

MEDFORD AREA PUBLIC SCHOOL DISTRICT

Board of Education Policy Committee Meeting

District Office
124 W. State Street
Medford, WI 54451

October 5, 2022
11:00 a.m. – 1:00 p.m.

AGENDA

Policies for Second Reading

CCB	Staff Relations and Chain of Command
CCC	Conflict of Interest (Nepotism)
CE	Administrative Councils, Cabinets and Committees
CF	School Building Administration

(Motion to accept 2nd reading)

Policies for First Reading

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

Review/Consideration

Editorial Changes

Any other policy business that may arise.

Next Meeting Date: Wednesday, November 2, 2022

FILE: CCB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 16, 1979	FILE SECTOR: GENERAL SCHOOL
DATE REVISED: February 15, 2001	ADMINISTRATION
DATE REVISED: July 15, 2004	POLICY TITLE: STAFF RELATIONS
DATE REVISED: October 21, 2004	AND CHAIN OF COMMAND
DATE REVISED: October 31, 2016	
DATE REVISED:	

Medford Area Public School District (MAPSD) Board of Education (BOE) requires the district administrator to establish clear understandings on the part of all personnel of the working relationships in the school system.

The chain of command shall be those approved by the BOE.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Established chain of command will serve most purposes. All personnel shall have the right to appeal any decision made by an administrator through grievance procedures established in BOE policy.

Additionally, chain of command does not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services.

MAPSD BOE requires the district administrator and other administrators to create and maintain internal mechanisms for collaborative sharing of information and provisions of input among district staff, including creation and use of cross-functional teams and similar work groups when appropriate.

CROSS REFERENCE: CCC and GBJ

LEGAL REFERENCE:

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	December 19, 1989	FILE SECTOR:	BOARD GOVERNANCE
DATE REVISED:	October 22, 1997		GOVERNANCE AND
DATE REVISED:	December 20, 2001		OPERATIONS
DATE REVISED:	August 21, 2003	POLICY TITLE:	CONFLICT OF INTEREST
DATE REVISED:	June 22, 2011		(NEPOTISM)
DATE REVISED:	November 17, 2016		
DATE REVISED:			

No parent or parent-in-law, spouse, son/daughter or son/daughter of the spouse, cohabitant in the same household, of any Medford Area Public School District (MAPSD) administrator/supervisor shall be employed, either part or full time, by MAPSD if that employment places the person under the direct supervision of said administrator/supervisor. No administrator/supervisor may be directly involved in the hiring, promotion, retention or discharge of a person coming within the relationships as defined above.

No officer or employee of the school district shall participate in the making of an employment contract or handbook in which the officer or employee has a private monetary interest, direct or indirect or performs some function in regard to that contract requiring the exercise of discretion on the officer's or employee's part. For example, an officer or employee has a direct or indirect monetary interest in the employment contract or handbook covering their spouse or any other similarly financial dependent or financially co-dependent person.

In addition, regardless of other applicable legal parameters governing conflicts of interest in the forming of contracts and/or handbook, no administrator/supervisor may serve on the board negotiating team in contract negotiations for any bargaining unit of which a spouse, parent or parent-in-law, son/daughter, son/daughter of a spouse, cohabitant in the same household or any financially dependent/co-dependent person is a member.

It shall be the responsibility of the person seeking employment and/or the administrator/supervisor relative, as defined above, to inform the administrator/supervisor charged with hiring, of any relationship as described in paragraph one. If after the hiring, selection for a new position or other appointment of an applicant, it is found that information about any such relationship was withheld or falsely given; the applicant may be subject to immediate discharge or other disciplinary action.

In circumstances where a district employee is involved in the applicant screening, interview and/or candidate selection process for any position of employment within the district (including serving as a reference for any applicant) and the district employee is also related to or otherwise personally knows any applicant (outside of an employment context), the pre-existing personal relationship shall be disclosed to the district administrator or other administrator/supervisor in charge of the hiring process.

Nothing in this policy shall be construed as disparaging or discouraging the appointment of close relatives for positions which are not designated by this policy as being in conflict, nor shall anything in this policy be construed to limit the opportunity for promotion to any person employed in MAPSD to positions which are not designated by this policy as being in conflict.

CROSS REFERENCE: GBA

LEGAL REFERENCE: Section 19.59, 111.345, & 946.13 Wis. Stats.

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 board of education 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 superordinate positions are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended. Continuous disregard for board of education policy and administrative regulation may be interpreted as willful neglect of duty and may constitute grounds for dismissal. Any employee who feels that ~~he or she is~~ they are subject to arbitrary and/or capricious 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
IN POLICY ABSENCE

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, in every respect, be consistent with the policies of the ~~board of education~~ BOE, statutory law and case law.

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

In the absence of policy, specific rules and advice of the ~~board of education~~ BOE, the district administrator or his/her designee in his/her absence shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising, may demand, subject to later consideration of the action by the ~~board of education~~ 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 school personnel, 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).

Though written by the administrative staff, material of this nature shall be considered an extension of ~~board of education~~ 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. ~~of the board of education.~~

CROSS REFERENCE:
LEGAL REFERENCE:

FILE: DA

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 ~~board of education~~ 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 ancillary and contribute to the educational program. This concept shall be incorporated into ~~board of education~~ BOE operations and into all aspects of district management and operation.

In the district's fiscal management, the ~~board of education~~ BOE seeks to achieve the following goals:

- To engage in thorough advance planning in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest 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: