Human Resources Office no later than October 1 of the current contract year. The advanced degree must be earned by September 1 of the current contract year.

CURRICULUM PLANNING PROJECTS

When the District assigns an employee to work on a curriculum project that is outside of the terms of the individual employee's contract, the employee shall be paid at an hourly rate as determined by the District. The length of time and maximum number of hours for completion of the project shall be determined by the

employee's immediate supervisor, in his/her sole discretion. In order to be compensated, teachers should submit on a bi-weekly basis the time they work on such projects. Other projects that are outside of the terms of the individual employee's contract and that are approved by the Curriculum Office and shall be paid at the curriculum projects rate.

GRADE LEVEL DIRECTORS/DEPARTMENT CHAIRS

- A. The District may have designated Grade Level Directors and Department Chairs as determined and designated by administration. Individuals for these positions will be selected by the District. The Grade Level Director/Department Chair serves as the instructional leader for their respective department(s). Grade Level Directors/Department Chairs serve as members of the school's leadership team and are responsible for the management of the curriculum and ensuring the effectiveness of all departmental programming. Grade Level Directors/Department Chairs are required to attend mandatory trainings throughout the entire calendar year, keep current on best practice/relevant research and report findings to the Principal or designee. Grade Level Directors/Department Chairs may be asked to handle tasks in the absence of the official building administrator.
- B. Compensation for Grade Level Directors/Department Chairs will be at a rate determined by the District. This compensation may include payment for days during the summer as assigned by an administrator.
- C. Grade Level Directors/Department Chairs will be appointed for one year terms with subsequent renewal at the sole discretion of the District.



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PART III

Support Staff Without Individual Contracts (Para Educators, Secretaries, Administrative Support, Instructional Support and Administrative Assistant Personnel) under 118.21 Wis. Stats., or 118.24 Wis. Stats.

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DISCIPLINE AND DISCHARGE

LENGTH OF PROBATIONARY PERIOD

All newly hired employees shall be on probation for a period of one calendar year.

STANDARD FOR DISCIPLINE AND TERMINATION

- A. Probationary Employee: Probationary employees may be disciplined or terminated from employment by the District in its sole discretion. Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. Such employees may be terminated from employment for reasons that are not arbitrary or capricious.
- B. Non-Probationary Employee: A non-probationary employee 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:
 - 1. 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
 - 2. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

BENEFITS DURING PROBATION

Except as expressed herein, all provisions of this Agreement shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, no accrued paid leave, vacation, or other benefits shall be due him or her.

REPRESENTATION

In the event any employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have Association representation, the meeting shall be delayed until appropriate Association representation may be obtained. No more than two (2) personal representatives will be allowed. Nothing in this provision shall prevent an Employer from removing an employee from the work place if immediate action is required.

DISCIPLINARY MATERIALS

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file.

HOURS OF WORK AND WORK SCHEDULE

LETTER OF APPOINTMENT

Should the district anticipate a continuing need for an employee's services during the next school year, it will issue a letter of appointment that shall be consistent with, but subservient to, this *Handbook* and board policy. The letter of appointment shall identify the employee, the date of hire, the position(s) that the employee is employed for, the length of the work year, the length of the work day, the tentative starting and ending times of the work day, and the pay rate for the position. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new letter of appointment shall be issued in cases of transfers, promotions, demotions, and partial or full reduction in force. In the case of a change of assignment the employee shall be provided with at least ten calendar days' notice of the change of assignment, if practicable, as determined by the administration.

REGULAR WORK DAY AND STARTING AND ENDING TIMES

A regular full-time workday is eight (8) hours, excluding lunch time. Because of different schedule requirements, employees' starting, lunch, and finishing times may vary in different assignments and locations. Each employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

REGULAR WORKWEEK

A regular work week is forty (40) hours or fewer. The regular work week is five (5) consecutive days unless the 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.

PART-TIME EMPLOYEES

A schedule of hours shall be prepared for part-time employees. Such schedule shall be made known to the affected employees.

ADDITIONAL HOURS AND OVERTIME – APPROVAL AND ASSIGNMENT

- A. Approval: In order for an employee to work beyond his or her contract hours in any week, prior approval must be obtained from the immediate supervisor. Exceptional cases requiring overtime may be approved after the overtime is worked when all administrators/principals/immediate supervisors are unavailable and such pre-approval may cause harm to students, staff, the community or District property.
- B. Assignment: 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(s) as determined by the District. If no one volunteers to perform the overtime, 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.
- C. Pay Rate for Overtime: Time worked over forty (40) hours per week is paid at one and one-half (1.5) rate. Time over forty (40) hours per week does not include paid time off, vacation, holiday, or personal leave time. For the sole purpose of determining the appropriate pay period for the receipt of overtime pay, a week is defined as a pay period starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday.

COMPENSATORY TIME OFF

In lieu of overtime pay, certain employees may, at their option, choose to receive compensatory time off, if offered in the letter of appointment and specifically endorsed in writing by the District and the employee. Compensatory time off may be taken by mutual agreement between the employer and the employee. One and one-half (1.5) hour of compensatory time off will be granted for each one (1) hour of work above forty (40) hours per week. Time over forty (40) hours per week does not include vacation, holiday or paid leave time.

- A. The number of hours of compensatory time which an employee may accumulate shall not exceed 240 hours by state law. However, School District Administrators will be limited to approving no more than 80 hours of compensatory time per employee per year. The employer, in its sole discretion, may pay cash in lieu of accrued compensatory time off at any time. Any unused compensatory time off will be paid in the year it was earned.
- B. The District may in its discretion deny a request to use compensatory time off if the employee's absence on the day requested would cause an undue disruption to the District's operations and/or would impose an unreasonable burden on the District's ability to provide services of acceptable quality and quantity; the district has a special event scheduled such as an open house or parent teacher conferences; or the district is unable to find a substitute employee.

- C. If the District denies a request to use compensatory time off, it may either substitute the leave with cash compensation, or notify the employee of a suitable time in which he or she may use his or her earned compensatory time within a reasonable period of time of the original request.

LUNCH PERIOD

All employees who work six (6) hours or more per day will be entitled to an unpaid half-hour lunch period, which shall be duty free.

BREAKS

Employees scheduled to work at least four (4) hours per work day shall receive one (1) ten (15) minute paid break. Employees scheduled to work at least eight (8) hours per work day shall receive two (2) ten (15) minute paid breaks. Breaks shall be scheduled by the immediate supervisor.

Hours Worked	Break(s) and Lunch Period Scheduling
0 to 3.99 hours	0 minutes
At least 4.0 to 5.99 hours	15 minute break
	At least 6.0 to 7.99 hours Para Educators receive (2) 15 minute breaks and 30 minute duty-free lunch
At least 8.0 or more hours	(2) 15 minute breaks and 30 minute duty-free lunch

EMERGENCY SCHOOL CLOSINGS

- A. Classes Canceled: Classes may be canceled by the Superintendent or designee whenever the roads cannot be traveled safely by school buses or excessive cold or heat indicates a potential danger to students. When classes are not held, all administrators and 52-week employees are expected to arrive at work as soon as they can safely do so. The schools will remain open and staff members will continue to perform related duties. Offices will remain open.
- B. Schools Closed: The Superintendent or designee shall consult with the weather station, police department and the bus company when determining whether or not to close school due to hazardous weather. School may be closed by the Superintendent or designee when weather conditions present a clear danger or have closed major roads. When schools are closed, emergency duties will be performed by custodial and maintenance Human. At any given time, while snow removal is being completed by the custodian(s), the building will be covered by at least one other staff member, administrator or designated employee (i.e., assistant principal, dean, secretary or lead teacher) to provide for the safety of students, staff and/or the building.
- C. Employees are expected to work the number of days included in their contract unless on an approved leave.

EMERGENCY SCHOOL CLOSING EMPLOYEE OPTIONS IF DAY/TIME IS NOT MADE UP

The employee may select one of the following options if the District does not reschedule the day/time:

- A. The employee may come in to work or work an additional day/time at the end of the school year. The time set for makeup plus the regular assigned hours cannot exceed forty (40) hours per week.
- or
- B. The employee may elect to not be compensated for the day/time school was closed.
- or
- C. The employee may elect to use compensatory time off, vacation, or personal leave time if available.

The employee should notify the District on the next school day after the day school is closed, begins late or is dismissed early, for an emergency as to which option the employee wishes to select.

ATTENDANCE AT MEETINGS

Employees required to attend meetings called or scheduled by their Supervisor shall be paid for all hours spent in attendance at such meetings.

LAYOFF

REASONS FOR LAYOFF AND/OR REDUCTION OF HOURS

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 Article shall apply.

NOTICE OF LAYOFF OR REDUCTION OF HOURS

The District will give at least thirty (30) calendar days' notice to employees impacted by layoff or reduction of hours.

SELECTION FOR LAYOFF OR REDUCTION OF HOURS - STEPS

In the implementation of layoffs under this section, individual employees shall be selected for layoff 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 in implementing reductions.
- B. Step Two - Volunteers: Volunteers will be reduced first. Volunteers will be accepted by the District only if, in the District's opinion, the remaining employees in the job category are qualified to perform the remaining work.
- C. Step Three - Selection For Layoff or Reduction: The District shall follow the guidelines below, in the order stated, to select the employee in the affected job category for full or partial reduction in hours.
 1. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.
 2. Qualifications as established by the Board: Including, but not limited to specific job skills, certification [if applicable], training, district evaluations, etc.
 3. Qualifications of the Remaining Employees in the affected job category: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to: current and past assignment and practical experience in the area of need; and
 4. Length of Service of the Employee
 - a. Length of Service: Is defined as length of service with the District commencing on the most recent date of hire. No distinction will be made between full-time and part-time employees in calculating length of service.
 - b. Tie Breaker on Length of Service: In the event two or more employees start on the same date, the employee who is senior shall be determined by the District.
 - c. Length of Service List: The District will annually produce a length of service list and provide it by September 30th. The employees will raise any objections to the proposed length of service list by December 1st.

REDUCTION IN HOURS/BENEFITS

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, paid leave, and vacation earned as an employee. Reduced-in-time employees shall be treated as part-

time employees under this *Handbook*. Any employee who is reduced in hours (partial layoff) may choose to be fully laid off.

REEMPLOYMENT PERIOD/PROCEDURE

Reduced-in-time employees or those selected for lay-off shall retain the reemployment options set forth herein for a period of twelve (12) months either after the employee's last day of work with the District or from the time the employee received the notification of reduction in time or lay-off, whichever is later. All such employees shall have their names placed on a reemployment list. In the event a vacancy occurs or a new position is created while employees are on the reemployment list, the District shall first attempt to fill the position utilizing the vacancy and transfer language contained in this *Handbook*. Employees on the reemployment list may apply for the vacant position according to the terms of this *Handbook*. However, the District retains the sole authority to determine who is most qualified for any position and placement on the reemployment list does not grant automatic reemployment rights with the District following layoff or a reduction in time for employees. The District will post vacancies in accordance with the terms of this *Handbook*.

TERMINATION OF REEMPLOMENT OPTIONS

Reemployment options shall end should an employee refuse reemployment in a position in the job category, except as provided below. Substitute work with the District during the reemployment period shall not extend the reemployment period. Employees on the reemployment list may refuse reemployment in positions with a substantially different full-time equivalency (FTE), substitute or temporary positions without loss of options to the next available position for which the employee is qualified. Employees on the reemployment list shall not lose reemployment options to an equivalent FTE position(s) if they accept a position with a different FTE level, a substitute appointment or a temporary appointment, with the District.

INSURANCE BENEFITS

(COBRA) health care continuation benefits are available as noted in Part I of this *Handbook*.

ACCRUED BENEFITS

Reduced-in-time employees shall suffer no loss of paid leave, vacation or other accrued benefits if rehired. Paid leave days, vacation, and length of service time shall not accrue while an employee is not working for the District.

OTHER EMPLOYMENT

No employee on full or partial layoff shall be precluded from securing other employment while on layoff status.

FURLOUGHS

The District may furlough employees for budgetary reasons, with thirty (30) day written notice, and the following guidelines apply during furlough periods:

- A. Employees shall not receive their wages or salary but are permitted to use accrued vacation, compensatory time (if allowed) or personal leave to receive compensation on furlough days.
- B. Employees are prohibited from working.
- C. Paid leave, etc. shall continue to accrue as if the employees were working.
- D. The District shall provide health insurance, dental insurance, etc. at the same level it would have if the employees were working.

ASSIGNMENTS, VACANCIES AND TRANSFERS

DETERMINATION OF ASSIGNMENT

Employees will be assigned or transferred by the Superintendent of the District and/or his/her designee.

JOB POSTING

When a position becomes vacant or a new position is created, notice of such available position shall be posted internally and externally simultaneously for a minimum of 10 working days, unless exigent circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on the WECAN and the District's website and on any other sites or sources at the District's discretion. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the tentative work hours of the position, the rate of pay for the position if established, and the qualifications required for the position. An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position, and, if qualified, may be awarded the position.

SELECTION PROCESS

The District, in its sole discretion, retains the right to determine who is best qualified for any position. If the District determines that two or more candidates are equally qualified for a position, the most senior applicant will be selected.

MOST QUALIFIED APPLICANT

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.

DISTRICT DETERMINATION OF JOB DESCRIPTIONS

The District retains the right to determine the job descriptions needed for any vacant position.

INVOLUNTARY TRANSFERS

When the District determines that an involuntary transfer of an employee is necessary the District reserves the right to transfer any employee in the District qualified for the position. However, before any involuntary transfer is made, volunteers for such transfer will be solicited by the District. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the Superintendent 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.

PAID VACATION

Each employee shall be annually notified of their total number of vacation days available for use.

CALENDAR YEAR (260 DAY) EMPLOYEES Full-Time and Part-Time Employees

Paid Vacation will be provided to employees on the following schedules:

Number of Years Worked	Vacation Days Earned
Upon Hire (Prorated)	10 days
After five (5) years of service	15 days
After ten (10) years of service	20 days
After fifteen (15) years of service	One vacation day for each year of service up to 25 days

Employees in their first year of service earn a pro-rated amount of vacation based upon the number of months worked.

"Years of Service" as set forth in this Handbook refers to years of service in the District in a position that is eligible for vacation under Part III. Eligible employees in the District shall receive the preceding vacation depending on years of service as measured each July 1st. For calculation purposes vacation is earned based upon the prior year's service. For part-time employees, vacation pay shall be pro-rated based on the average number of hours worked per week during the previous year.

SCHEDULING OF VACATION

Vacation time may be taken in full blocks, or in shorter blocks not less than one hour as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least ten (10) working days prior to taking such leave, however, vacation time requested with less than ten (10) working days notice may be approved by the Superintendent and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the Superintendent and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives. All vacations shall be taken during the school vacation months except by special arrangement with the immediate supervisor or his/her designee.

VACATION ACCUMULATION

Unused vacation may be carried forward for a maximum of twelve months. Those days carried over to a subsequent year will be forfeited if not used by June 30th.

PAYMENT ON TERMINATION/TRANSFER

Any employee who terminates his or her employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to the vacation pay remaining in his or her accumulation, as well as a pro-rated amount of the vacation that the employee would have received upon his or her next anniversary. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

HOLIDAYS DURING VACATION

Should a paid holiday fall during an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

HOLIDAYS

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays may be provided to full-time and part-time employees according to the following schedule:

A. Employees working a full calendar year (260 work days)

January 1	Thanksgiving Day
Memorial Day (Federal)	Day after Thanksgiving Day
Good Friday	December 24
July 4	December 25
Labor Day	December 31
Dr. Martin Luther King Day	

B. Employees working less than a full calendar year (260 working days)

Labor Day	Memorial Day (Federal)
Thanksgiving Day	Day after Thanksgiving

HOLIDAYS FALLING ON WEEKENDS

If any of the holidays listed above, fall on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays falls on a Sunday, the following workday shall be observed as the holiday. If January 1st falls on a Sunday and school is scheduled to begin on the following Monday, the preceding Thursday shall be observed as the December 31st holiday and the preceding Friday shall be observed as the January 1st Holiday. If December 24 and December 31 fall on a Sunday, the preceding Friday shall be declared the holiday unless the preceding Friday is a student contact day.

HOLIDAYS FALLING ON STUDENT CONTACT DAYS

If any of the holidays listed above fall on a student contact day, the employees shall work their regular hours that day, and shall instead receive a paid holiday on a date determined by the Administration.

WORK ON A HOLIDAY

Except as provided above, employees who work on any of the above-mentioned holidays shall be paid time and one-half for all hours worked in addition to the holiday pay. In other words, if the employees receive a different holiday date under section 6.03, this provision shall not apply.

HOLIDAYS DURING VACATION

If any of the above holidays fall within an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

ELIGIBILITY FOR HOLIDAY PAY

In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the Superintendent and/or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

WAGE COMPENSATION AND RATES

WAGE SCHEDULE

Copies of current wage schedules for represented support staff are available in the Human Resources Office and posted on their webpage.

NEW EMPLOYEE WAGE PLACEMENT

- A. New employee placement – New employees of represented support staff groups shall be placed on the wage schedule at the discretion of the District.
- B. Step Movement after First Year of Employment: Employees of represented support staff groups beginning employment prior to December 31st who have provided satisfactory service, as determined by the District, will advance to the next step the ensuing fiscal year on July 1st provided funds are available as determined by the District. Employees who begin employment after January 1st will remain on the same step for the ensuing fiscal year. An employee may be held to the previous year's step for less than satisfactory performance. An employee may be frozen at his/her previous year's wage rate for more serious nonperformance.

OUT OF CLASSIFICATION PAY

Any employee working in a higher paid classification for more than ten (10) working days shall receive the pay of that classification. Upon completion of the employee's assignment under the higher pay scale, the employee shall revert to his or her former classification and rate.

RATE OF PAY UPON PROMOTION

Whenever an employee is promoted to a new higher paid classification, he or she will be placed at the step that

gives the employee the smallest wage increase. An employee who is voluntarily or involuntarily transferred to a lower paid classification shall retain her/his step placement. Upon voluntary transfer to a position in the same job classification, the employee shall retain her/his pay rate and step placement.

JOB RELATED TRAINING AND LICENSURE

IN-SERVICE TRAINING

The district within its discretion may provide appropriate paid in service training to each employee.

JOB-RELATED EDUCATION AND TRAINING

The District shall, upon prior approval of the Superintendent and/or his/her designee, reimburse employees at an amount determined by the District per contract year for job related education and training, as determined by the Superintendent and/or his/her designee, to be done on the employee's own time. Such training or education shall not be done during the employee's working hours, nor shall it result in overtime. The employee will receive his/her regularly scheduled hourly wage if the Superintendent and/or his/her designee requires the employee to attend job related education and training during the employee's regularly scheduled work day.

EMPLOYEE EVALUATIONS

EVALUATION

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District. The District will orient all new employees regarding evaluation procedures and instruments. If an instrument is changed, all affected employees will be reoriented.

FREQUENCY

Evaluations shall be conducted at least annually or more at the discretion of the District, with at least five working days notice to affected employees. The District reserves the right to monitor employee performance as necessary and to suggest methods for continuous improvement.

RECEIPT OF EVALUATION

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same. An employee may respond in writing with his or her comments attached to the completed evaluation.

EVALUATORS

The Employer shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory Human. When a teacher works with an instructional assistant, the teacher may be requested to provide input for consideration.

RESIGNATION FROM EMPLOYMENT

Employees will give written notice of resignation of employment, as soon as possible, but at least ten (10) working days prior to the effective date of resignation. If an employee has overused the holiday, paid leave or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day. Any employee who breaches this Article shall, at the District's discretion, forfeit any accrued benefits.



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PART IV

Executive, Administrative and Academic Administrative
Employees Under 118.24 Wis. Stats.

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DISCIPLINE, TERMINATION AND LAYOFF

STANDARD FOR NONRENEWAL OF ADMINISTRATORS

Administrators employed in the District are subject to non-renewal on a statutory basis, as prescribed in Sec. 118.24, Wis. Stats. No administrator shall be non-renewed for arbitrary or capricious reasons. The non-renewal of an administrator is not a termination and is not covered by the grievance procedure under this *Handbook*.

STANDARD FOR DISCIPLINE AND TERMINATION

An administrator 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 administrator conduct in which the District has a disciplinary or termination interest; and
- B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

DISCIPLINE MATERIALS

Copies of any disciplinary material(s) shall be provided to the administrator before such material is placed in the administrator's personnel file.

JOB RESPONSIBILITIES

PROFESSIONAL LEVEL OF COMPETENCE

Administrators shall perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin and the rules, regulations and policies of the Board which now exist or which may be hereafter enacted by the Board.

DEVOTION OF FULL-TIME TO JOB

Except as is otherwise provided in the administrator's individual contract, administrators shall devote full time to the duties and responsibilities normally expected of the administrator's position. Administrators shall not engage in any pursuit, or accept any other employment, which interferes with the proper discharge of the Administrator's duties and responsibilities.

ADMINISTRATOR LICENSE OR CERTIFICATE

Administrators shall maintain a valid license or certificate, properly registered and issued by the State of Wisconsin, sufficient to lawfully permit each administrator to perform such duties as may be assigned.

JOB DESCRIPTION

Upon written request, the Board shall provide administrators with written job descriptions of each administrator's services, duties and obligations.

WORK SCHEDULES

SCHEDULES FOR ADMINISTRATIVE STAFF

Administrative staff normally work flexible schedules with the professional duties of each administrator taken into account in the setting of the work schedule. Administrative staff will normally work at least 40 hours per week, or as long as necessary to ensure completion of assignments. In addition, administration schedules may vary because of staggered starting times and job responsibilities.

PROFESSIONAL GROWTH

REQUIREMENT TO REMAIN CURRENT

All administrators shall engage in independent and active efforts to maintain high standards of individual excellence. Administrators are encouraged to continue professional growth through participation in conventions, programs, professional meetings and other activities conducted by local, state and national administrator associations; seminars, workshops and courses offered by institutions of higher learning, and other formal and informal professional development activities.

PROFESSIONAL REIMBURSEMENT PROGRAM

All administrators shall be eligible for reimbursement of continuing education credits, degree program credits and or licensure costs at the discretion of the Board.

ADMINISTRATOR EVALUATION

GENERAL PROVISIONS

Administrators shall receive written evaluations based on board-adopted position descriptions, including job-related activities. Administrators shall receive a written evaluation at the end of their first year of employment and at least every third year thereafter.

EVALUATORS

The board is responsible for the Superintendent's evaluation. The Superintendent is responsible for the evaluation of other administrators and shall either perform those evaluations him or herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate professional administrative school personnel.

PROFESSIONAL COMPENSATION

SALARY AND BENEFITS

The salary and benefits of administrators shall be noted in accordance with the terms of his or her individual employment contract as approved by the Board



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PART V

Extra-Curricular Staff

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ATHLETIC AND ACTIVITY ASSIGNMENTS

Letter of Assignment

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- A. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. However, under no circumstances shall a Board member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).
- B. The stipend for extra-curricular activities shall be specified in the letter of assignment.
- C. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees.

Payments

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods.

Work Schedule

Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

Evaluation of Extra-Curricular Assignments

Individuals holding extra-curricular assignments shall be evaluated at least once per year by the appropriate supervisor. When determining the content of the evaluation, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/her reasonable discretion, deems appropriate. New employees holding such assignments will be required to attend teacher orientation. New employees holding such assignments will be expected to participate in a new employee orientation session sponsored by the District.

Volunteers

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- A. They will not be eligible for salary/wages, stipend, or benefits and must attend a new employee orientation session;
- B. They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
- C. They will be responsible for their own personal injuries(i.e., ineligible for worker's compensation);
- D. They must consent to a background check and agree to have a tuberculin skin (TB) test;
- E. They must follow all District activity and athletic policies and procedures and other District policies as applicable;

- F. They accept direct and indirect supervision of the head coach; and,
- G. They may be dismissed at any time without cause.



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PART VI

Substitute Employees

ALL SUBSTITUTE EMPLOYEES

Pre-Employment Requirements

All new substitute staff hires will have to meet all new staff requirements, including but not limited to, a physical examination (including a tuberculin test or chest x-ray), and a criminal background check.

SUBSTITUTE TEACHERS or GUEST TEACHERS

Licensure and/or Permit

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

Training and Evaluation

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

Assignment and Professional Responsibilities

- A. Assignments: Substitutes shall be assigned at the discretion of the District.

OR

Substitutes shall be assigned as follows:

1. Principals' requests for a given substitute shall take first precedence.
 2. Teachers' requests for a given substitute shall take second precedence. The jobs under this subsection will be posted to substitutes as soon as the District has been notified of an absence.
 3. After the above process has been completed, all other substitutes shall be notified of the available work.
- B. A copy of the appropriate school policies, an outline of the absence and tardiness procedures, recess schedule (if applicable), teacher's daily schedule, general class schedule (bell schedule when applicable), name of any individual designated in charge of discipline, seating charts, class schedule and lesson plans for all classes to be taught is available to the substitute at sdd.k12.wi.us.
- C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
1. A substitute teacher may refuse an automated or personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a pattern or practice of declining assignments.
 2. A substitute who accepts a job by mistake will contact the district as soon as possible to rectify the error. A substitute teacher may also cancel a teaching assignment using the automated system in advance of the current day without providing notification to the Attendance and Substitute Secretary in the Human Resources Department. A substitute who wishes to cancel an assignment on the current date must inform the Attendance and Substitute Secretary by phone at least two hours in advance of the start time of the assignment. Any substitute teacher who abuses the cancellation privilege, in the District's discretion, will have their cancellation privileges revoked.
- D. Professional Responsibilities:
- The professional responsibilities and duties of substitutes shall be consistent with the regular teacher's responsibilities including adherence to professional conduct and dress code policies. When a substitute is employed as a long-term substitute teacher, or is employed at the end of the semester, and is expected to close out school records, do report cards, and inventories, he/she may be given up to one day to

complete these tasks if deemed necessary by the principal. The substitute will be compensated at the applicable substitute rate.

E. Long-Term Substitute Assignment

1. When a substitute is assigned for more than ten (10) consecutive days in the same position, then the long-term rates apply retroactive to the first day.
2. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher.

F. Substitute Teaching Day: substitute's teaching day is variable depending on each individual school schedule but normally will be from 7:45 A.M., to 3:30 P.M., when subbing for a full-time teacher who is absent for a whole day. If a teacher does not have a full schedule of classes the time will be prorated. A substitute's teaching day may not be more than 8 hours in duration or more than 120 hours per calendar month. The rate of pay will be \$105.00 for a full day assignment and \$52.50 for a half day.

Compensation

- A. Daily Rate: Substitute teachers shall receive compensation for services rendered as provided for by the District. The current rate is contained in the pay schedule included in this section of the *Handbook*.
- B. Homebound or Alternative Site Instruction
1. Substitute teachers who are contracted to provide homebound or alternative site instruction to a student of this school district, shall be compensated at the rate as determined by the District.
 2. Homebound teachers will be paid mileage from the student's school to the student's location and back pursuant to the terms of the *Handbook*. If a homebound teacher is required to report to the District and subsequently travel to a different location (either within or outside of the District), the District will reimburse him/her an amount equal to the Internal Revenue Service (IRS) business travel rate per mile for travel to that second location (and back to the first location, if required by the District).

Dismissal/Removal from Substitute List

Substitute teachers have no expectation of continued employment with the District. As such substitute teachers may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute teachers may also be removed from the substitute call list at the discretion of the District.

Miscellaneous Provisions

- A. In-Service: Long-term substitutes may be required to participate in staff development programs in the schools. The principal may, in his/her discretion, determine and notify the long-term substitute that he/she is not required to attend staff development functions. Substitute teachers may participate in after school/summer in-services at no cost, provided teachers members and/or administrators are able to attend without cost.
- B. Duty Free Lunch: All full-day substitutes shall be provided with a daily duty-free lunch period of at least thirty (30) continuous minutes.
- C. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be voluntary and substitute teachers attending the in-service will not be compensated for their attendance.
- D. Online Services: Long-term substitutes will be provided district email accounts and network access. Substitutes who are compensated at the experienced pay level will be provided with a personalized computer account and password.

Substitute Teacher Pay Schedule

Substitute teachers shall be employed at the rate established by the District as follows:

2015-2016

Category	
Short-Term Substitute	<u>\$105.00/day</u>
Long-Term Substitute	<u>\$150.00/day</u>
(If employee works more than ten consecutive (10) days in the same position, then the long-term rate applies retroactive to the first day.)	

- E. Part-time substitute teachers shall be paid on a prorated basis based off of the full daily rates set forth above.
- F. Long term substitute teachers receive 1 paid leave day for every 30 days worked and any accumulated paid leave days do not carry over into subsequent work years. Permanent substitutes are compensated at \$110.00 per day and receive eight sick days and two personal days per year.

SUPPORT STAFF SUBSTITUTES

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.

Training and Evaluation

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

Assignment and Professional Responsibilities

- A. Assignments: Substitutes shall be assigned at the discretion of the District.
- B. Board Policies: A copy of the appropriate school policies shall be made available to the substitute upon request.
- C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment
 - 1. A substitute may refuse an automated or personal daily call. The District may, in its sole discretion, unilaterally remove individuals from the substitute list if the substitute demonstrates a pattern or practice of declining assignments.
 - 2. A substitute who accepts a job by mistake will contact the district as soon as possible to rectify the error. A substitute may also cancel an assignment using the automated system in advance of the current day without providing notification to the Attendance and Substitutes Secretary in the Human Resources Department . A substitute who wishes to cancel an assignment on the current date must inform the Attendance and Substitutes Secretary by phone at least two hours in advance of the start time of the assignment. Any substitute who abuses the cancellation privilege, in the District's discretion, will have their cancellation rights revoked.
- D. Responsibilities: The responsibilities and duties of substitutes shall be consistent with the regular employee's responsibilities and duties for whom they are substituting.

E. Long-Term Substitute Assignment

1. Responsibilities of the long-term substitute shall be the same as the regular employee.

- F. Substitute Day: The substitute's length of service will be determined by the District. However, **AT NO TIME WILL SUBSTITUTES BE ALLOWED TO WORK MORE THAN 120 HOURS PER CALENDAR MONTH.** All work days will be limited to no more than 8 hours in duration.

Dismissal/Removal from Substitute List

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

Miscellaneous Provisions

- A. In-Service: Each substitute may be required to participate in new employee orientation or in-service day programs in the schools. Substitutes shall be paid at their applicable hourly rate for in-service participation if the District requires them to attend.
- B. Breaks: All substitutes shall be provided breaks and lunch periods consistent with the support staff person that the substitute is replacing.
- C. Online Services: Long-term substitutes will be provided district email accounts and network access. Substitutes who are compensated at the experienced pay level will be provided with a personalized computer account and password.

Substitute Employee Pay Rates

Substitutes shall be employed at a pay rate as established by the District.

APPENDIX: GRIEVANCE INITIATION INSTRUCTIONS

SCHOOL DISTRICT OF BELOIT

Complete the original and two copies. Please print or type. Give the original to your immediate supervisor. Keep one copy for your records.

EMPLOYEE GROUP

EMPLOYEE'S NAME

HOME ADDRESS

SCHOOL

JOB TITLE

1. What is the action or situation about which you have a grievance? (Be specific as to names and locations.)

2. On what date did the above action or situation occur?

3. What provision of the *Employee Handbook* has been violated?

4. What do you think should be done about it, i.e., what is the remedy that you seek?

5. When was this grievance discussed with your immediate supervisor?

Name & Title of your Immediate Supervisor

NAME

TITLE

6. What other person do you want notified regarding this grievance?

NAME

MAILING ADDRESS

That person's role in this grievance:

EMPLOYEE'S SIGNATURE

DATE

APPENDIX: GRIEVANCE APPEAL INSTRUCTIONS
SCHOOL DISTRICT OF БЕЛОIT

Complete the original and two copies of this form. Send the original to the next higher authority to hear the grievance. Retain one copy for your records. An appeal must be filed within the time limits provided or it will be dismissed with prejudice.

<hr/>	<hr/>	<hr/>
EMPLOYEE'S NAME	TITLE	DATE OF GRIEVANCE INITIATION
<hr/>		
SCHOOL	SHIFT	LOCATION

1. I wish to appeal the grievance disposition signed by:

Name	Title	Date
<hr/>	<hr/>	<hr/>

2. Nature of Grievance:

3. What provision of the *Employee Handbook* has been violated?

4. Reason for Appeal:

<hr/>	<hr/>
EMPLOYEE'S SIGNATURE	DATE

Employee Accident/Injury Report

(To be completed by Principal/Supervisor within 24 hours
of time of accident/injury)

Administrator's Signature

Date

**Please note that filing this complaint is only the first step in the process. The District will contact you to schedule one, if not several, follow-up meetings as a part of its investigation into your complaint and the allegations contained therein.*

EMPLOYEE INFORMATION (Please print legibly)			
Employee Name (Last, First, Middle initial)			
Employee Address		City	State Zip
Home Telephone Number ()		Work Telephone Number ()	
ACCIDENT INFORMATION			
Building or Site Where Accident Occurred (include address if not at a district facility)			
Date of Accident/Injury	Time of Accident/Injury	Name of Person Notified	
Describe how the Accident/Injury Occurred:		Body Part(s) Injured:	
		Wrist _____ Hand _____	
		Leg _____ Knee _____	
		Head _____ Eye _____	
		Face _____ Teeth _____	
		Ankle _____ Foot _____	
		Abdomen _____ Chest _____	
		Arm _____ Back _____	
		Neck _____ Other _____	

TREATMENT INFORMATION

Did the Employee See a Doctor or Go to the Hospital? Yes No	Date of First Treatment (if known)
Name of Physician, Clinic or Hospital Name and City/Address	
Signature of Principal and/or Supervisor	Date
<i>Please FAX or deliver front page to the District Office <u>within 24 hours</u> of the Accident/Injury.</i>	

Please describe any resulting injury:

Part 2: Accident/Injury Follow-up and Investigation		
Were there any witnesses to this accident?	Yes	No
If Yes, complete the following:		
Name of Witness(es)	Address	Telephone
Please answer the following questions. Circle "Yes" or "No". Indicate N/A if the questions does not apply.		
1. Was injured person properly instructed in safe efficient methods?	Yes	No
2. Did he/she violate any instructions, policies or procedures?	Yes	No
3. Was necessary protective equipment worn? (Goggles, safety belt, hard hat, etc)	Yes	No
4. Did poor housekeeping contribute to the accident?	Yes	No
5. Was accident caused by something which needed repair?	Yes	No
6. Was accident caused by an unsafe act?	Yes	No
What do you consider the cause(s) of this accident?		
What steps are being taken to prevent similar accidents?		
Lost Time Information (If applicable)		
Time Missed from Work	Date Returned to Work:	
Hours: Days:		
Person Making Report:		
Name	Title	Date
Building		
Principal/Supervisor Signature		Date

Posted Outside the Human Resources Office and Links to Related Web Pages.
Notice to Wisconsin Workers with Disabilities Paid at Special Minimum Wage

Safety Coordinator Review:

English

Send completed Employee Accident/Injury Report to the Business Services Office within 3 work days.

http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9116_p.pdf

Employee Protections Against Use of Honesty Testing Devices - Wisconsin

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_10861_p.pdf

Equal Employment Opportunity is the Law

English http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf

Spanish http://www.eeoc.gov/employers/upload/eeoc_self_print_poster_spanish.pdf

“EEO is the Law” Poster Supplement

English http://www1.eeoc.gov/employers/upload/eeoc_gina_supplement.pdf

Spanish http://www.eeoc.gov/employers/upload/eeoc_gina_supplement_spanish.pdf

Fair Employment Law - Wisconsin

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4531_p.pdf

Spanish http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4531_s_p.pdf

Fair Labor Standards Act - Federal

<http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>

Family and Medical Leave Act - Wisconsin

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_7983_p.pdf

Spanish http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_7983_s_p.pdf

Family and Medical Leave Act – Employee Rights and Responsibilities - Federal

English <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

*Information about the federal Family and Medical Leave Act also must be in your employee handbook.

Hazardous Chemicals in the Workplace?

English <http://dsps.wi.gov/sb/docs/sb-PubSectSafHazardousPoster6894.pdf>

Public Employee Safety and Health

English <http://dsps.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

Hours and Times of Day Minors May Work in Wisconsin

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9212_p.pdf

Spanish https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9212_s_p.pdf

Chinese <http://www.dwd.state.wi.us/dwd/publications/erd/doc/ERD-9212-Chinese-P.doc>

Lao <http://www.dwd.state.wi.us/dwd/publications/erd/doc/ERD-9212-Lao-P.doc>

Job Loss? Important Information Workers Need to Know to Protect their Health Coverage and Retirement Benefits

<http://www.dol.gov/ebsa/pdf/joblossposter2.pdf>

Notice to Employees About Applying for Wisconsin Unemployment Benefits

English <http://dwd.wisconsin.gov/dwd/publications/ui/ucb7e.pdf>

Spanish <http://dwd.wisconsin.gov/dwd/publications/ui/ucb7s.pdf>

Hmong <http://dwd.wisconsin.gov/dwd/publications/ui/ucb7h.pdf>

Notification Required When Employers Decide to Cease Providing a Health Care Benefit Plan

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_11054_p.pdf

COBRA – Model Notice

English <http://www.dol.gov/ebsa/modelectionnotice.doc>

Spanish <http://www.dol.gov/ebsa/modelectionnoticesp.doc>

Minimum Wage Rates - Wisconsin

English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9247_p.pdf

Spanish http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9247_s_p.pdf

Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Rights Act

([complete information from Dept. of Labor](#))

English http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf#Non-Federal

Affordable Care Act: Notice to Employees of Coverage Options:

English <http://www.dol.gov/ebsa/pdf/FLSAwithplans.pdf>

Spanish <http://www.dol.gov/ebsa/pdf/FLSAwithplanssp.pdf>

RELATED INFORMATION

Age Discrimination in Employment Act (ADEA)

<http://www.eeoc.gov/laws/statutes/adea.cfm>

Americans with Disabilities Act (ADA)

<http://www1.eeoc.gov/eeoc/publications/fs-ada.cfm>

U.S. DEPARTMENT OF LABOR WORKPLACE POSTER REQUIREMENTS FOR SMALL BUSINESSES AND OTHER EMPLOYERS

<http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm>

If your district is a federal government contractor or subcontractor, please be aware that there may be other posting requirements for you.

**SCHOOL DISTRICT OF BELOIT
NOTICE OF PRIVACY PRACTICES
REQUIRED NOTIFICATION**

THIS NOTICE IS BEING SENT TO YOU AS REQUIRED BY FEDERAL REGULATION.
IT DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU
CAN GET ACCESS TO THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.

THE DISTRICT'S LEGAL DUTIES

The District is required by law to safeguard the privacy of your protected health information. The District is also required to give you this Notice about our legal duties and privacy practices relating to protected health information. Protected health information is any individually identifiable health information relating to your past, present or future physical or mental health or condition; the provision of health care services to you; or the payment of past, present, or future health services to you, whether that information is written, electronic, oral, or recorded in another medium. The information may be created or received by entities such as health care providers, health plans, or employers.

The District is required to abide by the terms of this Notice currently in effect. The District reserves the right to change our privacy practices and the terms of this Notice for all protected health information the District maintains even if the information was created or received before issuing the revised Notice. If a material revision is made, the District will distribute a copy of the revised Notice.

This Notice takes effect immediately and remains in effect until the District replaces it. You may request a copy of this Notice at any time or you may view it on the District's website at www.sdb.k12.wi.us. For more information about our privacy practices, or for additional copies of this Notice, please contact the individual designated at the end of this Notice.

USES AND DISCLOSURES

The District may use and disclose your health information for the following purposes:

Treatment: The District may use and disclose your protected health information to provide, coordinate, or manage your health care and any related services with a physician or other health care provider. For example, the District may disclose to a treating neurologist the name of your treating general physician so that the neurologist may request medical records from the treating general physician.

Payment: The District may use and disclose your protected health information to determine and to fulfill coverage responsibilities and to provide benefits under the District's health plan. The District may also use and disclose your protected health information to obtain or provide reimbursement for benefits provided. For example, a third-party administrator may send you a detailed bill or explanation of

benefits form, which may include information that identifies you, your diagnosis, and the procedures that you received.

Healthcare Operations: The District may use and disclose your protected health information for certain administrative, financial, legal, and quality improvement activities necessary to run our business and to support the core functions of treatment and payment. For example, such activities could include, but are not limited to, underwriting and other activities relating to the creation, renewal, or replacement of a contract for health benefits. Such activities also include sharing your protected health information with third party “business associates” that perform various activities for us.

Family and Representatives: The District must disclose your protected health information to you, as described in the Individual Rights section of this Notice. The District may disclose your health information to a family member, friend or other personal representative formally designated by you or by law to the extent necessary for the proper provision or payment of healthcare.

Persons Involved in Your Care: The District may use or disclose protected health information to notify, or assist in the notification of (including identifying or locating) a family member, a personal representative of the individual, or another person responsible for the care of the individual of the individual’s location, general condition, or death. If you are present, you will have the opportunity to object to such use or disclosure of your protected health information. If you are not present, or the opportunity to agree or object cannot be provided due to incapacity or emergency, the District, in the exercise of professional judgment, may determine whether the disclosure is in your best interest. The District may use professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to act on your behalf to receive protected health information.

Business Associates: The District may disclose protected health information to business associates that perform services on behalf of the District. To protect the privacy of your health information, the District will contractually require business associates to maintain appropriate safeguards to protect your protected health information.

Abuse or Neglect: The District may disclose protected health information about an individual whom we reasonably believe to be a victim of abuse, neglect, or domestic violence to a government authority, including a social service or protective services agency, authorized by law to receive reports of such abuse, neglect, or domestic violence.

Health Oversight Activities: With certain exceptions, the District may disclose your protected health information to a health oversight agency for oversight activities authorized by law, including audits; civil, administrative, or criminal investigations; inspections; licensure or disciplinary actions; civil, administrative, or criminal proceedings or actions; or other activities necessary for appropriate oversight of specified programs.

Public Health Activities and Related Purposes: The District may disclose your protected health information to public health authorities authorized by law to collect or receive such information for the

purpose of preventing or controlling disease, injury, or disability, including but not limited to, the reporting of disease, injury, vital events such as birth or death, and the conduct of public health surveillance, public health investigations, and public health interventions. In addition, the District may disclose protected health information to a public health authority or other appropriate government authority authorized by law to receive reports of child abuse or neglect. The District may also disclose your protected health information to a person subject to the jurisdiction of the Food and Drug Administration (FDA) with respect to an FDA-regulated product or activity for which that person has certain responsibilities.

Required by Law: The District may use or disclose protected health information to the extent that federal, state or local law requires such use or disclosure and the use or disclosure complies with, and is limited to, the relevant requirements of such law.

Judicial and Administrative Proceedings: The District may disclose protected health information in the course of any judicial or administrative proceeding: 1) in response to an order of a court or administrative tribunal, or 2) in response to a subpoena, discovery request, or other lawful process.

Law Enforcement Purposes: The District may disclose your protected health information to assist law enforcement officials in the performance of their law enforcement duties and as required or permitted by law.

Workers' Compensation: The District may disclose protected health information as authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs that provide benefits for work-related injuries or illness without regard to fault.

Health and Safety: The District may, consistent with applicable law and standards of ethical conduct, use or disclose protected health information, if we, in good faith, believe the use or disclosure will avert a serious threat to health or safety of a person or the public.

Plan Sponsor: The District may disclose your protected health information to district officials as needed to fulfill our administrative responsibilities relating to the district's Health Care Plan.

National Security: The District may use and disclose the protected health information of individuals who are Armed Forces personnel for activities deemed necessary by appropriate military command authorities to assure the proper execution of the military mission, if the appropriate military authority has published by notice the appropriate information. The District may also disclose, to authorized federal officials, health information required for lawful intelligence, counterintelligence, and other national security activities. The District may disclose to a correctional institution or law enforcement official having lawful custody of an inmate or other individual protected health information about such inmate or individual upon a showing of necessity.

INDIVIDUAL RIGHTS

Access: You have a right to inspect and obtain a copy of protected health information about you, with exceptions, for so long as the District maintains the information. Requests for access must be made in writing and sent to the contact person at the end of this Notice. Requests for copies must be made in writing and sent to the contact person listed at the end of this Notice. You may request the information in a format other than hard copies and the District will comply with your request if practicable. You will be charged a reasonable cost-based fee for expenses such as copies, labor, postage, and preparation fees for a summary of the health information if you request one. The District may deny requests in certain cases. You have a right to request a review of certain denials of access.

Restriction: You have the right to request additional restrictions on the use and disclosure of your protected health information. Any such request must be made in writing and must state the specific restriction requested and to whom that restriction would apply. The District is not required to agree, but if it does, the District will not use or disclose, except in certain emergencies, protected health information in violation of the restriction.

Confidential Communications: You have the right to request that the District communicate with you regarding your protected health information by alternative means or at alternative locations. Your request must be in writing and must specify an alternative address or other method of contact. The District will accommodate reasonable written requests if you clearly state that the disclosure of all or part of your protected health information could endanger you.

Amendment: You have the right to request that the District amend your protected health information, if that information is in error. Your request must be in writing and state the reason for your request. If your request is denied, you have a right to submit a written statement disagreeing with the denial. The District has the right to issue a rebuttal to your statement, in which case, a copy will be provided to you.

Accounting: You have a right to receive an accounting of disclosures of your protected health information made by the District or our business associates for purposes other than treatment, payment or health care operations and certain other activities. The District will provide the first accounting to you in any 12-month period without charge. If you request an accounting more than once in a 12-month period, the District may charge you a reasonable cost-based fee. If the District will charge a fee, it will notify you in advance and provide you an opportunity to withdraw or modify your request for a subsequent accounting in order to avoid or reduce the fee.

Authorization: The Plan will obtain your written authorization for uses or disclosures that are not identified by this Notice. Subject to certain limitations, you may revoke any authorization in writing at any time. Your revocation will not affect any use or disclosure permitted by your authorization while it was in effect.

Electronic Notice: If you receive this Notice electronically, you may still obtain a paper copy upon request to the contact person listed at the end of this Notice.

COMPLAINTS

You have the right to file a complaint if you believe your privacy rights have been violated. You may file a complaint by writing to the District's Privacy Officer (*see* Contact Information, below). You may also file a complaint with the Department of Health and Human Services. You will not be retaliated against for filing a complaint.

CONTACT INFORMATION

For further information about the District's privacy policies, please contact:

Todd M. Cabelka, J.D.
Executive Director of Human Resources
Kolak Education Center
1633 Keeler Avenue
Beloit, WI 53511
608-361-4010



**School District of Beloit
Policy & Personnel
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Policy 143 Official Board Representatives

Which strategy in the Strategic Plan does this support?

Your Name and Title: Dr. Pam Wiese, Assistant Superintendent of Human Resources

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Policy & Personnel Committee?

The Policy Committee recommends all revisions to the full Board of Education.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Please see attached policy with revisions.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

This policy is being updated to reflect the most current board representative positions on committee in the community and district.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Policy & Personnel Committee consideration and a fiscal note.)

MOTION: The administration recommends that the Policy and Personnel Committee recommend the revisions and layover of Policy 143 Official Board Representatives to the full Board of Education for first reading.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: N/A

Long Term Committed Funds? N/A

BUDGET LOCATION: N/A

FISCAL IMPACT: N/A

OFFICIAL BOARD REPRESENTATIVES

Board representatives shall be appointed by either the Board President or the Chairperson of one of the standing committees as indicated. Appointments shall be approved by the Board not later than the Fourth Tuesday in May.

The following Board representatives are appointed by the Board President, including but not limited to:

- ~~✧ Beloit-Janesville Joint Human Relations Task Force~~
- ~~✧ Committee on District Initiatives~~
- ✧ Cooperative Educational Service Agency #2 Representative
- ✧ Delegate and Alternate to the Wisconsin Association of School Boards Convention
- ✧ Library Board
- ✧ Liquor Commission
- ✧ Merrill Community Revitalization Committee
- ✧ ~~On-Going Bargaining~~ Employee Relations Committee
- ~~✧ Technology Steering Committee~~
- ✧ Roy Chapman Andrew Academy Governing Board
- ~~✧ Eclipse Charter School Governing Board~~
- ~~✧ Stateline Career & Technical Education Academy (SCTEA) Board~~
- ✧ Ad Hoc Pandemic Planning Committee
- ✧ Ad Hoc Diversity Committee

The following Board representatives are appointed by the Chairperson of the identified standing committees, including but not limited to:

Curriculum and Instruction Committee

- ✧ Vice Chair
- ✧ (E)Quality Committee Liaison
- ~~✧ Gifted and Talented Committee~~

Finance/Transportation/Property Committee

- ✧ Vice Chair
- ✧ Park and Recreation Representative
- ✧ TIF Representative

Policy and Personnel Committee

- ✧ Vice Chair
- ✧ Labor Liaison
- ✧ Legislative Liaison

APPROVED: May 27, 1990

REVISED: March 22, 1995
June 22, 2004
May 25, 2010

REPRINT: September, 1996
September, 1997

REVIEWED: June 11, 2013



**School District of Beloit
Policy & Personnel
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Policy 164 Board Member Compensation and Expense

Which strategy in the Strategic Plan does this support?

Your Name and Title: Dr. Pam Wiese, Assistant Superintendent of Human Resources

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Policy & Personnel Committee?

The Policy Committee recommends all revisions to the full Board of Education.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Please see attached policy with revisions.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

This policy is being updated to reflect current practice and procedures.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Policy & Personnel Committee consideration and a fiscal note.)

MOTION: The administration recommends that the Policy and Personnel Committee recommend the revisions and layover of Policy 164 Board Member Compensation and Expense to the full Board of Education for first reading.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: N/A

Long Term Committed Funds? N/A

BUDGET LOCATION: N/A

FISCAL IMPACT: N/A

BOARD MEMBER COMPENSATION AND EXPENSES

Board of Education members may be compensated for attendance participation at the regular business meeting and the standing committee meeting(s) for which they have been appointed to serve at a rate of \$187.50 per meeting. Compensation for meeting participation shall not exceed \$375.00 per month. In addition, board members shall receive ~~\$100.00~~ \$120.00 per month for ~~travel and general~~ district related business expenses.

Board members may also request reimbursement for lost wages incurred while performing board duties. Reimbursement will be limited to actual lost wages or \$200.00 per day whichever is less. The maximum number of days for which a member could seek reimbursement at any one time is capped at 3 days per month.

Any salary increases associated with this policy shall take effect in April following the approval of the policy revision.

A board member may elect to waive their compensation in whole or in part.

LEGAL REF.:	s.s. 120.43(2)
CROSS REF.:	671.2 Expense Reimbursements
APPROVED:	September 24, 1991
REVISED:	March 22, 1995 February 25, 1997 February 19, 2008
REPRINTED:	September 1996 September 1997
REVIEWED:	October 1, 2012 February 11, 2014



**School District of Beloit
Policy & Personnel
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Policy 171 Regular Board Meetings

Which strategy in the Strategic Plan does this support?

Your Name and Title: Nora Gard, Committee Chair

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Policy & Personnel Committee?

The Policy Committee recommends all revisions to the full Board of Education.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Please see attached policy with revisions.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

Gard is suggesting revisions to this policy and will discuss her revisions with the committee.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Policy & Personnel Committee consideration and a fiscal note.)

MOTION: Chairperson Gard recommends that the Policy and Personnel Committee recommend the revisions and layover of Policy 171 Regular Board Meetings to the full Board of Education for first reading.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: N/A

Long Term Committed Funds? N/A

BUDGET LOCATION: N/A

FISCAL IMPACT: N/A

REGULAR BOARD MEETINGS

The Board of Education shall hold regular monthly meetings on the fourth Tuesday of each month at 7:00 p.m. Regular Board meetings shall be held in the Board of Education Room of the Roosevelt Administrative Center or any other room or location designated by the Board.

The Board of Education may modify its meeting schedule upon a majority vote of members present and proper notification of the public as provided by state law.

All regular meetings shall be open to the public and video recorded, except as specifically provided by state law.

All Business meetings ~~will operate with the following time limits~~ will be limited to two hours plus any approved half hour extensions.

- ~~(a) business meetings will be limited to two hours plus any approved half hour extensions;~~
- ~~(b) special meetings/workshops will be limited to two hours, unless otherwise recommended by either the Superintendent, or the presiding officer, plus any approved half hour extensions;~~
- ~~(c) executive sessions and board hearings are exempt from the time limitation.~~

The presiding officer will review the remaining agenda items as the time limit approaches. If, in the presiding officer's estimation, there is insufficient time to address the next agenda item, he/she will call for a motion for extension. No new item may be introduced after the time limit established without a motion for extension.

