

# MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

**September 7, 2022**  
**11:00 a.m. – 1:00 p.m.**

## **AGENDA**

### **Policies for Second Reading**

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

(Motion to accept 2<sup>nd</sup> reading)

### **Policies for First Reading**

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

### **Editorial Change**

BHD	Board Member Compensation and Expenses
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### **Review/Consideration**

Professional Staff Handbook – 7.1 Leaves  
Support Staff Handbook – 7.1 Leaves

**Any other policy business that may arise.**

**Next Meeting Date: Wednesday, October 5, 2022**

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

**September 7, 2022**

**SECOND READING**

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

FILE: CB

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

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

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 BOE's policies for the operation of the schools. 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 BOE shall employ a district administrator under a contract for a term not to exceed two years. At the 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 BOE shall begin the renewal/non-renewal process, adhering to all deadlines and procedures specified in state law. The 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 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 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, they shall give prior notification to the 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  
 DATE REVISED:

**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. 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	<b>2022-2023</b>	Director of Special Education and Student Services MAMS Principal Technology Administrator
Year B	<b>2023-2024</b>	Director of Curriculum & Instruction District Administrator MASH Principal Elementary Assistant Principal
Year C	<b>2024-2025</b>	Director of Business Services MAES Elementary Principal MAMS Assistant Principal MASH Assistant Principal
Year D	<b>2022-2023</b>	Director of Special Education and Student Services MAMS Principal Technology Administrator
Year E	<b>2023-2024</b>	Director of Curriculum & Instruction District Administrator MASH Principal Elementary Assistant Principal
Year F	<b>2024-2025</b>	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 \$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**

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

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 BOE shall strive to:

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

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

September 7, 2022

## FIRST READING

Policy Code	Policy Title
CCB	Line and Staff Relations
CCC	Conflict of Interest (Nepotism)
CE	Administrative Councils, Cabinets and Committees
CF	School Building Administration

**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: LINE AND STAFF**  
**DATE REVISED: October 21, 2004**      **RELATIONS**  
**DATE REVISED: October 31, 2016**  
**DATE REVISED:**

Medford Area Public School District 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.

Lines of direct authority shall be those approved by the ~~board of education~~ 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 lines of authority will serve most purposes. All personnel shall have the right to appeal any decision made by an administrative officer through grievance procedures established in ~~board of education~~ BOE policy.

Additionally, lines of authority do 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.

**CROSS REFERENCE: BG, CCB-R and CCC**

**LEGAL REFERENCE:**

MEDFORD AREA PUBLIC SCHOOL DISTRICT

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

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 the Medford Area Public School District 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 his/her 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 the Medford Area Public School District 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.**

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# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

September 7, 2022

## EDITORIAL CHANGE

Policy Code	Policy Title
BHD	Board Member Compensation and Expenses

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	August 5, 1986	FILE SECTOR:	BOARD GOVERNANCE AND OPERATIONS
DATE REVISED:	February 15, 1990		
DATE REVISED:	November 16, 1995	POLICY TITLE:	BOARD MEMBER COMPENSATION AND EXPENSES
DATE REVISED:	July 15, 2004		
DATE REVISED:	October 15, 2009		
DATE REVISED:	March 21, 2013		
DATE REVISED:	November 20, 2014		
DATE REVISED:	May 19, 2016		
DATE REVISED:	February 21, 2022		
DATE REVISED:			

Members of the board of education (BOE) will receive compensation as follows:

The BOE president shall receive \$100 \$125 per meeting, the BOE clerk \$95 \$120 per meeting and other BOE members \$75 \$100 per meetings of the BOE such as:

- All regularly scheduled monthly meetings.
- The annual meeting.
- Any special BOE meetings.
- The organizational meeting.

BOE members shall receive \$45 \$60 per meeting at other approved BOE meetings; such as:

- CESA and WASB sponsored meetings.
- BOE standing committee meetings.
- Meetings or activities when BOE member attendance is approved by the BOE.
- Legislative area BOE meeting.

District Committees with volunteer BOE representation shall not be reimbursable.

Members of the BOE will be reimbursed for travel expenses incurred in the performance of their board approved responsibilities:

- Registration  
Registration for out-of-district meetings and seminars will be made through the district administrator's executive assistant.
- Transportation  
BOE members are encouraged to use district vehicles when traveling outside the district. However, if a vehicle is not available, the BOE member may claim mileage to attend meetings, both in and out-of-district, as described above, based on actual mileage and at the current rate as prescribed in policy DLCA "Mileage Reimbursement."

