



Monday, August 8, 2022
Board of Education Meeting

APPLETON AREA SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
Scullen Leadership Center
131 E. Washington Street, Suite 1A
Appleton, WI 54911
Time: 6:00 PM

The Board of Education will be meeting in the Scullen Leadership Center, 131 E. Washington Street, Suite 1A. Some individuals may be joining via remote technology and the meeting will be livestreamed on YouTube. Members of the media or general public may continue to access meetings in person or via a live stream broadcast on the Appleton Area School District YouTube Channel: <https://www.youtube.com/channel/UChO-l09YGgt4uKnCWYvt8Pw>

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda. Members of the public wishing to address the Board may speak during public input in accordance with the procedures posted on the District's website (http://www.aasd.k12.wi.us/district/board_of_education/public_input) and state law. The Wisconsin Open Meetings Law allows only brief discussion of topics that are not listed on the agenda. Therefore, the Board may not be able to fully address comments made during public input. When appropriate the Board may request the administration to reach out to a citizen regarding a concern they may have.

Any special needs or any requests for accommodations related to accessing the meeting should be sent to Clara Kopplinger, at kopplingerclar@aaasd.k12.wi.us or (920) 832-6126, at least 24-hours in advance of the meeting.

1. Meeting Opening

Subject	A. Roll Call
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

Subject	B. Pledge of Allegiance
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	1. Meeting Opening
Type	Procedural

2. Approval of Agenda (GC-2: Governing Commitments)

Subject	A. Board Member Request to Remove Consent Agenda Items(s) for Separate Consideration
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	2. Approval of Agenda (GC-2: Governing Commitments)
Type	Procedural

Subject	B. Approval of Agenda
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	2. Approval of Agenda (GC-2: Governing Commitments)
Type	Action, Procedural

3. Special Presentation

Subject	A. None
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	3. Special Presentation
Type	Information, Recognition

4. Public Input (GC-3.3: Initiate and maintain effective communication with the citizens.)

Subject	A. Public Input
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	4. Public Input (GC-3.3: Initiate and maintain effective communication with the citizens.)
Type	Procedural

Public Input:

Members of the public wishing to address the Board may speak during public input in accordance with the procedures posted on the District's website and state law. The Wisconsin Open Meetings Law requires that Board of Education members do not discuss topics or respond to questions that are not listed on the agenda. The practice of the Board is to not respond to public comments during the meeting; however, when appropriate the Board may request the administration to reach out to a citizen regarding a concern they may have. Speakers will be bound by the guidelines and responsibilities outlined on the District's website and established in policy. The Board reserves the right to terminate remarks of any individual who does not adhere to established rules, whose comments are unduly repetitive of previous comments, who makes comments that are obscene, threatening, harassing, or defamatory, or whose

conduct is otherwise disorderly. Comments that introduce complaints or concerns that are directed toward and that identify individual staff members or individual students are not permissible.

The Board reserves the right to amend and adjust processes and procedures relating to public input as necessary to accomplish the business of the Board, which includes the ability of the Board to limit (in a viewpoint-neutral manner) the total time allotted for public input or the amount of time allotted to individual topics.

Policy References:

[Board Policy and Rule 187 - Public Input at School Board and Board Subcommittee Meetings](#)

5. Board Development (GC-2.2: The Board will assure that its members are provided with training and professional support necessary to govern effectively.)

Subject	A. None
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	5. Board Development (GC-2.2: The Board will assure that its members are provided with training and professional support necessary to govern effectively.)
Type	Discussion, Information, Presentation

6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)

Subject	A. Business Services Update(s): AP Check Register July 2022, 2022-2023 Grants; Referendum Resolutions
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)
Type	Discussion, Information, Report

Executive Director of Finance Holly Burr will report on Business Services items for consideration.
Superintendent Greg Hartjes will report on the proposed Referendum Resolutions.

File Attachments
[Appleton Area SD - 22 Referendum - Initial Resolution.pdf \(50 KB\)](#)
[Appleton Area SD - 22 Referendum - Revenue Limit Resolution.pdf \(49 KB\)](#)
[Appleton Area SD - 22 Referendum - Referendum Resolution.pdf \(59 KB\)](#)

Subject	B. School/Student Services Update(s): ELA 11 Materials Update; ELA Grades 3-6 Materials Update; Tuition-Free Status for International Cultural Exchange Services
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)
Type	Discussion, Information, Report

Assistant Superintendent Steve Harrison will report on the proposed materials updates.
Assistant Superintendent Mike Hernandez will report on the proposed Tuition-Free Status request.

File Attachments
[Item for Consideration ELA 11_ American Literature and Composition \(1110\), AP English Language & Composition \(1120\), AP American Studies \(3060\) Mat.pdf \(39 KB\)](#)
[Item for Consideration ELA Words Their Way Materials Review.pdf \(54 KB\)](#)
[IFC - Tuition Free request - ICES August 2022.pdf \(534 KB\)](#)

Subject	C. Personnel Services Update(s): Professional Educator Hire(s), Contract Change(s), and Resignation(s); Administrative Hire(s); Internship; Employee Handbook Revisions 2022-2023
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	6. Information for Board Decision Preparation (OE-8.4: Assure that the Board has adequate information from a variety of internal and external viewpoints to assure informed Board decisions.)
Type	Discussion, Information, Report

Chief Human Resources Officer Julie King will report on Personnel Services items for consideration.

File Attachments
[IFC Employee Handbook Revisions \(2022-23\) \(8-8-22\).pdf \(137 KB\)](#)

7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)

Subject	A. Board Meeting Minutes from July 25, 2022
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	7. Board's Consent Agenda (GC-2.4: The Board will use a consent agenda as a means to expedite the disposition of routine matters and dispose of other items of business it chooses not to discuss.)
Type	Action, Minutes

Minutes aren't official until they are approved at the Board meeting.

8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Subject **A. AP Check Register July 2022**
Meeting Aug 8, 2022 - Board of Education Meeting
Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type Action

Subject **B. Grants 2022-2023**
Meeting Aug 8, 2022 - Board of Education Meeting
Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type Action
Recommend approval for August 2022-2023 Grant.

File Attachments
August Grants 2022-2023.pdf (104 KB)

Subject **C. ELA 11 Materials Update: American Literature and Composition (1110), AP English Language & Composition (1120), AP American Studies (3060) Materials Purchase- Radium Girls by DW. Gregory, She Kills Monsters by Samuel French**
Meeting Aug 8, 2022 - Board of Education Meeting
Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type Action

File Attachments
Item for Consideration ELA 11_ American Literature and Composition (1110), AP English Language & Composition (1120), AP American Studies (3060) Mat.pdf (39 KB)
KWKT- ELA 11 plays (8_8_22).pdf (100 KB)
Public Input Received - ELA 11.pdf (71 KB)

Subject **D. ELA Grades 3-6 Materials Update: Core Text (2020 edition) and four Companion Manuals (2019 edition) to support Word Study Instruction**
Meeting Aug 8, 2022 - Board of Education Meeting
Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type Action

File Attachments
Item for Consideration ELA Words Their Way Materials Review.pdf (54 KB)
Gr 3-6 ELA Words Their Way Materials (8_8_22).pdf (75 KB)
Public Input Received - Words Their Way 2022 (1).pdf (68 KB)

Subject **E. Tuition-Free Status for International Cultural Exchange Services**
Meeting Aug 8, 2022 - Board of Education Meeting
Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type Action

File Attachments
IFC - Tuition Free request - ICES August 2022.pdf (534 KB)

Subject **F. Professional Educator New Hire(s)**
Meeting Aug 8, 2022 - Board of Education Meeting
Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)
Type Action

File Attachments
IFC Professional Educator New Hires 8-8-22.pdf (127 KB)

Subject **G. Professional Educator Contract Change(s)**
Meeting Aug 8, 2022 - Board of Education Meeting
Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments
IFC Professional Educator Contract Changes 8-8-22.pdf (10 KB)

Subject H. Professional Educator Resignation(s)

Meeting Aug 8, 2022 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments
IFC Professional Educator Resignations 8-8-22.pdf (7 KB)

Subject I. Administrative Hire

Meeting Aug 8, 2022 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments
IFC- Administrative Hire.pdf (195 KB)

Subject J. Internship

Meeting Aug 8, 2022 - Board of Education Meeting

Category 8. Superintendent's Consent Agenda (OE-8.10: Provide for the Board adequate information about all administrative actions and decisions that are delegated to the Superintendent but required by law to be approved by the Board.)

Type Action

File Attachments
IFC-Internship.pdf (8 KB)

9. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)

Subject A. School Services Report: Proposed Materials Update - Elementary ELA: Handwriting Without Tears Student Workbook for Kindergarten and Gr.3

Meeting Aug 8, 2022 - Board of Education Meeting

Category 9. Reports (OE-8.2: Provide for the Board, in a timely manner, information about trends, facts and other information relevant to the Board's work.)

Type Discussion, Information, Presentation, Report

Assistant Superintendent Steve Harrison will report on the proposed materials update.

File Attachments
Item of Information_ ELA Handwriting Material Review.pdf (49 KB)
Kindergarten and Gr 3_ ELA Handwriting Without Tears (8_8_22).pdf (95 KB)
Public Input Received - Handwriting Without Tears 2022.pdf (61 KB)

10. Board Business

Subject A. Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$129,800,000 - for Consideration

Meeting Aug 8, 2022 - Board of Education Meeting

Category 10. Board Business

Type Action, Discussion, Information

File Attachments
Appleton Area SD - 22 Referendum - Initial Resolution.pdf (50 KB)

Subject B. Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$5,000,000 for Recurring Purposes - for Consideration

Meeting Aug 8, 2022 - Board of Education Meeting

Category 10. Board Business

Type Action, Discussion, Information

File Attachments

Subject **C. Resolution Providing for a Referendum Election on the Questions of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed \$129,800,000 and a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$5,000,000 for Recurring Purposes - for Consideration**

Meeting Aug 8, 2022 - Board of Education Meeting

Category 10. Board Business

Type Action, Discussion, Information

File Attachments
Appleton Area SD - 22 Referendum - Referendum Resolution.pdf (59 KB)

Subject **D. 2022-2023 Employee Handbook Revisions - for Consideration**

Meeting Aug 8, 2022 - Board of Education Meeting

Category 10. Board Business

Type Action, Discussion, Information

File Attachments
IFC Employee Handbook Revisions (2022-23) (8-8-22).pdf (137 KB)
HANDBOOK REVISIONS 2022-23 - (Final) 8-8-22.pdf (1,031 KB)
AASD-All Employee Handbook (2022-2023).pdf (1,951 KB)

Subject **E. Consent Agenda Item(s) Removed for Separate Consideration**

Meeting Aug 8, 2022 - Board of Education Meeting

Category 10. Board Business

Type Action, Discussion

Subject **F. Proposed New DRAFT Policy 188 - Board Member Participation in Meetings Via Technology - for Discussion**

Meeting Aug 8, 2022 - Board of Education Meeting

Category 10. Board Business

Type Discussion, Information

File Attachments
IFD - Virtual Meetings and Board Member Participation in Meetings via Technology.pdf (526 KB)
Virtual Meetings and Board Member Participation in Meetings Via Technology - 188 DRAFT.pdf (272 KB)

11. Items of Information

Subject **A. None**

Meeting Aug 8, 2022 - Board of Education Meeting

Category 11. Items of Information

Type Information

12. Future Meetings

Subject **A. Board Work Session: Wednesday, August 17, 2022, 7:30 AM**

Meeting Aug 8, 2022 - Board of Education Meeting

Category 12. Future Meetings

Type Information

Subject **B. Ronald C. Dunlap Elementary School Dedication: Monday, August 22, 2022, 5:00 PM**

Meeting Aug 8, 2022 - Board of Education Meeting

Category 12. Future Meetings

Type Information

Subject **C. Board Meeting: Monday, August 22, 2022, *7:00 PM***

Meeting Aug 8, 2022 - Board of Education Meeting

Category 12. Future Meetings

Type Information

13. Adjourn

Subject	A. Motion to Adjourn the Meeting
Meeting	Aug 8, 2022 - Board of Education Meeting
Category	13. Adjourn
Type	Action, Procedural

INITIAL RESOLUTION AUTHORIZING
GENERAL OBLIGATION BONDS IN AN
AMOUNT NOT TO EXCEED \$129,800,000

BE IT RESOLVED by the School Board of the Appleton Area School District, Outagamie, Calumet and Winnebago Counties, Wisconsin that there shall be issued pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$129,800,000 for the public purpose of paying the cost of a school building and facility improvement project consisting of: district-wide updates to classroom and STEM (science, technology, engineering, and math) areas, and safety and security improvements; construction of a new elementary school and related site improvements on district-owned land; remodeling and learning space updates at the elementary schools; renovations and construction of additions at the middle schools and the high schools, including for classrooms and high school fitness center and physical education space; and acquisition of furnishings, fixtures and equipment.

Adopted and recorded August 8, 2022.

Kay Eggert
District President

ATTEST:

Deborah Truymen
District Clerk

(SEAL)

RESOLUTION AUTHORIZING THE SCHOOL
DISTRICT BUDGET TO EXCEED REVENUE LIMIT
BY \$5,000,000 FOR RECURRING PURPOSES

BE IT RESOLVED by the School Board of the Appleton Area School District, Outagamie, Calumet and Winnebago Counties, Wisconsin that the revenues included in the School District budget be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$5,000,000 beginning with the 2023-2024 school year, for recurring purposes consisting of expenses for ongoing school building maintenance, cleaning and utility costs, staffing for STEM classes and reducing class sizes in kindergarten, first and second grades.

Adopted and recorded August 8, 2022.

Kay Eggert
District President

ATTEST:

Deborah Truymen
District Clerk

(SEAL)

RESOLUTION PROVIDING FOR A REFERENDUM
ELECTION ON THE QUESTIONS OF THE APPROVAL OF
AN INITIAL RESOLUTION AUTHORIZING THE ISSUANCE
OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT
TO EXCEED \$129,800,000 AND A RESOLUTION
AUTHORIZING THE SCHOOL DISTRICT BUDGET TO
EXCEED REVENUE LIMIT BY \$5,000,000
FOR RECURRING PURPOSES

WHEREAS, the School Board of the Appleton Area School District, Outagamie, Calumet and Winnebago Counties, Wisconsin (the "District"), has heretofore duly adopted resolutions entitled: "Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$129,800,000" (the "Initial Resolution") and "Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$5,000,000 for Recurring Purposes" (the "Revenue Limit Resolution"); and

WHEREAS, the School Board deems it to be desirable and in the best interest of the District to direct the District Clerk to submit the Initial Resolution and the Revenue Limit Resolution to the electors for approval or rejection at the regularly scheduled election to be held on November 8, 2022.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District as follows:

Section 1. Referendum Election Date. The District Clerk is hereby directed to call a referendum election to be held in the District at the regularly scheduled election to be held on November 8, 2022 for the purpose of submitting to the qualified electors of the District the propositions of whether the Initial Resolution and the Revenue Limit Resolution shall be approved.

Section 2. Notice to Electors. The District Clerk is directed to give notice by:

- (a) causing a Notice to Electors in substantially the form attached hereto as Exhibit A to be published in The Post-Crescent within ten days after the date hereof.
- (b) causing a Notice of Election in substantially the form attached hereto as Exhibit B to be published in The Post-Crescent in the issue published on the fourth Tuesday before the referendum election.
- (c) causing a Notice of Referendum (which includes the facsimile of the sample ballot) in substantially the form attached hereto as Exhibit C to be published in The Post-Crescent in the issue published immediately preceding the referendum election. This Notice shall also be posted in each polling place on election day.

If any of the municipalities within the District use an electronic voting system employing a ballot label and ballot card, the Notice of Referendum set forth in Exhibit C shall also include a true, actual-size copy of the ballot label and ballot card in the form in which they will appear on election day.

Section 3. Polling Places and Hours. The District electors must vote at the referendum election at the times and polling places at which they cast their ballots in regularly scheduled elections.

Section 4. Referendum Election Officials. The election officials appointed in each of the municipalities within the District shall conduct the election.

Section 5. Official Referendum Ballot Form. The ballot to be used at the referendum election shall be prepared in accordance with the provisions of Sections 5.64(2) and 7.08(1)(a), Wisconsin Statutes. The ballot shall be substantially in the form attached hereto as Exhibit D.

The District Clerk shall cause to be printed sufficient ballots for use at said referendum election, both as actual ballots in those polling places which do not use voting machines and as absentee ballots where voting machines are used and as specimen ballots (the latter to be of a different and easily identifiable color from the actual ballot). The form of the ballot shall be filed with the official responsible for providing the ballots for the election, and the District Clerk shall file a copy of the ballot with the clerk of each county having territory within the District, as soon as possible after the date hereof but in no event later than 70 days prior to the election, as provided in Section 8.37, Wisconsin Statutes. If the District prepares the ballots, they should be delivered to the municipal clerks running the election at least 52 days prior to the election, to allow the municipal clerks to comply with their obligation to provide absentee ballots under Section 7.15, Wisconsin Statutes.

The municipal clerks of the municipalities within the District shall receive applications for absentee ballots and initial the same when issued to qualified absentee voters.

Section 6. Canvass. The returns of the referendum election shall be canvassed by the Board of Canvassers of each municipality within the District. Each Board of Canvassers shall certify the returns of the referendum election to the District Clerk. The District Clerk and two other reputable citizens appointed by the District Clerk prior to the date of the referendum election shall act as the District's Board of Canvassers for this referendum election. This Board of Canvassers shall meet in open session no later than 9:00 a.m. on the Tuesday after the election to determine the result of the referendum election. The canvass shall be open to the public and the District Clerk is directed to give due notice of said meeting.

Section 7. DPI Notice. Pursuant to the provisions of Sections 120.115(1) and 121.91(3), Wisconsin Statutes, the District Clerk shall notify the Department of Public Instruction of the date of the referendum election and shall provide the Department with copies of the Initial Resolution and the Revenue Limit Resolution within 10 days after the adoption of the Initial Resolution and the Revenue Limit Resolution and shall further notify the Department of the results of the referendum within 10 days following the election using the method prescribed by the Department.

Adopted and recorded August 8, 2022.

Kay Eggert
District President

ATTEST:

Deborah Truyman
District Clerk

(SEAL)

ITEM FOR CONSIDERATION

Topic: ELA 11: American Literature and Composition (1110), AP English Language & Composition (1120), AP American Studies (3060) Materials Purchase- *Radium Girls* by DW. Gregory, *She Kills Monsters* by Samuel French

Background Information: The English Language Arts- grade 11 courses are standards-based courses (SBC). As part of course instruction, students read a variety of texts to identify the key ideas and details, main idea, theme(s), event sequence(s), point of view, character development, and author's use of rhetorical devices to impact the message of the text. Additionally students will articulate their ideas in collaborative discussions and independent written reflections and/or reviews.

Fiscal Note: The cost is \$2,732.93 for 120 copies of each novel to be distributed at Appleton East, North, and West and is within the dollars allocated in the 2022-2023 AC&I budget. All instructional materials will be implemented during the 2022-23 school year.

Instructional Impact: Plays will further engage students that are otherwise reluctant in reading longer novels. Plays have a lower risk for public speaking practice than novels. Plays incorporate more dialogue to ease comprehension. Plays are less overwhelming for work both in and outside of the classroom. Plays require a lot of inference and reading between the lines.

Administrative Recommendation: Approve as submitted.

Contact Person(s): Kelly Leopold, 920-832-6157 ext. 2179, leopoldkelly@aasd.k12.wi.us
Steve Harrison, 920-832-6157 x2177, harrisonstepha@aasd.k12.wi.us

BOE: 08/08/22

ITEM FOR CONSIDERATION

Topic: English Language Arts- Grades 3-6 material purchase of a core text (2020 edition) and four companion manuals (2019 edition) to support Word Study Instruction

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2020). *Words their way: Word study for phonics, vocabulary, and spelling instruction* (7th ed.). Pearson.

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2019). *Words their way: Word sorts for derivational relations spellers* (3rd ed.). Pearson.

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2018). *Words their way: Word sorts for letter name-alphabetic spellers* (3rd ed.). Pearson.

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2018). *Words their way: Word sorts for syllables and affixes spellers* (3rd ed.). Pearson.

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2018). *Words their way: Word sorts for within word pattern spellers* (3rd ed.). Pearson.

Background Information: Currently, elementary sites across our district are using a variety of Words Their Way editions, dating as far back as 2004 to 2019, thus providing inconsistency and at times, variations within the scope and sequence in language study for our students in grades 3-6. Teachers using the outdated resources do not have access to the newly updated digital platforms which include teacher training videos, student assessments, and activity templates. With this purchase, every elementary site will have one new set of Words Their Way resources.

Fiscal Note: The cost is \$2,393.09 for a site set (total of 5 books) of soft cover texts for all grade 3-6 educators. The cost is within the dollars allocated in the 2021-2022 AC&I budget. All instructional materials will be implemented during the 2022-23 school year.

Instructional Impact: Students in grades 3-6 will learn English Language Arts standards that align with the Wisconsin State Standards for English Language Arts competency standards. This edition presents a developmental approach that integrates phonics, vocabulary, and spelling instruction to help students transfer spelling strategies to reading using an active approach, in contrast to other phonics and spelling programs that ask students to memorize relationships, rules and words. This new edition also includes a new online resource featuring a student input assessment that automatically scores and suggests word study groups, in addition to providing teachers with over 130 interactive digital sorts and printable games across the five stages of word study.

Administrative Recommendation: Approve as submitted.

Contact Person(s): Carrie Willer, PhD 920-832-6157 ext. 2180, willercarrie@aasd.k12.wi.us
Steve Harrison, PhD 920-832-6157 ext. 2177, harrisonstepha@aasd.k12.wi.us

BOE: 08/08/22

ITEM FOR CONSIDERATION

- Topic:** Tuition-Free Status for International Cultural Exchange Services (ICES)
- Background Information:** International Cultural Exchange Services (ICES) has requested placement of a high school student in the AASD for the 2022-23 school year. ICES is not currently on the District's approved list of International Exchange Sponsoring Organizations. It is, however, listed on the [Advisory List of the Council on Standards for International Educational Travel \(CSIET\)](#). As per AASD Board Policy 422.1 and 422.1-Rule, International Exchange, student exchange organizations not currently on the AASD's approved list, may be granted a school year trial period and tuition-free status.
- Fiscal Note:** When ICES is given tuition-free status, the District receives state aid as the exchange student is counted as a resident.
- Administrative Recommendation:** Grant tuition-free status to International Cultural Exchange Services (ICES) on a trial basis from September 1, 2022 through June 2, 2023.
- Instructional Impact:** Both exchange students and AASD students benefit greatly by learning about each other's culture.
- Contact Person:** Mike Hernandez, 920-832-6301, hernandezmicha@asds.k12.wi.us
- BOE:** *August 8, 2022*

ITEM FOR CONSIDERATION

Topic: Employee Handbook Revisions

Background Information: The following recommendations for Employee Handbook revisions include clarifying practices, improving operations, updates based on former Board approval, and enhancing items for the purpose of recruiting and retention of high quality personnel.

Below is a summary of the revisions and attached is a document that provides further details of the revisions with the Employee Handbook page number for reference:

Attendance / Reporting Absences / Unauthorized Absence: Addition: The employee is required to call their supervisor for same day absences.

Breach of Contract (Administrators/Educators) –To be reflected in 2023-24 contracts.

Revision: Adjust liquidated damages amounts for breach of contract to:

- Administrators: \$1,000 if written notice is submitted to Human Resources (HR) after June 1 or \$1,500 if written notice is submitted to HR after June 30.
- Educators: \$1,000 if written notice is submitted to HR after July 1 and up to July 31 or \$1,500 after August 1 or during the remaining duration of the contract.

Resignation – Adequate notice for administrators is by June 1 (not June 30) and for support staff include working 10 days prior to resignation date.

Reimbursement for Content Test Exam (Educators) - Addition: Educators requested by administration to complete a content exam to obtain an add-on licensure in another area of direct benefit to the District, now or in the future, are eligible for reimbursement of the cost of the content exam.

Tuition Reimbursement Administrators- Defines approval process and the type of credits (undergraduate/graduate) that are eligible for reimbursement up to a maximum amount of three credits per semester. Reimbursement may require an Agreement committing to continued employment for a period of time. In cases where an administrator is hired without the required certification, the employee will be reimbursed with a continued employment agreement.

Reimbursement for Professional Development (Support Staff) - Define a timeline for application and the approval process, increase the amounts previously available, and include an agreement for continued employment based on reimbursement amount.

Posting of Vacancies- Revision: Vacant positions will be posted with consideration to the number of employees who are “without assignment”, provided there are no layoffs in the vacancy area. Addition: Newly hired employees may apply for vacant positions prior to August 1.

Personal Leave – currently our educators and paraprofessionals personal days can be entered starting on the first contract day. Revision: days can be entered earlier on the fourth Monday in August (ex: August 22, 2022).

Employee Leaves of Absences (Unpaid) - Remove: Should a leave request be denied or the employee requests an extension beyond the (12) twelve months, the leave will be brought to the Personnel Services Committee of the Board of Education for consideration and a decision.

Holiday Leave- Revise from specific dates of nine to ten holidays to six to seven specific holidays and three floating holidays for eligible administrators, secretaries, ASU, and maintenance staff.

Post-Retirement Benefit

- Eligibility: Remove “consecutive” from the minimum of ten (10) years of service.
- Length of Service: currently “no new benefits or accrual of service to the District will be added during the leave.” Revised to: “no new benefits or accrual of service to the District will be added for the days exceeding a 60 day leave of absence (effective beginning 7/1/22).

Rehired Employee- Addition: An employee rehired within 5 years of his/her resignation (not retirement) or at the conclusion of a temporary assignment from the district will receive re-instatement of accrued sick leave days prior to separation and credit for the years of service towards vacation and/or personal day(s) allocation (if applicable). A rehired employee will received re-instated length of service towards post-employment benefits.

Custodial/Maintenance

- Uniforms – allow for uniform options
- Overtime – allow for volunteers and a defined list
- Temporary assignments – Defined the process and time period qualifying for a higher rate of pay (including day steward’s assuming building engineer duties
- License Stipends – changed the amount for pesticide licenses from \$100 annual stipend to \$750 stipend at time of renewal. Changed the pool operator’s license from \$100 annual stipend to \$500 stipend at the time of a 5-year renewal.

Paraprofessionals

- Assignments, Vacancies and Transfers - Addition: Adjustment of Work Schedule – Allow for revised work schedules when mutually agreed upon by the employee and supervisor.
- Licensure / Certification - Change from paraprofessionals paying \$25 of the certification/license fees that they are required to hold for their assignment to the District covering the full cost.

Professional Educator

- Job Sharing - Change the pay amount for educators in job shares covering for their partner from the base pay for the BS or MS degree they hold to their regular rate of pay.
- New Employee Salary Determination - Add factors taken into account to include related experience, specialized licensures/certification, and internal equity to the extent applicable.
- New Educator Induction/Mentoring Program: Revise New Educator Orientation from 2.5/3 days to 2 days and the number of required seminars from 7 to 3.

Fiscal Note: None.

Administrative

Recommendation: Approval of the Employee Handbook revisions effective the 2022-2023 school year outlined in this item and as noted in the attached summary and the revised Handbook.

Instructional

Impact: Approval as submitted.

Contact Person: Julie King

BOE: August 8, 2022

ITEMS FOR CONSIDERATION

Topic: 2022-2023 Grants

Background Information:

The Appleton Area School District has been awarded various grants for the 22-23 fiscal year. The name and amount of each grant is listed below:

Fund 21

School Based Mental Health Challenge Grant	\$7,500.00
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Administrative Recommendation: Recommend Approval

School Based Mental Health Challenge Grant – The Wisconsin Education Association Member Benefits Foundation recently received the challenge grant gifts from American Family and Empower/Prudential. They have disbursed \$7,500 to the Appleton Area School District to count toward our challenge grant match. The purpose of this grant is for school-based mental health programs.

Contact: Holly Burr
Director of Finance
997-1399 ext. 2034

Board Action: August 8, 2022

ITEM FOR CONSIDERATION

Topic: ELA 11: American Literature and Composition (1110), AP English Language & Composition (1120), AP American Studies (3060) Materials Purchase- *Radium Girls* by DW. Gregory, *She Kills Monsters* by Samuel French

Background Information: The English Language Arts- grade 11 courses are standards-based courses (SBC). As part of course instruction, students read a variety of texts to identify the key ideas and details, main idea, theme(s), event sequence(s), point of view, character development, and author's use of rhetorical devices to impact the message of the text. Additionally students will articulate their ideas in collaborative discussions and independent written reflections and/or reviews.

Fiscal Note: The cost is \$2,732.93 for 120 copies of each novel to be distributed at Appleton East, North, and West and is within the dollars allocated in the 2022-2023 AC&I budget. All instructional materials will be implemented during the 2022-23 school year.

Instructional Impact: Plays will further engage students that are otherwise reluctant in reading longer novels. Plays have a lower risk for public speaking practice than novels. Plays incorporate more dialogue to ease comprehension. Plays are less overwhelming for work both in and outside of the classroom. Plays require a lot of inference and reading between the lines.

Administrative Recommendation: Approve as submitted.

Contact Person(s): Kelly Leopold, 920-832-6157 ext. 2179, leopoldkelly@aasd.k12.wi.us
Steve Harrison, 920-832-6157 x2177, harrisonstepha@aasd.k12.wi.us

BOE: 08/08/22



English Language Arts: Materials Purchase- ELA 11: American Literature and Composition (1110), AP English Language & Composition (1120), AP American Studies (3060) - *Radium Girls* by DW. Gregory, *She Kills Monsters* by Samuel French

<p>WHY did the ELA department begin to research the idea of incorporating new plays into the curriculum for grade 11?</p>	<p>The ELA department felt:</p> <ul style="list-style-type: none"> ● There would be several units across the grade level ELA course options that directly relate to elements of drama. ● There are some fantastic more modern plays that students would be engaged with and could get to the deeper level we are hoping to get them to. ● Students are much more willing to participate and read when using a play vs novel. ● Plays have a lower risk for public speaking practice than novels, as there are clear starts and ends to dialogue etc. ● Plays tend to be shorter than novels and "easier" to get through with classes without overwhelming/intimidating or assigning work outside of class. ● Plays require a lot of inferencing and reading between the lines, a lot of students struggle with not having the answer just given to them.
<p>WHAT are the skills that students will develop that pertain to the reading of these plays?</p>	<p>The skills include:</p> <ul style="list-style-type: none"> ● Becoming analytical readers of text written in a variety of periods, disciplines, and contexts. ● Comprehending text through a variety of reading strategies. ● Identifying the key details, main idea, and theme in a reading. ● Analyzing the development of real or imagined experiences/events, descriptive details, and well-structured event sequences that organize an event sequence logically. ● Analyzing the point of view, character development, dialogue, and pacing. ● Analyzing the writer's use of rhetorical devices to impact the message of the text. ● Articulating insightful ideas in discussions using evidence from the text. ● Writing reflections and reviews for course Book Clubs.
<p>HOW was public input solicited prior to making the administrative recommendation to the Board?</p>	<p>Copies of proposed instructional materials were made available to the public for over 30 days in order to submit written public input. Notification of requested feedback also publicized through the AASD website as well as through the superintendent's family communication letter.</p>
<p>HOW will teachers assess students when incorporating these plays ?</p>	<p>The assessed standards will be:</p> <ul style="list-style-type: none"> ● Reading (Key Ideas and Details) <ul style="list-style-type: none"> ○ Citing relevant textual evidence ○ Making logical inferences ○ Developing questions for deeper understanding/further exploration ○ Summarizing a text to determine two or more themes

- Analyzing the development of those themes
- Reading (Craft and Structure)
 - Determining the meaning of words/phrases
 - Analyzing the impact of specific word choice(s) on maining, tone, and mood
- Speaking
 - Posing and engaging with questions that probe reasoning and evidence
 - Clarifying, verifying, and/or challenging ideas and conclusions
 - Promoting and seeking to understand multiple perspectives
- Writing (Knowledge of Language and Style)
- Language (Conventions of Standard English)

English Language Arts: Materials Purchase- ELA 11: American Literature and Composition (1110), AP English Language & Composition (1120), AP American Studies (3060) - *Radium Girls* by DW. Gregory, *She Kills Monsters* by Samuel French

Time Period of Public Input
05/19/22 - 06/30/22
Number and Breakdown of Responses Received (Supportive/Unsupportive)
1 Total Responses: 1 Supportive Response/ 0 Responders Unsupportive
Overall Themes Identified From Responses
Responses: As a high school ELA teacher in another district with a master's in reading, I want to give my support AASD's selection of materials. <i>Radium Girls</i> seems to promote awareness of an historical issue, and the content seems like it would prompt quality discussion. I think the slightly lower Lexile is not a concern as long as there are other texts with an 11th- and 12th-grade Lexile. The play looks like a good choice!

ITEM FOR CONSIDERATION

Topic: English Language Arts- Grades 3-6 material purchase of a core text (2020 edition) and four companion manuals (2019 edition) to support Word Study Instruction

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2020). *Words their way: Word study for phonics, vocabulary, and spelling instruction* (7th ed.). Pearson.

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2019). *Words their way: Word sorts for derivational relations spellers* (3rd ed.). Pearson.

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2018). *Words their way: Word sorts for letter name-alphabetic spellers* (3rd ed.). Pearson.

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2018). *Words their way: Word sorts for syllables and affixes spellers* (3rd ed.). Pearson.

Bear, D.R., Invernizzi, M., Templeton, S., Johnston, F. (2018). *Words their way: Word sorts for within word pattern spellers* (3rd ed.). Pearson.

Background Information: Currently, elementary sites across our district are using a variety of Words Their Way editions, dating as far back as 2004 to 2019, thus providing inconsistency and at times, variations within the scope and sequence in language study for our students in grades 3-6. Teachers using the outdated resources do not have access to the newly updated digital platforms which include teacher training videos, student assessments, and activity templates. With this purchase, every elementary site will have one new set of Words Their Way resources.

Fiscal Note: The cost is \$2,393.09 for a site set (total of 5 books) of soft cover texts for all grade 3-6 educators. The cost is within the dollars allocated in the 2021-2022 AC&I budget. All instructional materials will be implemented during the 2022-23 school year.

Instructional Impact: Students in grades 3-6 will learn English Language Arts standards that align with the Wisconsin State Standards for English Language Arts competency standards. This edition presents a developmental approach that integrates phonics, vocabulary, and spelling instruction to help students transfer spelling strategies to reading using an active approach, in contrast to other phonics and spelling programs that ask students to memorize relationships, rules and words. This new edition also includes a new online resource featuring a student input assessment that automatically scores and suggests word study groups, in addition to providing teachers with over 130 interactive digital sorts and printable games across the five stages of word study.

Administrative Recommendation: Approve as submitted.

Contact Person(s): Carrie Willer, PhD 920-832-6157 ext. 2180, willercarrie@aasd.k12.wi.us
Steve Harrison, PhD 920-832-6157 ext. 2177, harrisonstepha@aasd.k12.wi.us

BOE: 08/08/22



English Language Arts: Materials Purchase- Grades 3-6 Words Their Way Core Text and Four Companion Volumes

<p>WHY would we like to purchase these five instructional resources for each elementary site within the AASD?</p>	<p>The purchase of these materials will offer:</p> <ul style="list-style-type: none"> ● Material resource consistency in word study for intermediate students across all the elementary sites ● Ease of differentiating word study aligned to the specific needs of students ● Additional practice opportunities for families and tools to assist teacher-home communication ● New digital sorting activities for students and teacher training videos ● Systematic, developmentally based scope and sequence
<p>WHAT are some of the new features for these editions?</p>	<p>The features of this edition include:</p> <ul style="list-style-type: none"> ● WTW Digital, a new online tool that includes automatically scored qualitative spelling inventories that suggest each student's approximate stage of spelling development ● Variety of quick and easy to administer and score spelling inventories ● Teacher training videos to support assessment and instruction of word study ● Hundreds of ready to use reproducible word sorts
<p>HOW was public input solicited prior to making the administrative recommendation to the Board?</p>	<p>Copies of proposed instructional materials were made available to the public for over 30 days in order to submit written public input. Notification of requested feedback also publicized through the AASD website as well as through the superintendent's family communication letter.</p>
<p>HOW will these books be resourceful for the grades 3-6 classroom teachers ?</p>	<p>The Words Their Way material resource books offer:</p> <ul style="list-style-type: none"> ● Step- by-Step directions and reproducible activities for teachers ● Engaging, differentiated materials to support learning ● Current theory and research around language study ● Word patterns, syllables, affixes, alphabetic strategies, derivational relations spellers and complete spelling instruction ● Individual, small group, and whole group activities ● Variety of ongoing assessments and progress monitoring tools

Time Period of Public Input
05/13/22 - 06/28/22
Number and Breakdown of Responses Received (Supportive/Unsupportive)
6 Total Responses: 4 Supportive Responses/ 2 Responders Unsupportive
Comment: Words Their Way is a great program and supports both readers and writers within the ELA classroom. The program allows teachers to differentiate for their students and provides a clear scope and sequence to follow. It allows students to be hands on with their learning and incorporates progress monitoring. There was concern about the word sorts getting lost. Like all instructional resources used in the classroom, students can and will lose items. Instructional coaches, along with effective practice suggestions from the core text, can assist teachers with strategies when this happens.
Overall Themes Identified From Responses
Responses: <ul style="list-style-type: none">• There is trust in educators to select materials that meet the needs of our students.• There is a desire that we should provide more funding and more material resources for teachers.• There is a desire to provide more support for children with dyslexia.• There is a desire for more reading classes for struggling readers.• There is a desire to support teachers in helping intermediate students that haven't mastered phonics.• There was additional feedback provided not related to the Words Their Way program.

ITEM FOR CONSIDERATION

- Topic:** Tuition-Free Status for International Cultural Exchange Services (ICES)
- Background Information:** International Cultural Exchange Services (ICES) has requested placement of a high school student in the AASD for the 2022-23 school year. ICES is not currently on the District's approved list of International Exchange Sponsoring Organizations. It is, however, listed on the [Advisory List of the Council on Standards for International Educational Travel \(CSIET\)](#). As per AASD Board Policy 422.1 and 422.1-Rule, International Exchange, student exchange organizations not currently on the AASD's approved list, may be granted a school year trial period and tuition-free status.
- Fiscal Note:** When ICES is given tuition-free status, the District receives state aid as the exchange student is counted as a resident.
- Administrative Recommendation:** Grant tuition-free status to International Cultural Exchange Services (ICES) on a trial basis from September 1, 2022 through June 2, 2023.
- Instructional Impact:** Both exchange students and AASD students benefit greatly by learning about each other's culture.
- Contact Person:** Mike Hernandez, 920-832-6301, hernandezmicha@asds.k12.wi.us
- BOE:** *August 8, 2022*

ITEM FOR CONSIDERATION

TOPIC: Professional Educator New Hire(s)

BACKGROUND INFORMATION: The professional educators listed below are recommended for contractual positions for the 2022-2023 school year effective August 24, 2022:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Salary</u>
Victoria B. Fors	School Nurse	Appleton Community 4K	40%	\$18,480
Nicholas J. Livingston	School Psychologist	Berry/McKinley	100%	\$64,900
Lauren K. Talabac	Grade 5	Horizons	100%	\$45,200
Soua P. Thao	Math	North	100%	\$58,550
Annabel R. Theder	Grade 3	Wisconsin Connections	100%	\$51,400
Blanca L. Theimer	Grade 2	Appleton Bilingual	100%	\$51,600
Allison M. Vandenboom	Special Ed-SLD	Horizons/Jefferson	100%	\$47,200

Victoria B. Fors received her Bachelor of Science degree from UW-Eau Claire with a major in Nursing. Ms. Fors is being hired as a “Temporary Employee” for the 2022-2023 school year. Most recently, she served the District as a Substitute School Nurse.

Nicholas J. Livingston received his Education Specialist degree from UW-Stout with a major School Psychology. Most recently, he served the School District of New London as a School Psychologist.

Lauren K. Talabac received her Bachelor of Arts degree from St. Norbert College with a major in Elementary Education. Most recently, she completed her student teaching with the School District of Bonduel.

Soua P. Thao received his Master of Science degree from UW-Oshkosh with a major a major in Student Affairs and College Counseling. Previously, he obtained his teaching certification in English as a Second Language, Bilingual Education and Math from UW-Oshkosh. Most recently, he served the Green Bay Area Public School District as an EL Math Teacher.

Annabel R. Theder received her Master of Science in Education degree from Concordia University with a major in Elementary Education. Most recently, she served the Berlin Area School District as a Grade 1 Teacher.

Blanca L Theimer received her Bachelor of Science in Education degree from UW-Oshkosh with a major in Elementary Education. Ms. Theimer is being hired as a “Temporary Employee” for the 2022-2023 school year under a one-year license with stipulations. Most recently, she served the Green Bay Area Public School District as a Bilingual Teacher.

Allison M. Vandenboom received her Bachelor of Science in Education degree from UW-Whitewater with a major in Early Childhood Education. Ms. Vandenboom is being hired under a one-year license with stipulations. Most recently, she served the Brillion Public Schools as a Special Education Teacher.

FISCAL NOTE: As indicated above

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: The candidates listed above have been recommended by the administrator to whom they will report as the best candidates for the positions.

CONTACT PERSON: Julie King, (920) 997-1399 (ext. 2042)

8/8/22

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Contract Change(s)

BACKGROUND INFORMATION: Contract changes for the following individuals are recommended for the 2022-2023 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FTE</u>	<u>Effective Date</u>
Tony A. Navis	School Counselor	West	80% to 100%	8/24/22
Jeremiah J. Nolan	Special Ed-SLD	East	90% to 100%	8/24/22

FISCAL NOTE: As indicated above

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: These assignments will meet the needs of students

CONTACT PERSON: Julie King, (920) 997-1399 (ext. 2042)

8/8/22

ITEM FOR CONSIDERATION

TOPIC: Professional Educator Resignation(s)

BACKGROUND INFORMATION: The following Professional Educator has submitted a letter of resignation effective the end of the 2021-2022 school year.

Colette A. Ridley has been with the District for eleven years, most recently as a Special Education Teacher at North High School.

BACKGROUND INFORMATION: The following Professional Educator has submitted a letter of resignation prior to the 2022-2023 school year.

Kayleigh N. Sherrer was recently hired by the District as a Grade 3 Teacher at Wisconsin Connections Academy.

FISCAL NOTE: Dependent upon replacements

ADMINISTRATIVE RECOMMENDATION: Approval

INSTRUCTIONAL IMPACT: Qualified replacements will be procured

CONTACT PERSON: Julie King, 920-997-1399 (ext. 2042)

8/8/22

ITEM FOR CONSIDERATION

TOPIC: Administrative Hire

BACKGROUND INFORMATION: The individual listed below has been recommended for a contractual position for the 2022-2023 school year effective August 1, 2022:

Martin J. Guerra has been awarded the Associate Director of Special Education effective August 1, 2022, under a 261-day contract. Mr. Guerra most recently served as a Special Education Program Supervisor at Milwaukee Public Schools.

FISCAL NOTE: Salary will be commensurate with education and experience.

ADMINISTRATIVE RECOMMENDATION: It is recommended that this individual receives a contract for the 2022-2023 school year.

CONTACT PERSON: Julie King, 920-997-1399 (ext. 2042)

8/8/22

ITEM FOR CONSIDERATION

TOPIC: Internship

BACKGROUND INFORMATION: The Appleton Area School District has applied annually for multiple internship positions to the Department of Public Instruction (DPI). The Wisconsin Internship Program (WIP) governed by DPI is an effective strategy to develop talent for future positions. Interns are provided on the job training with cooperating teacher supervision and are compensated in the form of a stipend in accordance with DPI guidelines. The following internships are recommended for the first semester of the 2022-2023 school year:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Stipend</u>	<u>Effective Date</u>
Ireland A. Stafford	Elementary Education	MCK	\$4,500	8/24/22

FISCAL NOTE: The total cost of the internship is \$5,000, which includes a \$4,500 compensation stipend to the intern and a \$500 professional development fee to DPI.

ADMINISTRATIVE RECOMMENDATION: Approval is recommended.

CONTACT PERSON: Julie King, 920-997-1399 (x2042)

FISCAL NOTE: None.

8/8/22

ITEM OF INFORMATION

Topic: English Language Arts- Grades 5K and Grade 3 material purchases for handwriting and cursive writing student workbooks

- Handwriting Without Tears Student Workbook, by Learning Without Tears: Letters and Numbers For Me 2022 Student Edition
- Handwriting Without Tears Student Workbook, by Learning Without Tears: Cursive Handwriting 2022 Student Edition

Background Information: Currently, elementary sites across our district are using the 2013 Handwriting Without Tears Student Workbook at the kindergarten and grade three levels. These editions are out of print and no longer available for purchase. We are requesting Board approval to buy the newest 2022 edition of both student workbooks needed by our kindergarten and grade three students, respectively.

Fiscal Note: The cost for the Letters and Numbers for Me 2022 Student Edition workbook to be used at the kindergarten level is \$11,776.00. The cost for the Cursive Handwriting Workbook 2022 Edition to be used at the grade three level is \$10,637.50 with an additional combined shipping cost of \$2,241.35. The total purchase for both workbooks has a combined cost of \$24,654.85. The cost is within the dollars allocated in the 2022-2023 AC&I budget. All instructional materials will be implemented during the 2022-23 school year.

Instructional Impact: Students in kindergarten and grade three will receive functional practice in printing and cursive handwriting to meet Wisconsin Standards for Writing (W.K.6): *With guidance and support from adults, students will learn to produce writing through printing (including forming most printed upper- and lowercase letters), cursive, and/or typing.* These resources will support students in reaching this instructional standard and assist teachers in delivering universal instruction across all our elementary buildings. With instruction and guided practice, students will develop automatic and comfortable handwriting skills with speed, ease, and clarity of message that will transcend all subjects and all grade levels.

Administrative Recommendation: Approve as submitted.

Contact Person(s): Carrie Willer, PhD 920-832-6157 ext. 2180, willercarrye@asds.k12.wi.us
Steve Harrison, PhD 920-832-6157 ext. 2177, harrisonstepha@asds.k12.wi.us

BOE: 08/08/22



English Language Arts: Materials Purchase- Handwriting Without Tears Student Workbook for Kindergarten and Gr.3

<p>WHY would we like to purchase a kindergarten handwriting workbook and gr. 3 cursive handwriting workbook for each elementary student within the AASD?</p>	<p>AASD offers universal instruction in handwriting at the Kindergarten level, and again in grade three we offer direct instruction in cursive writing. Previously, we have been using the 2013 edition of both the kindergarten workbook and grade three cursive workbook. However, both of those editions are out of print. We are seeking approval to purchase the 2022 editions of both the Kindergarten handwriting workbook and the Grade Three cursive handwriting workbooks. Both of these editions are the newest, most current editions offered.</p>
<p>WHAT are some of the new features for these editions?</p>	<p>Though the overall features are very similar between the 2013 and 2022 editions for both workbooks, the publisher reports the following new features in the Letters and Numbers For Me Workbook 2022 edition:</p> <ul style="list-style-type: none"> ● Expanded room for student writing ● Digital instruction opportunities ● Large, step-by-by step models for finger tracing ● Learn & Check to help students check their letter, word, and sentence skills ● Double lines to place letters and better control the letter size <p>The features of the Cursive Handwriting Workbook 2022 edition include:</p> <ul style="list-style-type: none"> ● Transitional practice activities from printing to cursive that include cursive warm-ups. ● Activity pages include paragraphs, poems, composition, and cross-curricular lessons. ● Expanded space on the page for writing ● Digital instruction opportunities ● Teacher lesson plans incorporating letter review with words and sentences
<p>HOW was public input solicited prior to making the administrative recommendation to the Board?</p>	<p>Copies of proposed instructional materials were made available to the public for over 30 days in order to submit written public input. Notification of requested feedback also publicized through the AASD website as well as through the superintendent’s family communication letter.</p>
<p>HOW will these books be resourceful for the Kindergarten and Grades 3 classroom teachers, and those teachers teaching students at these levels ?</p>	<p>The Handwriting Without Tears student workbooks accompany the Teacher Edition manuals at both grade levels to provide wrap-around instructional support. These workbooks offer targeted practice for students in Kindergarten, Grade Three, and those students working at these levels with needed handwriting practice to meet Wisconsin State Writing Standards (W.K.6): <i>With guidance and support from adults, students will learn to produce writing through printing (including forming most printed upper- and lowercase letters), cursive, and/or typing.</i></p>

English Language Arts: Materials Purchase- Handwriting Without Tears Student Workbooks For K and Gr. 3

Time Period of Public Input
06/29/22 - 08/11/22
Number and Breakdown of Responses Received (Supportive/Unsupportive)
1 Total Responses: 1 Supportive Response/ 0 Responders Unsupportive
Comment: "I have never doubted that the resources my son is provided have been thoroughly researched and the best available for his learning."
Overall Themes Identified From Responses
Responses: <ul style="list-style-type: none">• There is trust in educators to select materials that meet the needs of our students.

RESOLUTION AUTHORIZING THE SCHOOL
DISTRICT BUDGET TO EXCEED REVENUE LIMIT
BY \$5,000,000 FOR RECURRING PURPOSES

BE IT RESOLVED by the School Board of the Appleton Area School District, Outagamie, Calumet and Winnebago Counties, Wisconsin that the revenues included in the School District budget be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$5,000,000 beginning with the 2023-2024 school year, for recurring purposes consisting of expenses for ongoing school building maintenance, cleaning and utility costs, staffing for STEM classes and reducing class sizes in kindergarten, first and second grades.

Adopted and recorded August 8, 2022.

Kay Eggert
District President

ATTEST:

Deborah Truymen
District Clerk

(SEAL)

RESOLUTION PROVIDING FOR A REFERENDUM
ELECTION ON THE QUESTIONS OF THE APPROVAL OF
AN INITIAL RESOLUTION AUTHORIZING THE ISSUANCE
OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT
TO EXCEED \$129,800,000 AND A RESOLUTION
AUTHORIZING THE SCHOOL DISTRICT BUDGET TO
EXCEED REVENUE LIMIT BY \$5,000,000
FOR RECURRING PURPOSES

WHEREAS, the School Board of the Appleton Area School District, Outagamie, Calumet and Winnebago Counties, Wisconsin (the "District"), has heretofore duly adopted resolutions entitled: "Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$129,800,000" (the "Initial Resolution") and "Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$5,000,000 for Recurring Purposes" (the "Revenue Limit Resolution"); and

WHEREAS, the School Board deems it to be desirable and in the best interest of the District to direct the District Clerk to submit the Initial Resolution and the Revenue Limit Resolution to the electors for approval or rejection at the regularly scheduled election to be held on November 8, 2022.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District as follows:

Section 1. Referendum Election Date. The District Clerk is hereby directed to call a referendum election to be held in the District at the regularly scheduled election to be held on November 8, 2022 for the purpose of submitting to the qualified electors of the District the propositions of whether the Initial Resolution and the Revenue Limit Resolution shall be approved.

Section 2. Notice to Electors. The District Clerk is directed to give notice by:

- (a) causing a Notice to Electors in substantially the form attached hereto as Exhibit A to be published in The Post-Crescent within ten days after the date hereof.
- (b) causing a Notice of Election in substantially the form attached hereto as Exhibit B to be published in The Post-Crescent in the issue published on the fourth Tuesday before the referendum election.
- (c) causing a Notice of Referendum (which includes the facsimile of the sample ballot) in substantially the form attached hereto as Exhibit C to be published in The Post-Crescent in the issue published immediately preceding the referendum election. This Notice shall also be posted in each polling place on election day.

If any of the municipalities within the District use an electronic voting system employing a ballot label and ballot card, the Notice of Referendum set forth in Exhibit C shall also include a true, actual-size copy of the ballot label and ballot card in the form in which they will appear on election day.

Section 3. Polling Places and Hours. The District electors must vote at the referendum election at the times and polling places at which they cast their ballots in regularly scheduled elections.

Section 4. Referendum Election Officials. The election officials appointed in each of the municipalities within the District shall conduct the election.

Section 5. Official Referendum Ballot Form. The ballot to be used at the referendum election shall be prepared in accordance with the provisions of Sections 5.64(2) and 7.08(1)(a), Wisconsin Statutes. The ballot shall be substantially in the form attached hereto as Exhibit D.

The District Clerk shall cause to be printed sufficient ballots for use at said referendum election, both as actual ballots in those polling places which do not use voting machines and as absentee ballots where voting machines are used and as specimen ballots (the latter to be of a different and easily identifiable color from the actual ballot). The form of the ballot shall be filed with the official responsible for providing the ballots for the election, and the District Clerk shall file a copy of the ballot with the clerk of each county having territory within the District, as soon as possible after the date hereof but in no event later than 70 days prior to the election, as provided in Section 8.37, Wisconsin Statutes. If the District prepares the ballots, they should be delivered to the municipal clerks running the election at least 52 days prior to the election, to allow the municipal clerks to comply with their obligation to provide absentee ballots under Section 7.15, Wisconsin Statutes.

The municipal clerks of the municipalities within the District shall receive applications for absentee ballots and initial the same when issued to qualified absentee voters.

Section 6. Canvass. The returns of the referendum election shall be canvassed by the Board of Canvassers of each municipality within the District. Each Board of Canvassers shall certify the returns of the referendum election to the District Clerk. The District Clerk and two other reputable citizens appointed by the District Clerk prior to the date of the referendum election shall act as the District's Board of Canvassers for this referendum election. This Board of Canvassers shall meet in open session no later than 9:00 a.m. on the Tuesday after the election to determine the result of the referendum election. The canvass shall be open to the public and the District Clerk is directed to give due notice of said meeting.

Section 7. DPI Notice. Pursuant to the provisions of Sections 120.115(1) and 121.91(3), Wisconsin Statutes, the District Clerk shall notify the Department of Public Instruction of the date of the referendum election and shall provide the Department with copies of the Initial Resolution and the Revenue Limit Resolution within 10 days after the adoption of the Initial Resolution and the Revenue Limit Resolution and shall further notify the Department of the results of the referendum within 10 days following the election using the method prescribed by the Department.

Adopted and recorded August 8, 2022.

Kay Eggert
District President

ATTEST:

Deborah Truyman
District Clerk

(SEAL)

ITEM FOR CONSIDERATION

Topic: Employee Handbook Revisions

Background Information: The following recommendations for Employee Handbook revisions include clarifying practices, improving operations, updates based on former Board approval, and enhancing items for the purpose of recruiting and retention of high quality personnel.

Below is a summary of the revisions and attached is a document that provides further details of the revisions with the Employee Handbook page number for reference:

Attendance / Reporting Absences / Unauthorized Absence: Addition: The employee is required to call their supervisor for same day absences.

Breach of Contract (Administrators/Educators) –To be reflected in 2023-24 contracts.

Revision: Adjust liquidated damages amounts for breach of contract to:

- Administrators: \$1,000 if written notice is submitted to Human Resources (HR) after June 1 or \$1,500 if written notice is submitted to HR after June 30.
- Educators: \$1,000 if written notice is submitted to HR after July 1 and up to July 31 or \$1,500 after August 1 or during the remaining duration of the contract.

Resignation – Adequate notice for administrators is by June 1 (not June 30) and for support staff include working 10 days prior to resignation date.

Reimbursement for Content Test Exam (Educators) - Addition: Educators requested by administration to complete a content exam to obtain an add-on licensure in another area of direct benefit to the District, now or in the future, are eligible for reimbursement of the cost of the content exam.

Tuition Reimbursement Administrators- Defines approval process and the type of credits (undergraduate/graduate) that are eligible for reimbursement up to a maximum amount of three credits per semester. Reimbursement may require an Agreement committing to continued employment for a period of time. In cases where an administrator is hired without the required certification, the employee will be reimbursed with a continued employment agreement.

Reimbursement for Professional Development (Support Staff) - Define a timeline for application and the approval process, increase the amounts previously available, and include an agreement for continued employment based on reimbursement amount.

Posting of Vacancies- Revision: Vacant positions will be posted with consideration to the number of employees who are “without assignment”, provided there are no layoffs in the vacancy area. Addition: Newly hired employees may apply for vacant positions prior to August 1.

Personal Leave – currently our educators and paraprofessionals personal days can be entered starting on the first contract day. Revision: days can be entered earlier on the fourth Monday in August (ex: August 22, 2022).

Employee Leaves of Absences (Unpaid) - Remove: Should a leave request be denied or the employee requests an extension beyond the (12) twelve months, the leave will be brought to the Personnel Services Committee of the Board of Education for consideration and a decision.

Holiday Leave- Revise from specific dates of nine to ten holidays to six to seven specific holidays and three floating holidays for eligible administrators, secretaries, ASU, and maintenance staff.

Post-Retirement Benefit

- Eligibility: Remove “consecutive” from the minimum of ten (10) years of service.
- Length of Service: currently “no new benefits or accrual of service to the District will be added during the leave.” Revised to: “no new benefits or accrual of service to the District will be added for the days exceeding a 60 day leave of absence (effective beginning 7/1/22).

Rehired Employee- Addition: An employee rehired within 5 years of his/her resignation (not retirement) or at the conclusion of a temporary assignment from the district will receive re-instatement of accrued sick leave days prior to separation and credit for the years of service towards vacation and/or personal day(s) allocation (if applicable). A rehired employee will received re-instated length of service towards post-employment benefits.

Custodial/Maintenance

- Uniforms – allow for uniform options
- Overtime – allow for volunteers and a defined list
- Temporary assignments – Defined the process and time period qualifying for a higher rate of pay (including day steward’s assuming building engineer duties
- License Stipends – changed the amount for pesticide licenses from \$100 annual stipend to \$750 stipend at time of renewal. Changed the pool operator’s license from \$100 annual stipend to \$500 stipend at the time of a 5-year renewal.

Paraprofessionals

- Assignments, Vacancies and Transfers - Addition: Adjustment of Work Schedule – Allow for revised work schedules when mutually agreed upon by the employee and supervisor.
- Licensure / Certification - Change from paraprofessionals paying \$25 of the certification/license fees that they are required to hold for their assignment to the District covering the full cost.

Professional Educator

- Job Sharing - Change the pay amount for educators in job shares covering for their partner from the base pay for the BS or MS degree they hold to their regular rate of pay.
- New Employee Salary Determination - Add factors taken into account to include related experience, specialized licensures/certification, and internal equity to the extent applicable.
- New Educator Induction/Mentoring Program: Revise New Educator Orientation from 2.5/3 days to 2 days and the number of required seminars from 7 to 3.

Fiscal Note: None.

Administrative

Recommendation: Approval of the Employee Handbook revisions effective the 2022-2023 school year outlined in this item and as noted in the attached summary and the revised Handbook.

Instructional

Impact: Approval as submitted.

Contact Person: Julie King

BOE: August 8, 2022

HANDBOOK REVISIONS (2022-2023)

KEY:

Clarification

Move or Combination

Change / Additions

1. Attendance / Reporting Absences / Unauthorized Absence p. 16

Addition: In order for schools to operate effectively, employees are required to be punctual and present for work. Employees who are unable to report to work or to work on time shall follow the applicable procedures for reporting absences by entering the absence in the absence management system. **For same day absences, the employee is required to contact their supervisor.** Failure to report an absence in a timely manner or to report to work, leaving work during scheduled hours without permission, excessive absences, unacceptable patterns of absence, and/or habitual tardiness will be subject to appropriate disciplinary action, up to and including discharge.

SECTION 11: EMPLOYEE LEAVES OF ABSENCE (Paid) p. 39

- Sick Leave (Non-Serious Health Conditions)
- In order to be granted sick leave, an employee must:
 - Register with the absence management system and update any changes in employee information or employment status (i.e. changes in schedule, school location, FTE, etc.).
 - Report the absence records the Report absence at least one (1) hour prior to the start of each workday in the absence management system.
 - **If an employee has a same day absence, the employee is required to contact the supervisor.**
 - Keep their supervisor informed of their condition and an anticipated return to work date.

****Length of Service p. 13 (moved to Post-Retirement Benefit section p. 53)**

2. Breach of Contract (Administrators /Educators)- **Change as to be reflected in 23-24 contracts p. 16**

Should a contracted employee voluntarily breach his/her contract by resigning during its term, unless for “good reason”, a liquidated damage fee in the respected amount set forth below and reflected in the individual’s contract shall be paid or forfeited by the employee. If the resignation occurs during July or August, the liquidated damage fee must be submitted with the signed resignation letter. Notice of resignation is defined as the date the resignation letter is received by the Human Resources Department. Upon receipt of the resignation letter and payment, the recommendation for release of contract will be made to the Board of Education at a formal meeting. Upon approval, the employee will receive a release of the contract letter.

“Good reason” includes physical or mental incapacity to do the work, serious illness or death in the immediate family, spousal job relocation where it would be impractical for the employee to fulfill his/her contract, or for

similar hardship situations. Decisions regarding the payment of liquidated damages will be made by the Superintendent or his/her designee.

Administrators

- Administrators shall provide adequate notice of resignation or the following liquidated damages shall be due:
- \$1,000 ~~\$500~~ if written notice is submitted to Human Resources after June 1
- \$1,500 ~~\$1,000~~ if written notice is submitted to Human Resources after June 30

Educators

- Educators shall provide notice of resignation by June 30 or the following liquidated damages shall be due:
- \$1,000 ~~\$500~~ after July 1 and up to July 31
- \$1,500 ~~\$1,000~~ after August 1 or anytime throughout the term of the existing contract.

3. Resignation p.21

Adequate notice is requested as a professional courtesy in order to provide continuous quality of service to the District's students and families. Adequate notice is defined as follows or a liquidated damages fee may apply (see Breach of Contract) and/or forfeiture of accrued and/unused vacation time (if applicable):

- Administrators – June 1 ~~June 30~~ or earlier
- Educators – June 30 or earlier
- ASU, Secretaries, Paraprofessionals and Maintenance a minimum of fifteen (15) calendar days prior to the effective date of resignation and work 10 days prior to resignation date

**** Professional Growth - Performance Evaluations p. 26***

- Department or Building Administration will inform all staff who his/her primary supervisor/evaluator will be for the school year by September 20.
- *Clarification: In the previous version the date was listed for educators; no date for administrators; and at the start of the school year. The date provides consistency and eliminates duplication in the Handbook.*

4. Reimbursement for Content Test Exam-Educators p. 27 (Addition)

Educators requested by administration to complete a content exam to obtain an add-on licensure in another area of direct benefit to the District, now or in the future, are eligible for reimbursement of the cost of the content exam.

5. Tuition Reimbursement - Administrators p.28 (Addition)*

The District will reimburse the cost of undergraduate/graduate credits taken by an administrator for course(s) related to their position limited to a maximum amount equal to three (3) graduate credits per semester with prior approval of the Chief Human Resources Officer. Tuition reimbursement may require the employee to sign an Agreement committing to continued employment for a period of time. The period shall depend on the amount of benefit.

When the District hires an administrator who has not yet completed the administrative license required for their position, the District will reimburse the employee for courses taken to obtain licensure with a continued employment agreement.

6. Tuition Reimbursement/Assistance for Support Staff p. 28 (combined/revised)*

Current: Employees shall be eligible for reimbursement of the cost of tuition and books for courses or training taken for professional improvement which would also have a direct benefit to the District, now or in the future, provided funding is available. Reimbursement will be upon successful completion of the course or training. Such courses must have the approval of the Chief Financial Officer or his/her designee prior to enrollment of the individual. A Request for Reimbursement for Professional Improvement form must be submitted for approval prior to enrollment.

Revision: Employees shall be eligible for reimbursement or tuition assistance for professional development that have a direct benefit to the District, now or in the future, provided funding is available.

- Requests for professional development reimbursement or tuition assistance are required to be submitted by the following dates:
 - February 15 – Summer semester
 - June 30 – Fall semester
 - November 15 – Spring semester
- Requests will be reviewed by the Chief Human Resources Officer or his/her designee. A decision will be communicated to the employee within 15 days following the deadlines above.
- Dependent on the amount of tuition reimbursement or assistance the employee may be required to sign an agreement committing to continued employment for a period of time. The period shall depend on the amount of benefit.
- Reimbursement will be made upon documentation of successful completion of the course, training, or receipt of certification. (Professional Development Guidelines)

7. Postings/Filling Vacancies p. 30

A. Posting of Vacancies:

Current: Vacant positions will be posted after employees who are “without assignment” are placed in the position or certification area and provided there are no layoffs in the vacancy area

Revised: Vacant positions will be posted with consideration to the number of employees who are “without assignment”, provided there are no layoffs in the vacancy area.

B. Process for Filling Vacancies:

Current employees may apply for vacant positions, if they are in good standing, defined as not being on an individual program of support. An employee within the first year of employment in the District will not be eligible to apply for vacancies unless designated as “without assignment”, requesting a contract change, or are currently assigned to multiple locations.

ADD: Newly hired employees may apply for vacant positions prior to August 1.

8. Personal Leave Additional Personal Leave Requirements (Paraprofessional/ Educators) p. 41-42

- a. Personal days must be entered through the Absence Management system. Personal days can be entered for the new school year starting at 6:00 a.m. on the fourth Monday in August (ex: August 22, 2022) first

contracted day of a school year. As a courtesy a Personal Day Calendar (Educator or Paraprofessional) will be updated weekly and accessible for reference.

9. Section 12: Employee Leaves of Absences (Unpaid) p. 44

All written requests for unpaid leaves (educational, medical, child rearing, other) not exceeding twelve (12) months in duration shall be submitted to the Chief Human Resources Officer. The employee will provide the reason for leave and the expected duration for the leave. The request for leave will be reviewed by the Chief Human Resources Officer or his/her designee and shall be granted or denied at his/her sole discretion. An approved leave of absence will begin and end on the dates specified. Any modification to the leave request shall be submitted for consideration to the Chief Human Resources Officer or his/her designee. ~~Should a leave request be denied or the employee requests an extension beyond the (12) twelve months, the leave will be brought to the Personnel Services Committee of the Board of Education for consideration and a decision.~~

***Benefit Updates p. 49-50:** Health Insurance premium differential for employees and spouses not electing to participate in Personal Health Assessments (PHA's) (Board approved with health insurance last year). AFLCA -added benefit.

***Vacation – combined from addendums p.51** – procedural change allowing vacation to be taken in hours.

10. Holiday Leave p. 52

Current: For those employee groups eligible for holiday pay, the following are recognized holidays:

Employee Group	ADM	PARA	SEC		ASU			CUST / MAINT
	*w/ 260 day contract		12 mo.	10.5 mo.	Cultural / PBIS (236)	Youth Advo. (215)	Adm. Support (260)	
Labor Day	X	X	X	X	X	X	X	X
Thanksgiving Day	X	X	X	X	X	X	X	X
Friday After Thanksgiving	X	N/A	X	X	X	X	X	X
Day Before Christmas	X	X	X	X	X	X	X	X
Christmas Day	X	X	X	X	X	X	X	X
New Year's Day	X	X	X	X	X	X	X	X
Martin Luther King Day	X	X	X	X	X	X	X	X
Good Friday	X	X	X	X	X	X	X	X
Independence Day	X	N/A	X	N/A	N/A	N/A	X	X
Memorial Day	X	X	X	X	X	X	X	X

Revised: All 12 Month (260 day) employees are eligible for seven (7) paid holidays and three (3) floating holidays. The seven holidays include: Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King Day, Memorial Day, and Independence Day.

All 10.5 Month (235-236 day) employees are eligible for (6) six paid holidays that occur during their scheduled work year (excluding Independence Day) and three (3) floating holidays.

The three floating holidays must be used on student non-contact days (including summer school) with prior approval from the employee’s supervisor and be entered in the Absence Management system. Remaining floating holidays will not carryover to new fiscal years and are not payable at time of resignation or retirement. For new hires, floating holidays are prorated (one day per four months worked).

Along with winter and spring break the school calendar will indicate the following days as non-school days for the 2022-23 school year: Day after Thanksgiving, day before Christmas, Friday before Easter and Juneteenth.

(NO CHANGE) - Paraprofessionals are eligible for eight (8) paid holidays as follows: Labor Day, Thanksgiving Day, Day before Christmas, Christmas Day, New Year’s Day, Martin Luther King Day, Friday before Easter, and Memorial Day.

(NO CHANGE) - Youth Advocates are eligible for nine (9) paid holidays as follows: Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, New Year’s Day, Martin Luther King Day, Friday before Easter, and Memorial Day.

11. Post-Employment Benefit p. 53-54

Post-employment health benefits shall be available to eligible employees covered by this Handbook. An application for benefits under this provision shall be granted if notice of retirement is submitted to the District per the timelines specified in this Handbook. To be eligible for any post-retirement health benefit, the employee must:

- Retire from the Appleton Area School District
- Meet the age requirement noted below’
- Have worked for the Appleton Area School District a minimum of ten (10) **consecutive** years of employment.

Details regarding the post-retirement health benefit include the following:

- The District will make a defined contribution for all eligible retirees in the form of a “retiree only” Health Reimbursement Account (HRA) and 403(b).
- The maximum annual contribution to a retiree benefit is capped at the level of District health insurance cost/subsidy for actives at the end of the 2015-16 fiscal year.

Accrual ratios and maximum benefits amounts: (converted into chart form)

Employees meeting the eligibility requirements for any post-retirement benefit will receive credit for the number of years worked based on length of service.

Employee Group	Ratio of Accrual (as of 7/1/2013) <i>"Years Worked" is calculated by length of service</i>	Maximum Benefit **
Administrators	1 year of benefit for 5 years worked	7 years
Educators	1 year of benefit for 5 years worked	7 years
Administrative Support Unit (ASU)	1 year of benefit for 6 years worked	6 years
Maintenance	1 year of benefit for 8 years worked	3 years
Secretaries	1 year of benefit for 8 years worked	3 years
Paraprofessionals	1 year of benefit for 12 years worked	2 years

Administrators and Educators accrued 1 year of benefit for 3 years worked prior to 6/30/2013. The benefit will not accumulate beyond the age of 65 for years worked beyond 2012-13. Support staff accrual was in accordance with each employee group contract prior to 6/30/2013.

***Maximum benefit may be exceeded depending on time earned prior to 6/30/2013 and applicable employee group contract.*

Length of Service:

- **Current:** Service to the District begins with the date of hire which will be the employee’s first day of work and will continue to accrue unless there is an interruption to employment. An approved leave of absence or a military leave will not be considered to be an interruption of employment in that the position and accrued benefits will not be lost during the leave. However, no new benefits or accrual of service to the District will be added during the leave.

- **Revised:**

Service to the District begins with the first day of work as a regular employee and will continue to accrue unless there is an interruption to employment (resignation or one year leave of absence).

- Retention of benefit: No accrued benefits earned prior to the leave will be lost during leave.
- Accrual during a leave: No new benefits or accrual of service to the District will be added for days exceeding a 60 day leave of absence (beginning 7/1/2022)

Also noted under “Benefits During Leave“

- Days toward length of service, service time and time toward personal leave shall not accrue for the employee during a leave of absence in excess of 60 days.

12. Rehired Employee (Addition p. 55)

An employee rehired within 5 years of his/her resignation (not retirement) or at the conclusion of a temporary assignment from the district will receive re-instatement of accrued sick leave days prior to separation and credit for the years of service towards vacation and/or personal day(s) allocation (if applicable).

A rehired employee will received re-instated length of service towards post-employment benefits.

***Overtime /Compensatory Time/Travel Reimbursement – combined from addendums and clarification p.56-57.**

CUSTODIAL MAINTENANCE

13. Uniforms Page 65-66

Current: Personal Appearance expectations will not supersede personal protective equipment requirements for any specific tasks. Employees must wear approved, District-issued uniforms according to District standards (including the District issued ID badges). Employees:

- Must ensure the uniform / footwear are sufficient for the tasks they will be performing.
- May wear district approved hats / headgear outdoors or as tasks require.

On contract days:

- Must wear district approved uniform shirt and pants. Below are the uniform standards:
 - Shirt may be long or short sleeve with a visible name tag
 - Shirt should be tucked into pants (belt recommended)
 - Must be clean and serviceable
 - Must be worn as outer garment unless outdoors
 - May be worn over other garments if applicable
- With the supervisor's approval, employees will be permitted to wear building logo attire on school event days only in lieu of the district uniform.

On non-contract days:

Employees will have the option to wear either the uniform as described above, or district logo attire (t-shirt and/or shorts.)

Revised: The Personal Appearance expectations will not supersede personal protective equipment requirements for any specific tasks. Employees must wear approved uniforms according to District standards (including the District issued ID badges). Employees:

- Must ensure the uniform/ footwear and pants are made from sturdy material (such as denim) and free from rips, tears, holes, stains are sufficient for the tasks they will be performing.
- May wear district approved hats / headgear outdoors or as tasks require.

On contract days

- Must wear district approved uniform (button up) shirts or polos/footwear and pants. Below are the uniform standards:
 - Shirt/Polo may be long or short sleeve with a visible name tag
 - Shirt should be tucked into pants (belt recommended)
 - Must be clean and serviceable
 - Must be worn as outer garment unless outdoors
 - May be worn over other garments if applicable
- With the supervisor's approval, employees will be permitted to wear building logo attire on school event days only in lieu of the district uniform.

14. Overtime: p. 69

Current: Overtime hours for specific buildings will be offered equitably in the following order:

1. Building's staff who are qualified to perform the work
2. Members of the Maintenance Department
3. Engineers on an equitable, rotational basis

Revised: Overtime hours for specific buildings will be offered equitably in the following order:

1. Building's staff who are qualified to perform the work
2. Volunteers -The volunteer closest to the top of the custodial maintenance list at this time is awarded the overtime
3. The employee(s) on the top of the custodial maintenance list

15. Temporary Assignment p. 69-70

Current: If an employee is required to take a temporary job with a lesser rate of pay, the employee will not be required to take a reduction in pay. Any employee who is required to take a temporary job with a higher rate of pay for two (2) hours or more, shall receive the minimum rate of the job to which they are temporarily assigned that provides an increase in wages. Shift differential pay does not apply to employees assigned to a first (1st) shift position in the case of a short-term assignment. This shall apply only where the individual has replaced the regular job incumbent, not where the individual is assisting such incumbent.

Revised: If an employee is required or selected through an interview process (a notification of the temporary assignment will be emailed/communicated to all maintenance employees) to take a temporary position with a higher rate of pay, the employee shall receive the step 1 hourly wage for the temporary position for the hours and duration the work is performed only for assignments of (10) or more full days worked. This shall apply only where the individual has replaced the regular position incumbent, not where the individual is assisting such incumbent. If an employee is required to take a temporary job with a lesser rate of pay, the employee will maintain their current rate of pay.

If a Day Steward assumes the full responsibilities of a Building Engineer position for long-term substituting of (10) or more work days, the individual will be paid the differential between their rate of pay and level 1 of the building engineer rate.

Shift differential pay does not apply to employees assigned to a first (1st) shift position in the case of a short-term assignment

Every effort will be made to rotate temporary assignments to qualified employees by the Executive Director of Operations or designee.

16. License Stipends p. 70

Current: All employees that complete district approved engineer training, obtain a pesticide license or obtain a certified pool operator's license shall receive a one hundred dollar (\$100) stipend on their December 15 paycheck provided a copy of their license is on file with the Human Resources Department.

Revised: All employees required by the district that complete district approved engineer training, obtain a pesticide license or obtain a CPO (Certified Pool Operator License) shall receive a renewal stipend of \$750 upon successful completion of the pesticide training or \$500 for the CPO License for the 5 year renewals.

PARAPROFESSIONALS

17. Adjustment of Work Schedule p. 72

Addition: An employees' work schedule may be revised after Assignment Letters are issued, if mutually agreed upon by the employee and supervisor. Such an adjustment will not include an increase or decrease of hours. In such situations, the supervisor will notify the Human Resources Director or Chief Officer of the revised work schedule prior to it being in effect.

18. Licensure / Certification - Paraprofessionals p. 76

Current: DPI licenses are required of Special Education Paraprofessionals, DHH Interpreters and COTA/CPTA employees. When a paraprofessional's assignment requires certification / licensure to comply with the regulations of the Department of Public Instruction (DPI) or other agencies, the employee will pay twenty-five dollars (\$25) of the licensing fee and the District will pay the remaining balance.

Revision: DPI licenses are required of Special Education Paraprofessionals, DHH Interpreters and COTA/CPTA employees. When a paraprofessional's assignment requires certification / licensure to comply with the regulations of the Department of Public Instruction (DPI) or other state agencies, the District will pay the cost. Paraprofessionals are to contact Human Resources prior to license renewal.

EDUCATORS

19. Job Sharing p. 78

Job sharing is a voluntary program to provide the opportunity for two current elementary professional educators to share one full-time equivalent position. The sharing of duties and responsibilities will be determined and agreed upon by the job share partners and the building principal prior to entering into the job share agreement. Due to scheduling priorities necessary to meet the instructional needs of the students, it may not be possible to provide equitable prep time for each professional educator.

Current: A job sharing request form must be submitted to the appropriate building principal for initial approval and then forwarded to the Chief Human Resources Officer no later than April 15. Administration will review the request and, if satisfactory, will recommend that the Board of Education approve the request. Both professional educators are expected to attend all student contact days, workdays, professional development days, open houses, parent- teacher conferences, staff meetings and any other professional activity related to their duties.

Revised: A job sharing request form must be submitted to the appropriate building principal for initial approval and then forwarded to the Chief Human Resources Officer no later than April 15. Administration will review the request and, if satisfactory, will recommend that the Board of Education approve the request. Both professional educators are expected to attend staff orientation days, professional development days, open houses/Meet and Greets, and parent-teacher conferences. Attendance at staff meetings and any other professional activity related to their duties (such as IEP meetings and PLC/Late Start meetings) will be determined and agreed upon by the job share partners and the building principal.

Current: The professional educators in a job-sharing arrangement are expected to substitute for one another whenever possible. Payment for substitute work within the job-sharing arrangement will be at the base pay for

the BS or MS degree, whichever reflects the education of the professional educator who is performing the substitute work.

Revised: The professional educators in a job-sharing arrangement are expected to substitute for one another whenever possible. Payment for substitute work within the job-sharing arrangement will be at the employee's rate of pay.

Job shares will be approved for a period of one year. The teachers shall be informed in February if there is an administrative decision not to continue the job share for the following school year. If either of the educators want to discontinue the job sharing arrangement, notice to discontinue for the ensuing school year must be given no later than May 15. If either of the educators or the principal want to discontinue the job sharing arrangement for the ensuing school year, the request will only be approved if a position is/will be available for the educator assigned the status of teacher without assignment. In the instance where a job share partner is awarded another vacancy or resigns after May 15, a replacement job share partner may be secured by the district for one-year. When a job share arrangement is discontinued, staffing assignments for the ensuing school year will be made in accordance with filling vacancies language as stated in this Handbook.

A request for job-sharing is a voluntary reduction in contract. All wages, benefits, and leaves shall be prorated on the basis of the percentage of the full-time equivalent position that the individual job-sharer works.

20. New Employee Salary Determination p. 81

Current: The District, in its sole discretion, will determine the starting salary for a new professional employee. Such determination will take into account, but not be limited to, any prior teaching experience, education, to the extent applicable.

Revised: The District, in its sole discretion, will determine the starting salary for a new professional employee. Such determination will take into account, but not be limited to, any prior teaching or related experience, education, specialized licensures/certification, and internal equity to the extent applicable.

***Compensation Framework p. 81**

Initial placement on the Compensation Framework is determined at time of hire. Movement on the Compensation Framework is reviewed annually and is based on a satisfactory evaluation of educator practice, ~~the completion of the capacity building professional development focused on improving instructional effectiveness,~~ and the available funding. Educators must work a minimum of one semester to be eligible for a **level movement (if applicable)** compensation increase.

21. New Educator Induction/Mentoring Program p. 84-88

Orientation

All educators new to the AASD are required to attend **two (2)** New Educator Orientation and Training. ~~Initial Educators assigned a mentor are required to attend the three (3) day New Educator Orientation and training (includes ½ day with mentor).~~ All other educators not assigned a mentor are required to attend ~~2.5~~ days of the New Educator Orientation and training.

Induction Programs and Seminars

~~Monthly~~ **Three** seminars are held to enhance the quality of our instructional practices and programs thereby promoting student success. Seminars are designed to address the needs of new educators. Seminars promote a supportive network across the district for new educators. ~~Topics may to include classroom management, communications, assessment, and planning for professional growth.~~

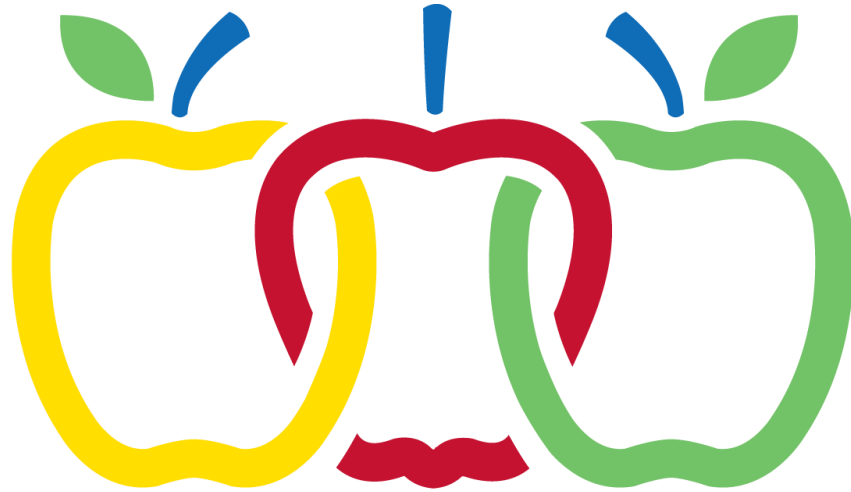
Professional Expectation of New Educators

Educators in their first year of employment with less than three years of experience will:

- be assigned a mentor for (2) years
- Attend **two (2)** ~~three (3)~~ days of New Educator Orientation (**includes ½ day with the mentor**).
- meet once per week for at least 45 minutes, face-to-face with their mentor.
- attend a minimum of **three (3)** ~~seven (7)~~ new educator after-school seminars that are offered.

Educators with a life license **with and** no experience in their certified area will:

- be assigned a mentor for one (1) year.
- attend **two (2)** ~~three (3)~~ days of New Educator Orientation (**includes ½ day with the mentor**).
- **meet once per week for at least 45 minutes, face-to-face with their mentor. attend a minimum of seven (7) new educator after school seminars that are offered.**



APPLETON AREA
SCHOOL DISTRICT

Success for Every Student, Every Day

Employee Handbook

August, 2022

Table of Contents

MESSAGE FROM THE SUPERINTENDENT 5

PURPOSE OF THE HANDBOOK 6

SECTION 1: EMPLOYMENT LAW AND CONDITIONS..... 7

 Equal Opportunity Employer 7

 Employment Status for Contracted Employees (Administrators / Educators) 7

 Harassment, Sexual Harassment, and Discrimination..... 7

 Employment of a Felon 9

 Immigration Reform Act Compliance..... 9

SECTION 2: PRE-EMPLOYMENT PROCEDURES 10

 Criminal Background Check..... 10

 Physical Examination and Testing..... 10

SECTION 3: GENERAL EMPLOYMENT INFORMATION 11

 Accident / Incident Reports 11

 Bloodborne Pathogens and Hepatitis B Vaccination 11

 District Property 11

 Drug Free Workplace..... 11

 Health and Wellness 12

 Issue Resolution 12

 Protection from Retaliation..... 12

 Outside Employment..... 13

 School Calendar 13

 School Closure Due to Inclement Weather or Emergency..... 13

 Smoking and Tobacco Use 14

 Weapons..... 14

 Workplace Safety..... 14

SECTION 4: EXPECTATIONS AND PRACTICES..... 15

 Breach of Contract (Administrators and Educators) 15

 Co-Curricular Activities..... 16

 Conflict of Interest 16

 Copyrighted Materials 17

 District Funds..... 17

 Electronic Communications and Acceptable Use 17

 Employee Use of Social Media 18

 False Reports 18

 Identification Badges..... 18

 Investigations..... 18

 Individual Contracts (Educator and Administrator) 18

 Licensure / Certification..... 19

 Personal Appearance..... 19

 Personnel Files 19

 Political Activity 20

 Resignation..... 20

 Retirement Qualifying for the AASD Post-Retirement Benefit..... 21

Appleton Area School District

Separation Procedures	21
Workday (See Addendum for each group)	21
SECTION 5: STUDENT SUPERVISION AND WELFARE	22
Student Relations.....	22
Confidentiality	22
Reporting Suspected Child Abuse and Neglect.....	22
Administration of Medications	23
Student Bullying.....	23
Suicide Prevention	25
Locker Room Privacy.....	25
SECTION 6: PROFESSIONAL GROWTH.....	26
Performance Evaluations	26
Capacity Building / Professional Development	27
New Educator Induction/Mentoring Program (link)	27
SECTION 7: ASSIGNMENTS, VACANCIES AND TRANSFERS	30
Administrator (link) Paraprofessional (link) Professional Educator (link)	30
SECTION 8: REDUCTION IN STAFF / LAYOFF	31
Notice of Reduction.....	31
Selection for Reduction.....	31
Recall from Layoff	32
Expiration of Recall Opportunities	32
Benefits Summary.....	32
SECTION 9: NON-RENEWAL, DISCIPLINE, AND DISCHARGE.....	33
SECTION 10: GRIEVANCE PROCEDURE	35
SECTION 11: EMPLOYEE LEAVES OF ABSENCE (Paid).....	39
Sick Leave (Non-Serious Health Conditions)	39
Sick Leave (Serious Health Conditions)	40
Emergency Leave	41
Bereavement Leave.....	41
Personal Leave	41
Additional Personal Leave Requirements (Paraprofessional and Educators)	42
Jury Duty Leave	42
Military Leave.....	43
SECTION 12: EMPLOYEE LEAVES OF ABSENCE (Unpaid)	44
Educational Leave	44
Medical Leave.....	44
Child Rearing Leave	45
Other Leave Requests	45
Benefits During Leave.....	46
Placement Upon Return From Leave	47
Failure to Return after Expiration of Leave	47
Family and Medical Leave	47
Time Off Without Pay (Dock Time).....	48

Appleton Area School District

SECTION 13: EMPLOYEE BENEFITS	49
Benefit Eligibility.....	49
Benefit Election.....	49
Qualifying Life Events*.....	49
Insurance and Benefits Plans.....	50
Dental Insurance.....	50
Flexible Benefit Savings Plan (FSA) (Section 125C).....	50
Health Insurance / Health Reimbursement Account (HRA).....	50
Life Insurance.....	50
Long-Term Disability Insurance.....	51
Short-Term Disability Insurance.....	51
Vision Insurance.....	51
Tax Sheltered Annuity (TSA) Program.....	51
Wisconsin Retirement System (WRS) Contributions.....	51
Employee Assistance Program (EAP).....	51
Professional Liability Insurance.....	51
Workers' Compensation (Information for Injured Employee).....	51
Vacation.....	52
Holiday Leave:.....	52
COBRA.....	53
Benefit Commencement and Termination.....	54
AASD Post-Employment Benefits.....	54
Rehired Employee.....	55
SECTION 14: COMPENSATION	56
SECTION 15: SALARY PAYMENT PLAN	58
Pay Periods.....	58
Pay Period Amount.....	58
Pay Distribution.....	58
Advice of Deposit.....	58
ADMINISTRATORS	59
Workday.....	59
Sick Leave (Administrators New to the District).....	60
Compensation.....	60
ADMINISTRATIVE SUPPORT UNIT	61
Workday.....	61
Compensation.....	61
Compensation Schedule.....	61
Uniforms.....	61
On contract days.....	62
Work Schedule.....	62
Vacation.....	63
Compensation.....	64
Work Schedule.....	67
Assignments, Vacancies and Transfers.....	67
Compensation.....	69
Licensure / Certification.....	69
First Responders: Emergency Situations Stipend and Duties.....	69
School Transportation Paraprofessional (<i>Re-Classification Transition</i>).....	70

Appleton Area School District

PROFESSIONAL EDUCATOR.....	71
Job Sharing.....	71
Professional Responsibilities and Workday.....	71
Professional Meetings.....	72
Assignments	72
Compensation.....	74
Additional Compensation for Earning a Master's Degree	74
Other Compensation.....	74
New Educator Induction/Mentoring Program.....	77
SECRETARIES.....	81
Workday.....	81
Compensation.....	82
First Responders: Emergency Situations Stipend and Duties	83



MESSAGE FROM THE SUPERINTENDENT

Greg Hartjes

Thomas G. Scullen Leadership Center | 131 E. Washington Street, Suite 1A | PO Box 2019 |
Appleton, Wisconsin 54912-2019
Phone: (920) 832-6126 | FAX: (920) 832-1725

To All Employees of the Appleton Area School District:

The Appleton Area School District (AASD) has a rich history of educational excellence dating back over 169 years. Meeting the learning needs of over 15,000 students on a daily basis is our top priority and greatest challenge. It takes a team of innovative, knowledgeable, committed, and compassionate staff members to meet this challenge. Your contributions are needed and valued as we work to achieve our shared educational mission.