The Clerk will serve as the ~~time keeper~~ timekeeper. ~~All motions for extensions must carry by at least a simple majority vote.~~

~~All regular meetings shall be open to the public, except as specifically provided by state law.~~

LEGAL REF.: s.s. 120.43(2) ~~Subchapter IV of Chapter 19~~ subchapter V

CROSS REF.: 171.1 Notification of Board Meetings
171.2, Agenda Preparation and Dissemination

APPROVED: February 21, 1977

REVISED: September 24, 1991
July 28, 1992
March 22, 1995

REPRINTED: September, 1996
September, 1997

REVIEWED: April 30, 2013



**School District of Beloit
Policy & Personnel
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Policy 172 Special Board Meetings

Which strategy in the Strategic Plan does this support?

Your Name and Title: Nora Gard, Committee Chair

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Policy & Personnel Committee?

The Policy Committee recommends all revisions to the full Board of Education.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Please see attached policy with revisions.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

Gard is suggesting revisions to this policy and will discuss her revisions with the committee.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Policy & Personnel Committee consideration and a fiscal note.)

MOTION: Chairperson Gard recommends that the Policy and Personnel Committee recommend the revisions and layover of Policy 172 Special Board Meetings to the full Board of Education for first reading.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: N/A

Long Term Committed Funds? N/A

BUDGET LOCATION: N/A

FISCAL IMPACT: N/A

SPECIAL BOARD MEETINGS

~~A special Board of Education meeting may be called at any time by the Board President, or upon the filing of a written request with the Board Clerk signed by four members.~~

A special school board meeting be held upon the written request of any school board member. The request shall be filed with the school district clerk, or, in the clerk's absence, the school district president who shall notify in writing each school board member of the time and place of the special school board meeting at least 24 hours before the meeting. The notice shall be delivered to each school board member personally, or via district email, or shall be left at the usual place of abode of the school board member at least 24 hours before the special school board meeting.

The Board Secretary shall provide appropriate notice for special Board meetings in accordance with Board policy.

All special meetings shall be audio recorded and open to the public, except as specifically provided by law.

LEGAL REF.: ~~s.s. 120.43(2)~~
 ~~Chapter IV of Chapter 19~~
 ss. 120.11(2)

CROSS REF.: 171.1 Notification of Board Meetings

APPROVED: February 21, 1977

REVISED: September 24, 1991
 March 22, 1995

REPRINTED: September, 1996
 September, 1997

SUPERINTENDENT EVALUATION

The Superintendent of Schools shall be evaluated annually by the Board of Education in order to provide feedback to the Superintendent regarding job performance. The evaluation shall allow the Board to identify areas that the Superintendent is expected to improve and to encourage and commend the Superintendent in the areas that are especially well done.

The evaluation shall be completed according to an established timeline and shall be based on the following criteria:

- a. Management objectives established by the Board and the Superintendent; and
- b. Responsibilities outlined in the Superintendent's job description as approved by the Board, and
- c. Major personal and professional performance traits.

LEGAL REF.: s.s. 118.24
121.02(1)(q)
PI 8.01(2)(q) Wisconsin Administrative Code

CROSS REF.: 225 RULE 1 Superintendent Evaluation Procedures
231 Superintendent of Schools (Job Description)

APPROVED: February 25, 1992

REVISED: May 23, 1995
July 23, 1996

REPRINTED: November, 1996
September, 1997

SUPERINTENDENT EVALUATION PROCEDURES

The following timetable and process shall be used by the Board of Education for evaluating the Superintendent of Schools:

1. SEPTEMBER

- A. The Superintendent presents annual district strategic plan to the Board of Education in September of each year.

2. DECEMBER

- A. The Board makes its decisions about extending the Superintendent's contract based on Superintendent's progress to date and collective belief in Superintendent's ability to continue to make progress with the District's strategic plan.
- B. At the Board committee meeting date in December, the Board members shall discuss and decide on contract and extension for the Superintendent (if any). The portion of the meeting at which such discussion occurs shall be closed.

3. JANUARY

- A. At the Board Committee meeting date in January, the Board shall announce its decision regarding the Superintendent's contract and shall notify the Superintendent in writing of potential renewal or non-renewal.
- B. The following timelines shall be adhered to by the Board regarding renewal or non-renewal of the contract:
 - February 1 deadline: Preliminary notice shall be given to Superintendent regarding the Board's decision.
 - Superintendent may request a hearing on this decision within seven days.
 - A Board hearing shall be held, if requested, prior to March 1.
 - March 1 deadline: Actual notice of renewal or non-renewal shall be made. Non-renewal requires a majority vote of the entire Board.
 - April 1 deadline: Superintendent shall accept or reject the offer.

4. FEBRUARY

- A. The Board has a mid-year meeting with the Superintendent in February regarding progress of strategic plans, personal goals, schools, and other district related issues.
- B. The Superintendent evaluation instrument shall be distributed to Board members. The Board President shall coordinate the printing and distribution of the forms.
- C. Board members shall turn in the completed evaluations to the Board member volunteer. The Board member volunteer shall make a comprehensive compilation of the evaluations. This information will be used in March to set salary. An oral and written evaluation compilation will be presented to the superintendent prior to salary being set. The superintendent may request clarification of his/her evaluation.

5. MARCH

- A. A special meeting shall be held in March to conduct the following activities:
 - The President and Vice President disseminate salary data and recommendation on salary;
 - The Board sets salary level for the Superintendent;
- B. The Board shall take formal action on salary for the Superintendent's contract at the business meeting in March.

6. JULY

- A. The Superintendent presents a previous year report and goals to the Board in July.
- B. By the July Board committee meeting date, the Board shall present focus areas to the Superintendent.
- C. A special meeting shall be held at the end of July to allow Board members to review the completed evaluation compilation (distributed earlier) and to develop potential areas of improvement for the Superintendent to focus on. The Board shall also develop the evaluation document to be presented to the superintendent. This meeting shall be closed.

7. AUGUST

- A. The Board concludes the Superintendent's evaluation process for the previous year in August.

APPROVED: February 25, 1992

REVISED: June 25, 1996
March 26, 2002
December 17, 2013

REPRINT: November 1996
September 1997



School District of Beloit Policy & Personnel Committee Report

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Coordinator of Facility Services Job Description

Which strategy in the Strategic Plan does this support? Strategy 1 - Finance & Facilities,

Your Name and Title: Dr. Pamela Wiese, Assistant Superintendent Human Resources

Others assisting you in the presentation: Dr. Thomas Johnson, Superintendent

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Policy & Personnel Committee?

Job Descriptions are approved by the committee and referred to the full Board of Education for final approval.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

See attached job description with proposed changes from board members' review. A member also raised the question of if the title should be Manager instead of Coordinator. Others also suggested getting comparable salaries or asked what comparable salaries might be as the proposed salary seemed low.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

With the departure of the Assistant Superintendent of Business Services, the job duties have been repositioned to efficiently and effectively maintain high standards of service.

D. What are your conclusions?

MOTION: The administration recommends that the Policy & Personnel Committee recommend approval to the full Board of Education.

I propose using an existing budget

Long Term Committed Funds? Yes indefinite

BUDGET LOCATION: General Fund - salary

FISCAL IMPACT: as indicated on posting unless BOE determines otherwise.

Position: Coordinator of Facility Services
Supervisor: Executive Director of Business Services
Contract: Full Time/52 weeks
Salary Range: \$50,000-\$65,000

I. QUALIFICATIONS

A. Required Qualifications

1. Knowledge and experience of building and site maintenance, HVAC, plumbing, electrical and special systems
2. Knowledge and experience in the operation and maintenance of school facilities
3. Planning, construction and management experience in operation and maintenance of facilities
4. Excellent school-community relations, communication, and management skills
5. Demonstrated commitment to diversity and equity
6. Demonstrated skill in organizing ideas and ability to present them with clarity and conciseness
7. Demonstrated ability to complete reports, monitor systems associated with facility, work order systems, and software relating to maintenance and inventory
8. Demonstrated creative and imaginative approaches to problem solving and ability to make sound decisions
9. Ability to lead stakeholders in shared decision making
10. Ability to handle emergencies and critical operational problems
11. Knowledge of materials, equipment, and methods commonly employed in general cleaning and maintenance work
12. Knowledge of local, state and federal regulations pertaining to custodial/maintenance operations and safety and health standards and procedures
13. Knowledge of bidding and purchasing procedures

B. Desirable (but not required) Qualifications

1. Degree in Engineering, Architecture, or Facility Management
2. At least three (3) years experience in supervising custodial/maintenance personnel including the ability to lead, coach, counsel, train, evaluate and provide ongoing support and direction to assigned staff
3. Water quality testing experience
4. Asbestos safety and management experience
5. Chemical safety and management experience

II. RESPONSIBILITIES-Examples of duties but not limited to the following:

A. LEADERSHIP

1. Provides direction within the facilities department
2. Communicates, models, and promotes standards of high performance
3. Represents staff and school district at meetings and conferences
4. Serves on safety committee and coordinate responsibilities for risk management, environmental concerns, asbestos, lead, ADA, and maintain a working relationship with appropriate vendors. ~~A part of This responsibility is to serve~~ includes serving as the Asbestos Hazard Emergency Response Act (AHERA) designated person
5. Assists with development of the budget for facility services including a planned program for equipment replacement and capital planning
6. Works in conjunction with district vendors and Executive Director of Business Services to ~~assure~~ ensure training on safety and health issues, i.e. blood borne pathogens, hazardous waste management, material safety data sheets, accidents, mold, ADA, etc.
7. Oversees ABM Services.
8. Oversees services such as trash removal, pest control management, air and water quality testing, etc., according to need or requirements
9. Updates and maintains master facility plan
10. Conducts a continuous ~~analysis~~ analyses of facility systems and procedures and provides solutions and direction in support of school district goals and objectives

B. MANAGEMENT

1. Coordinates the school district's facility services
2. Ensures efficient management of department fiscal resources and develops creative solutions to facility services challenges
3. Accurately estimates time and material costs
4. Manages data systems including, but not limited to: material safety data sheets, facility inspections, accidents, asbestos management plan, etc.
5. Schedules regular visits to review school facilities, grounds, and installations to verify that the quality standards of workmanship, cleanliness, safety, and security are maintained

6. Keeps the school district informed of new or emerging safety, health, or environmental issues, standards, or codes
7. Notifies the supervisor regarding any safety issues requiring notice of to school personnel, students, parents or community
8. Demonstrates effective communication skills
9. Demonstrates effective decision making skills
10. Demonstrates effective organization skills

C. INTERPERSONAL RELATIONSHIPS

1. Demonstrates positive interpersonal relations with district personnel
2. Demonstrates positive interpersonal relations with parents/community

D. PROFESSIONAL RESPONSIBILITIES

1. Oversees and evaluates the operations and activities related to facility services, maintenance, cleaning equipment, and security oversight
2. Plans, develops, and oversees major renovation projects
3. Creates and implements a plan of action for preventative maintenance and repair as related to facility services including oversight of regular safety checks on all school playground equipment, emergency response equipment, bleacher, and elevator inspection and provides solutions for safety concerns
4. Assists with the maintenance of emergency response, emergency disaster preparedness and emergency evacuation plans and ~~verify~~ verifies to see that plans are implemented and communicated appropriately
5. Oversees facility security systems
6. Oversees the disposal of sale and disposal of non-technology assets
7. Performs duties in accordance with district policies and procedures
8. Demonstrates motivation, self-discipline, and stress management
9. Participates in professional growth activities
10. Performs other duties as assigned by supervisor
11. Oversees Security systems and procedures

III. DISTRICT SUPPORT

- A. Demonstrates accuracy, thoroughness, and promptness in submitting reports, inventories, evaluations, and other information requested
- B. Observes, supports, and enforces the regulations, policies, philosophy, and programs of the district and all applicable laws and regulations
- C. Assists the Board of Education with its commitment to ~~equal~~ positive education opportunities for all students and equal employment opportunities for all employees. The School District of Beloit does not discriminate in employment on the basis of age, race, color, national origin, sex, gender, disability, creed, marital status, ancestry, arrest record or conviction record, or sexual orientation or membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis protected by law
- D. Demonstrates the ability to develop and maintain professional working relationships with ~~people~~ various constituents (staff, students, administrators, Board and the public) to promote the academic programs and welfare of the District

IV. RELATIONS TO THE SUPERINTENDENT'S ADMINISTRATIVE TEAMS

- A. Keeps ~~the~~ supervisor informed ~~regarding~~ about operations, needs, and problems in the department
- B. Accepts responsibilities and duties for the position
- C. Maintains the strictest confidence concerning personnel, students, and operational concerns of the District
- D. Assumes other duties assigned by the immediate supervisor or designee



School District of Beloit Policy & Personnel Committee Report

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Employment actions - Exhibit A - May 10, 2016

Which strategy in the Strategic Plan does this support? Strategy 1 - Finance & Facilities, Strategy 2 - Marketing, Strategy 3 - Student Engagement, Strategy 4 - Assessment & Instruction, Strategy 5 - Technology, Strategy 6 - Family Engagement, Strategy 7 - Character

Your Name and Title: Dr. Pamela Wiese, Assistant Superintendent Human Resources

Others assisting you in the presentation: Dr. Thomas Johnson, Superintendent

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Policy & Personnel Committee?

Proposed employment recommendations.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Information to support legal action as required by Wisconsin Statutes

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

Comply with legal requirements and Wisconsin Statutes

D. What are your conclusions?

Employment to meet needs of district to ensure quality education to all students within the district's budget guidelines.

MOTION: Approve to go to full board meeting.

I propose using an existing budget

Long Term Committed Funds? Yes indefinite

BUDGET LOCATION: all areas

FISCAL IMPACT: as indicated on sheet

May, 2016

Name	Location	Position	Effective Date	FTE	Notes	Salary
NEW EMPLOYMENT						
Administrators						
Professional Educators						
Other Professional Support						
Support Staff						
Rehired - was on one-year in 2015-2016						
Professional Educators						
Melissa Beetstra	Robinson	Grade 3 DLI	8/25/2016	100%	1-year hire	46,090 (2015-2016 rates)
Support						
LEAVE OF ABSENCE						
Professional Educators						
Kara Barr	Memorial	French	2016-2017	100%	career exploration leave	
Other Support						
Kathy Slusser	Fruzen	Health Room Asst	2016-2017	100%	family leave	
RETIREMENTS / RESIGNATIONS / LAYOFFS						
						Years of Service
Administrators						
Professional Educators						
Tod Clarey	Memorial	Social Studies	6/10/2016	100%	retirement	31 years
Lindsay Gagnon	Memorial	Art	6/10/2016	100%	resignation	1 years
Other Professional Support						
Support Staff						



NOTICE OF MEETING

SCHOOL DISTRICT OF BELOIT BOARD OF EDUCATION

FINANCE/TRANSPORTATION AND PROPERTY COMMITTEE

Date: Tuesday, May 10, 2016

Time: 6:00 p.m. OR Immediately Following the
Policy & Personnel Meeting, Whichever is Later

Location: FRUZEN INTERMEDIATE SCHOOL
Room C129 Orchestra Room
2600 Milwaukee Road
Beloit, WI 53511

Committee Members: Shelly Cronin, Committee Chair
Dennis Baskin
Kris Klobucar

AGENDA

1. Call to Order
2. Approval of Agenda
3. Appointment of Vice Chairperson (1 minute)
4. Appointment of Parks & Rec & TIF Representatives (1 minute)
5. Approval of April Minutes (2 minutes)
6. Review of April PO's between \$15,000-\$25,000 (2 minutes)
7. Transportation Request For Proposal Approval (5 minutes)
8. Waiver of Rental Fees – Beloit Bulls (5 minutes)
9. Waiver of Rental Fees – Color-A-Thon Color Run (5 minutes)
10. Budget Adjustments (5 minutes)
11. Budget Overview (45 minutes)
12. Future Items for Discussion
13. Adjournment

It is anticipated that other Board members may attend this committee meeting.

Posted: May 6, 2016

FINANCE/TRANSPORTATION AND PROPERTY COMMITTEE
SCHOOL DISTRICT OF BELOIT

April 12, 2016

1. CALL TO ORDER

The meeting was called to order by Chair, John Winkelmann at 6:32 p.m. in Room 111 at McNeel Intermediate School.

Members present: Dennis Baskin, Laurie Endres and John Winkelmann. Others present: Anthony Bonds, Janelle Marotz, Jamie Merath, Cindy McKillips, Emily Pelz, Pam Weise, Darrell Williams and Tom Johnson.

2. APPROVAL OF THE AGENDA

Baskin moved approval of the agenda. Seconded by Endres, motion carried.

3. APPROVAL OF MARCH MINUTES

Baskin moved approval of the minutes. Seconded by Endres, motion carried.

4. REVIEW OF MARCH PO'S BETWEEN \$15,000-\$25,000

Members reviewed purchase orders in March between \$15,000-\$25,000.

5. WORKER'S COMPENSATION REVIEW

Janelle Marotz, Assistant Superintendent of Business Services along with Cindy McKillips, Benefits Coordinator presented a report to provide a worker's compensation review including our worker's compensation profile, results compared to benchmarks and our active injury management and safety culture practices for the purposes of reducing employee injuries.

Marotz indicated that over the past several years over \$37,000 has been saved. McKillips thanked Scharmer for serving on the safety committee for several years. Members asked questions about specific statistics.

6. INTERNAL CONTROL REVIEW

Janelle Marotz, Assistant Superintendent of Business Services along with Jamie Merath, Finance Director explained to the Board of Education the steps that the district takes to strengthen internal controls through the use of checks and balances which include the use of fiscal administrators to ensure that fiscal policies are followed which include our finance director and assistant superintendents of business services and other department or building level administrators whom approve expenditures and collect revenues. Johnson indicated that the controls the district has fiscally using our technology and Skyward financial system are way ahead of others in our area and beyond. He thanked Marotz and Merath for their work and meticulous record keeping.

7. INTERNET SERVICES PROVIDER (ISP) REQUEST FOR PROPOSAL AWARD

Janelle Marotz recommended to the Board of Education to approve a one year award for internet services to WiscNet.

Baskin moved to recommend to the full Board of Education the renewal of WiscNet for the purpose of internet services for a one (1) year contract term. Seconded by Endres, motion carried.

8. APPROVAL OF PO OVER \$25,000

Janelle Marotz, Assistant Superintendent of Business Services presented the purchase orders greater than \$25,000.

Endres moved to recommend to the full Board of Education the purchase of 65 desktop computers from PDS for a total of \$30,875 and the purchase of 57 laptops and a laptop cart from CDW-G for a total of \$33,865. Seconded by Baskin, motion carried.

7. WAIVER OF RENTAL FEES – JAMARR ELLIOTT

Baskin moved approval of the request by Jamarr Elliott to waive the rental fees of BMHS on May 14, 2016, for a Mother's Day Mother/Child Dance. Seconded by Endres, motion carried.

8. WAIVER OF RENTAL FEES – WISCONSIN BIKE FEDERATION

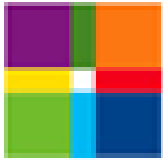
Baskin moved approval of the request by the Wisconsin Bike Federation for the use of Fruzen School on August 28, 2016. Seconded by Endres, motion carried.

9. FUTURE ITEMS FOR DISCUSSION

Baskin requested a full financial review for new board members.

10. ADJOURNMENT

The meeting was adjourned at 6:53 p.m.



**School District of Beloit
Finance, Transportation & Property
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Review of April PO's between \$15,000 - \$25,000

Which strategy in the Strategic Plan does this support? Strategy 1 – Finance/Facilities

Your Name and Title: Janelle Marotz, Assistant Superintendent of Business Services

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?

To inform the Board of Education of any purchase orders made in April ranging from \$15,000 - \$25,000.

B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?

There were no purchase orders in April between \$15,000 - \$25,000.

C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?

N/A

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)

MOTION: N/A

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION:

FISCAL IMPACT:



**School District of Beloit
Finance, Transportation & Property
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Transportation Request for Proposal Approval

Which strategy in the Strategic Plan does this support? 1: Finance/Facilities: We will create sustainable financing and establish financial priorities in order to ensure quality instructional programs and to support adequate, up-to-date facilities.

Your Name and Title: Janelle Marotz, CPA, SFO, CSRM, Assistant Superintendent of Business Services

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?

Administration recommends issuing a Requests for Proposal (RFP) for transportation services.

B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?

Administration recommends issuing an RFP for transportation services.

C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?

We are finishing the last year of a three-year contract with Durham School Services for transportation and recommend issuing a request for proposal to eliminate the fixed fee that Durham pays for the initial procurement in 2013 and to issue an RFP to solicit pricing for a new five-year term. Elimination of the initial procurement fee of 3% each year will assist Durham going forward to be able to purchase replacement buses for the fleet this next contract term.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)

For the reasons specified above, it is recommended to issue a request for proposal for transportation services.

MOTION: The Finance, Transportation and Property Committee approve administration to issue a request for proposal for transportation services.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION: 814



**School District of Beloit
Finance, Transportation & Property
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Waiver of Rental Fees – Beloit Bulls

Which strategy in the Strategic Plan does this support? Strategy 1-Finance/Facilities

Your Name and Title: Janelle Marotz, Assistant Superintendent of Business Services

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?

The Finance, Transportation & Property Committee approves all rental fee waivers.

B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?

Beloit Bulls is requesting the use of Aldrich School on May 21, 2016 for a 5th & 6th grade basketball tournament and is asking for a waiver of rental fees. Please see the attached letter from Larry Blake further describing the request.

C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?

The total rental fees requesting to be waived are \$405.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)

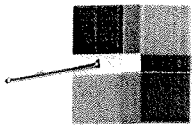
MOTION: The Finance, Transportation & Property Committee approves/denies the request by Beloit Bulls to waive the rental fees of Aldrich School on May 21, 2016.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds? No

BUDGET LOCATION:

FISCAL IMPACT: \$405



SCHOOL DISTRICT OF BELOIT APPLICATION FOR FACILITY RENTAL

Please fill out the application and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals send to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511. (#608-361-3004). Once approved, make payment to: School District of Beloit (due one week in advance of use).

Organization or name requesting facility: **Beloit Bulls (Larry Blake)**

Facility location desired: **ALDRICH INTERMEDIATE SCHOOL**

Explain purpose of use: **BASKETBALL TOURNAMENT 5th + 6th grade**

Space desired (check all that apply): ☐ Auditorium ☒ Gymnasium(s) ☐ Classroom(s) # _____

☒ Locker Room(s) ☒ Commons ☐ Kitchen (Kitchen Use Form must also be completed)

☐ Other (please specify): _____

Please Note: Tape on windows is not allowed.

Requirements/Arrangements:

Equipment Needed: **Balls**

Date(s) to be used (check all that apply): ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☒ Sat ☐ Sun

Month(s) **May** Date(s) **21st** Year _____

Time(s) to be used: **Starting** at: **8** ☒ a.m. OR ☐ p.m. **Ending** at: **5** ☐ a.m. OR ☒ p.m.

Number in group or audience: _____

Amount of admission to be charged (if any): _____

NOTE: See back of application for regulations on charging fees.

Organizations, groups & individuals using a School District of Beloit facility must attach a certificate of insurance with this application. (See back of application for insurance requirements.)

The undersigned applicant agrees to abide by the rules and regulations adopted by the Board of Education governing the use of school facilities, a copy of which will be made available upon request.

INDEMNIFICATION: The applicant shall, during all times while it uses the school property, indemnify the School District of Beloit, called the District, against all liability, loss, cost, damage or expense sustained by the District, including attorney's fees and other expense of litigation; a) on account of or through the use of the property by the applicant or other person for any purpose inconsistent with this application; b) due to any failure of the applicant to satisfy his/her obligations under this application, in any respect promptly and faithfully; c) arising out of any accident causing injury to any person or property resulting from the use of the property unless such injury was caused by the affirmative negligence of the District or its employees; d) for which the District may without the fault of the District become liable, and especially, but not exclusively, any such liability, loss, cost, damage, or expense that may arise under any statute, ordinance or regulation. The applicant acknowledges that the District carries insurance, which insures it against public liability and for property damage, arising out of the negligent acts of only the District employees, or any defect in the structure itself. These policies do not, however, provide any insurance either for public liability or property damage the applicant then the company insuring such facilities or personal property may have the right to recover from the applicant the amount paid by the insurer due to the loss.

Organization: **Beloit Bulls** Address: _____ Phone # **224-276-1665**

Status: ☐ Corporation; ☒ Not-For-Profit; ☒ Individual; ☐ Government; ☒ **Non-Profit**

Applicant: **Larry Blake** Address: **1116 Blackhawk** 401 (c) (3) Number Phone # **224-276-1665** X2070

Applicant Signature: **[Signature]** Date: **3/13/2016**

Amount owed to the School District of Beloit: \$ **405 rental** Total is due one week in advance of use. Once approved, make payment to the School District of Beloit and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals return to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511.

Office Use Only

Application has been routed to: ☒ ABM ☐ Aramark ☒ School ☒ Energy Specialist

School Sponsored Event: ☐ Yes (If yes, fees may be waived) ☒ No

Fees approved to be waived: ☐ Yes ☐ No

Insurance certificate received ☐ Yes ☒ No (If no, signed waiver has been received) - **yes**

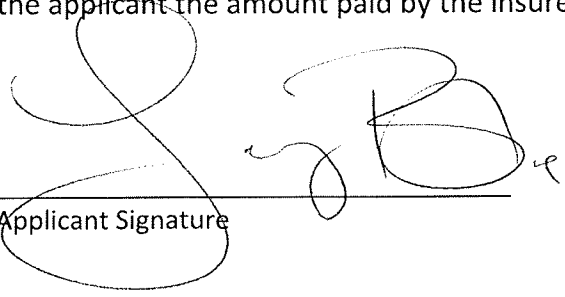
Application has been: ☒ Approved ☐ Denied

Total charges: \$ _____ Amount paid: \$ _____ Date paid: _____

Signed by: _____ Date: _____

Facility Rental - Insurance Waiver

INDEMNIFICATION: The applicant shall, during all times while it uses the school property, indemnify the School District of Beloit, called the District, against all liability, loss, cost, damage or expense sustained by the District, including attorney's fees and other expense of litigation; a) on account of or through the use of the property by the applicant or other person for any purpose inconsistent with this application; b) due to any failure of the applicant to satisfy his/her obligations under this application, in any respect promptly and faithfully; c) arising out of any accident causing injury to any person or property resulting from the use of the property unless such injury was caused by the affirmative negligence of the District or its employees; d) for which the District may without the fault of the District become liable, and especially, but not exclusively, any such liability, loss, cost, damage, or expense that may arise under any statute, ordinance or regulation. The applicant acknowledges that the District carries insurance, which insures it against public liability and for property damage, arising out of the negligent acts of only the District employees, or any defect in the structure itself. These policies do not, however, provide any insurance either for public liability or property damage the applicant then the company insuring such facilities or personal property may have the right to recover from the applicant the amount paid by the insurer due to the loss.


