

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting

District Office
124 W. State Street
Medford, WI 54451

August 3, 2022
11:00 a.m. – 1:00 p.m.

AGENDA

Policies for Second Reading

RVA-JI	Student Awards and Scholarships
RVA-JIA	WI Academic Excellence Higher Education Scholarship Program
RVA-JIB	WI Technical Excellence Scholarship Program

(Motion to accept 2nd reading)

Policies for First Reading

CB	School District Administrator
CBD	Administrators Compensation and Benefits
CBE	Administrative Staff Development Opportunities
CBG	Administrator Evaluation

Review/Consideration

JBA – Page 4 Student Harassment/Bullying Complaint Procedures

Any other policy business that may arise.

Next Meeting Date: Wednesday, September 7, 2022

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

August 3, 2022

SECOND READING

Policy Code	Policy Title
RVA-JI	Students Awards and Scholarships
RVA-JIA	WI Academic Excellence Higher Education Scholarship
RVA-JIB	WI Technical Excellence Scholarship Program

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: January 26, 2017
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
**POLICY TITLE: STUDENT AWARDS AND
SCHOLARSHIPS**

Rural Virtual Academy (RVA) students shall be informed annually of available scholarships and awards.

Literature concerning available scholarships and awards shall be made available through the school counselor's office and shared with eligible students and families.

Criteria for school district awards and scholarships shall be developed in an equitable manner.

Except as provided in Wisconsin statute 120.13 (37m), no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any co-curricular, student services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Therefore, in full compliance with student non-discrimination law, the RVA shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons.

CROSS REFERENCE: RVA-JB, RVA-JIA, RVA-JIB

LEGAL REFERENCE: Wisconsin Statute 118.13, 120.13 (37m), and PI 9.03(1)

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: January 26, 2017
DATE REVISED: May 17, 2018
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
**POLICY TITLE: WISCONSIN ACADEMIC
EXCELLENCE HIGHER EDUCATION
SCHOLARSHIP PROGRAM**

Rural Virtual Academy (RVA) will participate in the Wisconsin Academic Excellence Higher Education Scholarship (AES) Program as determined by state law. School administration, under the guidance of RVA Governance Board, shall name the graduating student or students who have the highest grade point average(s) in all subjects completed during high school. The selection procedures followed will be based on state law and guidelines set forth by the Wisconsin Higher Education Aids Board (HEAB). The number of scholars named will be officially designated by the HEAB based on enrollment.

Annually, at the end of the last full semester preceding February 15, school administration, under the guidance of RVA Governance Board, shall select the graduating student(s) with the highest grade point average(s) using all semesters, less the final semester prior to graduation, of approved semester grades and based on the decimal system as referenced in the "Grading System" policy RVA-IKE. For purposes of selecting the scholar and/or alternate, grade point average shall include the same number of places past the decimal that the RVA uses on the official high school transcript. Weighted grades, as provided for in district policy, will be used to determine grade point average for the Wisconsin AES. All courses completed at the RVA, and/or transfer courses which are acceptable toward graduation, will be included in the grade point average.

In order to qualify for this scholarship, an RVA student must have:

- attended the RVA for four full semesters immediately preceding the graduation year;
- completed courses which have adequately prepared the student to meet admission standards for an institute of higher education in Wisconsin;
- earned a minimum of 21 cumulative grade point average (GPA) credits by the end of the semester preceding graduation.

In the case of ties (two or more students with the same grade point average), the following shall be applied in the order indicated:

1. If the tied students have all taken the ACT test, prior to the first day of class their graduation year, the student will be selected who has the highest composite standard score on their highest ACT test, as recorded on their permanent record. In the event that a tied student did not take the ACT, they will not be awarded the scholarship. If none of the tied students took the ACT, step two will be used. Only ACT tests already taken and recorded on the permanent record at the time of determination will be used.

2. If, after step one has been tried and there is still a tie, the student's total grade points shall be determined counting only the courses accepted previously for grade point average. The student with the most grade points shall be selected.
3. If, after both steps have been tried, there still exists a tie, the winner shall be determined by adding the sub scores of the ACT.
4. If, after all steps have been tried, there still exists a tie, the winner shall be determined by the flip of a coin conducted by school administration, at a designated time and place which will be announced to all parties involved.

CROSS REFERENCE: RVA-IKE, RVA-JI

LEGAL REFERENCE: HEA 9 Wis. Admin. Code, 39.41 Wis. Statute

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
RURAL VIRTUAL ACADEMY**

DATE ADOPTED: January 26, 2017
DATE REVISED:

FILE SECTOR: RURAL VIRTUAL ACADEMY
**POLICY TITLE: WISCONSIN TECHNICAL
EXCELLENCE SCHOLARSHIP PROGRAM**

The Rural Virtual Academy (RVA) will participate in the Wisconsin Technical Excellence Scholarship (TES) Program as determined by state law. School administration, under the guidance of the RVA Governance Board, shall name the graduating student or students who have the highest total points based on the Higher Educational Aids Board (HEAB) ranking system. The selection procedures followed will be based on state law and guidelines set forth by the Wisconsin HEAB. The number of scholars named will be officially designated by the HEAB based on enrollment.

In order to be eligible for nomination of a TES, a student must exhibit interest in and plan for a technical career at a Wisconsin Technical College System located in Wisconsin. A student must be enrolled on a full-time basis by September 30 of the academic year following the academic year in which they were designated as a scholar, at a participating Wisconsin Technical college. No student may receive both a Wisconsin TES and an Academic Excellence Scholarship (AES). In addition, to be an eligible candidate for a TES, a student must also have completed at least one of the following eight eligibility items:

- Be a Career and Technical Education (CTE) Concentrator;
- Participated in a Youth Apprenticeship Program;
- Participated in a Technical High School Diploma Program;
- Participated in a Career and Technical Training Pathway;
- Participated in a Skills Standards Program;
- Completed, or on track to complete, an industry-recognized certification program;
- Participated in a Career and Technical Student Organization (CTSO) in Wisconsin:
 - DECA, FBLA, FCCLA, FFA, HOSA or Skills USA;
- Completed a technical training program for high school students.

In order to qualify for this scholarship, a student must have attended the RVA for four full semesters immediately preceding the graduation year.

Annually, at the end of the last full semester preceding February 15, the RVA shall select the graduating student(s) with the highest total points based on the following HEAB ranking system.

- One point is given to a student for each credit earned in high school in CTE courses.
- One point is given to a student for each year of activity in a CTSO.
- For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination should be counted toward the number of credits the student has earned.

In the case of a tie, (two or more students with the same total points) the following shall be applied in the order indicated:

1. The student grade point average in all CTE courses taken during high school.
2. The students cumulative grade point average earned in all courses taken during high school.

CROSS REFERENCE: RVA-IKE, RVA-JI

LEGAL REFERENCE: HEA 9 Wis. Admin. Code, 39.41 Wis. Statute

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

August 3, 2022

FIRST READING

Policy Code	Policy Title
CB	School District Administrator
CBD	Administrators Compensation and Benefits
CBE	Administrative Staff Development Opportunities
CBG	Administrator Evaluation

FILE: CB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	October 16, 1979	FILE SECTOR:	GENERAL SCHOOL
DATE REVISED:	October 22, 1997		ADMINISTRATION
DATE REVISED:	July 17, 2003	POLICY TITLE:	SCHOOL DISTRICT
DATE REVISED:	September 15, 2016		ADMINISTRATOR
DATE REVISED:			

The district administrator is employed by the Medford Area Public School District Board of Education (BOE) and acts as its executive officer in administering the board of education BOE's policies for the operation of the schools. He/she They shall have general supervision and management of the professional works of the schools and the promotion of students.

At January's meeting, or not later than April's meeting, the board BOE shall employ a district administrator under a contract for a term not to exceed two years. At the board BOE's discretion, the district administrator's contract may provide for one or more extensions of one year each. No later than five months prior to the expiration of the district administrator's contract (i.e., before the end of January for a contract that expires the upcoming June 30), the board BOE shall begin the renewal/non-renewal process, adhering to all deadlines and procedures specified in state law. The board BOE shall determine the annual salary of the district administrator.

In the event the district administrator's contract includes a provision concerning one-year contract extension(s), the board BOE shall consider granting or denying such extension(s) according to the deadlines established in the employment contract.

CROSS REFERENCE: CBG & Employment Contract of the District Administrator
LEGAL REFERENCE: Section 118.24(1) Wis. Stats.

FILE: CBD

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	October 10, 1989	FILE SECTOR:	PERSONNEL
DATE REVISED:	May 18, 2000	POLICY TITLE:	ADMINISTRATORS
DATE REVISED:	August 21, 2003		COMPENSATION AND
DATE REVISED:	June 22, 2011		BENEFITS
DATE REVISED:	September 15, 2016		
DATE REVISED:			

Compensation

An administrative salary should reflect the value the school district places on the particular position. It should provide the individual with stability, coupled with the individual's sense of continued professional growth. The salary structure assumes high quality performance; however, provisions must be made in a system of compensation for level of job responsibilities and for those who function significantly above or below what is expected of them.

