

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting
District Office
124 W. State Street
Medford, WI 54451

November 2, 2022
11:00 a.m. – 1:00 p.m.

AGENDA

Policies for Second Reading

CH	Policy Implementation (Enforcement)
CHA	Development of Administrative Rules & Policy Absence Procedure
CHCA	Development and Approval of Handbooks
DA	Fiscal Management Goals

(Motion to accept 2nd reading)

Policies for First Reading

DB	Annual Operating Budget
DBB	Fiscal Year
DCA	Short Term Borrowing
DFA	Revenues From Investments

Review/Consideration

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, December 7, 2022

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
SCHOOL BOARD POLICY HANDBOOK**

November 2, 2022

SECOND READING

Policy Code	Policy Title
CH	Policy Implementation (Enforcement)
CHA	Development of Administrative Rules & Policy Absence Procedure
CHCA	Development and Approval of Handbooks
DA	Fiscal Management Goals

1.

FILE: CH

MEDFORD AREA PUBLIC SCHOOL DISTRICT

**DATE ADOPTED: October 16, 1979 FILE SECTOR: GENERAL SCHOOL
DATE REVISED: September 18, 2003 ADMINISTRATION
DATE REVISED: November 17, 2016 POLICY TITLE: POLICY IMPLEMENTATION
DATE REVISED: (ENFORCEMENT)**

Policies developed by the Medford Area Public School District Board of Education (BOE) and the administrative regulations developed to implement them are designed to increase the probability of an effective and efficient school system. Consequently, it is assumed that all district employees and students willingly carry them out. In an attempt to insure equitable and just treatment of all, suggestions for changes in, revisions of, or additions to existing policies and regulations are welcomed from employees and students.

In the educational hierarchy, those in supervisory positions are responsible for informing under their charge of existing policies and regulations and for seeing that they are implemented. Continuous disregard for BOE policy and administrative regulation may be interpreted as willful neglect of duty and may constitute grounds for dismissal. Any employee who feels that they are subject to arbitrary and/or unpredictable regulations may institute a formal grievance procedure.

**CROSS REFERENCE: GBM & Employee Agreement(s)
LEGAL REFERENCE:**

FILE: CHA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

**DATE ADOPTED: June 24, 1991 FILE SECTOR: GENERAL SCHOOL
DATE REVISED: July 17, 2003 ADMINISTRATION
DATE REVISED: November 17, 2016 POLICY TITLE: DEVELOPMENT OF
DATE REVISED: ADMINISTRATIVE RULES AND
POLICY ABSENCE PROCEDURE**

Medford Area Public School District Board of Education (BOE) shall delegate to the district administrator the function of specifying the required actions and designing the detailed arrangements, under which the school will be operated. These detailed arrangements shall constitute the administrative regulations governing the schools. They shall be defined in written form and organized for easy use. The administrative regulations must be consistent with the policies of the BOE, statutory law and case law.

The BOE shall formulate and adopt administrative regulations when specific statutes require BOE adoption or the district administrator BOE adoption in special circumstances.

In the absence of policy, the district administrator or their designee shall assume authority and/or perform duties as needed which will be subject to later consideration of the BOE.

**CROSS REFERENCE:
LEGAL REFERENCE:**

FILE: CHCA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: June 24, 1991
DATE REVISED: September 18, 1997
DATE REVISED: March 18, 2004
DATE REVISED: July 15, 2004
DATE REVISED: November 17, 2016
DATE REVISED:

FILE SECTOR: SCHOOL
ADMINISTRATION
POLICY TITLE: DEVELOPMENT
AND APPROVAL OF
HANDBOOKS

Student, athletic, personnel and transportation handbooks stating current rules and regulations shall be prepared for staff, students and parents. These shall govern the conduct of students and personnel and contain such rules and regulations as shall be needed or required. These handbooks are not all inclusive in their delineation of work rules, conduct rules, etc. Copies shall be approved prior to the opening of school by the Board of Education (BOE) and are available online or upon request.