Applicant Signature04/15/2016
Date

Re: Use of Aldrich



Facilities



Larry Blake

to me

Apr 22 (12 days ago)



Dear Mrs. Miller

Larry Blake the President and Founder of Beloit Bulls will be hosting a 5th grade boys basketball tournament at Aldrich Intermediate School May 21, 2016. The Beloit Bulls and I are requesting a waiver rental fee for the usage of the gym, locker rooms, bathrooms, and cafeteria area also the Beloit Bulls parents, players and myself will be attending the entire day at Aldrich to help set up and clean the areas that we have used for that day.

Thank You
Larry Blake



**School District of Beloit
Finance, Transportation & Property
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Waiver of Rental Fees – Color-A-Thon Color Run

Which strategy in the Strategic Plan does this support? Strategy 1-Finance/Facilities

Your Name and Title: Janelle Marotz, Assistant Superintendent of Business Services

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?

The Finance, Transportation & Property Committee approves all rental fee waivers.

B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?

McNeel PTO is requesting the use of McNeel School on May 21, 2016 for a Color-A-Thon Color Run Fundraiser and is asking for a waiver of rental fees. Please see the attached letter from Robin Bye further describing the request.

C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?

The total rental fees requesting to be waived are \$125.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)

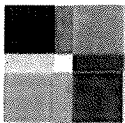
MOTION: The Finance, Transportation & Property Committee approves/denies the request by McNeel PTO to waive the rental fees of McNeel School on May 21, 2016.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds? No

BUDGET LOCATION:

FISCAL IMPACT: \$125



SCHOOL DISTRICT OF BELOIT APPLICATION FOR FACILITY RENTAL

Please fill out the application and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals send to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511. (#608-361-3004). Once approved, make payment to: School District of Beloit (**due one week in advance of use**).

Organization or name requesting facility: MCNEEL PARENT TEACHER ORGANIZATION

Facility location desired: MCNEEL INTERMEDIATE SCHOOL

Explain purpose of use: PLAYGROUND FUNDRAISER- COLOR RUN

Space desired (check all that apply): ☐ Auditorium ☐ Gymnasium(s) ☐ Classroom(s) # _____

☐ Locker Room(s) ☐ Commons ☐ Kitchen (Kitchen Use Form must also be completed)

☒ Other (please specify): REST ROOMS AND GROUNDS

Please Note: Tape on windows is not allowed.

Requirements/Arrangements: NONE - ADMINISTRATORS WILL BE ON SITE

Equipment Needed: CONES, BARRICADES

Date(s) to be used (check all that apply): ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☒ Sat ☐ Sun

Month(s) MAY Date(s) 21ST Year 2016

Time(s) to be used: Starting at: 9:00 ☒ a.m. OR ☐ p.m. Ending at: 2:00 ☐ a.m. OR ☒ p.m.

Number in group or audience: 200 Amount of admission to be charged (if any): NONE

NOTE: See back of application for regulations on charging fees.

Organizations, groups & individuals using a School District of Beloit facility must attach a certificate of insurance with this application. (See back of application for insurance requirements.)

The undersigned applicant agrees to abide by the rules and regulations adopted by the Board of Education governing the use of school facilities, a copy of which will be made available upon request.

INDEMNIFICATION: The applicant shall, during all times while it uses the school property, indemnify the School District of Beloit, called the District, against all liability, loss, cost, damage or expense sustained by the District, including attorney's fees and other expense of litigation; a) on account of or through the use of the property by the applicant or other person for any purpose inconsistent with this application; b) due to any failure of the applicant to satisfy his/her obligations under this application, in any respect promptly and faithfully; c) arising out of any accident causing injury to any person or property resulting from the use of the property unless such injury was caused by the affirmative negligence of the District or its employees; d) for which the District may without the fault of the District become liable, and especially, but not exclusively, any such liability, loss, cost, damage, or expense that may arise under any statute, ordinance or regulation. The applicant acknowledges that the District carries insurance, which insures it against public liability and for property damage, arising out of the negligent acts of only the District employees, or any defect in the structure itself. These policies do not, however, provide any insurance either for public liability or property damage the applicant then the company insuring such facilities or personal property may have the right to recover from the applicant the amount paid by the insurer due to the loss.

Organization: MCNEEL PTO Address: _____ Phone # _____

Status: ☐ Corporation; ☒ Not-For-Profit; ☐ Individual; ☐ Government; ☐ _____

401 (c) (3) Number

Applicant: ROBIN BYE Address: _____ Phone # _____

Applicant Signature: [Signature] Date: _____

Amount owed to the School District of Beloit: \$125-rental **Total is due one week in advance of use.** Once approved, make payment to the School District of Beloit and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals return to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511.

Office Use Only

Application has been routed to: ☐ ABM ☐ Aramark ☒ School ☐ Energy Specialist

School Sponsored Event: ☒ Yes (If yes, fees may be waived) ☐ No

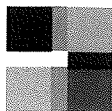
Fees approved to be waived: ☐ Yes ☐ No

Insurance certificate received ☐ Yes ☒ No (If no, signed waiver has been received) - waiver received

Application has been: ☒ Approved ☐ Denied

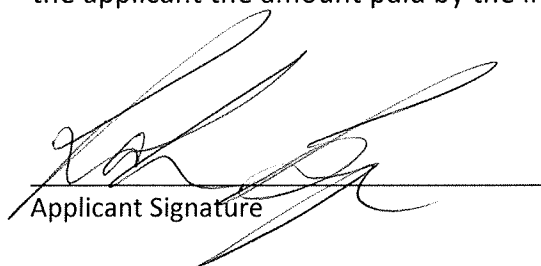
Total charges: \$ _____ Amount paid: \$ _____ Date paid: _____

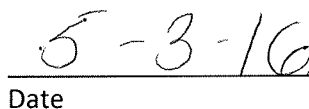
Signed by: _____ Date: _____



Facility Rental - Insurance Waiver

INDEMNIFICATION: The applicant shall, during all times while it uses the school property, indemnify the School District of Beloit, called the District, against all liability, loss, cost, damage or expense sustained by the District, including attorney's fees and other expense of litigation; a) on account of or through the use of the property by the applicant or other person for any purpose inconsistent with this application; b) due to any failure of the applicant to satisfy his/her obligations under this application, in any respect promptly and faithfully; c) arising out of any accident causing injury to any person or property resulting from the use of the property unless such injury was caused by the affirmative negligence of the District or its employees; d) for which the District may without the fault of the District become liable, and especially, but not exclusively, any such liability, loss, cost, damage, or expense that may arise under any statute, ordinance or regulation. The applicant acknowledges that the District carries insurance, which insures it against public liability and for property damage, arising out of the negligent acts of only the District employees, or any defect in the structure itself. These policies do not, however, provide any insurance either for public liability or property damage the applicant then the company insuring such facilities or personal property may have the right to recover from the applicant the amount paid by the insurer due to the loss.


Applicant Signature


Date



Jennifer Miller <jmiller@sdb.k12.wi.us>

McNeel Color-A-Thon

1 message

Robin Bye <rbye@sdb.k12.wi.us>
To: Jennifer Miller <jmiller@sdb.k12.wi.us>

Tue, May 3, 2016 at 2:31 PM

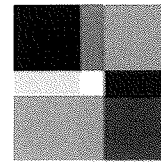
Hello,

I am a member of McNeel's PTO and I am writing to ask the Board to waive the rental fees for us to use McNeel for our Color-A-Thon Event on May 21, 2016. The proceeds from this fundraiser will be used to help fund our Playground and other PBIS incentives. Participants have to raise a minimum of \$30 in order to take part in the 3K event.

Thanks,

Robin Bye

Robin Bye
Student Data Coordinator
School District of Beloit
Kolak Education Center
608-361-4073

Beloit PROUD!



**School District of Beloit
Finance, Transportation & Property
Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Budget Adjustments

Which strategy in the Strategic Plan does this support? Strategy 1-Finance/Facilities

Your Name and Title: Janelle Marotz, CPA, SFO, Assistant Superintendent of Business Services

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?

The Board to approve budget amendments made to date as listed in the attached document.

B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?

Changes have been made since the budget was adopted in October. These budget adjustments were made to adjust for revenue and expense budget amendments to be added into the budget.

C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?

Per Wis. Stats. 65.90 (5), a district may not legally spend above appropriated amounts unless approved by a two-thirds vote of the school board. Any subsequent changes made by the school board to the adopted budget will be published in a notice of the budget change/amendment as required under state statutes.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)

The Board to approve budget amendments made to date as listed in the attached document.

MOTION: The Finance, Transportation & Property Committee recommends the Board of Education approves the budget adjustments as listed in the attached document.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION: All

FISCAL IMPACT: As described in the motion above.

2015-16 BUDGET - MAY AMENDMENT

GENERAL FUND (FUND 10)		REVENUE	EXPENDITURE
	MAY ORIGINAL BUDGET	90,266,692	90,384,204
ADJUSTMENTS TO GRANTS			
AODA GRANT		900	900
	TOTAL	900	900
BUDGET REVISIONS			
SUMMER SCHOOL (ADDENDUMS AND SUPPLIES)			41,290
INCREASE IN TRANSPORTATION AID		13,068	
WI ASSOC OF SCHOOL NURSING DONATION		312	312
INCREASE IN BUILDING RENTALS		15,000	
	TOTAL	28,380	41,602
	DIFFERENCE TOTAL	29,280	42,502
MAY AMENDED BUDGET TOTALS		90,295,972	90,426,706

	October 2015	November 2015	February 2016	March 2016	May 2016	Difference
GENERAL FUND (FUND 10)	Adopted	Amended Budget	Amended Budget	Amended Budget	Amended Budget	
100 Transfers-in	0.00	0.00				0.00
Local Sources						
210 Taxes	10,129,782.00	10,131,887.00	10,131,887.00	10,131,887.00	10,131,887.00	0.00
240 Payments for Services	47,000.00	47,000.00	47,000.00	47,000.00	47,000.00	0.00
260 Non-Capital Sales	0.00	0.00	0.00	0.00	0.00	0.00
270 School Activity Income	53,381.00	53,381.00	53,381.00	53,381.00	53,381.00	0.00
280 Interest on Investments	24,000.00	24,000.00	24,000.00	24,000.00	24,000.00	0.00
290 Other Revenue, Local Sources	279,980.00	279,980.00	281,400.00	281,400.00	296,712.00	15,312.00
Subtotal Local Sources	10,534,143.00	10,536,248.00	10,537,668.00	10,537,668.00	10,552,980.00	15,312.00
Other School Districts Within Wisconsin						
310 Transit of Aids	0.00	0.00	0.00	0.00	0.00	0.00
340 Payments for Services	1,187,920.00	1,187,920.00	1,187,920.00	1,187,920.00	1,187,920.00	0.00
380 Medical Service Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin	1,187,920.00	1,187,920.00	1,187,920.00	1,187,920.00	1,187,920.00	0.00
Other School Districts Outside Wisconsin						
440 Payments for Services	0.00	0.00	0.00	0.00	0.00	0.00
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin	0.00	0.00	0.00	0.00	0.00	0.00
Intermediate Sources						
510 Transit of Aids	0.00	0.00	0.00	0.00	0.00	0.00
530 Payments for Services from CCDEB	0.00	0.00	0.00	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	0.00	0.00	0.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Intermediate Sources	0.00	0.00	0.00	0.00	0.00	0.00
State Sources						
610 State Aid -- Categorical	1,505,292.00	1,505,292.00	1,573,368.00	1,573,368.00	1,586,436.00	13,068.00
620 State Aid -- General	64,952,133.00	64,952,133.00	64,952,133.00	64,952,133.00	64,952,133.00	0.00
630 DPI Special Project Grants	409,646.00	409,646.00	1,063,670.00	1,063,670.00	1,064,570.00	900.00
640 Payments for Services	0.00	0.00	0.00	0.00	0.00	0.00
650 SAGE	3,370,300.00	3,370,300.00	3,370,300.00	3,370,300.00	3,370,300.00	0.00
660 Other State Revenue Through Local Units	0.00	0.00	0.00	0.00	0.00	0.00
690 Other Revenue	57,976.00	57,976.00	57,976.00	57,976.00	57,976.00	0.00
Subtotal State Sources	70,295,347.00	70,295,347.00	71,017,447.00	71,017,447.00	71,031,415.00	13,968.00
Federal Sources						
710 Federal Aid - Categorical	91,633.00	91,633.00	91,633.00	91,633.00	91,633.00	0.00
720 Impact Aid	0.00	0.00	0.00	0.00	0.00	0.00
730 DPI Special Project Grants	1,547,366.00	1,541,471.00	1,604,291.00	1,604,291.00	1,604,291.00	0.00
750 IASA Grants	3,137,739.00	3,151,739.00	3,151,739.00	3,151,739.00	3,151,739.00	0.00
760 JTPA	0.00	0.00	0.00	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00	0.00	0.00	0.00
780 Other Federal Revenue Through State	550,000.00	550,000.00	550,000.00	550,000.00	550,000.00	0.00
790 Other Federal Revenue - Direct	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	0.00
Subtotal Federal Sources	5,391,738.00	5,399,843.00	5,462,663.00	5,462,663.00	5,462,663.00	0.00
Other Financing Sources						
850 Reorganization Settlement	0.00	0.00	0.00	0.00	0.00	0.00
860 Compensation, Fixed Assets	1,791,630.00	1,791,630.00	1,791,630.00	1,791,630.00	1,791,630.00	0.00
870 Long-Term Obligations	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Other Financing Sources	1,791,630.00	1,791,630.00	1,791,630.00	1,791,630.00	1,791,630.00	0.00
Other Revenues						
960 Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
970 Refund of Disbursement	100,000.00	100,000.00	100,000.00	167,801.00	167,801.00	0.00
980 Medical Service Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
990 Miscellaneous	101,563.00	101,563.00	101,563.00	101,563.00	101,563.00	0.00
Subtotal Other Revenues	201,563.00	201,563.00	201,563.00	269,364.00	269,364.00	0.00
TOTAL REVENUES & OTHER FINANCING SOURCES	89,402,341.00	89,412,551.00	90,198,891.00	90,266,692.00	90,295,972.00	29,280.00
EXPENDITURES & OTHER FINANCING USES	October 2015	November 2015	February 2016	March 2016	May 2016	Difference
	Adopted	Adopted	Amended Budget	Amended Budget	Amended Budget	
Instruction						
110 000 Undifferentiated Curriculum	20,307,931.00	20,348,352.00	20,491,126.00	20,475,608.00	20,252,803.00	(222,805.00)
120 000 Regular Curriculum	13,560,638.00	13,517,953.00	13,546,059.00	13,545,867.00	13,753,661.00	207,794.00
130 000 Vocational Curriculum	1,779,048.00	1,779,048.00	1,781,002.00	1,782,387.00	1,784,326.00	1,939.00
140 000 Physical Curriculum	1,999,091.00	1,999,091.00	1,998,915.00	1,998,915.00	1,998,915.00	0.00
160 000 Co-Curricular Activities	865,553.00	865,553.00	863,563.00	864,477.00	864,945.00	468.00
170 000 Other Special Needs	2,893,242.00	2,887,430.00	2,887,430.00	2,887,093.00	2,887,161.00	68.00
Subtotal Instruction	41,405,503.00	41,397,427.00	41,568,095.00	41,554,347.00	41,541,811.00	(12,536.00)
Support Sources						
210 000 Pupil Services	3,358,615.00	3,359,890.00	3,728,845.00	3,728,214.00	3,732,936.00	4,722.00
220 000 Instructional Staff Services	4,028,895.00	4,014,621.00	4,399,095.00	4,411,013.00	4,430,919.00	19,906.00
230 000 General Administration	1,310,386.00	1,310,386.00	1,310,386.00	1,310,386.00	1,310,386.00	0.00
240 000 School Building Administration	4,189,940.00	4,189,440.00	4,198,714.00	4,195,298.00	4,220,118.00	24,820.00
250 000 Business Administration	16,577,613.00	16,576,613.00	16,580,804.00	16,625,165.00	16,630,755.00	5,590.00
260 000 Central Services	2,939,904.00	2,970,584.00	2,970,584.00	2,970,584.00	2,970,584.00	0.00
270 000 Insurance & Judgments	862,477.00	862,477.00	862,477.00	862,477.00	862,477.00	0.00
280 000 Debt Services	1,927,502.00	1,927,502.00	1,927,502.00	1,927,502.00	1,927,502.00	0.00
290 000 Other Support Services	173,820.00	173,820.00	173,820.00	173,820.00	173,820.00	0.00
Subtotal Support Sources	35,369,152.00	35,385,333.00	36,152,227.00	36,204,459.00	36,259,497.00	55,038.00
Non-Program Transactions						
410 000 Inter-fund Transfers	8,453,059.00	8,453,059.00	8,453,059.00	8,453,059.00	8,453,059.00	0.00
430 000 Instructional Service Payments	3,963,346.00	3,963,346.00	3,963,346.00	3,963,346.00	3,963,346.00	0.00
490 000 Other Non-Program Transactions	211,281.00	211,281.00	208,993.00	208,993.00	208,993.00	0.00
Subtotal Non-Program Transactions	12,627,686.00	12,627,686.00	12,625,398.00	12,625,398.00	12,625,398.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	89,402,341.00	89,410,446.00	90,345,720.00	90,384,204.00	90,426,706.00	42,502.00

SPECIAL PROJECT FUNDS (FUNDS 21, 23, 27, 29)	October 2015	November 2015	February 2016	March 2016	May 2016	Difference
TOTAL REVENUES & OTHER FINANCING SOURCES	13,736,454.00	13,792,941.00	13,792,941.00	13,792,941.00	13,793,941.00	1,000.00
100 000 Instruction	9,095,253.00	9,096,697.00	9,096,772.00	9,096,772.00	9,094,017.00	(2,755.00)
200 000 Support Services	3,896,921.00	3,951,964.00	3,951,889.00	3,951,889.00	3,971,887.00	19,998.00
400 000 Non-Program Transactions	744,280.00	744,280.00	744,280.00	744,280.00	727,037.00	(17,243.00)
TOTAL EXPENDITURES & OTHER FINANCING USES	13,736,454.00	13,792,941.00	13,792,941.00	13,792,941.00	13,792,941.00	0.00

DEBT SERVICE FUND (FUNDS 38, 39)	October 2015	November 2015	February 2016	March 2016	May 2016	Difference
TOTAL REVENUES & OTHER FINANCING SOURCES	5,490,120.00	5,490,120.00	5,490,120.00	5,532,620.00	5,532,620.00	0.00
281 000 Long-Term Capital Debt	4,908,106.00	4,908,106.00	4,908,106.00	4,950,606.00	4,950,606.00	0.00
282 000 Refinancing	0.00	0.00	0.00	0.00	0.00	0.00
289 000 Other Long-Term General Obligation Debt	579,014.00	579,014.00	579,014.00	579,014.00	579,014.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	5,487,120.00	5,487,120.00	5,487,120.00	5,529,620.00	5,529,620.00	0.00

FOOD SERVICE FUND (FUND 50)	October 2015	November 2015	February 2016	March 2016	May 2016	Difference
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TOTAL REVENUES & OTHER FINANCING SOURCES	4,450,693.00	4,450,693.00	4,450,693.00	4,594,644.00	4,594,644.00	0.00
100 000 Instruction	0.00	0.00	0.00	0.00	0.00	0.00
200 000 Support Services	4,502,426.00	4,502,426.00	4,502,426.00	4,641,287.00	4,641,287.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00	5,090.00	5,090.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	4,502,426.00	4,502,426.00	4,502,426.00	4,646,377.00	4,646,377.00	0.00

OBEF FUND (FUND 73)	October 2015	November 2015	February 2016	March 2016	May 2016	Difference
TOTAL REVENUES & OTHER FINANCING SOURCES	2,491,309.00	2,491,309.00	2,491,309.00	2,491,309.00	2,491,309.00	0.00
200 000 Support Services	8,300.00	8,300.00	8,300.00	8,300.00	8,300.00	0.00
400 000 Non-Program Transactions	2,483,009.00	2,483,009.00	2,483,009.00	2,483,009.00	2,483,009.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	2,491,309.00	2,491,309.00	2,491,309.00	2,491,309.00	2,491,309.00	0.00



**District of Beloit
Finance, Transportation and
Property Committee Report**

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Budget Overview

Which strategy in the Strategic Plan does this support? Strategy 1-Finance/Facilities

Your Name and Title: Janelle Marotz, CPA, SFO, CSRM, Assistant Superintendent of Business Services

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Finance, Transportation & Property Committee?

A preliminary budget overview will be presented to the committee as requested.

B. What information must the Finance, Transportation & Property Committee have to understand the topic/concern and provide any requested action?

For planning purposes, a budget overview will be shared with the committee.

C. If you are seeking Finance, Transportation & Property Committee action, what is the rationale for your recommendation?

N/A

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation & Property Committee consideration and a fiscal note.)

Forecasting is important for planning but keep in mind that we have not yet accounted for actual data. We have not received a preliminary revenue limit worksheet and an estimate of general aid, which will not be available until July. We also do not have student enrollment counts for summer school or September counts or property valuations that are not available until September. Our audited financial statements for this year will not be available until November, which will finalize this year's budget, results and the final aid eligibility calculation will not be available until October. Therefore, we are providing a preliminary estimate of next year's budget information but the actual data to set the levy for our next year's budget will not be available until October.

MOTION:

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

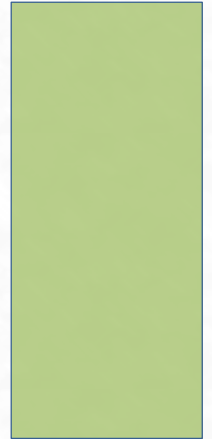
BUDGET LOCATION: District Wide

FISCAL IMPACT:



SCHOOL DISTRICT OF BELOIT

PRELIMINARY BUDGET PLAN 2016-2017

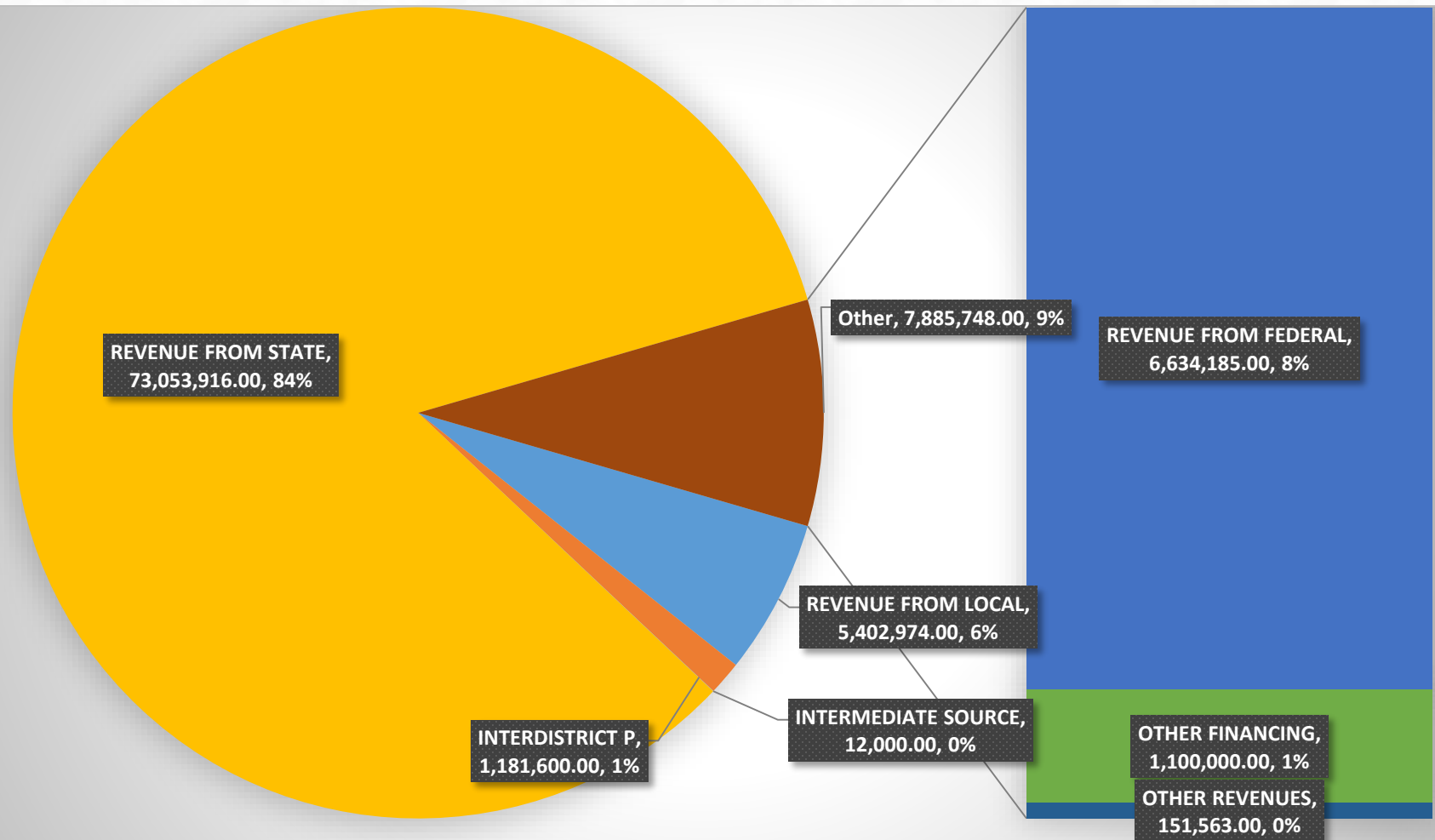


BUDGET ROADMAP

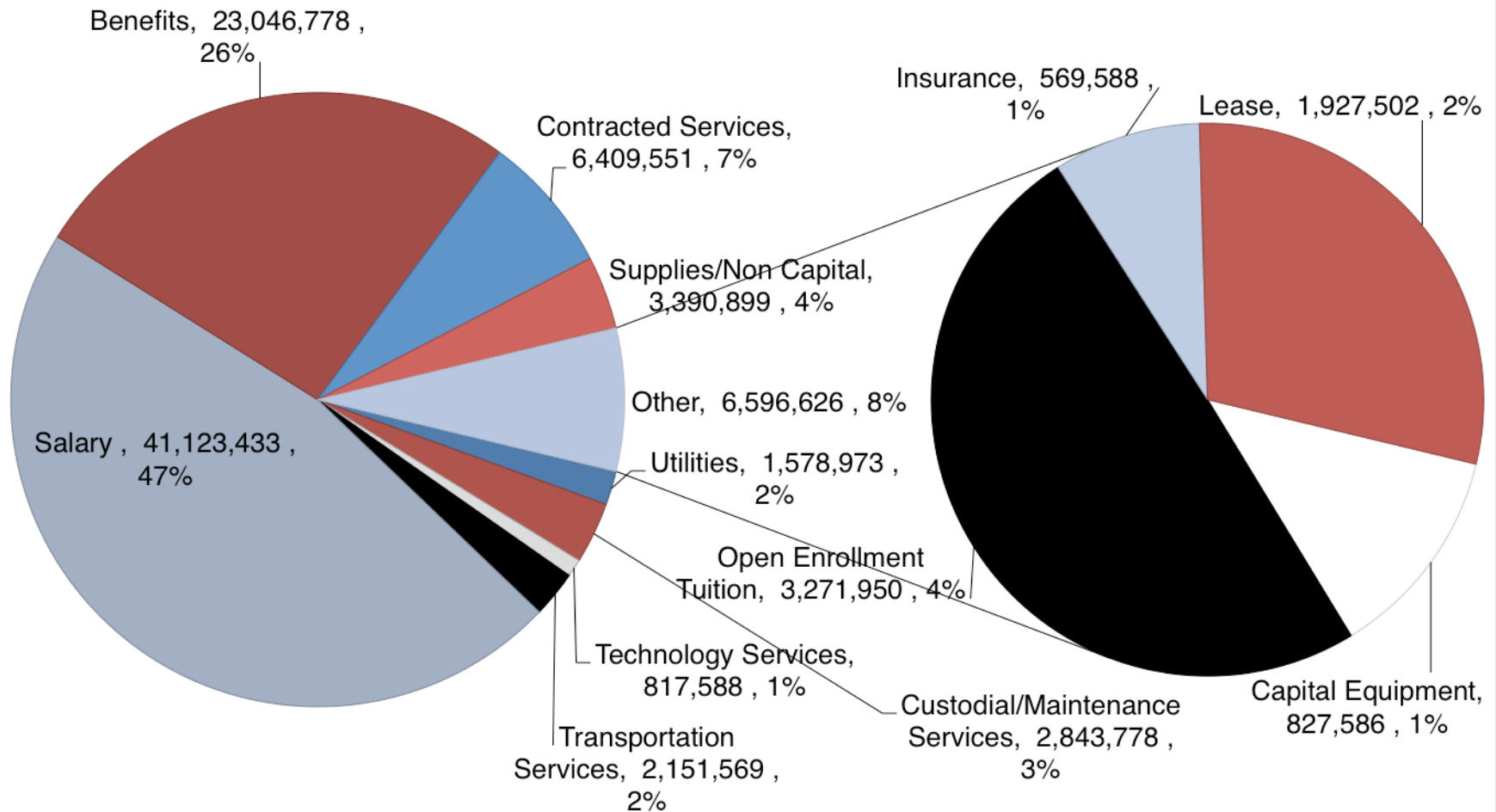
- Where have we been?
 - Budget snapshot
 - Budget planning FAQs
 - Budget reduction history
- Where are we going?
 - Why are we making budget reductions
 - State K12 funding
- Where are we now?
 - Preliminary budget for next year



REVENUE SOURCES



BUDGETED EXPENSES



BUDGET PLANNING FAQS

Why are we discussing this now?

- The District utilizes short and long term forecasting in order to prepare in advance to help set realistic budget goals and to minimize budget reductions.

How do we know how much we need to reduce our budget by?

- We start with last year's budget and adjust it based on anticipated budgetary impact factors.

WHY ARE WE MAKING BUDGET REDUCTIONS?

What is the problem?

There are NO anticipated increases in revenue for general education

BUT

There are anticipated increases in our expenses primarily due to inflationary factors

Therefore to balance the budget we must decrease our expenditures

Non
Inflationary
One Time
Costs:

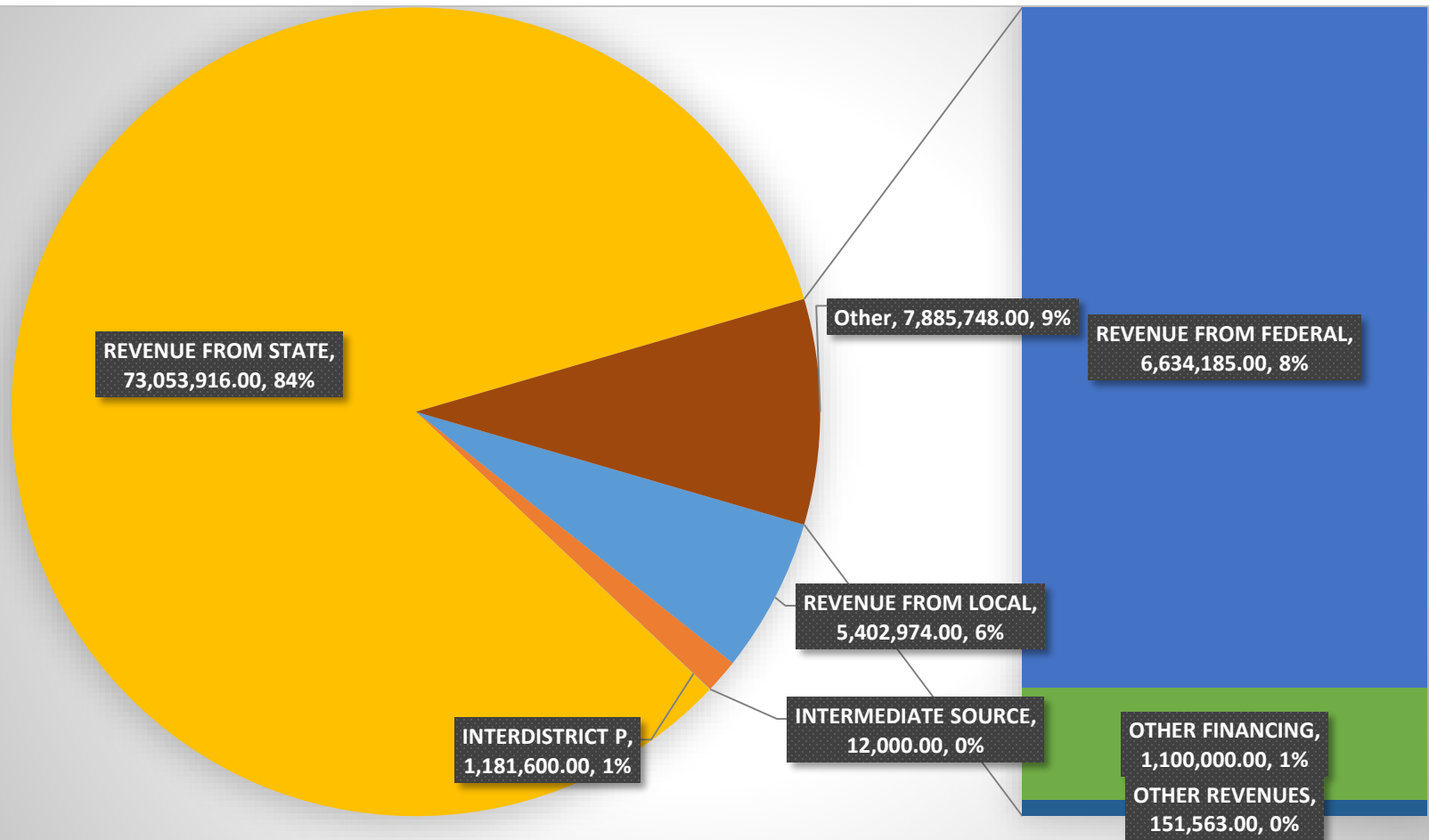
Program
expansion

Capital costs

K12 EDUCATION FUNDING

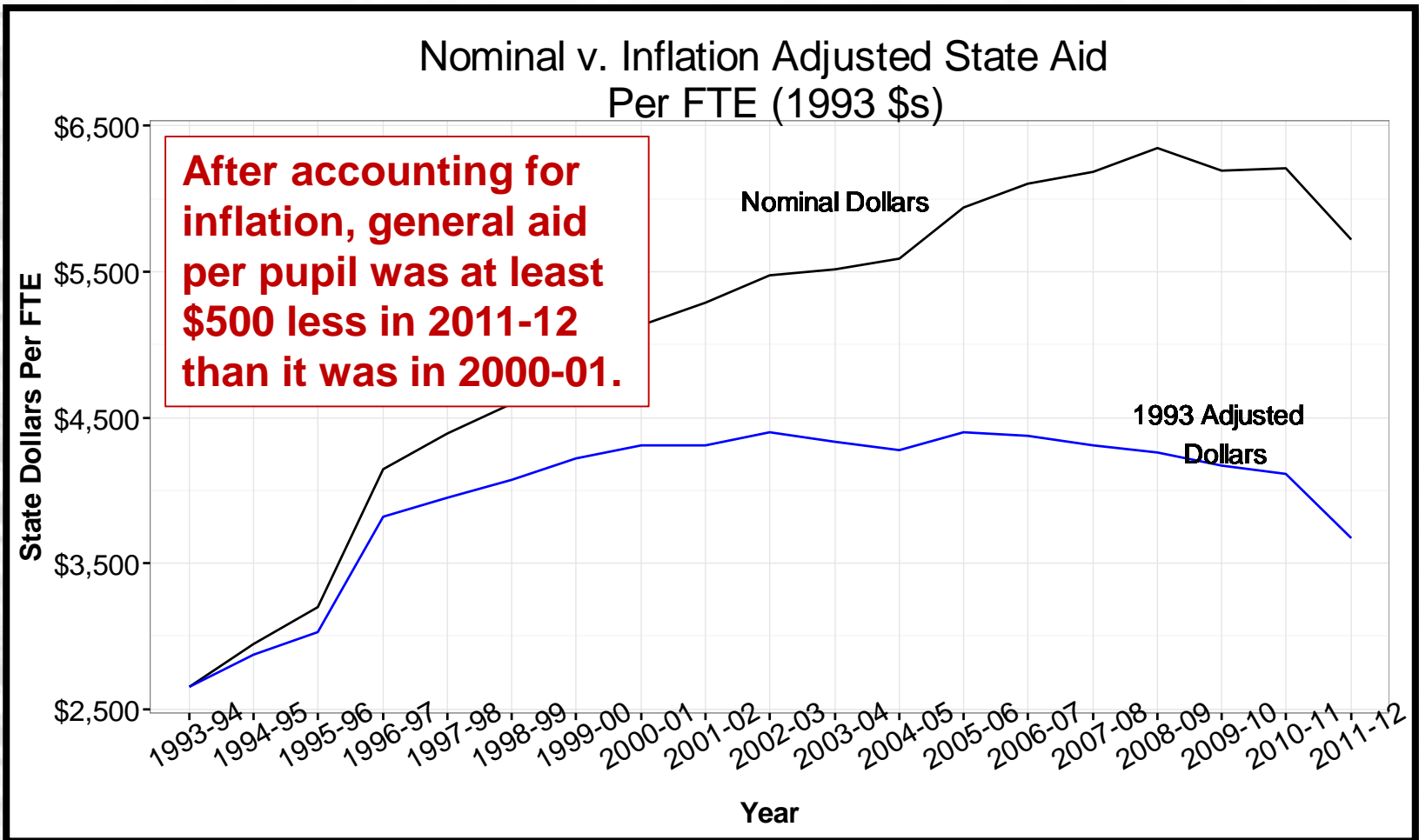
Economic Challenges
Changing Enrollment
School Finance

STATE FUNDING



Our revenue budget is comprised of approximately 84% state revenue.

FUNDING DOES NOT KEEP UP WITH INFLATION



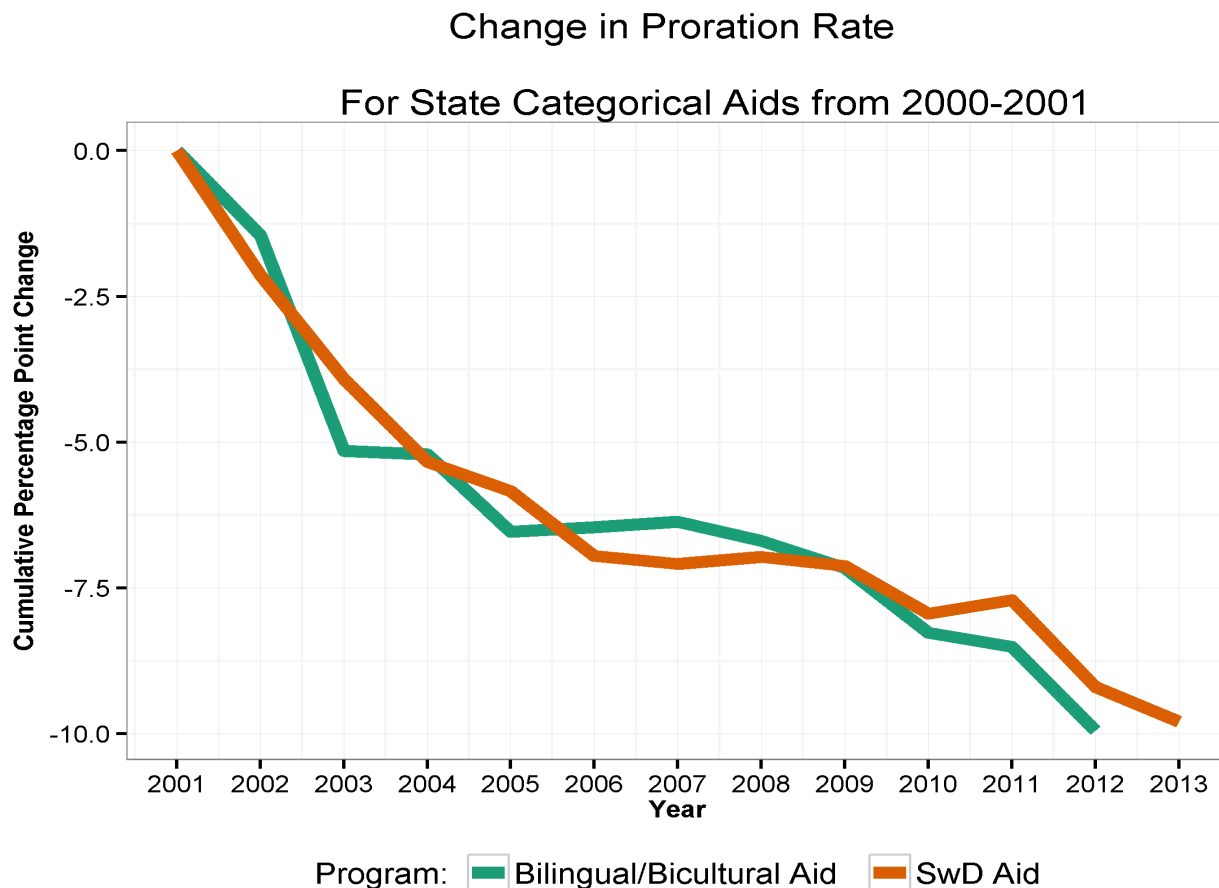
INCREASING STUDENT NEEDS

Since 2004, we have experienced a significant economic recession, seen increases in student poverty rates, and higher bilingual and special needs rates in our District without funds to compensate.

Funding does not keep up with the costs to meet increasing student needs let alone keep up with inflationary increases.

Furthermore.....

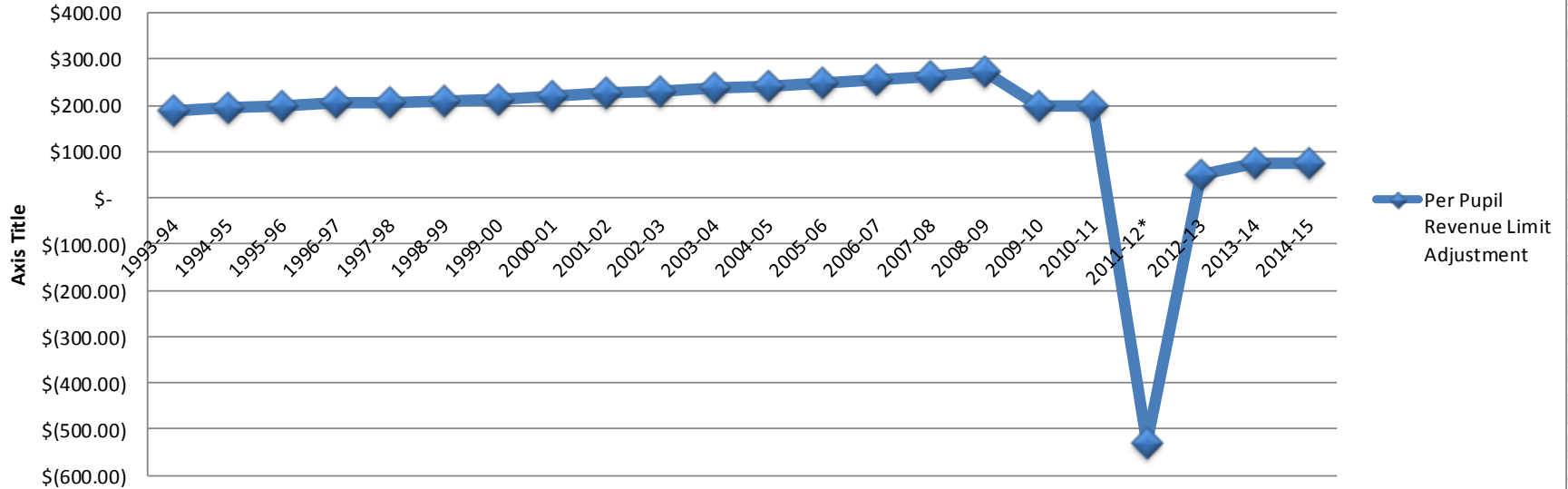
STATE REIMBURSEMENTS HAVE DROPPED



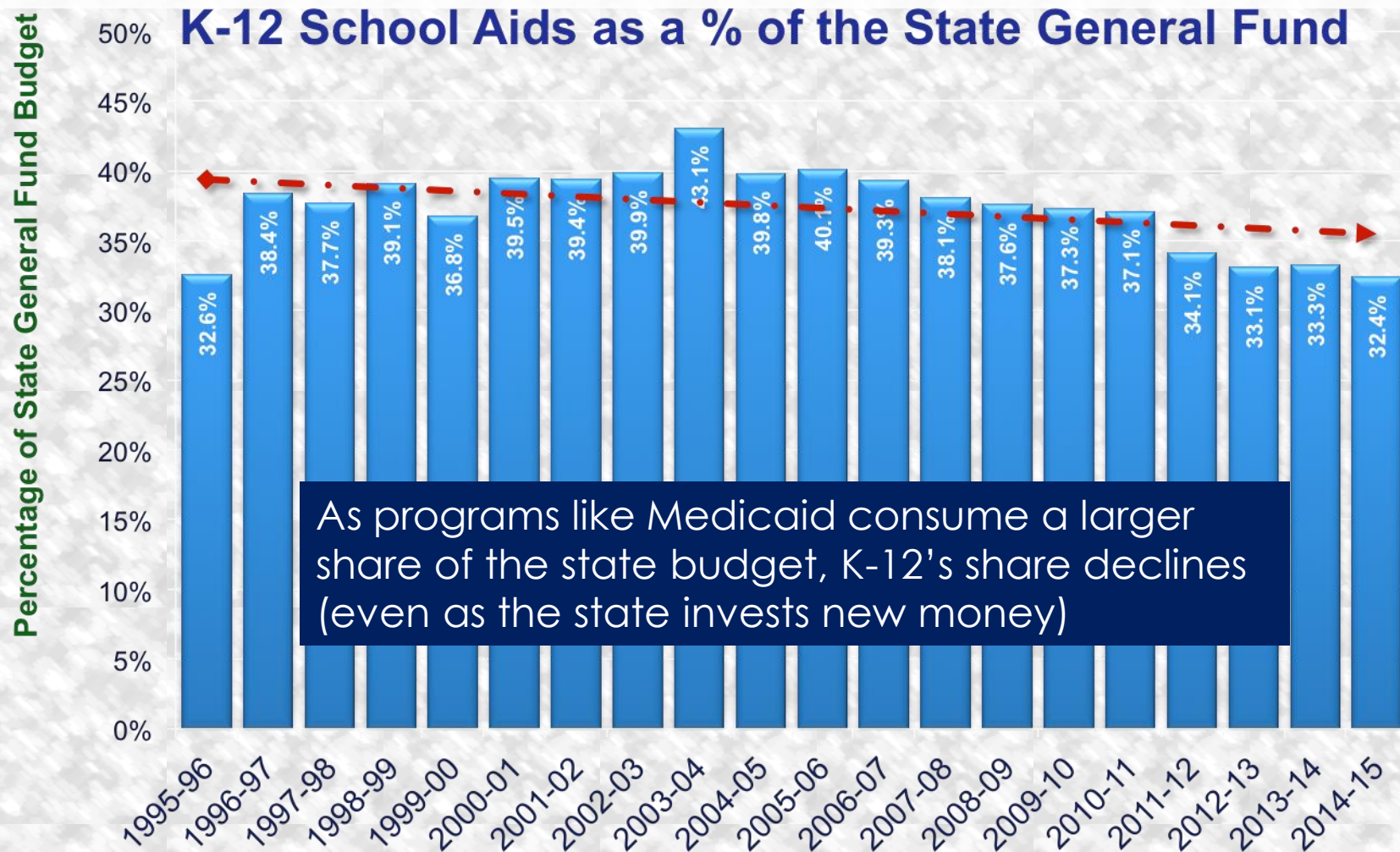
Reimbursement rates for special education (36% to 26%) and bilingual-bicultural (18% to 8%) services have dropped 10 percentage points since 2000-01.

STATE FUNDING DOES NOT KEEP UP WITH INFLATION

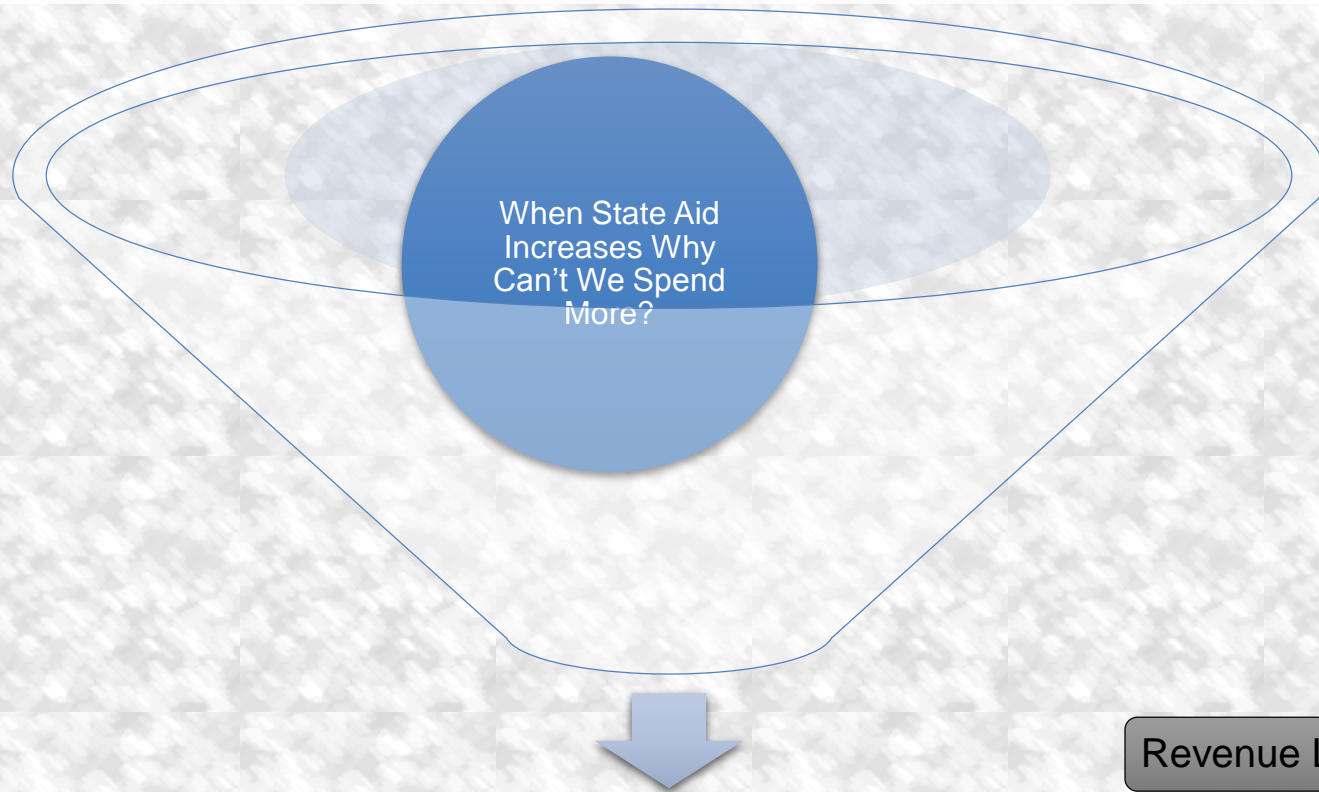
**Per Pupil
Revenue Limit
Dollar Adjustment**



THE EDUCATION SHARE OF THE STATE BUDGET IS AT A 20 YEAR LOW



WHY DO WE NEED TO REDUCE OUR BUDGET



State Aid Reduces the Taxpayer Portion under the Revenue Limit Formula: it is not additional money available to the District

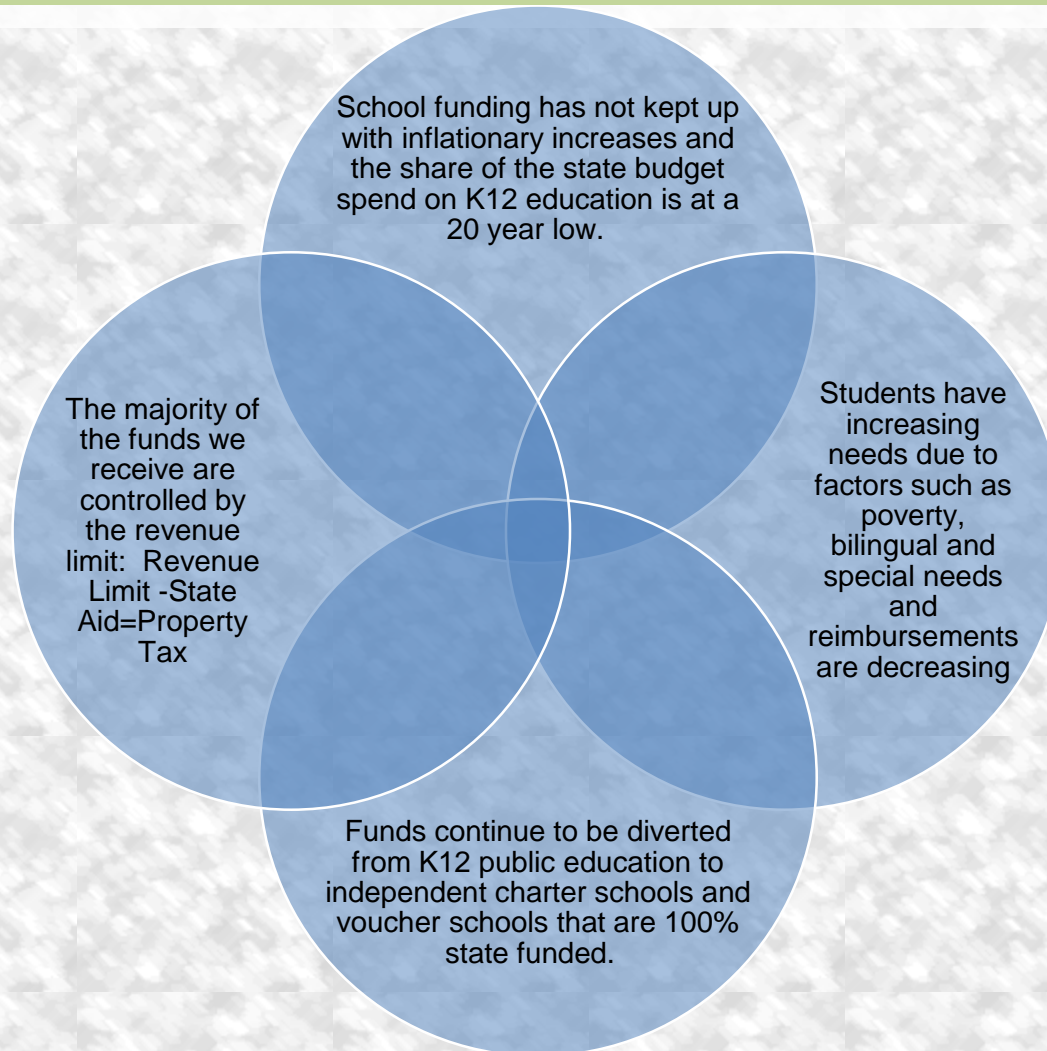
Revenue Limit

-State Aid

=Property Tax

Source: http://sfs.dpi.wi.gov/sfs_genaid

WHY DO WE NEED TO REDUCE OUR BUDGET



WHY HASN'T OUR BUDGET DECREASED



BUDGET BALANCING

Budget Additions

- Our budget has had increased revenue at times
 - But it is one time or restricted purpose

Budget Deductions

- Our budget has included referendum and other one time expenditures

CASH FLOW AND RESERVES

Satisfactory reserves allow the District to maintain adequate cash flow to cover timing differences between when it receives revenue and incurs expenditures.