- Lodging  
The actual cost of lodging will be reimbursed provided the cost is reasonable and proper. A receipt is required and must be attached to the travel voucher. It is the responsibility of the BOE member to pay any difference between a single room rate and that of a double if the BOE member has any other person sharing that room.
- Meals  
For all approved meetings outside the district, actual meal expenses are reimbursable. Meal reimbursement expenses shall not exceed \$75.00 per day.

Claims for expense reimbursement must be submitted on an expense reimbursement form along with itemized receipts.

**CROSS REFERENCE: DLC and DLCA**

**LEGAL REFERENCE: Wisconsin State Statutes 120.10(3)(4) and 120.13(16)(32)**



# MEDFORD AREA PUBLIC SCHOOL DISTRICT SCHOOL BOARD POLICY HANDBOOK

September 7, 2022

## Review/Consideration

Policy Code	Policy Title
	Professional Staff Handbook – 7.1 Leaves
	Support Staff Handbook – 7.1 Leaves

## **7 TIME-OFF BENEFITS**

### **7.1 Leaves**

Full-time employees are eligible to receive the leave benefits as described below. The District will pro-rate all leave benefits, including cumulative sick leave and personal leave, for regular part-time professional staff members. Any change in FTE status will result in a recalculation of cumulative sick leave and personal leave.

Any professional staff member obtaining leave benefits by fraud, deceit, or falsified statement or otherwise abusing the District's leave benefits, shall be subject to disciplinary action, up to and including discharge.

### **7.2 Sick Leave**

All professional staff will be allocated twelve (12) days of sick leave on July 1. Sick leave can be used for absences caused by illness or disability of which twelve (12) days may be used for care of a sick dependent child living in the home of the professional staff member. In addition, sick leave can be used for medical and dental appointments of the professional staff member. Sick leave deductions will be made in 15 minute increments. Sick leave shall be cumulative to 120 days. A professional staff member who has been absent from work due to illness may be required to provide medical verification of his/her illness and/or to submit to an examination by a licensed physician at the District's expense.

Misuse of sick leave shall mean loss of pay for the days alleged as sick leave and may result in other appropriate disciplinary action, up to and including discharge.

Sick leave requests shall be made to the building principal.

A professional staff member under this section who has accumulated 120 days of sick leave will be reimbursed for unused cumulative sick leave above 108 days at the end of a school year at the rate of \$75.00 per day. Payment will be made at the end of the fiscal year. A professional staff member who resigns after April 15 loses any right to reimbursement under this paragraph.

### **7.3 Personal Leave**

All personal leave requests must be submitted to the employee's immediate supervisor. A professional staff member will earn two (2) days of personal leave with pay each school year. Starting with the fifteenth year of service, a professional staff member will earn one additional personal leave day per school year. Personal leave days may be taken consecutively, and combined with any other leave, including unpaid leave. Under this provision, a professional staff member may bank any unused personal leave during a contract year. They may carry over banked days to be used in any subsequent year. A professional staff member can start a school year with no more than six (6) personal days which includes both banked and earned personal days.

## 7 TIME-OFF BENEFITS

### 7.1 Leaves

Full-time employees are eligible to receive the leave benefits as described below. The District will pro-rate all leave benefits, including cumulative sick leave and personal leave, for regular part-time employees. Any change in FTE status will result in a recalculation of cumulative sick leave and personal leave.

Any support staff member obtaining leave benefits by fraud, deceit, or falsified statement or otherwise abusing the District's leave benefits, shall be subject to disciplinary action, up to and including discharge.

Scheduled hours for purposes of the leave provisions below shall only include those hours performed in the employee's regular, primary position with the District. Hours worked in seasonal, sporadic or temporary positions, such as ticket-taker, coach, etc., shall not be included in the calculation.

### 7.2 Holiday Pay

Employees who are scheduled to work 1,700 or more hours per year based on prescribed annual hours (Section 2.1) will receive a paid holiday on each of the following days that occur during their regularly scheduled work year:

July 4	Christmas Day
Labor Day	New Year's Eve
Thanksgiving Day	New Year's Day
Day After Thanksgiving	Good Friday
Christmas Eve	Memorial Day

Employees who are scheduled to work 1,699 or less hours per year based on prescribed annual hours (Section 2.1) will receive a paid holiday on each of the following days that occur during their regularly scheduled work year:

Thanksgiving Day	New Year's Eve
Christmas Eve	New Year's Day
Christmas Day	Good Friday

If the holiday falls on a Saturday or Sunday, either the Friday prior to or the Monday following shall be taken as the holiday as determined by the District; except, when Christmas Eve and Christmas Day fall on Saturday and Sunday respectively, and when December 23 is a school day, Christmas Eve and Christmas Day shall be observed on the following Monday and Tuesday.

Employees shall qualify for holiday pay if they are on the payroll the entire scheduled work day immediately prior to the holiday and the entire scheduled work day immediately following the holiday.