This employee handbook provides information and guidance that will help you understand what can be expected from the District and what the District expects from you. The employee handbook describes the professional expectations and necessary conditions for our very important work together -- the teaching and learning of our students. It is recognized that this handbook will evolve as we collaboratively strive to provide a work environment that allows all employees to maximize their capacity to meet the learning needs of all students.

The AASD's Board of Education developed the following District Vision to guide our collective efforts:

Working together, students, families, staff, and community will ensure that each graduate is academically, socially, and emotionally prepared for success in life. Every Student, Every Day.

The AASD relies on many attributes to help us achieve this Vision. A supportive community, successful business partnerships, a highly qualified staff, and a dedicated Board of Education all play an essential role in educating today's students. Our community values education and is appreciative of the professional commitment you are making to the students of the AASD. It is my hope that your time with the AASD is both professionally and personally rewarding.

Sincerely,

Greg Hartjes
Superintendent of
Schools

PURPOSE OF THE HANDBOOK

This *Handbook* is provided as a reference document for employees. This *Handbook* is intended to provide employees with information regarding policies, procedures, expectations and standards of the District. It is the employee's responsibility to read the *Handbook* and abide by the policies, procedures, expectations and standards defined or referenced in this document. It is also important to know that this *Handbook* should not be considered all-inclusive of the information for which professional employees are responsible for knowing and following. Additional guidelines that professional employees should follow include, but are not limited to Board of Education policies and rules referenced in the Board of Education [*Policies Manual*](#). The Board Policies Manual can be located on the District's website.

The information in this *Handbook* is subject to change. The District reserves the right to make changes that may supersede, modify or eliminate the information summarized in this *Handbook*. The most current electronic version of the *Handbook* is the official *Handbook* and supersedes all earlier versions of the *Handbook*.

All staff annually acknowledge the receipt of the Handbook and their review of the document via mandatory online training.

If there is a conflict between this *Handbook* and any specific provisions of an individual employment contract, the terms of the individual employment contract shall control.

Appleton Area School District

SECTION 1: EMPLOYMENT LAW AND CONDITIONS

Equal Opportunity Employer

The Appleton Area School District does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, age, sex, sexual orientation, gender identity, gender expression, arrest record, conviction, religion or physical disability, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or nonuse of a lawful product off school premises during nonworking hours, or any other reason prohibited by state or federal law. This practice applies to all terms and conditions of employment including, but not limited to, recruitment, appointment, training, layoff, promotion, discipline, leaves of absence, or termination. Exceptions to this policy may only be made in accordance with state and federal law. ([Board Policy 511](#) – *Equal Opportunity / Affirmative Action*)

The Appleton Area School District will not limit, segregate or classify any applicants for employment or any employee in any way that adversely affects their opportunities or status because of disability. Reasonable accommodations shall be made for qualified individuals with a disability, unless it is clear that an accommodation would impose an undue hardship on the operation of the District. A reasonable accommodation is any change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a position, or to enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities. ([Board Policy 112.1](#) – *Nondiscrimination on The Basis of Handicap/ Disability*)

An employee who believes that he/she has been subjected to any form of employment discrimination, including harassment based on any characteristic protected by law, is encouraged to report the incident to his/her immediate supervisor or to the Superintendent.

Employment Status for Contracted Employees (Administrators / Educators)

Contracted administrators and educators are subject to the provisions of this *Handbook* that are not covered in the individual contract an employee signs. Contracted employees are considered to be under contract for the full-term specified in the individual contract. If there is a conflict between the *Handbook* and the terms of an individual employment contract, the individual employment contract terms will apply.

Harassment, Sexual Harassment, and Discrimination

All School District employees have the right to work in an environment of respect and dignity and free from all forms of harassment. The Board of Education will not tolerate, condone, or allow harassment by any employee or non-employee who conducts business with the Appleton Area School District. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation, or national origin.

The Board of Education considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the District shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this policy can lead to discipline up to and including discharge.

Appleton Area School District

Definitions:

Verbal Harassment: Unsolicited or unwelcome verbal conduct, including but not limited to innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes, unwelcome flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to or submit to unwelcome conduct.

Non-Verbal Harassment: Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, electronic messaging, email, the internet or other such sources as a means to express or obtain sexual or discriminatory material, printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures, or any material which inappropriately raises the issues of sex or discrimination.

Physical Harassment: Unsolicited or unwelcome physical contact, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

Unwelcome Harassment: For the purpose of this policy, conduct is unwelcome when the person subjected to the conduct did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcome despite participation by the offended employee and despite the fact that the offended employee does not tell the accused the conduct is unwelcome.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term of condition of employment; or submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.

Other Forms of Harassment: Persistent and unwelcome conduct or actions on the basis of race, color, religion, national origin, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, use or nonuse of lawful products away from work, and other protected categories under federal or state law are prohibited under this policy.

Any employee encountering harassment is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

Appleton Area School District

Any employee who believes that he/she is being harassed shall report the incident(s) as soon as possible to a supervisor or the Superintendent so that an investigation can be conducted and, if necessary, steps may be taken to protect the employee from further harassment, and so that appropriate remedial action, where appropriate, may be initiated. Please reference [Board Policy 512](#) – *Employee Sexual Harassment* regarding the complaint procedure.

Any harassment complaint filed under this policy will be promptly investigated in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigatory process, and records will only be released if required by state or federal law.

The Board of Education will not permit or condone retaliation against an employee who files a harassment complaint, makes a report of harassment, or participates in an investigation. Retaliation is a violation of this policy and shall be reported immediately. Any employee found to have retaliated against another employee for filing a harassment complaint, reporting harassment, or participating in an investigation will be subject to the same disciplinary action as provided for harassment offenders. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment.

Employment of a Felon

The District reserves the right to not employ or terminate from employment an individual who has been convicted of a felony and who has not been pardoned for that felony.

Immigration Reform Act Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, the District complies with the provisions of the Federal Immigration Reform and Control Act of 1986, including, but not limited to, requiring verification of authorization to accept employment in the United States from all employees.

SECTION 2: PRE-EMPLOYMENT PROCEDURES

Criminal Background Check

The Board of Education is committed to maintaining a safe environment for students and staff. Thus, the District requires a criminal background check of each applicant recommended for employment.

Each person recommended for a position shall be required to complete a Criminal Record Inquiry Information form. The form will include a statement to which the candidate agrees to the release of all investigative records to the District for examination for the purpose of verifying the criminal violation. Information is requested solely to enable the District to make inquiries to appropriate government officials, regarding possible criminal records or pending criminal charges which pursuant to 111.31, Wis. Stat., that may substantially relate to the position being sought. Any criminal record information obtained by the District will be used only in accordance with applicable law. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

Physical Examination and Testing

As a condition of employment, physical examinations including a test for tuberculosis or questionnaire shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes.

The Board of Education shall also require the applicant to submit to a test for controlled substances, the results of which must indicate there is no evidence of non-prescribed drug use. Also, dependent on assignment, a back-screening test (Special Education / OT-PT) and audiogram (Technology Education) is required. The Board of Education shall assume the fees for examinations and testing.

Negative drug screening results and evidence that employees are of sound health (sufficient to perform the essential functions of their assignment) and free from tuberculosis in a communicable form are conditions of employment and necessary to make binding the offer of employment or the initial contract, as applicable with the District.

Reports of all such examinations, evaluations and testing shall be delivered to the Superintendent or his/her designee. Reports will be made part of an employee's confidential file.

SECTION 3: GENERAL EMPLOYMENT INFORMATION

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 off-site 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 by the employee to the building secretary within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, employees may be entitled to workers' compensation benefits.

Bloodborne Pathogens and Hepatitis B Vaccination

All designated employees who have occupational exposure to bloodborne pathogens must complete the District-sponsored Exposure to Bloodborne Pathogens Training within ten (10) days of initial assignment, and be offered the Hepatitis B vaccine at no cost through Occupational Health Systems.

After the training, should an employee specifically requested by the District to obtain Hepatitis B vaccination choose not to do so, then the employee must sign the Declination Waiver provided by the District.

Employees who have been specifically requested by the District to obtain Hepatitis B vaccination should check with their personal physicians about the medical advisability of going through the vaccination procedure. If an employee does not have a medical risk to receive the vaccination, the District will recommend that he/she go through the procedure. If an employee's personal physician believes that there is a medical risk, then reasonable efforts shall be made to meet the medically certified inability of an employee to perform his/her regularly assigned tasks.

Should an employee who believes that he/she is at risk of contracting Hepatitis B not be on the list of those specifically requested by the District to obtain Hepatitis B vaccination, then he/she should contact the Human Resources Office to discuss the situation. ([Board Policy 453.33](#) - *Significant Exposure to Bloodborne Pathogens*)

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. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment or upon request.

Drug Free Workplace

The Appleton Area School District is committed to maintaining a drug-free workplace. Therefore, the manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance by an employee during the workday or while engaged in extra duty assignments, shall be strictly prohibited. All employees shall be required to undergo alcohol and drug testing at any time the administration has reasonable suspicion to believe the employee has violated the District's policy concerning alcohol and other drugs. Such testing

Appleton Area School District

may be conducted when there is reasonable suspicion to believe the employee has used or is using alcohol or drugs prior to reporting for duty, or while on duty. Any employee who violates this policy shall be subject to disciplinary action up to and including discharge. All employees will abide by provisions of [Board Policy 522.1](#) – *Drug Free Workplace*.

Health and Wellness

The District, in partnership with staff, encourages employee and family wellness. The District has a Wellness Planning Team whose goal is to assist in improving the health and well-being of employees and families through planned activities. Each site has a “Site Liaison for Wellness” responsible for increasing wellness awareness by relaying health and wellness information to staff. This person is the primary link between the building staff and the District Wellness Planning Team. The goal of the AASD Life Enhancement Program is to increase the awareness of the program and improve the health of our staff by encouraging healthy and active lifestyles and participation in the health-risk assessment process.

Issue Resolution

Every reasonable effort will be made to assist in solving problems or disputes between employees when the issue is work related and pertains to their particular assignment / duties. Employees will be expected to jointly discuss the issue between them and make every attempt to resolve it before involving an administrative supervisor. If no resolution is reached, an administrative supervisor should be contacted and will meet with the individuals to work toward resolution of the issue.

Protection from Retaliation

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.

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 of Education President.

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

Appleton Area School District

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.

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 duties as determined by the District. An employee will not perform any duties related to an outside job during the time assigned to carry out responsibilities that the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work.

School Calendar

The school calendar shall be determined by the Board of Education. The determination of the structure of the days, e.g. instructional, staff development, workdays, etc., shall be at the discretion of the Board. Administration will seek input concerning the development of the school calendar on an annual basis.

School Closure Due to Inclement Weather or Emergency

Employees (with the exception of Custodial/Maintenance staff) do not need to report to work if the District is closed or an individual building(s) is closed due to emergency conditions and shall suffer no loss of compensation as a result.

Full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum make up all time necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements of the State of Wisconsin. Employees shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils. For non-exempt employees the time shall be considered exchange of compensatory time.

If an employee has scheduled time off on a day school is closed, the absence shall not be charged against him/her provided it is five (5) or fewer consecutive work days. If it is part of an absence of more than five (5) days, then he/she shall be charged the time.

School Closure Due to Inclement Weather or Emergency: Custodial /Maintenance Employees
Custodian/ Maintenance (C/M) employees (all other groups excluded) are to report for work as soon as conditions reasonably permit their safe arrival. Any C/M staff member who anticipates a late arrival must contact the Director of Facilities and Operations prior to his/her regular reporting time and will be permitted to make up the lost time within the pay period to avoid loss

of pay. Staff who are required to work on days when an entire school day is cancelled due to inclement weather receive additional pay (see Compensation).

In the event that a building is closed during the normal workday, the administrative supervisor may excuse the employee from duty without loss of pay at a time of his/her discretion. In such

Appleton Area School District

instances, an employee who is absent for the full day shall be charged for the full day and employees required to remain on the job for that day will be afforded a flex day. In times of inclement weather when schools are closed to students and staff, Facilities and Operations employees are to report for work as soon as conditions reasonably permit their safe arrival. Any employee who anticipates a late arrival must contact the Maintenance Office prior to his/her regular reporting time.

Smoking and Tobacco Use

In the interest of a tobacco-free environment and in compliance with state law, smoking and/or use of other tobacco products is prohibited in all school district buildings, on all school district controlled properties and in all school-sponsored transportation vehicles, at all times ([Board Policy 831](#) – *Smoking and Tobacco Use*). Employees shall not smoke or use tobacco products while on duty as an employee of the District. Employees who violate this policy will be subject to disciplinary action.

Weapons

The Appleton Area School District (AASD) is committed to providing safe learning environments for all students, staff, parents, and volunteers. No person, including someone with a CCW (Carrying a Concealed Weapon) license, shall use or possess a firearm, whether loaded or unloaded, any destructive device or other dangerous weapon as defined under section 948.605 (Gun-Free School Zones Law) and 948.6 of the state statutes, in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, or at any school-sponsored or school-supervised activity, except as otherwise specifically authorized in ([Board Policy 832](#) *Weapons on School Premises*).

Any employee on school premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Also, any staff member who has reason to believe that a person has or will violate this policy is required to report to the school principal, their supervisor, or law enforcement immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

Workplace Safety

The Appleton Area School District is committed to providing a safe and healthy working environment. It is the responsibility of each individual to observe safe work practices and adhere to the safety rules imposed by the District (pursuant to federal and state law) at all times. Employees are directed to immediately report all potential safety concerns to his/her immediate supervisor whenever such conditions are observed. If the matter is not satisfactorily resolved through informal discussion with the immediate supervisor, an employee may refer to the Grievance Procedure as outlined in this Handbook.

SECTION 4: EXPECTATIONS AND PRACTICES

The Board of Education expects employees to produce quality work, maintain confidentiality, work efficiently and ethically, and exhibit a professional and courteous attitude toward other employees, parents, and students. The Board of Education expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations. The Board of Education expects employees to comply with the standards of conduct stated in Board policies, this *Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. The expectations found in this *Handbook* are 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.

Attendance / Reporting Absences / Unauthorized Absence

In order for schools to operate effectively, employees are required to be punctual and present for work. Employees who are unable to report to work or to work on time shall follow the applicable procedures for reporting absences in the absence management system. For same day absences, the employee is required to contact their supervisor. Failure to report an absence in a timely manner or to report to work, leaving work during scheduled hours without permission, excessive absences, unacceptable patterns of absence, and/or habitual tardiness will be subject to appropriate disciplinary action, up to and including discharge.

Breach of Contract (Administrators and Educators)

Should a contracted employee voluntarily breach his/her contract by resigning during its term, unless for “good reason”, a liquidated damage fee in the respected amount set forth below and reflected in the individual’s contract shall be paid or forfeited by the employee. If the resignation occurs during July or August, the liquidated damage fee must be submitted with the signed resignation letter. Notice of resignation is defined as the date the resignation letter is received by the Human Resources Department. Upon receipt of the resignation letter and payment, the recommendation for release of contract will be made to the Board of Education at a formal meeting. Upon approval, the employee will receive a release of contract letter.

“Good reason” includes physical or mental incapacity to do the work, serious illness or death in the immediate family, spousal job relocation where it would be impractical for the employee to fulfill his/her contract, or for similar hardship situations. Decisions regarding the payment of liquidated damages will be made by the Superintendent or his/her designee.

Administrators

Administrators shall provide adequate notice of resignation or the following liquidated damages shall be due:

- \$1,000 if written notice is submitted to Human Resources after June 1
- \$1,500 if written notice is submitted to Human Resources after June 30

Educators

Educators shall provide notice of resignation by June 30 or the following liquidated damages shall be due:

- \$1,000 after July 1 and up to July 31
- \$1,500 after August 1 or anytime throughout the term of the existing contract.

Appleton Area School District

**Educator and Administrator contracts will be amended for the 2023-2024 school year.*

Co-Curricular Activities

The Board of Education recognizes that co-curricular activities are an important extension of the classroom. The District will hire highly qualified coaches/advisors to fill open positions. Assignments will be offered to the individual, who in the sole discretion of the District is the most qualified applicant. The District will make every effort to hire AASD employees who meet this criterion; therefore all AASD employees who are qualified for an open co-curricular activity will be granted an interview.

All co-curricular contracts are for one year and will be filled on an annual basis. If a coach/advisor resigns a split position, the remaining coach(es)/advisor(s) shall have the option of being assigned the portion resigned.

Co-curricular duties will be compensated according to established rates and will be added to paychecks per the co-curricular contract signed.

All co-curricular sports advisors (coaches) will be expected to become certified in CPR-AED within one year of being contracted and must maintain their certification for the duration of their coaching career. Additional certifications important to a particular sport such as life-guarding or spine-boarding will also be required as directed by the Activities Director (A.D.). During the term of the contract, coaches will be expected to attend code of conduct meetings, coaches meetings and staff development as provided by their supervising A.D. Also, all high school coaches will be expected to provide support for off-season development of student athletes.

Supervision and evaluation is a continuing process for the purpose of program improvement and assessing the individual performance of the coach/advisor. Individuals holding co-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. The A. D. will schedule an annual meeting with head coaches and complete a formal evaluation at least once every three (3) years.

Athletic supervision opportunities will be made available to all AASD employees. Because knowing the students who are being supervised is desirable, preference will be given to staff members who work within the building hosting the event. In the event no AASD employee desires or is qualified to do a particular supervision, the A.D. will place individuals from outside the AASD. When multiple AASD staff members request a paid supervision assignment, the A.D. will make the assignment. The athletic supervision duties will be compensated according to established rates.

Conflict of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he/she is associated.

Appleton Area School District

Applicants for employment in the District will be selected without regard to a relationship with a current employee in the District. To avoid possible or perceived conflicts of interest, an employee who is related to another employee or applicant, or the direct report of the employee with a relative as an applicant or employee, will not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person. Accordingly, the District reserves the right to take necessary and appropriate employment actions to prevent such situations, including but not limited to, reassignments, transfers, schedule changes or terminations (**Wis. Stats. § 946.13**)

Copyrighted Materials

Infringement on copyrighted material is a serious offense against federal law, a violation of Board policy 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.

The school district does not condone the illegal use or reproduction of copyrighted materials in any form. Employees, who willfully disregard [Board Policy 771 – Reproduction of Copyrighted Materials](#), do so at their own risk, assume all liability and may be subject to disciplinary measures by the District.

District Funds

Employees must adhere to all internal controls that ensure the appropriate use of District funds. Any person who suspects fraud or financial impropriety in the District will report the suspicions immediately to his/her immediate supervisor/principal or the Chief Financial Officer. Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or comply with law. Employees who engage in fraud or other financial impropriety may be disciplined, up to and including discharge.

Electronic Communications and Acceptable Use

The Appleton Area School District (AASD) is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Technology and network resources are valuable tools for students, staff and community. The AASD provides computer facilities, equipment, software and a local and wide-area network that is accessible for the primary purpose of supporting the educational mission of the District.

The use of the AASD electronic communication systems is provided to staff to further the educational mission of the AASD. These electronic communication systems include, but are not limited to: email, blogs, social media, learning management systems, telecommunication systems, and other web-based/electronic tools. The District provides email access to conduct school business. Employees may use email for personal reasons, as long as it conforms to school etiquette standards and is not used excessively.

Use of the District technology system is a privilege and not a right. Employees who use the District’s information technology system should have no expectation of privacy in the content of their personal files, communications and records of their online activity. Employee use of the District’s network will be governed by [Board Policy 522.7 – Acceptable Use for](#)

Appleton Area School District

Technology and Network Resources and the related administrative guidelines. The consequences for violations of this policy may result in suspension of technology privileges, report to criminal authorities, legal action, or discipline up to and including termination.

Employee Use of Social Media

Social media is defined as “online services that require communication between two or more people” and encompasses a wide range of written, audio, and visual communication. Social media networks include but are not limited to: personal websites, blogs, wikis, social networks, online forums, twitter, and virtual worlds.

The District recognizes the importance of online social media networks as a communication and learning tool for AASD staff and students. The District also recognizes its obligation to teach and ensure responsible and safe use of these technologies. Toward that end, the District provides password-protected social media tools and District approved technologies for e-learning and encourages the use of District tools for collaboration by employees and students.

An employee’s use of any social media network or postings, displays, or communications on any social media network must comply with all state and federal laws and applicable District policies. Professional employees’ use of social media networks will be governed by [Board Policy 522.7](#) – *Acceptable Use for Technology and Network Resources*.

False Reports

Honesty is a core value of the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, etc. Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician’s statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

Identification Badges

As part of the effort to ensure a safe and secure environment, each employee will be issued an identification badge. Identification badges must be displayed in plain view by all regular employees while carrying out customary employment duties. No alterations may be made to the badge. A fee may be incurred for more than one replacement. For staff badge information, contact Facilities & Operations.

Investigations

In the event of a District investigation or inquiry, every 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 matters subject to an investigation. Employees are required to cooperate with the investigation. Failure to cooperate in a District investigation may result in discipline, up to and including discharge. The District may place an employee on administrative leave, paid or unpaid, during an investigation into an alleged misconduct by an employee.

Individual Contracts (Educator and Administrator)

Professional Educator

Individual contracts for professional educators will be issued on or before March 15 and they must be returned to the Office of Human Resources by April 15 and adhere to the

Appleton Area School District

requirements of §118.22 Wis. Stats.

Administrator

Administrator contracts will be issued on or before February 15 and they must be returned to the Office of Human Resources by March 15. Individual contracts for administrators will adhere to the requirements of §118.24 Wis. Stats.

Licensure / Certification

It is the personal responsibility of all employees to maintain in effect any license (s) required by the law and regulations of Wisconsin Department of Public Instruction (DPI) for his/her assigned position (i.e. Special Education Paraprofessionals, Educators and Administrators). All licensed employees will submit a copy of his/her license to the Office of Human Resources prior to July 1. After which, it is the employee's responsibility to assure that appropriate DPI requirements are completed to maintain licensure and submit renewal verification to Human Resources prior to August 15. Failure to maintain a valid DPI license in the certification area(s) of the employee's assignment will void any employment contract and may result in suspension without pay or termination of employment.

All employees shall maintain all DPI licenses and certifications which they held the year prior. Prior to an employee allowing the license or certification to lapse or expire, or to allow its surrender, the employee must notify the Chief Human Resources Officer in writing. The employee's timing in which the letter is received as well as future staffing, may impact the employee's employment.

Other employees whose assignments require certification are required to maintain and submit verification each time the certification is renewed to Human Resources. This may include but not limited to state certification for School Nurses, Therapists, Therapy Assistants, etc.

Paraprofessionals with assignments in a Title I School are required to have Elementary and Secondary Education Act (ESSA) Certification or two years of post-secondary education (48 college credits).

Personal 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. The District expects that all employees are neat, clean, and wear appropriate dress for work. Positive role modeling is a part of the employee's professional responsibilities. The manner in which staff members dress sets the climate for the learning environment as well as creates an impression on parents and the community. Staff should dress in a manner and have an appearance that is appropriate and consistent with the environment in which they work, the duties of their jobs, and the impressionable youth they serve.

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.

[Personal Appearance Expectations – Uniforms \(Custodial/Maintenance\)](#) [\(link\)](#)

Personnel Files

Appleton Area School District

The District maintains a confidential personnel file for each employee. Records for all employees will be considered confidential to the extent provided by law and will be maintained by the Office of Human Resources. Records will be maintained in accordance with all applicable federal and state laws and regulations.

An employee may view his or her personnel file by making a request in writing with twenty-four hour notice. Personnel files are the property of the District and must be reviewed while in the presence of the Chief Human Resources Officer or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. No documents may be altered or removed by the employee. An employee may request to receive copies of any documents contained in the personnel file except those delineated in **§ 103.13(6) Wis. Stats.**

Political Activity

The Appleton Area School District (AASD) Board of Education recognizes that staff members have civic responsibilities and/or rights, including the right to vote, to be an active member of the political party of their choice, to campaign for candidates for election to public office, and to seek, campaign for, and serve in public office. In fulfilling their responsibilities as members of the AASD staff, they shall refrain from exploiting their privilege of position. They shall not exploit students in any way for political purposes for themselves or for any party, candidate, or special interest group.

Political activities of staff members must be conducted outside of school hours and off school premises. They shall not use District facilities, equipment, or supplies in connection with their political activities. Refer to [Board Policy 522.5 – Staff Involvement in Political Activity](#) regarding specific political activity guidelines for employees.

Resignation

Employees of the District may choose to terminate employment. All resignation requests must be submitted in writing with an original signature to the employee's immediate supervisor and the Chief Human Resources Officer with a requested resignation date and with sufficient notice. The District reserves the right to adjust a requested resignation date to an earlier date. The date the letter is received by Human Resources is considered the notification of resignation date in assessing liquidated damages fees or vacation payout.

Adequate notice is requested as a professional courtesy in order to provide continuous quality of service to the District's students and families. Adequate notice is defined as follows or a liquidated damages fee may apply (*see Breach of Contract*) and/or forfeiture of accrued and/unused vacation time (if applicable):

- Administrators – June 1 or earlier
- Educators – June 30 or earlier
- ASU, Secretaries, Paraprofessionals and Maintenance a minimum of fifteen (15) calendar days prior to the effective date of resignation and work 10 days prior to resignation.

Employees who do not provide sufficient notice as outlined above and do not work the time between when the notice was received by Human Resources and his/her last workday, forfeit accrued and/or unused vacation. Work time is defined as actual time working without the use of

Appleton Area School District

vacation or other leave time. Employees eligible for paid vacation who terminate employment for any reason (other than discharge) shall be paid for up to 5 accrued days on the employee's final payroll provided they meet the requirements as stated.

Retirement Qualifying for the AASD Post-Retirement Benefit

In order for an employee to receive post-employment benefits employees must submit a retirement letter with an original signature to the Chief Human Resources Officer by the following:

- Administrators – No later than February 15
- Educators – No later than February 15 for end of year retirements or by October 20 for end of first semester retirements.
- ASU, Secretaries, Custodial/Maintenance, and Paraprofessionals - at least a forty-five (45) day notice prior to the last workday

Administrator/Support Staff: Vacation, personal days, or holidays cannot be used to extend a retirement date and employees electing to retire must work ten (10) consecutive workdays prior to their retirement date. Up to 5 accrued days at time of retirement will be paid on the employee's final payroll.

Separation Procedures

Employees who retire, resign or separate employment are required to return all District property to their immediate supervisor before leaving the premises on their final day of employment. Upon receipt of all District-owned property, the employee will receive their final paycheck. Access to District email and technology will terminate on the employee's last day of work.

In the event a contract is terminated before the end of contractual year, the amount of sick leave and personal leave will be pro-rated and deductions of salary will be made if leave time use exceeds the pro-rated or accumulated amount.

Workday (See Addendum for each group)

SECTION 5: STUDENT SUPERVISION AND WELFARE

Acting affirmatively to create a positive school climate by fostering respectful relationships, assisting students in meeting building level expectations for student behavior and maintaining positive communities of support within each school and classroom is essential. All staff should be familiar with the Board policies that define our obligations toward our students to create a safe, positive and nurturing learning environment. This section of the handbook briefly summarizes these policies.

Student Relations

All district personnel will recognize and respect the rights of students, as established by local, state and federal law. Employees will, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Employees will not use profane or obscene language or gestures in the workplace. Further, employees will refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) 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 will not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old.

Confidentiality

District staff often has access to confidential information. This confidential information may include access to information regarding students, families and other employees. The law and respect for our students require confidential information to be disclosed only when it is professionally appropriate to do so.

It is essential that student information is kept confidential. Discussions regarding students with any individuals that do not have a “right to know” compromises professional accountability and are restricted. Any 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 347 – Student Records](#).

In addition to student information, confidentiality is expected in other areas, including employee or District business information. All written requests for District records shall be referred to the appropriate administrator.

Reporting Suspected Child Abuse and Neglect

The AASD will fully comply with Wis. Stat. § 48.981. Under Wis. Stat. § 48.981. The purpose of [Board Policy 454 – Reporting Suspected Child Abuse and Neglect](#) is to make clear the statutory and District policy requirements of District employees to report suspected child abuse or neglect. The reporting procedures are explained in the policy and summarized below.

Any District 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

Appleton Area School District

threatened with abuse or neglect and that abuse or neglect of the child will occur shall immediately inform, by telephone or personally, the county Child Protective Services (CPS) or the police of the facts and circumstances contributing to that suspicion. Employees making a report to county CPS or the police are to notify the building principal or direct administrative supervisor unless otherwise directed not to do so by county CPS or the police.

The District will identify annually a District designated ombudsman to assist District staff, to make reports to CPS or the police. The ombudsman has the following authority: to assist all staff in the reporting process and fulfilling obligations; to provide an alternative source for staff inquiries; to assist in the review of the effective implementation of the policy; and to serve as the link between the school District and outside agencies under this policy.

Any employee or institution participating in good faith in making a report under Wis. Stat. § 48.981 shall have immunity from liability, civil or criminal, that results by reason of the action. No individual making a child abuse or neglect report in good faith may be terminated from employment, disciplined or suffer adverse action in regard to employment, or threatened with any such treatment for so doing. Any District employee who violates this policy is subject to discipline, up to and including termination of employment.

Administration of Medications

A school administrator will authorize in writing any school employee to administer any medications to students. Administration of medication by means other than ingestion may be done by any school employee with proper training and evaluation. Determining such individuals will be the joint responsibility of the building administrator and the school nurse. Employees, other than health care professionals, who are authorized to administer oral medication to students, will receive training approved by the District. Employees, other than health care professionals, who are authorized to give medication by means other than ingestion, will receive training approved by the Department of Public Instruction (DPI). The school employee who is authorized and trained to administer medication is immune from civil liability for his/her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence.

School personnel should complete the “knowledge” portion of the medication administration training for required routes at least every four (4) years as provided on the DPI website. “Skill training” for the required routes of administration must occur at initiation of the medication assignment and should be repeated annually thereafter. This skill training is provided by the District. ([Board Policy 453.4](#) - *Administration of Drug Products/Medications to Students*)

Student Bullying

The Appleton Area School District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The Board of Education considers bullying to be detrimental to the health and safety of students and disruptive to the educational process and is prohibited.

Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation,

Appleton Area School District

harassment, social exclusion and isolation, extortion, use of computer or telecommunications

Appleton Area School District

to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying). Bullying may also include teasing, put-downs, name calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and Board policy.

Bullying behavior is prohibited in all schools, buildings, properties, educational environments as well as on any school grounds or school buses. This includes any property or vehicle owned, leased, contracted, or used by the AASD such as public transportation regularly used by students to go to and from school and to school-sponsored events.

All school staff members and school officials who observe or become aware of acts of bullying that violate [Board Policy 443.71](#) – *Bullying* are required to report these acts to the building administrator. Employees who violate this policy are subject to discipline, up to and including termination of employment.

Suicide Prevention

District professional staff members are in positions to recognize students who are suicide risks; under no circumstances should this be kept confidential. Knowledge on the part of a school staff member of a young person's intent to engage in a suicidal act requires the staff member to intervene and refer as per [Board Policy 457](#) – *Prevention of Youth Suicide*.

Referral to the school counselor or other appropriate pupil services staff member should occur immediately when a staff member is aware of a student who may be a risk or threat to himself/herself. It is important to emphasize that suicidal threats, gestures, or reports be treated seriously and while there are degrees of seriousness, no situation should be treated casually.

Locker Room Privacy

School locker rooms are provided for the use of physical education students, athletes and other activity groups or individuals authorized by the building principal or Board of Education policy. The District recognizes the privacy rights of individuals using school locker rooms and shall take reasonable measures to protect an individual's privacy.

Under no circumstances may cameras, video recorders or other recording devices be used in the locker room. Also, no person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Anyone who violates [Board Policy 443.92](#) – *Locker Room Privacy* shall be subject to school disciplinary action and/or penalties under state law.

SECTION 6: PROFESSIONAL GROWTH

Performance Evaluations

Department or Building Administration will inform all staff who his/her primary supervisor (evaluator) will be for the school year by September 20.

Administrators

Supervision and evaluation is a continuing process for the purpose of improving and assessing the individual performance of administrators. Administrators in their first two (2) years of employ in the District will be evaluated each year. Every administrator with more than two (2) years of administrative experience in the District will be evaluated at least once every three (3) years, unless a specific need warrants more frequent formal evaluation.