The district administrator shall provide the Board of Education (BOE) with placement and salary recommendations for all other administrators. The district administrator's recommendation regarding any merit-based change to an administrator's salary shall be tied to his/her their review of the administrator's job performance.

Vacation Benefits

All vacation days must be approved by the district administrator prior to use. In the event circumstances make it necessary for principals or directors to be called into work during vacation time, a plan to use the lost vacation time shall be submitted to the district administrator for approval. No more than 10 consecutive scheduled school days shall be missed.

In the case of the district administrator, he or she they shall give prior notification to the board of education BOE of vacation time to be taken.

CROSS REFERENCE: CBE

LEGAL REFERENCE: Section 118.245 Wis. Stats.

FILE: CBE

MEDFORD AREA PUBLIC SCHOOL DISTRICT

**DATE ADOPTED: October 16, 1979 FILE SECTOR: GENERAL SCHOOL
DATE REVISED: December 20, 2001 ADMINISTRATION
DATE REVISED: September 19, 2002 POLICY TITLE: ADMINISTRATIVE STAFF
DATE REVISED: March 17, 2003 DEVELOPMENT
DATE REVISED: July 15, 2004 OPPORTUNITIES
DATE REVISED: August 17, 2006
DATE REVISED: June 22, 2011
DATE REVISED: September 15, 2016
DATE REVISED:**

The district administrator shall stay current with educational trends. The district administrator shall attend such national, state and local professional meetings as may be necessary to keep the schools in contact with the best recent educational thought and practice. The district administrator shall be entitled to reimbursement for expenses incurred in attending such meetings.

Similarly, administrators other than the district administrator may, upon authorization from the school board or district administrator, attend conventions, seminars and similar events for the purpose of promoting and stimulating their professional growth and for improving the schools of the district. In accord with any separate policy or regulation regarding expenses, reasonable expenses for such approved attendance shall be reimbursed by the district.

**CROSS REFERENCE: CBE-R, DLC and GCLB
LEGAL REFERENCE: Sections 118.24(5) and 121.02(1)(b), Wis. Stats.; PI 8.01(2)(b),
 Wisconsin Administrative Code**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: September 19, 1991	FILE SECTOR: GENERAL SCHOOL
DATE REVISED: October 18, 1994	ADMINISTRATION
DATE REVISED: November 19, 1998	POLICY TITLE: ADMINISTRATIVE STAFF
DATE REVISED: October 21, 1999	DEVELOPMENT
DATE REVISED: December 20, 2001	OPPORTUNITIES
DATE REVISED: September 19, 2002	
DATE REVISED: March 17, 2003	
DATE REVISED: July 15, 2004	
DATE REVISED: August 17, 2006	
DATE REVISED: June 22, 2011	
DATE REVISED: September 15, 2016	

RULE GOVERNING ATTENDANCE AT A NATIONAL CONVENTION

In order to be eligible for attendance at a national convention the following rules exist:

- The administrator must be an administrator in the Medford Area Public School District for at least two years. He/she/They would be eligible for convention attendance in the third, fourth or fifth year, (depending upon rotation cycle) and every third year thereafter.
- The district administrator would rule on who is eligible each year and rotate the eligibility as follows:

Year A	2016-2017	Director of Special Education and Student Services MAMS Principal Technology Administrator
Year B	2017-2018	Director of Curriculum & Instruction District Administrator MASH Principal SES Elementary Principal
Year C	2018-2019	Director of Business Services MAES Elementary Principal MAMS Assistant Principal MASH Assistant Principal
Year D	2019-2020	Director of Special Education and Student Services MAMS Principal Technology Administrator
Year E	2020-2021	Director of Curriculum & Instruction District Administrator MASH Principal SES Elementary Principal
Year F	2021-2022	Director of Business Services MAES Elementary Principal MAMS Assistant Principal MASH Assistant Principal
Year A	2022-2023	Director of Special Education and Student Services MAMS Principal

		Technology Administrator
Year B	2023-2024	Director of Curriculum & Instruction District Administrator MASH Principal SES Elementary Principal
Year C	2024-2025	Director of Business Services MAES Elementary Principal MAMS Assistant Principal MASH Assistant Principal
Year D	2022-2023	Director of Special Education and Student Services MAMS Principal Technology Administrator
Year E	2023-2024	Director of Curriculum & Instruction District Administrator MASH Principal SES Elementary Principal
Year F	2024-2025	Director of Business Services MAES Elementary Principal MAMS Assistant Principal MASH Assistant Principal