WHY CAN'T WE USE RESERVES

Maintain operations when there is no corresponding revenue coming in to cover required timely expenses such as payroll and/or utilities.

Avoid excessive short term borrowing thereby avoiding associated interest cost.

Accumulate sufficient assets to make designated purchases or cover unforeseen expenditure needs.

Demonstrate financial stability and therefore preserve or enhance its bond rating, thereby lowering debt issuance costs.

Reserves are not necessarily cash.

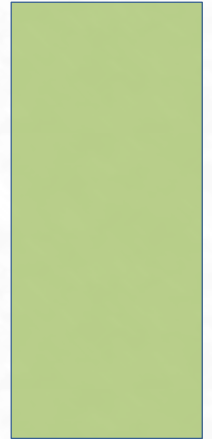
Fund balance represents total assets minus its liabilities (what a fund owns minus what it owes).



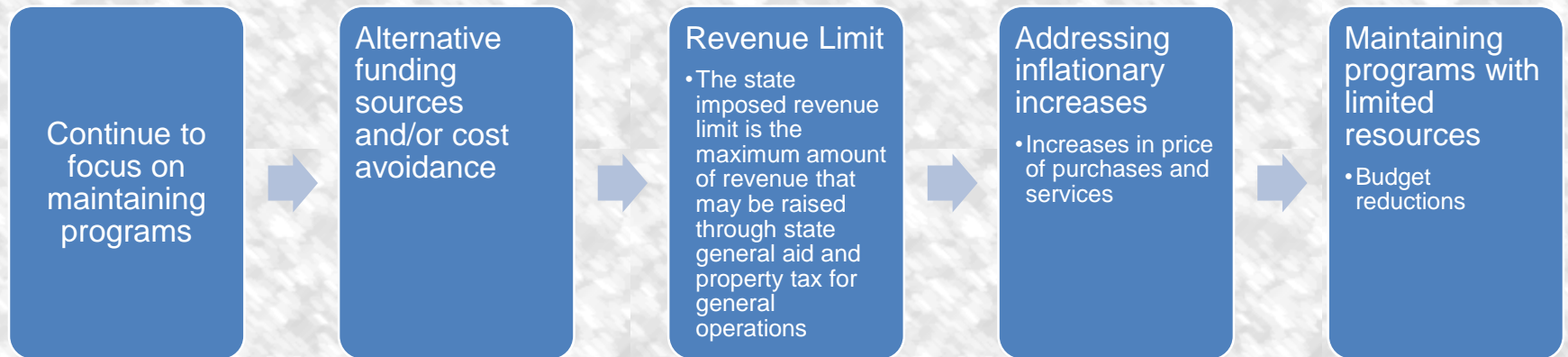
School District of Beloit

WHERE HAVE WE BEEN

SCHOOL DISTRICT OF БЕЛОИТ



WHERE HAVE WE BEEN



WHERE HAVE WE BEEN

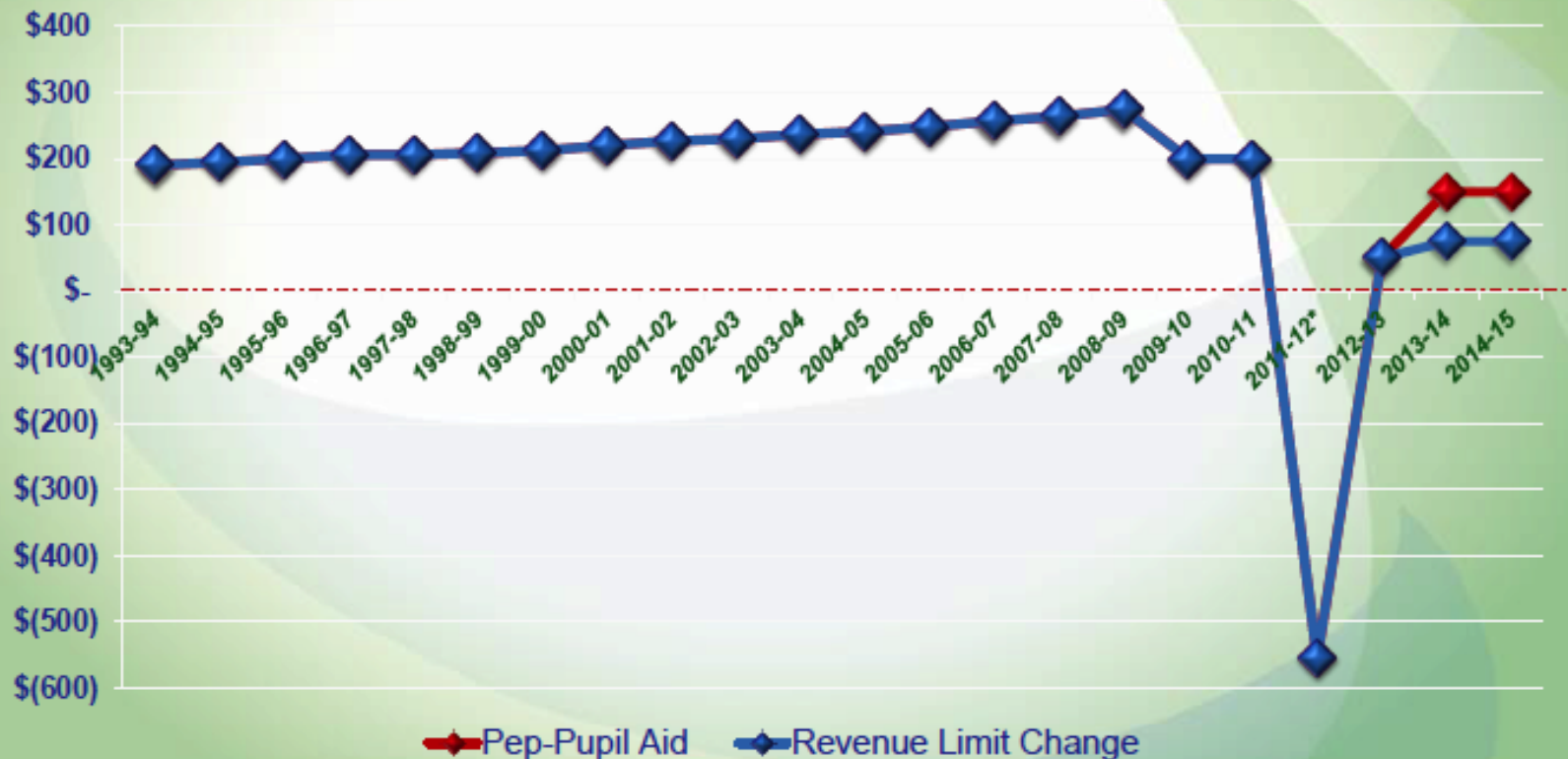
2011 Wisconsin Act 10 (also known as the Wisconsin Budget Repair Act, was signed into law March 2011

- Limits collective bargaining to wage negotiations
- Requires government workers to start contributing toward their health insurance and retirement savings

WHERE HAVE WE BEEN

Revenue Limits Were Cut ...

Change in Per-Pupil Revenue Over Time



*5.5% per pupil reduction (Act 10) in 2011-2012

WHERE HAVE WE BEEN

PERMANENT SUSTAINABLE BUDGET REDUCTIONS/COST AVOIDANCE OF OVER **\$30** MILLION OVER THE LAST 5 YEARS

2011-2012 \$11,353,500

2012-2013 \$3,890,287

2013-2014 \$4,907,765

2014-2015 \$7,038,902

2015-2016 \$4,887,506

\$32,077,960

WHERE HAVE WE BEEN

ADDITIONAL REVENUE SOURCES OF \$13,250,000 and COST SAVINGS of \$675,000 ANNUALLY as well as state aid REIMBURSEMENT of 2/3 of the COST

Revenue Limit Energy
Exemption:

2015-2016 \$5,255,000

2014-2015 \$4,500,900

2013-2014 \$1,485,212

2012-2013 \$790,000

2011-2012 \$1,220,000

• \$13,251,112

WHERE HAVE WE BEEN: 2011-2012 BUDGET REDUCTIONS/COST AVOIDANCE

1. Retirement Benefits (5.8% / member)	\$2,350,000
2. Health Care Savings (12% / member)	1,500,000
3. Health Care Cuts	1,000,000
4. Closing Two Elementary Buildings	1,416,500
5. Flex Plan	150,000
6. Retirement Net Savings	920,000
7. ERRP	1,000,000
8. Consolidation of 4K to Royce Savings	300,000
9. Summer School Software	45,000
10. Cuts from McNeel Middle School	385,000
11. Cuts from Aldrich Middle School	390,000
12. Beloit Memorial Cuts	419,000
13. Eclipse/RCAA	115,000
14. Pupil Service Cuts	703,000
15. KEC/District Administration	400,000
16. Principal Cuts-District	<u>260,000</u>
*Items from #10 through #16 are mostly staff cuts.	\$11,353,500

WHERE HAVE WE BEEN: 2011-2012 COST INCREASES/INITIATIVES

Addition of Reading Specialists

\$200,000

Addition of ELL Staff

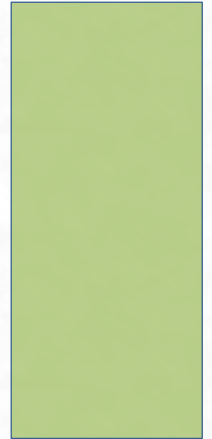
\$200,000



School District of Beloit

WHERE WERE WE

SCHOOL DISTRICT OF BELOIT



WHERE WERE WE: 2012-2013 BUDGET REDUCTIONS/COST AVOIDANCE

Staffing Reductions through attrition	1,700,000
Reductions in non contract time	1,150,000
Drama Program McNeel	80,000
Reduction in Rent	40,200
Transportation Route Changes (Review for Efficiency)	95,000
Wellness Clinic Estimated Health Savings	500,000
Blackhawk Tech Program	50,000
Site Budget Allocations	<u>50,000</u>
Grand Total Reductions	\$3,890,287

WHERE WERE WE: 2012-2013 COST INCREASES/INITIATIVES

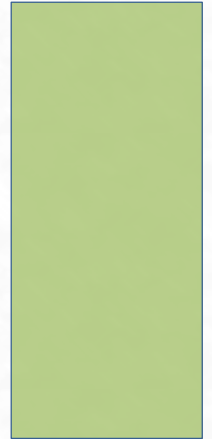
Property Acquisition	550,000
Energy Consumption Decrease (Behavioral & Energy Project Changes)	(153,000)
Insurance Premium Reduction (Behavioral Change)	<u>(72,087)</u>
	\$324,913



School District of Beloit

WHERE WERE WE

SCHOOL DISTRICT OF BELOIT



WHERE WERE WE: 2013-2014 BUDGET REDUCTIONS/COST AVOIDANCE

Close Royce Elementary School	\$167,050
Interns	45,000
Internal Custodial and Maintenance Staff: Outsource	225,000
Internal Technology Services Staffing: Outsource	211,249
Lunchroom services supervision extra pay: assign duty	40,000
Staff Reductions Through Attrition/Outsourcing	3,000,000
Wellness Clinic Estimated Cost Savings	500,000
Worker's Compensation Premium Decrease (Mod Rate)	16,000
Increase employee health insurance contribution by 2%	328,466
Special Education Programming	<u>125,000</u>
Grand Total Reductions	\$4,657,765.00

WHERE WERE WE: 2013-2014 COST INCREASES/INITIATIVES

All Day Four Year Old Kindergarten Program	615,000	
1:1 program start up	1,405,000	
Salary Increases (up to \$1000 per teacher, PD required)		650,000
Technology Upgrades	550,000	
District Media Project	45,000	
Transportation Contract (2 hours to 4 hours)	100,000	
Technical Education Remodel and Equipment	310,000	
CTE Administrator)		100,000
Employee Health Miles Program	<u>100,000</u>	
Total Cost Increases	\$3,875,000.00	

WHERE WERE WE : 2013-2014 ADDITIONAL REVENUE SOURCES

- Lease Property
 - Royce-\$57,355 rent plus pro rated utilities
 - Liberty Center \$10,800 rent plus utilities
 - Revenue Limit Energy Exemption: These specific facility improvement investments result in utility (energy efficiencies) and operational savings and create annual cost avoidance opportunities that are passed on to our taxpayers.
- \$1,485,000

LOW INTEREST RATE TO SAVE OUR TAXPAYERS \$8 MILLION

Solid bond rating resulted in low interest rates on referendum debt

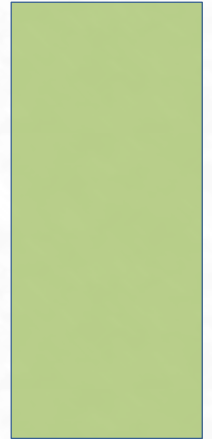
The weighted average interest rate of the entire referendum financing package in the amount of \$70,000,000 is a low rate of 2.43% which is the lowest in history for this size of borrowing.



School District of Beloit

WHERE WERE WE

SCHOOL DISTRICT OF BELOIT



WHERE WERE WE: 2014-2015 BUDGET REDUCTIONS/COST AVOIDANCE

4k payments to centers (All day 4k moved to District buildings)	200,000
Staff wellness clinic health care savings	60,000
Staff health insurance network change	2,000,000
Staff prescription insurance change	150,000
Convert POTs lines to Centrex lines and disconnect unused lines	35,000
Reduce textbook purchases	100,000
Apple TV's instead of SMART Boards in the new classrooms	300,000
Technology upgrades	550,000
Transportation Savings (1 tier to 2 tiers)	285,000
Server support transition to hosted for Skyward	87,000
Software licenses	41,870.47
Reduce in district mileage due to consolidation	25,000
Closure of Burdge (utilities)	25,000
Reduce leased space (Brother Dutton)	15,000
RCAA combined with BLA (moved RCAA to Wright building)	221,457
Transition secondary schools to central copy center	66,067
Curriculum writing	100,000
Staff reductions through attrition	1,794,508
Tax savings: referendum direct material purchases	734,000
Prompt payment discounts	180,000.00
Life consortium	<u>69,000</u>
Total Reductions	\$7,038,902.47

WHERE WERE WE: 2014-2015 COST INCREASES/INITIATIVES

Before/after school program at Morgan/McLenegan	15,200
Student house build program	50,000
McNeel Intermediate School renovations	783,000
Scoreboards	297,000.00
Mental health - Grant Funded	-\$
Police radios (district wide) (\$8,000 Grant Funded)	30,000
Security Cameras	69,828.87
Salary Increases (CPI 1.46%, PD requirements)	443,624.96
115 Plan	720,000
Dual language program expansion to 2 nd grade	<u>155,522</u>
	\$2,564,175.83

WHERE WERE WE : 2014-2015 ADDITIONAL REVENUE SOURCES

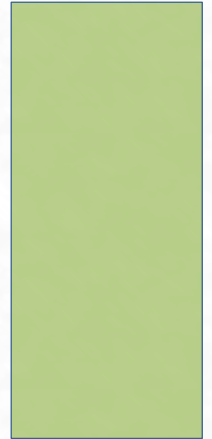
- Digital Signage
 - Advertising Revenue
- Safe and Healthy Schools Grant
- Revenue Limit Energy Exemption: These specific facility improvement investments result in utility (energy efficiencies) and operational savings and create annual cost avoidance opportunities that are passed on to our taxpayers.
- \$4,500,900



School District of Beloit

WHERE WERE WE

SCHOOL DISTRICT OF BELOIT



WHERE WERE WE: KEY ASSUMPTIONS

LEVY CALCULATION:

General Fund Fund 10 Flat Tax Levy

- 2013-2014 \$8,529,469 11.56
- 2014-2015 \$9,675,023 11.56
- 2015-2016 \$10,109,782 11.56

The levy is controlled by the revenue limit formula:

Factors include:

Property value

State equalization aid

Student membership (revenue limit) 3 year average

\$9,904.57 maximum revenue per member



WHERE WERE WE: KEY ASSUMPTIONS

OTHER KEY BUDGET FACTORS:

Enrollment

- 2013-2014 7,235 +95 students
- 2014-2015 7,307 +72 students
- 2015-2016 7,320 -13 students

Open enrollment

- | | IN | OUT |
|-------------|------|---------------|
| • 2013-2014 | -499 | +168 students |
| • 2014-2015 | -545 | +189 students |
| • 2015-2016 | -577 | +180 students |



WHERE WERE WE: 2015-2016 BUDGET REDUCTIONS/COST AVOIDANCE

IT Staff (partial year)	59,130
Wellness Coordinator .5 cut	63,027
Facility Services Position	105,128
5 positions (BMHS)	405,030
Eliminate 115 Plan	720,000
Substitute budget restoration (conferences, field trips)	100,000
Hold 10%/20% HS back again from school site budgets	113,860
Closure of Morgan/McLenegan technology savings	2,000
Closure of Morgan/McLenegan property service savings	40,000
Align teacher support staff to student calendar	44,000
Diagnostician	78,188
1.0 Secretary (Intermediate School Reconfiguration)	59,492
Change Insurance Coverage Provisions-95/5 coverage (District Paid) HSA option only no HRA)	2,693,954
.5 Counselor	46,900
1.0 Media Para (McLenegan)	43,000
Special Education Secretary	60,000
3.0 FTE Class size reduction	<u>253,797</u>
Total Reductions	\$4,887,506

WHERE WERE WE: 2015-2016 COST INCREASES/INITIATIVES

4th/5th Grade Addtl FTE at Fruzen	100,000
Orchestra FTE at Fruzen	100,000
Interns (Primary Grade only)	40,000
Fruzen Start up Expenses	300,000
Aldrich Intermediate School Reconfiguration Renovations	616,972
Increase in daily sub rate - to \$105	59,000
Equity (Recruitment)	100,000
Dual Language Immersion to Third Grade	70,706
Salary Increase (CPI 1.62%)	660,820
1.0 Social Worker	<u>100,000</u>
Total Cost Increases	\$2,147,498

WHERE WERE WE : 2015-2016 ADDITIONAL REVENUE SOURCES

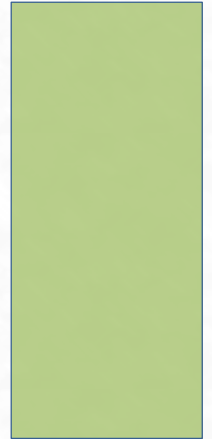
- Digital Signage
 - Advertising Revenue
- Safe and Healthy Schools Grant
- Revenue Limit Energy Exemption: These specific facility improvement investments result in utility (energy efficiencies) and operational savings and create annual cost avoidance opportunities that are passed on to our taxpayers.
- \$4,500,900



School District of Beloit

WHERE ARE WE GOING

BELOIT PROUD.



WHERE ARE WE GOING:

Budget Forecasting:

We began this preliminary budget process with a projected 3.8 million short for next year (2015-2016)

We are projected to be 3.3 million short the following year (2016-17) if we make the permanent sustainable budget reductions in this budget proposal and have no substantial cost of living increases or significant changes in funding.

WHERE ARE WE GOING: 2015-2016 BUDGET REDUCTIONS PREPARING FOR 2016-2017

Budget Reductions made in 2015-2016 looking towards 2016-2017:

\$50,000	No salary increases for administration
\$201,610	Refinance savings in 1:1 program lease
<u>\$65,559</u>	Support staff
\$317,169	Grand total

WHERE ARE WE GOING: 2016-2017 BUDGET REDUCTIONS/COST AVOIDANCE

Health Insurance:

\$1,481,722 Employee premium contribution (12%)

\$65,000 Eliminate HSA contribution to those that do not qualify

\$1,546,722 Total

Other:

\$106,000 Cenergistic energy education

\$201,610 Reduction in 1:1 equipment payment through refinancing

\$50,000 Remove move costs

\$357,610 Total

Staffing Reductions (Attrition/Grant Funding):

\$200,000 Estimated attrition savings

\$2,500,000 Class size flexibility

\$100,000 Library/Media

\$69,137 Support staff (Aldrich)

\$65,559 Support staff (Kolak)

\$2,934,696 Total

WHERE ARE WE GOING: 2016-2017 COST INCREASES/INITIATIVES

Salary Increases(CPI .24%) and lane movement	\$510,000
Federal Program use of carryover	\$300,000
Virtual Program Expansion	\$100,000
Building and Grounds Coordinator	\$85,000
Summer School Expansion	\$50,000
Dual Language Immersion program expansion to 4 th grade	\$70,706
Restore Professional Development	<u>\$100,000</u>
Total	\$1,215,706

WHERE ARE WE GOING: 2016-2017 ADDITIONAL POTENTIAL REVENUE OPPORTUNITIES

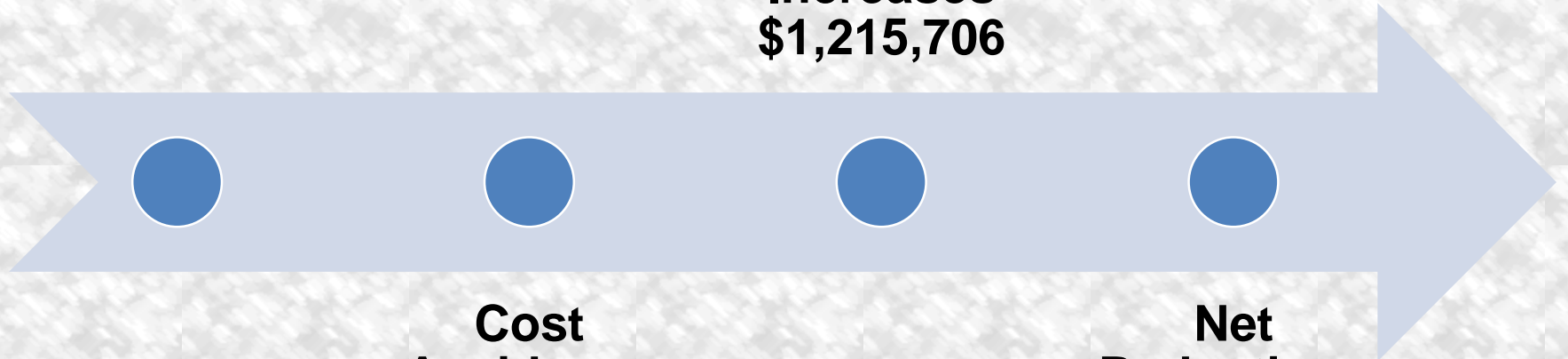
- Revenue Limit Energy Exemption
- Summer School Expansion
- Virtual School Expansion
- Charter School Grants
- Beloit Foundation Gift

WHERE ARE WE GOING: 2016-2017 COST AVOIDANCE

**Cost
Increases
\$1,215,706**

**Cost
Avoidance
\$4,839,028**

**Net
Reductions
\$3,623,322**



WHERE ARE WE GOING: 2016-2017 EXISTING FACILITY CHALLENGES



Aging physical infrastructure, deferred maintenance needs, other

8 facilities originally opened more than 50 years ago, Kolak etc.

Facility/project management without Director of Building and Grounds

Unscheduled preventative maintenance due on other facility systems

- Roofing, pavement/hardscapes, electrical, etc.