Though written by the administrative staff, material of this nature shall be considered an extension of BOE policy and shall be adhered to as such. Additions or deletions that must take effect immediately shall be acted upon at the next BOE meeting.

CROSS REFERENCE:
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 22, 1980
DATE REVISED: August 21, 2003
DATE REVISED: December 20, 2016
DATE REVISED:

FILE SECTOR: FISCAL MANAGEMENT
POLICY TITLE: FISCAL MANAGEMENT
GOALS

The quantity and quality of learning programs are directly dependent on effective, efficient management of funds. It follows that the district's purposes can best be achieved through excellent fiscal management. Further, the Board of Education (BOE) recognizes the important trust it has been given with the responsibility of managing public resources. As trustee of local, state and federal funds allocated for use in public education, the BOE will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the district take specific action to make sure education remains central and that fiscal matters are secondary and contribute to the educational program. This concept shall be incorporated into BOE operations and into all aspects of district management and operation.

In the district's fiscal management, the BOE seeks to achieve the following goals:

- To engage in thorough advance planning in order to develop budgets and to guide expenditures to achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
- To establish levels of funding which will provide high quality education for the districts' students.
- To use the best available techniques for budget development and management.
- To provide timely and appropriate information to all staff with fiscal management responsibilities.
- To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors and all other areas of fiscal management.

CROSS REFERENCE:
LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

November 2, 2022

FIRST READING

Policy Code	Policy Title
DB	Annual Operating Budget
DBB	Fiscal Year
DCA	Short Term Borrowing
DFA	Revenues From Investments

FILE: DBB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 22, 1980 FILE SECTOR: FISCAL MANAGEMENT
DATE REVISED: July 17, 2003 POLICY TITLE: FISCAL YEAR
DATE REVIEWED: February 16, 2017
DATE REVIEWED:

The fiscal year for the district is July 1 through June 30.

CROSS REFERENCE:
LEGAL REFERENCE:

FILE: DCA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: November 21, 1991 **FILE SECTOR:** FISCAL MANAGEMENT
DATE REVISED: September 18, 2003 **POLICY TITLE:** SHORT TERM BORROWING
DATE REVISED: February 16, 2017
DATE REVISED:

Medford Area Public School District Board of Education (BOE) may authorize the use of short-term loans when the financial situation of the district so warrants. Such short-term borrowing shall be done in accordance with state and federal law.

The ~~board of education~~ BOE may borrow unencumbered monies from any one fund (except the debt service fund) for the use of another fund at any time during the fiscal year. All monies borrowed from a fund shall be repaid to that fund when needed to meet the obligations of the fund, and in any event, shall be repaid not later than the last day of the fiscal year during which said monies were borrowed.

CROSS REFERENCE:
LEGAL REFERENCE: Section 67.12 Wis. Stats.

9.

FILE: DFA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 8, 1991 FILE SECTOR: FISCAL MANAGEMENT
DATE REVISED: September 18, 2003 POLICY TITLE: REVENUES FROM
DATE REVISED: February 16, 2017 INVESTMENTS
DATE REVIEWED:

Funds which are not needed to meet immediate operating expenses shall **may** be invested in authorized securities or funds to accrue maximum interest. Periodically, quotes should be obtained from financial institutions to insure that the funds are invested where maximum return may be realized.

Investments will be limited in ~~any one~~ **a** financial institution to the amounts insured by state and federal laws. If the financial institution shows proof of collateral to protect the district's investment, investments may be made over the insured limit. ~~The Wisconsin State Government Pool and the Wisconsin Liquid Asset Fund are exceptions to this paragraph.~~

The investment program will be administered under the direction of the director of business services with the approval of the district administrator.

CROSS REFERENCE:

LEGAL REFERENCE: Sections 22.50, 34.05, 34.08, 66.0603, and 67.11(2)
Wis. Stats.

10.