- No more than four administrators (not including district administrator) may attend a National Convention during any given year.
- Administrators must attend the convention of their association. Exceptions to this can be made by the district administrator and conveyed to the board of education.
- An administrator not performing well or exhibiting evidence of leaving the district may be denied or deferred in their rotation.
- An outline of the convention along with anticipated expenses must be given to the district administrator who (if it is approved) will provide the board with the information.
- A meal allowance of ~~\$40.00~~ \$75.00 per day for each full day of attendance will be provided by the district.
- The district administrator is eligible for national convention attendance every other year.

CROSS REFERENCE: DLC and GCLB
LEGAL REFERENCE:

FILE: CBG

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 16, 1979 FILE SECTOR: GENERAL SCHOOL
DATE REVISED: May 16, 1996 ADMINISTRATION
DATE REVISED: July 15, 2004 POLICY TITLE: ADMINISTRATOR
DATE REVISED: June 22, 2011 EVALUATION
DATE REVISED: September 15, 2016
DATE REVISED:

In January of each year, or as soon thereafter as practicable, the Medford Area Public School District Board of Education (BOE) will conduct a closed session to evaluate the district administrator's performance (with the district administrator present for such portions of the evaluative discussion as the board deems appropriate) and to discuss the district administrator's evaluations of the performance of the administrative team. Evaluations shall be based on written, board-approved job descriptions (PI 8.01(2)(q) Wisconsin Administrative Code).

Through evaluation of the district administrator, the ~~board of education~~ BOE shall strive to:

- Clarify for the district administrator ~~his/her~~ their role in the school system as seen by the ~~board of education~~ BOE.
- Provide effective administrative leadership for the school system.
- Clarify for all ~~board of education~~ BOE members the role of the district administrator in the light of ~~his/her~~ their job description and the immediate priorities among ~~his/her~~ their responsibilities as agreed upon by the ~~board of education~~ BOE and the district administrator.
- Develop harmonious working relationships between the ~~board of education~~ BOE and the district administrator.

The ~~board of education~~ BOE shall provide itself and/or the district administrator with periodic opportunities to discuss district administrator- ~~board of education~~ BOE relationships, and shall inform ~~him/her~~ them in writing, at least annually, of any inadequacies as perceived by the ~~board of education~~ BOE.

CROSS REFERENCE: Administrative Job Descriptions & Employment Contract of the District Administrator

LEGAL REFERENCE: Sections 19.85, 118.24, and 121.02(1)(q) Wisconsin Statutes and PI 8.01(2)(q) Wisconsin Administrative Code

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

August 3, 2022

Review/Consideration

Policy Code	Policy Title
JBA	Page 4 Student Harassment/Bullying Complaint Procedures

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: February 18, 1999	FILE SECTOR: STUDENTS
DATE REVISED: April 17, 2003	POLICY TITLE: STUDENT HARASSMENT/ BULLYING COMPLAINT PROCEDURES
DATE REVISED: March 21, 2006	
DATE REVISED: March 20, 2008	
DATE REVISED: September 16, 2010	
DATE REVISED: May 17, 2012	DATE REVISED:
DATE REVISED: September 18, 2014	
DATE REVISED: September 28, 2020	

Appeal Process

1. If any party is not satisfied with the report of the building administrator or designee, a written appeal may be submitted to the designated harassment officer indicating the nature of the disagreement. The appeal must be filed within 10 working days after receipt of the building administrator or designee's answer. The building administrator or designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.
2. The building administrator or designee shall provide a written response outlining the findings and disposition of the appeal within 20 working days of the date the appeal is filed or 20 working days after the meeting, whichever is later.
3. If the complainant or the building administrator or designee is not satisfied with the results of Step 3, they may file an appeal requesting a hearing with the district administrator within 10 working days after the decision in Step 3 has been rendered.
4. If the complainant or the district administrator wishes to pursue the matter further, either party may file an appeal requesting a hearing with the board of education within 10 working days after the decision in Step 4 has been rendered. The board of education will conduct a hearing about the matter and may take appropriate action in order to resolve any misconduct and/or the complaint.
5. The complainant shall be notified of the right to appeal a negative determination by the board of a complaint of harassment/bullying that would constitute student discrimination within 30 days to the Wisconsin Department of Public Instruction.