WHERE ARE WE GOING: 2016-2017 CAPITAL PROJECTS

Projects that are being considered:


\$1,000,000	Beloit Memorial High School Auditorium Renovations
\$50,000	Asphalt Repairs (playgrounds and parking lots)
\$50,000	Drainage Repairs (Converse, Robinson)
\$89,000	Security Cameras-Merrill/Hackett/Kolak
\$112,691	Robinson Windows and EIFS Panels
\$25,000	Flooring
<u>\$50,000</u>	Cafeteria Tables (Food Service Program Funds)
\$1,356,691	

WHERE ARE WE GOING: 2016-2017 CAPITAL PROJECTS

Revenue Limit Energy Exemption Preliminary Projects:

\$1,080,600	McNeel Windows, EIFS
\$725,000	Hackett Roofing
\$955,000	Hackett HVAC Steam to Hot Water Conversion
\$326,250	Converse Window Replacement
\$401,650	Converse Roofing
\$906,250	Converse HVAC Steam to Hot Water Conversion
\$43,500	Converse Exterior Lighting upgrade
\$852,600	Aldrich Interior Lighting/Ceilings
<u>\$115,275</u>	Beloit Memorial High School HVAC Upgrades (Fitness Center)
\$5,406,125	

WHERE ARE WE GOING: 2016-2017 CAPITAL PROJECTS



Recommended Maintenance benchmark: 2-4% of current replacement value of a building
Range \$5,087,500-\$10,175,000
Donated Funds for Beloit Memorial High School Auditorium \$625,000
Revenue Limit Energy Exemption preliminary estimate \$5,406,125
District Operating Budgets <u>\$731,691</u>
Grand Total \$6,762,816

WHERE ARE WE GOING: 2016-2017 BUDGET ASSUMPTIONS

Our preliminary budget is a forecast as we do not yet have essential required calculation information such as certified equalization aid, certified property value and membership counts. The Board and community need to be aware of the timing differences in funding guarantees due to the impact of shifting figures used in the budget calculations which ultimately affect our actual tax rate.

Key Preliminary
Budget
Assumptions:

No increase in
student
enrollment

.24% increase in
salaries (CPI)

Forecasted
equalization aid
based on 2015-
2016 budget data
and a flat
property value
estimate

Revenue limit
forecasted with
no increase in
student
enrollment and an
a flat property
value estimate

Thank you.

Questions?



NOTICE OF MEETING

SCHOOL DISTRICT OF BELOIT BOARD OF EDUCATION SPECIAL BOARD MEETING

Date: Tuesday, May 10, 2016
Time: 7:15 p.m. OR Immediately Following the Finance Meeting, Whichever is Later
Location: FRUZEN INTERMEDIATE SCHOOL
Room C129 Orchestra Room
2600 Milwaukee Avenue
Beloit, WI 53511

AGENDA

1. Call to Order
2. Approval of Agenda
3. Assignment of Mentors for New Board Members
4. Integrated Emergency Management Presentation
5. Cooperative Agreements
 - a. Boys Hockey
 - b. Girls Soccer
6. Irontek U/REACH/Advanced Career Education Collaborative
7. Transportation RFP
8. Beloit Foundation Gift
9. Beloit Memorial High School Auditorium Renovations
10. Closed Session Items
 - a. Final 1 year Contracted Non-Renewal Report – Exhibit B*
*A motion MAY be made and a vote taken to convene the Board of Education into Closed Session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes relative to considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - b. Land/Property – Potential Sale of Royce**
 - c. Land/Property – Potential Morgan Easement Agreement**
 - d. Discuss and Determine Board Options Regarding Specificity of Original Meeting Notice of August 26, 2014 with Regard to School District and Health System Morgan/Fruzen Land Agreement**(***)
 - e. Discussion of Public Records Issue Involving Use of Private emails or Texting regarding Official School District Business – Reminder of Use of Official Board Email Accounts***
 - f. Discussion of Open Meetings Issue on and Reminder of Board Policy on Walking Quorums – Specific Discussion on Issue Raised on Board review of Text Messages in 2013.***
**A motion MAY be made and a vote taken to convene the Board of Education into Closed Session pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes relative to deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session.
***A motion MAY be made and a vote taken to convene the Board of Education into Closed Session pursuant to Section 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
11. The Board of Education may reconvene to Public Session in order to take any action, if necessary, on items discussed in closed session.
12. Board Workshops
13. Adjournment

Posted: May 6, 2016
REPOSTED: May 9, 2016



School District of Beloit Board of Education Report

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Integrated Emergency Management

Which strategy in the Strategic Plan does this support? We will always operate safe schools with environments conducive to learning.

Your Name and Title: Dr. Tom Johnson, Superintendent

Others assisting in the presentation: Jim Reseburg, CEO & Bob McKibben, President/COO
Emergency Planning Solutions, LLC

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Board of Education?

To keep the board informed of district efforts in emergency management and student/staff safety.

B. What information must the Board of Education have to understand the topic/concern and provide any requested action?

Please see the attached PowerPoint that Jim Reseburg will present on Tuesday.

C. If you are seeking Board of Education action, what is the rationale for your recommendation?

Not applicable.

D. What are your conclusions?

Not applicable.

MOTION: Not applicable.

I propose using N/A

Long Term Committed Funds? No

BUDGET LOCATION: Not applicable.

FISCAL IMPACT: Not applicable.

Integrated Emergency Management

School District of Beloit
What is it, and Why do we do it?
May 2016



Your Emergency Plan and how it is implemented

◉ The Plan Document

- Basic Plan
- NIMS Compliant
- Compliant with FEMA and DHS standards.
- Functional Annexes
- Hazard Specific Annexes.

◉ Trained Professionals

- Trained in EM strategies
- Exercised in realistic tabletop and functional tabletop scenarios.
- Core Planning team working regularly with EPS on Plan Development and Emergency Strategies.

Functional Redundancy

- ◉ Additional Training of backup personnel scheduled for August of 2016
- ◉ Operational periods to be defined
- ◉ Emergency Management positions assigned by Superintendent daily.
- ◉ Comprehensive Plan with All Hazard approach.

Questions ?



Emergency Planning Solutions, LLC

**AGREEMENT FOR INTERGOVERNMENTAL COOPERATION BETWEEN THE
SCHOOL DISTRICT OF БЕLOIT, THE SCHOOL DISTRICT OF БЕLOIT TURNER,
THE CLINTON COMMUNITY SCHOOL DISTRICT, PARKVIEW SCHOOLS
DISTRICT, BRODHEAD SCHOOL DISTRICT, AND DELAVAN-DARIEN SCHOOL
DISTRICT FOR ESTABLISHMENT OF A COOPERATIVE BOYS' HOCKEY
PROGRAM**

This Agreement for Intergovernmental Cooperation ("Agreement") is entered into between the School District of Beloit, ("Beloit, the School District of Beloit Turner ("Turner"), the Clinton Community School District ("Clinton"), the Parkview School District ("Parkview), Brodhead School District ("Brodhead), and Delavan-Darien School District (Delavan-Darien), collectively "the participating school districts" or "the parties", all of which are public school districts in the State of Wisconsin and/or State of Illinois.

WHEREAS, pursuant to Wis. Stat. 66.0301 and Wis. Admin. Code PI 14.02, public school districts are authorized to enter into such an agreement for intergovernmental cooperation in connection with the receipt and furnishing of services; and

WHEREAS, the Wisconsin Interscholastic Athletics Association ("WIAA") has approved the establishment of a cooperative boys' hockey program ("Program") with the participating school districts;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to establish the Program as follows:

1. Fiscal Agent. Beloit will be the operator and fiscal agent of the Program. All receipts and expenditures will be recorded in Beloit's records. As fiscal agent, Beloit shall:
 - A. Establish and maintain records in accordance with the uniform financial accounting system prescribed by the Wisconsin Department of Public Instruction (DPI) under Wis. Stat. 115.28(13).
 - B. File all required financial reports with the DPI; and
 - C. Upon request of the DPI, file a copy of this Agreement and any plan of operation with the DPI.
2. Administration. Beloit shall be responsible for the administration of the Program. The necessary staff for the Program shall be contracted by Beloit, and Beloit shall be responsible for determining each employee's annual salary and benefits. Any individual employed for the Program, following appropriate criminal background checks and compliance verifications, shall be an employee of Beloit. As the employer, Beloit will address all personnel issues arising from the Program. When evaluating job applicants and employees for the Program, Beloit may consult with Turner, Clinton, Parkview, Brodhead, and Delavan-Darien; however, ultimate hiring, firing, discipline and other personnel decisions shall be made solely by Beloit, and Beloit shall hold Turner, Clinton, Parkview, Brodhead, and Delavan-Darien harmless for those decisions that it makes in its sole discretion.

3. Participants. High school students from Beloit, Turner, Clinton, Parkview, Brodhead, and Delavan-Darien will be eligible to participate in the Program. The Program shall allow every eligible student who “tries out” for the team **by Friday, November 18, 2016 (Friday, November 17, 2017)** to participate in the Program. The co-op is an option for all eligible student-athletes, but non-exclusive.
4. Transportation. Transportation to and from all home and away events will be the responsibility of the parents if not already provided by the individual school districts for their individual students. Transportation waivers must be on file at each individual school, as well as with Beloit, if parents elect to transport their own student-athlete(s) or allow them to drive themselves.
5. Budget. The budget for the Program shall be approved by the School Board of Beloit and shall include, but not necessarily be limited to, all of the applicable direct instructional costs, applicable support service, facility and some equipment costs. Beloit will add **2.85%** (adjusted annually by DPI) to the total budget for indirect costs.
6. Revenue. Beloit will provide workers for all “home” games. Expenses for workers will be included in the total Program costs. All gate receipts (revenue) shall be deposited by Beloit. This revenue will be deducted from the total Program cost.
7. Cost. The net costs of the Program shall be shared pro-rata based on the number of students participating in the Program. **For purposes of the pro-ration of costs for the 2016-2017 school year, we shall use the student count date of November 18, 2016 (November 17, 2017 for 2017-2018 season). All students (or the district the students attend) that are included in the count will be required to pay their pro-rata share regardless of whether or not they complete the hockey season.** Beloit will invoice Clinton, Turner, Parkview, Brodhead and Delavan-Darien for the costs for their students by February 28, 2017 and February 28, 2018. After all expenses for the Program have been paid, but no later than May 19, 2017 and May 18, 2018 respectively, Beloit will send a final invoice with any necessary adjustments. If the need should arise to issue a refund for Program costs, Beloit will issue said refunds on pro-rata basis. In turn, each school may invoice each participant’s family. Each resident school district shall also be responsible for distributing any refund to its students (families) as applicable.
8. Term and Termination. This Agreement shall take effect on the day following its adoption by all of the school boards of the participating school districts. This Agreement shall continue through June 30, 2018. Upon termination of this Agreement, the school districts will continue to pay their shares of the costs associated with the Program until all costs have been paid under this Agreement.

9. State Aid. For purposes of any state aid, pupil participation in the Program shall be counted by each participating pupil's school district of residence.
10. Insurance Coverage. The participating school districts (Beloit, Turner, Clinton, Parkview, Brodhead, and Delavan-Darien) shall maintain appropriate insurance coverage for their participation and for the students participating in the Program, consistent with the coverage maintained by the respective district when they have operated other athletic teams. In this regard, the participating school districts shall verify, in writing, and/or bind appropriate.
11. Breach. If any of the participating school districts breach any of the obligations set forth in this Agreement, the other school districts shall have the right to pursue all remedies available at law or in equity. Any failure to enforce a default or breach of this Agreement shall not be, nor be construed to be, a waiver of that default or obligation, nor shall it act as a modification of this Agreement.
12. Compliance. This Agreement is intended to comply with Wis. Admin. Code PI 14.02.
13. Notices. Any notice required or permitted pursuant to this Agreement shall be deemed given when delivered personally, sent by certified mail, sent by electronic means, postage prepared, return receipt requested, or delivered by a commercial overnight courier services, addressed to the parties as follows:

Dr. Thomas Johnson Superintendent School District of Beloit 1633 Keeler Avenue Beloit, WI 53511	Dr. Dennis McCarthy Superintendent School District of Beloit Turner 1237 Inman Parkway Beloit, WI 53511	Milton Thompson Interim District Administrator Clinton Community School District P.O. Box 566 Clinton, WI 53525	Steve Lutzke District Administrator Parkview School District 106 W Church St. Orfordville, WI 53576
Leonard P. Lueck Superintendent Brodhead School District 2501 W. 5 th Ave. Brodhead, WI 53520	Robert Crist Superintendent Delavan-Darien School District 324 Beloit St. Delavan, WI 53115		

14. Entire Agreement. The full agreement of the participating school districts is expressed herein and no verbal or written understandings or agreements shall alter, change or modify the terms of the Agreement unless in writing and signed by all parties as an amendment to this Agreement.
15. Dissolution or Modification of Agreement. This Agreement may be dissolved or modified at any time prior to the termination of this Agreement with the written consent of all the school boards for the participating school districts.

16. Severability. If any of the terms of this Agreement are determined by a court of competent jurisdiction to be invalid or inoperative, all remaining terms shall remain in full force and effect.
17. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.
18. No Third Party Beneficiaries. This Agreement is entered into solely for the benefit of the parties, and no benefits or rights are intended or created by this Agreement for the benefit of any third party, other than to the extent discussed herein.

19. Authorizations.

SCHOOL DISTRICT OF BELOIT

BELOIT enters into this Agreement by authority of action by its Board of Education on the ____ day of _____, _____.

by _____ by _____
School Board President Date School Board Clerk Date

SCHOOL DISTRICT OF BELOIT TURNER

TURNER enters into this Agreement by authority of action by its Board of Education on the ____ day of _____, _____.

by _____ by _____
School Board President Date School Board Clerk Date

CLINTON COMMUNITY SCHOOL DISTRICT

CLINTON enters into this Agreement by authority of action by its Board of Education on the ____ day of _____, _____.

by _____ by _____
School Board President Date School Board Clerk Date

PARKVIEW SCHOOL DISTRICT

PARKVIEW enters into this Agreement by authority of action by its Board of Education on the ____ day of _____, _____.

by _____ by _____
School Board President Date School Board Clerk Date

SCHOOL DISTRICT OF BRODHEAD

BRODHEAD enters into this Agreement by authority of action by its Board of Education on the ____ day of _____, _____.

by _____ by _____
School Board President Date School Board Clerk Date

DEHAVAN-DARIEN SCHOOL DISTRICT

DEHAVAN-DARIEN enters into this Agreement by authority of action by its Board of Education on the ____ day of _____, _____.

by _____ by _____
School Board President Date School Board Clerk Date

**AGREEMENT FOR INTERGOVERNMENTAL COOPERATION BETWEEN THE SCHOOL
DISTRICT OF BELOIT and THE SCHOOL DISTRICT OF BELOIT TURNER, FOR
ESTABLISHMENT OF A COOPERATIVE GIRLS' SOCCER PROGRAM**

This Agreement for Intergovernmental Cooperation ("Agreement") is entered into between the School District of Beloit ("Beloit") and the School District of Beloit Turner ("Turner"), (collectively "the participating school districts" or "the parties"), both of which are public school districts in the State of Wisconsin.

Whereas, pursuant to Wis. Stat. 66.0301 and Wis. Admin. Code PI 14.02, public school districts are authorized to enter into such an agreement for intergovernmental cooperation in connection with the receipt and furnishing of services; and

Whereas, the Wisconsin Interscholastic Athletics Association ("WIAA") has approved the establishment of a cooperative girls' soccer program ("Program") with the participating school districts;

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to establish the Program as follows:

1. Fiscal Agent. Beloit will be the operator and fiscal agent of the Program. All receipts and expenditures will be recorded in Beloit's records. As fiscal agent, Beloit shall:
 - a. Establish and maintain records in accordance with the uniform financial accounting system prescribed by the Wisconsin Department of Public Instruction (DPI) under Wis. Stat. 15.28(13).
 - b. File all required financial reports with the DPI; and
 - c. Upon request of the DPI, file a copy of this Agreement and any plan of operation with the DPI.
2. Administration. Beloit shall be responsible for the administration of the Program. The necessary staff for the Program shall be contracted by Beloit, and Beloit shall be responsible for determining each employee's annual salary and benefits. Any individual employed for the Program shall be an employee of Beloit. As the employer, Beloit will address all personnel issues arising from the Program. When evaluating job applicants and employees for the Program, Beloit may consult with Turner; however, ultimate hiring, firing, discipline and other personnel decisions shall be made solely by Beloit, and Beloit shall hold Turner harmless for those decisions that it makes in its sole discretion.
3. Participants. High school student from Beloit and Beloit Turner will be eligible to participate in the Program.
4. Cost. The net costs of the Program shall be shared with Beloit Turner paying \$6,300 per year (approximately 33% of total costs) and the School District of Beloit paying the balance of the cooperative program expenses.
5. Terms and Termination. This Agreement shall take effect on the day following its adoption by all of the school boards of the participating school districts. This

Agreement shall continue through June 30, 2018. Upon termination of this Agreement, the school districts will continue to pay their shares of the costs associated with the Program until all costs have been paid under this Agreement.

6. State Aid. For purposes of any state aid, pupil participation in the Program shall be counted by each participating pupil's school district of residence.
7. Insurance Coverage. The participating school districts shall maintain appropriate insurance coverage for their participation and for the students participating in the Program, consistent with the coverage maintained by the respective district when they have operated other athletic teams. In this regard, the participating school districts shall verify, in writing, and/or bind appropriate.
8. Breach. If any of the participating school districts breach any of the obligations set forth in this Agreement, the other school districts shall have the right to pursue all remedies available at law or in equity. Any failure to enforce a default or breach of the Agreement shall not be, nor be construed to be, a waiver of that default or obligation, shall it act as a modification of this Agreement.
9. Compliance. The Agreement is intended to comply with Wis. Admin. Code PI 14.02.
10. Notices. Any notice required or permitted pursuant to this Agreement shall be deemed given when delivered personally, sent by certified mail, postage prepared, return receipt requested, or delivered by a commercial overnight courier service, addressed to the parties as follows:

Dr. Thomas Johnson Superintendent School District of Beloit 1633 Keeler Avenue Beloit, WI 53511-4799	Dr. Dennis McCarthy Superintendent School District of Beloit Turner 1237 Inman Parkway Beloit, WI 53511-1723
--	--

11. Entire Agreement. The full Agreement of the participating school districts is expressed herein and no verbal or written understandings or agreements shall alter, change or modify the terms of the Agreement unless in writing and signed by all parties as an amendment to this Agreement.
12. Dissolution or Modification of the Agreement. This Agreement may be dissolved or modified at any time prior to the termination of the Agreement with the written consent of all the school boards for the participating school districts.
13. Severability. If any of the terms of this Agreement are determined by a court of competent jurisdiction to be invalid or inoperative, all remaining terms shall remain in full force and effect.

14. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

15. No Third Party Beneficiaries. This Agreement is entered into solely for the benefit of the parties, and no benefits or rights are intended or created by this Agreement for the benefit of any third party, other than to the extent discussed herein.

16. Authorizations.

Beloit enters into this Agreement by authority of action by its Board of Education on the _____th day of _____, 2016.

SCHOOL DISTRICT OF BELOIT

by _____
School Board President Date

by _____
School Board Clerk Date

SCHOOL DISTRICT OF BELOIT TURNER

by _____
School Board President Date

by _____
School Board Clerk Date



School District of Beloit Board of Education Report

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Irontek U/REACH/ Advanced Career Education Collaborative

Which strategy in the Strategic Plan does this support? We will, in partnership with families and the Stateline community, continue to integrate, model, and reinforce the character traits of fairness, caring, citizenship, responsibility, respect and trustworthiness as well as develop means of assessing student demonstration of those traits.

Your Name and Title: Ryan Rewey CTE Director

Others assisting you in the presentation: n/a

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Board of Education?

Discussion of the Irontek U and REACH Advanced Career Education Collaborative

B. What information must the Board of Education have to understand the topic/concern and provide any requested action?

The Irontek U Collaborative would allow our IT and Computer Science students to begin working with mentors from local IT and Computer Science companies at Irontek. (Comply365, AccuLynx, Premier Technologies etc.)

C. If you are seeking Board of Education action, what is the rationale for your recommendation?

The partnership will create advanced opportunities for students in the fields of IT and Computer Science. The goal would be to expand this into other REACH areas such as the High School of Business program.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)

MOTION: The Board of Education approves acquiring a space at Irontek at a reduced rate to increase students' opportunities in the areas of IT and Computer Science.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: Existing Budget, LVEC, Act 59 Resources, Carl Perkins Funds

Long Term Committed Funds? Yes **If yes, # of years -** Month to Month Reduced Rate of \$250/Month

BUDGET LOCATION: ACT 59 Incentive Funds or Carl Perkins Funds (Career and Technical Education Improvement)

FISCAL IMPACT: Money will be paid to the school district using School Facilities Rates sheet.



IRONTEK U EDUCATION COLLABORATIVE

Prepared for:
School District of Beloit – REACH Advanced Career Education

April 14, 2016

Located in the heart of downtown Beloit, Irontek is a collaborative and dynamic work space dedicated to inspiring businesses, entrepreneurs and tech-lovers to dream big and have fun. Serving as both an incubator and co-working space, Irontek was designed to initiate the next generation of innovative technology-based start-ups in the Midwest.

Irontek U is one of Irontek's main initiatives. The educational collaborative was crafted to cultivate the existing talent of our students and streamline their path to success. By partnering with local school districts, universities and successful high-tech companies in the area, Irontek U can put students on the fast-track to becoming industry experts and lead them into rewarding careers in the fast-growing tech industry.

Several successful high-tech companies in Beloit, including AccuLynx and Comply 365, will be donating employee time to Irontek U, through mentoring, office hours and project development. Students will be able to explore and witness firsthand the different career options available in the technology industry and learn from the experts themselves.

As a program that prepares students for technical careers or continued education in related fields, REACH Advanced Career Education is an ideal partner for Irontek U. Students are already learning the basic skills that tech companies are seeking in future employees. A partnership with Irontek would allow for the construction of a more career-focused curriculum, engagement in hands-on learning experiences and exposure to the entrepreneurial spirit of local start-ups.

Partners of Irontek U must be members of Irontek in order to have unlimited access to the space and amenities, mentoring and events. Memberships at Irontek are available on a month-to-month basis, with office spaces ranging from \$300-\$500/month.

Memberships include:

24/7 access to the building for primary members (designated faculty and staff)
Free WiFi
Printing capabilities
Conference room credits
Full access to all common areas, including kitchen and break room
Locker space
Optional filing space
Discounted desk rentals
Access to member-only events
Opportunities for networking and partnerships with other members
A fun, creative and collaborative environment

Proposal:

Irontek would like to offer discounted membership and office space to the School District of Beloit's REACH program in an effort to help students build on their current skill set, gain hands-on experience and move forward after graduation with the passion and confidence to pursue a successful career in the technology industry. Because the facility will be used on a part-time basis, we propose that the REACH program share an office space with a similarly aligned high school IT program in an effort to save space be more cost-effective.

Member

Company Name: School District of Beloit (SDB)
1225 4th Street
Beloit, WI 53511
Attn: Ryan Rewey

of Members: Specific members to be provided by SDB and detailed in the Membership Agreement and/or Collaborative Agreement

Landlord: Hendricks Commercial Properties, LLC
525 Third Street, Suite 300
Beloit, WI 53511
Attn: Erin Clausen

Premises: Irontek
635 Third Street
1st Floor – Office #1
Beloit, WI 53511

Term: Month-to-Month

Use: Education

Rate: \$250/month (standard rate: \$500/month)

Delivery of Premises: Member agrees to take possession of the premises "AS IS," unless further modifications are requested and approved by Landlord.

Anticipated

Premises Delivery: May 2016

Set-Up Fee: Waived

Signage: The member will be allowed to adhere signage to dedicated membership space only. Subject to prior Landlord review and approval.

Notwithstanding any provision to the contrary contained herein, this proposal shall not constitute an agreement for membership, and solely constitutes an outline of certain key terms. Landlord and Member Company each acknowledge and agree that each party is proceeding with negotiations relating to the proposed membership at its sole cost, expense and risk and that either party may terminate negotiations at any time and for any reason without any liability or obligation whatsoever.

Any legal obligation shall be set forth in a membership agreement form satisfactory to both parties, evidenced in writing and executed by the proper authorities.

Please evidence your agreement with the foregoing provisions of this letter by signing the enclosed counterpart of this letter and returning the same to me.

Sincerely,

A handwritten signature in black ink, appearing to read "Erin Clausen", with a long horizontal flourish extending to the right.

Erin Clausen
Irontek Community Manager

AGREED AND ACCEPTED THIS _____ DAY OF _____, 2016

TENANT:

School District of Beloit

By: _____

(Signature)

Name:

Title: _____

Date: _____

LANDLORD:

Hendricks Commercial Properties, LLC or its
Assigns

By: _____

(Signature)

Name: Robert Gerbitz

Title: President & CEO

Date: _____



VANTAGE

District > Schools > Minnetonka High School > VANTAGE > About Us

Program Overview

VANTAGE is an innovation project of the Minnetonka Public Schools. In this innovative new program, students will work on a project team, on location, solving real-world problems and learning about the challenges of project-driven work. Under the direction of a licensed teacher and in partnership with professionals, these project teams will strive to make a contribution to a partner-defined project while gaining invaluable experience in today's marketplace.

Corporate Partners

Working with local partners, Minnetonka teachers are transforming the high school experience. With a foundation of concepts taught in traditional required and elective courses, this project-based curriculum addresses typical employment gaps within the existing professional environments, preparing today's students for tomorrow's high-skill, high-demand careers. This program introduces highly-motivated high school students to potential career interests, before applying college (and subsequently paying tuition). The hands-on experience allows students to know if a career option is a good-fit for their passions. Our partners benefit from the relationships they form with these young people, both in the infusion of creativity and enthusiasm into a current project, as well as in developing their future workforce.

Added Value

Today's parents understand the challenging realities of the marketplace and want to give their children the best possible preparation for career and job satisfaction. Current data shows that over half of all college graduates are either unemployed or underemployed (not working in their area of preparation). VANTAGE strategically positions Minnetonka High School students by not only preparing them for future employment, but by building early relationships that will benefit students in their post-college career search.

Minnetonka VANTAGE students will build a competitive high school transcript and college application that demonstrates both Advanced Placement and International Baccalaureate coursework and real-world application and experience. It is the combination of advanced coursework and real-world experience that will open doors for young people in the evolving college landscape and developing new economy.

The VANTAGE Experience

In the VANTAGE experience, students spend half of their school day on location in their selected area of focus. Students make a commitment for the year. In groups of 20-25 and under the direction of a licensed teacher, students study the unique needs of the corporate partner and engage with mentors and project managers as they learn about project-driven work environments. Students are expected to meet the standards for professional conduct while on location and benefit from the daily interactions with employees that support the partnership. In addition to the partner-directed work of the project teams, students gain a deep understanding of the partner's corporate mission and learn about the future of their chosen field.

Relationship-Driven

The vibrant Twin Cities marketplace offers a wide range of community-friendly professional partnerships who understand the benefits of positive relationships with local schools and school districts. The VANTAGE Program--Minnetonka's Advanced Professionals Studies program--provides a much deeper and more meaningful experience for corporate partners than what is typically available in the area of school business partnerships. The innovative reputation that Minnetonka Public Schools has earned as a leader in public education provides a strong foundation from which to build. The relationships forged in this new program will not only earn respect and admiration from the community at large, but these corporate partners will help redefine the traditional high school experience for our next generation of learners.

Proof of Concept

In our search for innovative programs that better prepare students for the changing economy, we found Blue Valley Public Schools, Center for Advanced Professional Studies in Overland Park, KS. The visionary work of the Blue Valley staff has produced clear evidence that this experience-based model can provide a mutually beneficial partnership between schools and local businesses. In fact, the business community in Overland Park has identified this program as a valuable asset, resulting in a strong local footprint and an extensive list of partners and mentors wishing to affiliate with Blue Valley's story of success (www.bvcaps.org).

District Partners:

Quick Links

Address

Home	Newsroom
Academics	Schools
Activities	Service
Administration	Online Webstore
Contacts	

Minnetonka Public Schools
5621 County Road 101
Minnetonka, MN 55345

952.401.5000

District



**Launching 2017-18 for all
Elmbrook Juniors and Seniors**

Mission/Overview

To provide high school juniors and seniors with a unique learning experience that allows the opportunity to apply their learning through real-world, hands-on projects provided by area business and industry. Working in project teams, students will be guided by highly-qualified staff and learn valuable skills in high-demand college and career fields of study.

As we move the School District of Elmbrook from Great to Greater, we want to:

- Provide an attractive option for students tied to college and career passions and interests
- Create a competitive advantage for Elmbrook Students
- Partner with institutions of higher education to accelerate access to college pursuits
- Support the work of our regional employers to retain the top talent in Wisconsin

Launching in September 2017, the Innovation Collaboratory will be:

- Integrating academic content with projects and work experiences to connect school to work
- Open for all Elmbrook juniors and seniors to participate in one of three strands
- Located in a facility off-campus from both high schools, most likely in leased office space
- Professional and collaborative for both students and staff

Strands & Courses

Timeline

Executive Director Position

CAPS Network

Five Core Principles

The Innovation Collaboratory is built on five core principles:

1. **Profession-based Learning** - Our instructors will develop real-world, project-based learning strategies through collaborations with business and community partners. These interactions will enhance the learning experience, preparing students for college and career.
2. **Professional Skills Development** - Our students' experiences will allow them to develop important professional skills such as understanding expectations, time and project management, and other essential business values. These skills are critical to providing students a competitive advantage in their post-secondary education and professional careers.
3. **Self-Discovery and Exploration** - Our students will realize their strengths and passions by exploring and experiencing potential professions. This will allow them to make informed decisions about their future.
4. **Entrepreneurial Mindset** - Our instructors will create an environment where creative thinking and problem solving is encouraged. An innovative culture is key to fostering entrepreneurial learning and design thinking. Every Innovation Collaboratory student will learn the foundations of entrepreneurialism and will be provided mentorship and guidance through their project work.
5. **Responsiveness** - We will support high-skill, high-demand careers through ongoing innovation in curriculum development, programs and services based on local business and community needs.

FAQ

Contact Information

Interest Form

District



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- Professional and collaborative for both students and staff

Strands & Courses

Timeline

Executive Director Position

CAPS Network

Five Core Principles

FAQ

What is the Innovation Collaboratory?

The Innovation Collaboratory is an opportunity for juniors and seniors from BCHS and BEHS. Students will spend part of their day at their high school and part of their day at the Collaboratory. While at the Collaboratory, students will work in teams on challenges provided by both their instructors and business and industry partners while earning high school and/or college credit. Students will fast forward into their future and become fully immersed in a professional culture, solving real-world problems, using industry standard tools and resources while being mentored by educators and actual employers.

Where will the Innovation Collaboratory be located?

Because we wish to create a unique learning experience for our students and teachers, we will be seeking an off-site location for the Collaboratory. We are currently investigating space options within our district boundaries.

Is the Innovation Collaboratory a vocational program?

No. The Collaboratory will provide students the opportunity to deeply explore professional areas of interest through a profession-based, inquiry learning method that brings course content to life. Driven by the changing workforce needs of industry, Collaboratory instructors and business partners collaborate to develop coursework and student projects. The curriculum will be constantly evolving and dynamic to follow industry trends and market changes.

Why is the district promoting this innovation?

As we continue to work to personalize learning for our students and desire to remain at the leading edge of innovation that affords our students with the most impactful experiences and opportunities for their futures, we believe the Innovation Collaboratory will be a natural next step for our system. The interdisciplinary approach to learning, the direct connections and exposure to business and industry mentors, the opportunity to deeply explore areas of interest before college or career, will provide

Elmbrook students with unique and valuable experiences unlike any other in the region.

How do colleges and universities view the Innovation Collaboratory?

Very favorably. We have directly consulted with area universities, colleges, and technical schools through concept to formal approval. We will be working with our partners in higher education to create formal partnerships that will benefit Innovation Collaboratory students.

Who will teach at the Collaboratory?

Elmbrook high school teachers with specific experience and expertise in each strand will spend part of their day at either high school and part of their day at the Innovation Collaboratory.

What are the requirements to enroll?

Students must be juniors or seniors at either Brookfield Central or Brookfield East. While there is no minimum GPA requirement, we want students to enroll who are seeking a different learning experience and who understand the expectations of professionalism and a team-based approach to project work. Interested students will be asked to complete a brief application and interview process.

What is the student capacity at the Innovation Collaboratory?

We can accommodate 50 students in Global Business, 50 students in Business Analytics, and 25 students in Future Teachers.

What will student schedules be?

For students in the Global Business strand, they will attend the Innovation Collaboratory for two blocks a day for the entire school year.

Business Analytics students will attend the Innovation Collaboratory for one block for the entire school year.

Students enrolled in the Future Teachers strand will attend for one block for one semester.

Students will then travel to their respective high schools for the remainder of their coursework.

Will transportation be provided for students traveling to and from the Innovation Collaboratory?

No. Students must arrange their own transportation.

Contact Information**Interest Form**

Educators, businesses join to create a 'tech incubator'

By Hillary Gavan hgavan@beloitdailynews.com | Posted: Thursday, August 21, 2014 4:00 pm

Students at Beloit Memorial High School (BMHS) will have the opportunity to get real-world experience in information technology and computer science at a technology incubator space hoped to be created at the Ironworks Complex, according to Ryan Rewey, the district's career and technical education director.

With computer science and information technology jobs expected to account for 62 percent of all job growth between 2010 and 2020, Rewey said the district is working to get interested students the necessary resources to pursue careers in high-demand fields.

"The goal is to get students back to our area, working in information technology and computer science fields," he said.

Rewey said the district will be partnering with AccuLynx, a cloud-based construction management software company, and Premier Technologies, a computer networking services company, to work with students on joint projects at the incubator.

Freshmen and sophomore students would begin the program at BMHS. This would eventually lead to the Technology Incubator space.

Representatives from several area employers make up the Advisory Committee. They include AccuLynx, Premier Technologies, Hendricks Holding Company along with Beloit College, UW-Whitewater, Rockford University and IT Roundtable in Rockford. Eigerlabs will also assisting in crafting and implementing the program.

The goal is for some of the students to eventually work on actual projects at Acculynx or Premier Technologies. Some of the students could potentially work and receive pay for their services from the two companies as well as college credit through the Youth Apprenticeship Program.

The opportunities would not only be available for BMHS students, but students at Beloit College and Blackhawk Technical College as well.

District officials are moving forward on planning the incubator with local businesses. As the project is still in the planning stages, there is no date for completion at this time.

BMHS's newly remodeled Technical Education Department offers students a variety of career and technical paths, computer repair and information technology as well as machining, building construction, manufacturing, automotive technologies, business

and hospitality and tourism.

The new Advisory Committee with AccuLynx and Premier Technologies will be helping to determine which topics will be covered in computer science as well as information technology courses.

Rewey said BMHS currently has a CISCO program, but next year will have Project Lead the Way computer science courses as well.

"With the shortages of individuals going into Information Technology and Computer Science fields we want to be proactive in our community to provide a productive learning resource for students and the community," Rewey said.

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Irontek U and REACH Collaborative



Concept of Collaboration

Example programs: [Vantage Program](#) Minnetonka, MN

- ❖ VANTAGE, Minnetonka's Advanced Professional Studies program, is a dynamic collaboration between Minnetonka High School and the professional community. For students who want to gain a deep understanding of and actively participate in a high-demand profession, VANTAGE offers an inspiring, hands-on program, combining rigorous coursework with dynamic project-based learning in a collaborative professional environment.
- ❖ VANTAGE students are off-site in a professional setting. Guest instructors, 1:1 mentors, and professional-partner projects are the primary focus of class time.



Elmbrook School District: Innovation Collaboratory

- ❖ To provide high school juniors and seniors with a unique learning experience that allows the opportunity to apply their learning through real-world, hands-on projects provided by area business and industry. Working in project teams, students will be guided by highly-qualified staff and learn valuable skills in high-demand college and career fields of study.
- ❖ Located in a facility off-campus from both high schools, most likely in leased office space.
- ❖ Implementation in 2017-2018

Irontek and REACH

- ❖ Planning for this Collaboration began almost two years ago.
- ❖ [Educators and Businesses Join to create “Tech Incubator” Beloit Daily News, August 21st. 2014](#)
- ❖ IT/PLTW & Business Computer Science students (Juniors and Seniors)
- ❖ Business Partnerships and Mentors: AccuLynx, Comply365, Premier Technologies, Resonate Web Marketing.
- ❖ Engaging students in real world learning scenarios.
- ❖ Off site facility located in Iron Works Complex.
- ❖ Reduced rate for large office space/Shared with Hononegah School District
- ❖ IT/Computer Science Instructors, CTE Director/Career Advocate/ Selected Students will have Facility Access.

Existing Funding Sources

Use of existing resources

- ❖ Carl Perkins Grant
- ❖ Act 59 Incentive Resources
- ❖ LVEC Local Vocational Education Coordinator



Moving Forward

- ❖ Continued Development of Programming and Fluid/Adaptable Curriculum.
- ❖ High School of Business Program.
- ❖ Currently work with Beloit Chamber of Commerce located at Irontek.



REACH Mission

REACH Advanced Career Education is a program that prepares students for technical careers or continued education.

The industry and education connection gives our students a chance to explore career options through work based learning and youth apprenticeship experiences. REACH program students have a number of opportunities to receive college credit that can better prepare them for life beyond high school.

The Beloit School District REACH program is about providing options for our students through Career and Technical Education programming.



I. BASIC INFORMATION

Topic or Concern: Transportation Request for Proposal Approval

Which strategy in the Strategic Plan does this support? 1: Finance/Facilities: We will create sustainable financing and establish financial priorities in order to ensure quality instructional programs and to support adequate, up-to-date facilities.

Your Name and Title: Janelle Marotz, CPA, SFO, CSRM, Assistant Superintendent of Business Services

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Board of Education?

Administration recommends issuing a Request for Proposal (RFP) for transportation services.

B. What information must the Board of Education have to understand the topic/concern and provide any requested action?

Administration recommends issuing an RFP for transportation services.

C. If you are seeking Board of Education action, what is the rationale for your recommendation?

We are finishing the last year of a three-year contract with Durham School Services for transportation and recommend issuing a request for proposal to eliminate the fixed fee that Durham pays for the initial procurement in 2013 and to issue an RFP to solicit pricing for a new five-year term. Elimination of the initial procurement fee of 3% each year will assist Durham going forward to be able to purchase replacement buses for the fleet this next contract term.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)

For the reasons specified above, it is recommended to issue a request for proposal for transportation services.

MOTION: The Board of Education approves administration to issue a request for proposal for transportation services.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds?

BUDGET LOCATION: 814



I. BASIC INFORMATION

Topic or Concern: Beloit Foundation Gift

Which strategy in the Strategic Plan does this support? #1 Finance and Facilities,

Your Name and Title: Janelle Marotz, Assistant Superintendent of Business Services

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Board of Education?

Beloit Foundation has given a gift to the District to be used for Beloit Memorial High School renovations or STEM programming.

B. What information must the Board of Education have to understand the topic/concern and provide any requested action?

Beloit Foundation has given a gift of \$625,000 that is designated for Beloit Memorial High School renovations or STEM programming.

C. If you are seeking Board of Education action, what is the rationale for your recommendation?

It is recommended to review solutions for the existing Acoustical, Architectural, and HVAC challenges present in the Beloit Memorial High School auditorium and to consider using the Beloit Foundation gift to address these challenges.

D. What are your conclusions?

In conclusion, administration recommends that the Board of Education accept the donation of \$625,000 for Beloit Memorial High School renovations.

MOTION: The Board of Education accepts the donation of \$625,000 from Beloit Foundation for the purpose of Beloit Memorial High School auditorium renovations.

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:

Long Term Committed Funds? Yes – 3 to 5 years

BUDGET LOCATION: 810

FISCAL IMPACT: \$625,000



School District of Beloit Board of Education Report

May 10, 2016

I. BASIC INFORMATION

Topic or Concern: Beloit Memorial High School Auditorium Renovations

Which strategy in the Strategic Plan does this support? Strategy 1-Finance/Facilities

Your Name and Title: Janelle Marotz, CPA, SFO, CSRM, Assistant Superintendent of Business Services

Others assisting you in the presentation: Joe Stadelman and Peter Pichotta, Angus Young

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Board of Education?

Our architects will present the scope of the proposed Beloit Memorial High School auditorium renovation project and recommended bid award.

B. What information must the Board of Education have to understand the topic/concern and provide any requested action?

The District has received a gift from the Beloit Foundation designated for auditorium renovations in the amount of \$625,000.

C. If you are seeking Board of Education action, what is the rationale for your recommendation?

Our high school auditorium has current challenges including the lack of cooling, poor acoustics, a wood stage floor that can no longer be repaired and curtains that are in need of replacement.

Attached are the project scope, budget, design and schematics for your review and approval.

D. What are your conclusions?

Recommended renovations including air conditioning, acoustics, replacement of stage floor and curtain replacement, as needed which will add great value to our theater facility to enhance our performance quality.

MOTION: The Board of Education accepts the generous gift from Beloit Foundation in the amount of \$625,000 and approves the Beloit Memorial High School auditorium renovations to include a general contractor award to _____.

Long Term Committed Funds? No

BUDGET LOCATION: 810

FISCAL IMPACT: (\$625,000 donation and district contribution not to exceed \$558,270.25)
Our current budget (2015-16) includes appropriations for the stage floor and curtain replacement.

Prepared By: Joe Stadelman/Peter Pichotta

- Present and Review Graphic Analysis of the Auditorium Acoustical Performance
- Present and Review Conceptual Drawings of the Design Solution
- Discuss Bidding Process - (5) GC Invited, (5) GC Attended Walkthrough
- Present and Review Bid Results - (4) GC Bid, (2) GC within \$2200
- Recommend Cost Saving Options - TBD prior to Board Meeting
- Recommend General Contractor - TBD after review of Cost Savings Options

Funds provided to the School District for various Auditorium Renovation Work

- Available Funds (GIFT) \$625,000.00

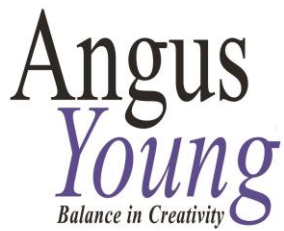
Scope of Work included in the Project Budget, Originator of Scope of Work Documents, Associated Costs, and Bidding Contractors.

- | | | |
|----------------------------------|--------------|---|
| • Asbestos Abatement | (SDB) | \$7,740.00 |
| • Security Cameras | (SDB) | \$12,890.25 |
| • Stage Curtain Replacement | (SDB) | \$22,940.00 |
| • <u>Stage Floor Replacement</u> | <u>(SDB)</u> | <u>\$40,000.00</u> |
| ○ Subtotal | | \$83,570.25 |
| • Auditorium Renovation | (AYA) | \$1,005,799.00 (Glen Fern Construction) |
| | | \$1,008,000.00 (Klobucar Construction) |

PROJECT DISCOVERIES

Items discovered during the Design Phases which were addressed in the Bid Documents.

- Uninsulated ductwork for Auditorium cooling resulted in a concern for condensation control and required the addition of insulation to the exterior of the existing distribution ductwork system.
- Unwanted sound created by the heating and cooling system airflow needed to be corrected by utilizing sound dampening equipment and acoustical insulation. Also needed to abandon existing and install new distribution ductwork and louvers.
- Demolition work was required to remove existing distribution ductwork and louvers and accommodate the new distribution ductwork and louvers.
- Asbestos abatement in the ceilings and walls was required to remove existing distribution ductwork and louvers and accommodate the new distribution ductwork and louvers.
- Painting of Auditorium ceilings and walls due to the demolition work.
- Heating and cooling of the backstage did not exist.



Angus-Young Associates
555 South River Street
Janesville, WI 53548-4783
www.angusyoung.com

BID TALLY

BMHS Auditorium Renovation

AYA Project Number 58580

April 28, 2016

Bidding Contractors	Base Bid
CCI	\$1,090,000.00
Gilbank	\$1,155,000.00
Glen Fern	\$1,005,799.00
Klobucar	\$1,008,000.00
Tri North	\$0.00

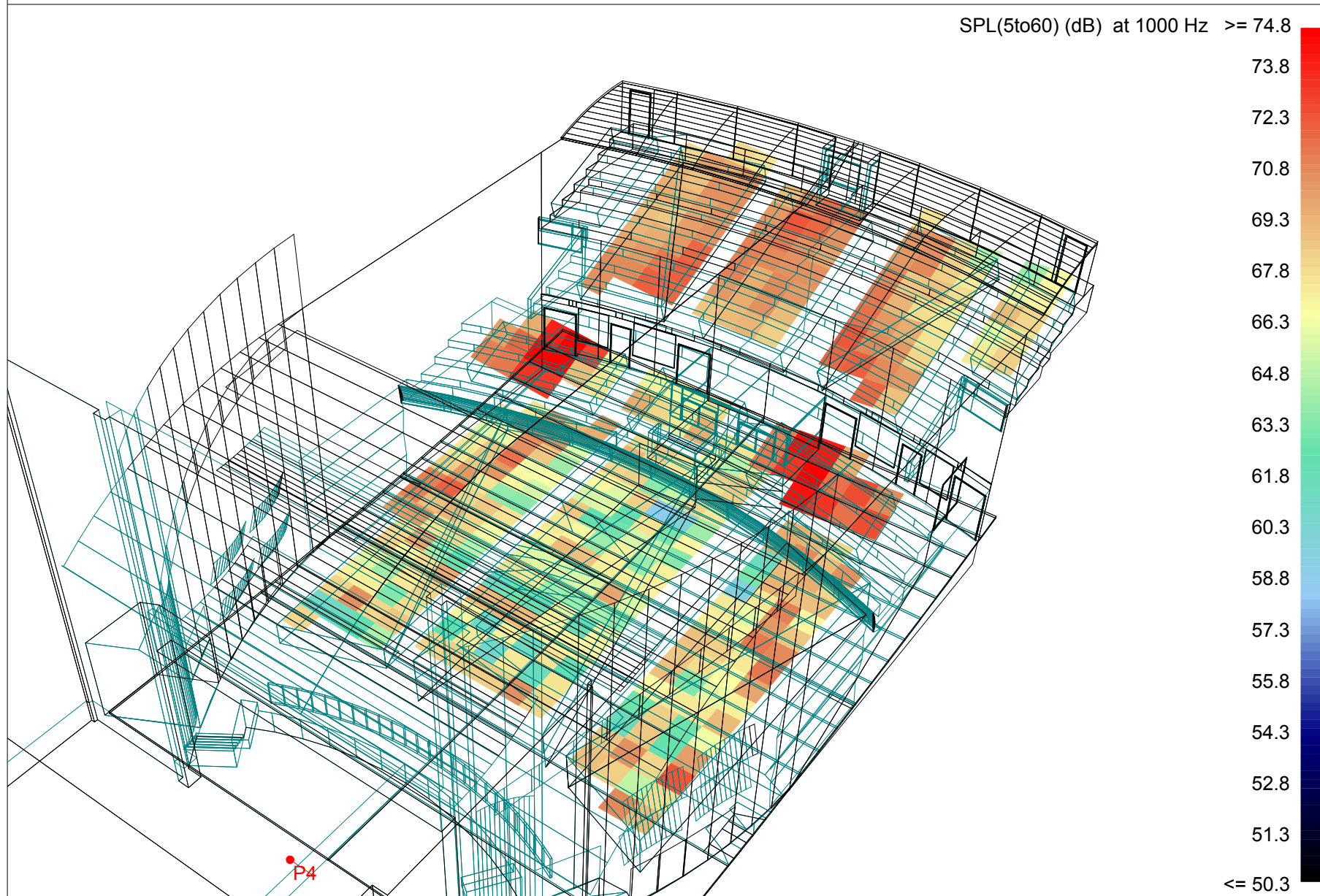


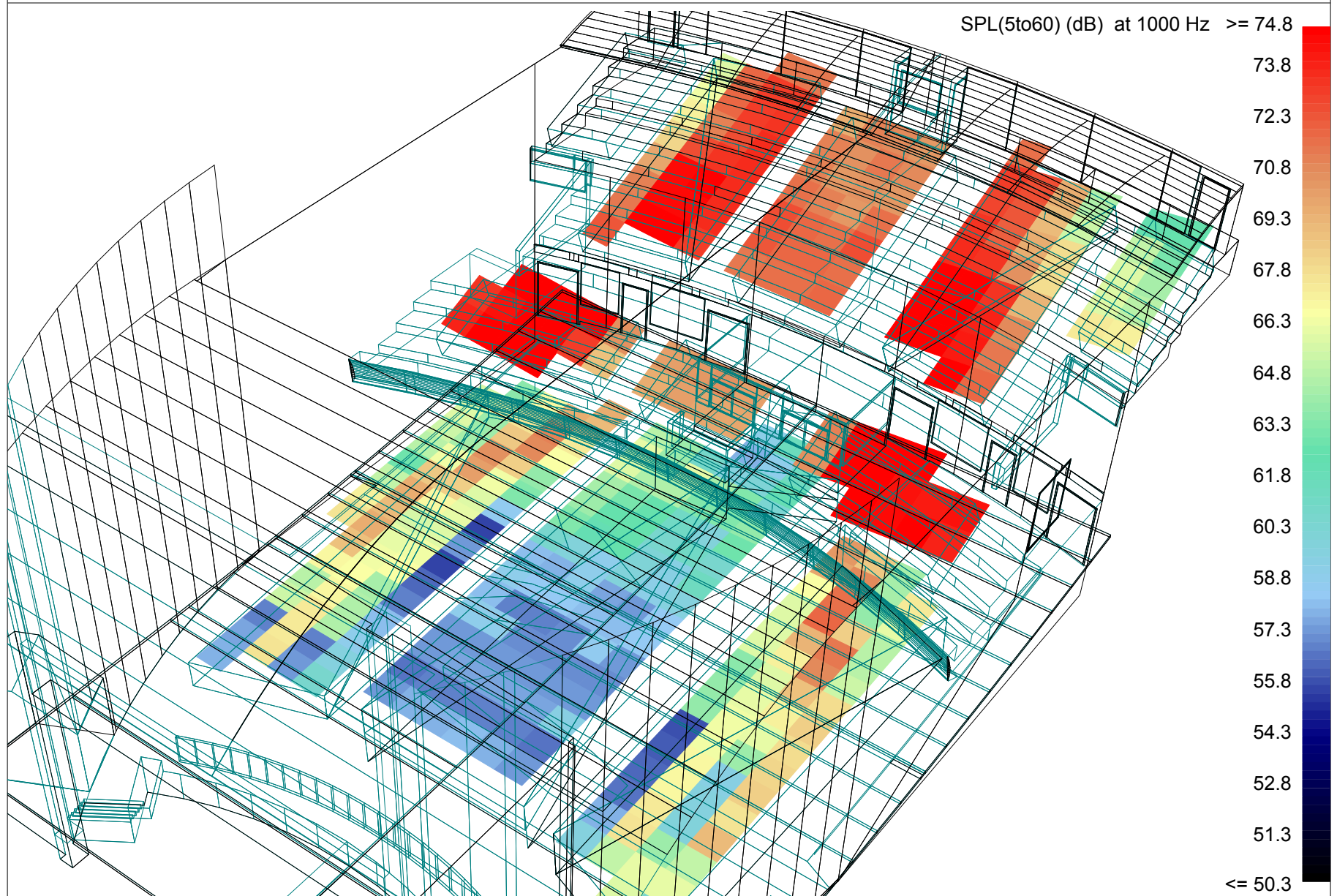














School District of Beloit Board of Education Report

May 6, 2016

I. BASIC INFORMATION

Topic or Concern: Employment actions - final 1-year contracted non-renewal report - Exhibit B

Which strategy in the Strategic Plan does this support? Strategy 1 - Finance & Facilities, Strategy 2 - Marketing, Strategy 3 - Student Engagement, Strategy 4 - Assessment & Instruction, Strategy 5 - Technology, Strategy 6 - Family Engagement, Strategy 7 - Character

Your Name and Title: Dr. Pamela Wiese, Assistant Superintendent Human Resources

Others assisting you in the presentation: Dr. Thomas Johnson, Superintendent

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Board of Education?

Employment recommendation.

B. What information must the Board of Education have to understand the topic/concern and provide any requested action?

Information to support legal action as required by Wisconsin Statutes.

C. If you are seeking Board of Education action, what is the rationale for your recommendation?

Comply with legal requirements and Wisconsin Statutes.

D. What are your conclusions?

Final notification to employees on 1-year contracts due to either their certification or limited term placement as indicated by hiring administrator.

MOTION: Final approval of non-renewal due to temporary 1-year only employment status.

I propose using an existing budget

Long Term Committed Funds? Yes indefinite

BUDGET LOCATION: all areas

FISCAL IMPACT: As indicated on report.