Educators

The Appleton Area School District values quality instruction for achieving student success. Observation/evaluation is a continuing process for the purpose of improving instruction and assessing the individual performance of professional educators. Observations, supervision and artifacts will be the basis for any evaluation. Professional educators in their first three (3) years of employment in the District will be evaluated each year. Every professional educator with more than three (3) years of experience in the District will be evaluated at least once every three (3) years. Evaluations will be completed prior to the last contract day of the school year.

Should a supervisor identify a professional educator as in need of more intensive assistance to refine or develop skills to provide quality instruction, a support program will be developed to address identified deficiencies. The goal of intensive support is for the educator to meet expectations. An individual program of support will be designed to meet the specific needs of the teacher and the performance expectations of the District.

Office Support (ASU) and Secretaries

All employees are responsible for setting a performance growth goal each school year. Employees will collaborate on setting the goal with their evaluator prior to October 31. As part of the process, employees will perform a self-assessment of performance documenting their evidence of work and review their progress in achieving their goal by submitting the forms to their administrator by April 1.

All new employees will be evaluated a minimum of once during the course of their first ninety (90) work days and once at the conclusion of their first year. All other employees will be evaluated at least once during the first year following his/her first year of employment evaluation. In addition, employees will be evaluated at least every third year thereafter, unless a specific need warrants more frequent formal evaluation. Evaluations will be completed by the administrator or his/her designee. Evaluations for all employees will be done in a cooperative manner on a standard form accessible to the employee.

Should a supervisor identify an employee in need of more intensive assistance to refine or develop skills, a plan of support will be developed to address identified deficiencies. The goal of intensive support is for the employee to meet performance expectations.

Appleton Area School District

Other Support Staff (ASU, Custodial-Maintenance, and Paraprofessionals)

All new employees will be evaluated a minimum of once during the course of their first ninety (90) work days and once at the conclusion of their first year.

All other employees will be evaluated at least once during the first year following his/her first year of employment evaluation. In addition, employees will be evaluated at least every third year thereafter, unless a specific need warrants more frequent formal evaluation. Evaluations will be completed by the administrator or his/her designee. Evaluations for all employees will be done in a cooperative manner on a standard form accessible to the employee.

Capacity Building / Professional Development

Educators

All educators will engage in continuous capacity building including collaborative efforts to maintain high standards of instructional excellence as outlined in the Educator Effectiveness model. Such efforts shall be connected to curricular assignment(s) within Board approved curriculum and address district focus areas as referenced in the compensation framework ([link](#)). In addition to maintaining high standards of excellence for the students, the educator will make him/herself available to his/her colleagues for collaboration focused on student learning.

Professional Development is ultimately the responsibility of all educators in the District, with the District supporting capacity building through opportunities scheduled during the calendar year, outside of the school day, and over the summer.

Reimbursement for Content Test Exam (Educators)

Educators requested by administration to complete a content exam to obtain an add-on licensure in another area of direct benefit to the District, now or in the future, are eligible for reimbursement of the cost of the content exam.

New Educator Induction/Mentoring Program ([link](#))

Administrators

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.

Each site/department may have a budget amount to cover professional conference and meeting attendance. National conference attendance (based on a central rotational schedule) must be approved in advance through the regular channels with the request form being received by the appropriate Assistant Superintendent a minimum of one month prior to the conference.

The District will pay state and national professional association dues for one organization for administrators. The money required for payment of such dues is to be budgeted annually.

Appleton Area School District

Tuition Reimbursement-Administrators

The District will reimburse the cost of undergraduate/graduate credits taken by an administrator for course(s) related to their position limited to a maximum amount equal to three (3) graduate credits per semester with prior approval of the Chief Human Resources Officer. Tuition reimbursement may require the employee to sign an Agreement committing to continued employment for a period of time. The period shall depend on the amount of benefit.

When the District hires an administrator who has not yet completed the administrative license required for their position, the District will reimburse the employee for courses taken to obtain licensure with a continued employment agreement.

All Support Staff (ASU/Secretaries/Custodial-Maintenance and Paraprofessionals)

The District has designated days within the calendar for support staff to participate in staff development opportunities provided by the District.

Tuition Reimbursement / Assistance for Support Staff

Employees shall be eligible for reimbursement or tuition assistance for professional development that have a direct benefit to the District, now or in the future, provided funding is available.

Requests for professional development reimbursement or tuition assistance are required to be submitted by the following dates:

- February 15 – Summer semester
- June 30 – Fall semester
- November 15 – Spring semester

Requests will be reviewed by the Chief Human Resources Officer or his/her designee. A decision will be communicated to the employee within 15 days following the deadlines above.

Dependent on the amount of tuition reimbursement or assistance the employee may be required to sign an agreement committing to continued employment for a period of time. The period shall depend on the amount of benefit.

Reimbursement will be made upon documentation of successful completion of the course, training, or receipt of certification (see Professional Development Guidelines).

Health Service Procedure (HSP) and First Responder Training

A school nurse is responsible for training staff on Health Services Procedures (HSP) and consulting with the building principal to establish a HSP Agreement.

Secretaries and Paraprofessionals performing Health Services Procedure (HSP) or First Responder duties shall receive training during regular work hours, when possible. If such is not possible, then these employees shall be paid or provided compensatory time for the training time. Training for all other employees shall be voluntary and will not be eligible for compensation or compensatory time.

Employees performing a HSP will receive the appropriate training and ongoing supervision, from a school nurse. Training will include completion of the “knowledge” portion of the

Appleton Area School District

medication administration training for required routes at least every four years as provided on the DPI website. "Skill training" for the required routes of administration must occur at initiation of the medication assignment and should be repeated annually thereafter. This skill training is provided by the District.

Assignments of Health Services Procedures:

- When a student requiring a HSP is assigned to a fully staffed classroom, volunteers shall be sought for assignment to perform the HSP.
- Vacancies that require working with a student who requires a HSP shall be noted on the posting.

Under District policy, no employee except a health care professional may be required to administer a drug or prescription drug to a pupil by any means other than oral ingestion. ([Board Policy 453.4](#) - *Administration of Drug Products/Medications to Students*)

Each hourly employee assigned to perform a HSP will receive the appropriate stipend(s) on the first paycheck in June as outlined on the HSP Agreement form.

SECTION 7: ASSIGNMENTS, VACANCIES AND TRANSFERS

A. Posting of Vacancies:

Vacant positions will be posted with consideration to the number of employees who are “without assignment”, provided there are no layoffs in the vacancy area.

Human Resources will email a posting notice to all employees at the beginning of the posting cycle. Staff may monitor the posting website weekly for new vacancies. All positions will be posted on the designated website for a minimum of three (3) business days. The posting shall include, to the degree known, the start date for the position, the location, a position description, the full-time equivalency, the area(s) of certification/degree requirements (if applicable) and the date the posting will close. The District retains the right to determine the required qualifications for all vacancies. Consideration will be given first to the candidates who apply prior to the closing date.

The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period.

B. Process for Filling Vacancies:

Once an employee works their first day in an assignment, the employee will not be eligible to apply for vacancies within their first year unless designated as “without assignment”, requesting a contract change, or are currently assigned to multiple locations. All other employees may apply for vacant positions, if they are in good standing, defined as not being on an individual program of support.

*Internal Educator candidates currently using the certification (i.e., his/her full-time assignment requires the certification) required in the posting, who apply for a vacant position prior to the posting closing date, will be offered an interview with the exception of non-teaching leadership positions. Newly hired employees may apply for vacant positions prior to August 1.

After July 31, in order to minimize disruption in the best interests of student achievement, vacancies will not be filled internally. Positions will be filled by:

1. TWA staff due to enrollment lock-in
2. Positions will be filled by external educators and awarded as “Temporary” contracts or filled by long-term substitutes. If the position exists for the following year, the position will be posted in the spring to offer an opportunity for internal candidates to apply. This does not create an obligation to fill any vacancy; and all re-assignments within a building may be made prior to the determination that a vacancy exists.

[Administrator \(link\)](#)

[Paraprofessional \(link\)](#)

[Professional Educator \(link\)](#)

SECTION 8: REDUCTION IN STAFF / LAYOFF

The District reserves the right to layoff an employee based upon the District operational and/or budgetary needs of the District. If the Board of Education determines to reduce the number of positions (full layoff) or the number of hours in any position (partial layoff), the provisions set forth in this section shall apply.

Notice of Reduction

A layoff is not a termination, a suspension, nor other form of discipline; therefore, a layoff is not subject to the District's Grievance Procedure. It is also understood that as a layoff, the nonrenewal procedures of Section 118.24, Wis. Stats., do not apply to contracted employees.

- Administrators
The District reserves the right to layoff administrators within the duration of the contract due to District operational needs, changing needs for administrative positions and/or budgetary constraints. Should an administrative layoff become necessary (either full or partial), the District will notify affected administrators by November 15 for second semester layoffs or by May 15 for the next year.
- Educators
A layoff is effective after the expiration of the individual contract under which a professional educator is currently employed. The employee shall be given final notice of layoff not less than thirty (30) calendar days prior to the first contracted date of the school year.
- Support Staff (ASU, Secretaries, Custodial-Maintenance, and Paraprofessionals)
The employee shall be given final written notice of layoff not less than fourteen (14) calendar days prior to the effective date of layoff.

Selection for Reduction

Whenever a reduction in contracted staff (administrators or educators) is deemed necessary by the Board of Education, the Central Administration will make the final determination on the position(s) to be eliminated or reduced and the staff member selected for layoff. The elimination of a position does not necessarily mean the employee occupying the position will be laid off.

In the implementation of staff reductions under this section, normal attrition resulting from employees retiring or resigning and requests for voluntary layoff will be considered. If attrition and volunteers are insufficient to accomplish the necessary reduction in staff, length of service (within the division or assignment categories for administrators and support staff), current and past assignments will be collectively considered in determining layoffs.

Appleton Area School District

Recall from Layoff

Contracted Employees

The recall from layoff process is solely available to employees laid off under this section and shall extend for a time period of twelve (12) months from the date of layoff. It does not apply to contracted employees non-renewed based upon performance as set forth in Section 118.22 Wis. Stats.

All Employees (Including Contracted Employees)

All employees on layoff will be placed on a reemployment list. If a vacancy occurs or a new position is created during the twelve-month period in which an employee is on layoff, the District will recall an employee who has recently been using the required certification or within the same job classification. If multiple employees meet the criteria for recall, the staff member recalled will be at the discretion of the District. Length of service, performance as measured by educator evaluations, current and past teaching assignments will be collectively considered in determining the employee recalled from layoff.

An employee recalled from layoff will be assigned a position or will secure a position in accordance with filling vacancies language in the *Handbook*.

Expiration of Recall Opportunities

Recall opportunities will expire for employees on full layoff or partial layoff after a time period of twelve (12) months from the date of layoff. Recall from layoff opportunities shall end for an employee who accepts employment with another school district or refuses an offer of recall. Employees remaining on partial layoff during their twelve (12) month recall period will not lose the opportunity to be recalled for the equivalent FTE held prior to layoff.

Benefits Summary

While on layoff no compensation or benefits shall be provided to the employee. An employee who is laid off will retain original date of hire for purposes of determining wages should the employee return to employment with the District within a period of twelve (12) months from the date of layoff. The time spent on layoff shall not be counted toward years of service in the District.

The employee may retain membership in the group health and dental insurance programs during layoff status by remitting the full premium amounts. The continuation of health and dental insurance at the employee's expense is contingent upon the insurance carrier(s) allowing such a benefit. Please refer to Employee Benefit (COBRA) for a full explanation of insurance continuation options.

Employees who receive a layoff that results in a reduction in hours shall not lose any benefits they have accrued (i.e. earned vacation, sick leave time, and post-retirement benefits). If the employee is recalled from layoff or re-hired after the expiration of the layoff period, unused sick leave and accrued retirement benefits up to the time of the layoff will be reinstated along with any other benefits they have accrued.

SECTION 9: NON-RENEWAL, DISCIPLINE, AND DISCHARGE

Standard for Non-Renewal (Administrator/Educator)

Administrators and Educators employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Wis. Stats. (*Administrator 118.24 / Educator 118.22*). No Administrator / Educator shall be non-renewed for arbitrary or capricious reasons, or in violation of any applicable law. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats. And is not covered by the Grievance Procedure noted in this Handbook.

Standard for Employee Discipline and Termination

No individual shall be disciplined or terminated for arbitrary or capricious reasons, or in violation of any applicable law. The term “employee discipline” shall have the same meaning as set forth in the Grievance Procedure as provided for in this Handbook.

Discipline may result when an employee’s actions fall short of generally accepted standards of professional behavior or violates a policy or rule, when an employee’s performance is not acceptable, or the employee’s conduct is detrimental to the interests of the District. The District reserves the right to impose disciplinary action as may be appropriate in particular circumstances. Specific disciplinary action will depend on the behavior and frequency of occurrences. Serious unacceptable employee behaviors may lead to suspension or termination without following progressive discipline steps.

Disciplinary action shall be consistent with any procedural and substantive due process rights of the individual, as well as the requirements of any applicable District policy, State law and Federal law. Such discipline or termination shall be subject to the Grievance Procedure provisions of this Handbook.

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 District shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until 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.

Demotion, Suspension and Discharge (Support staff – all except Administrator / Educator)

1. Demotion

Demotion is defined as the movement of an employee to a lower pay range. An employee may be demoted by the Employer for reasons that are not arbitrary or capricious. An employee who is demoted shall be given written notice of the reasons for the action at the time of demotion, a copy shall be made a part of the employee's personnel file, and a copy shall be sent to the Union, if applicable.

2. Voluntary Demotion

Employees may request or accept voluntary demotion when the position they occupy is allocated to a lower class or when assignment to less difficult or responsible work would be to their advantage and in the interest of the service. The employee shall continue to receive his/her former rate of pay until the end of the current pay period.

Appleton Area School District

3. Suspension During an Investigation

During an investigation, hearing or trial of an employee on any civil or criminal charge, when suspension would be in the interest of the Employer, an employee may be suspended with or without pay by the Employer for the duration of the proceedings.

Within ten (10) days of the conclusion of the investigation, a determination will be made resulting in reinstatement or by other appropriate action, by resignation or dismissal of the employee.

4. Suspension

Suspension is defined as the temporary removal without pay of an employee from his/her designated position. The Employer may, for disciplinary reasons, suspend an employee. Any employee who is suspended shall be given written notice of the reasons for the action, a copy of such notice shall be made a part of the employee's personnel file, and a copy shall be sent to the Union, if applicable. A suspension shall not exceed thirty (30) calendar days and shall not be arbitrary or capricious.

5. Discharge

No employee shall be discharged except for reasons that are not arbitrary or capricious. An employee who is dismissed shall be given written notice of the reasons for the action, a copy of the notice shall be made a part of the employee's personnel file, and a copy shall be sent to the Union, if applicable. An employee who has been discharged may use the Grievance Procedure.

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 Employment

Employee termination means discharge from employment. The employment relationship between the District and an employee is terminated:

- If the parties agree by written mutual agreement to terminate their individual contract at any time. Such termination shall be without penalty or prejudice. (Administrator / Educator only)
- If the employee is discharged pursuant to the standards of discipline as noted above. Termination as a result of discipline may be subject to the Grievance Procedure as outlined in this Handbook
- if the employee quits or resigns his/her employment
- 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
- if the employee retires

Layoffs (reduction in staff) are not considered terminations and are not subject to the Grievance Procedure as outlined in this Handbook.

Appleton Area School District

SECTION 10: GRIEVANCE PROCEDURE

Purpose: This Grievance Procedure is established pursuant to Wis. Stat. § 66.0509(1m). This Grievance Procedure is the exclusive internal method for resolving disputes concerning discipline, termination and workplace safety.

This Grievance Procedure is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied.

Definitions

- A. "Grievance" shall mean a dispute under District policies pertaining to an employee's discipline, termination of employment or a dispute concerning workplace safety. No Grievance shall be processed under this Grievance Policy unless a Grievance Form is submitted, with the following information:
1. The name and position of the Grievant;
 2. The date the incident or alleged violation occurred;
 3. A clear and concise statement of the Grievance including the category of the Grievance (i.e., employee discipline, termination or workplace safety);
 4. The issue involved;
 5. The specific School District policy(ies) alleged to have been violated;
 6. The relief sought; and
 7. The signature of the Grievant and the date.
- B. "Days" shall mean regular business days, Monday through Friday, other than weekends and holidays, regardless of whether the employee is scheduled to work. The time limits within which an action is to be taken under this Grievance Procedure shall be computed by excluding the first day and including the last day.
- C. "Grievant" is an employee of the District as defined by state statutes governing this Grievance Procedure. At the Grievant's cost and request, he/she may be represented by an individual of his/her choice, but all grievances must be filed by an aggrieved employee.
- D. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law and addressed in Board Policy for purposes of maintaining the health and safety of employees ([Grievance Form - Workplace Safety](#)).

Appleton Area School District

- E. "Discipline" is defined to include written reprimands, any employment action that results in disciplinary suspension of employment without pay, disciplinary reduction in pay or other benefits or disciplinary demotion. "Discipline" does not include performance evaluations or reviews, plans of corrective action that do not include a reprimand or suspension, documentation of employee acts and/or omissions in an employment file, suspensions with pay, change in assignment or assignment location or non-disciplinary wage, benefit or salary adjustments ([Grievance Form - Discipline Termination](#)).
- F. "Termination" means discharge from employment. Non-renewals and layoffs (reductions in force) are not considered terminations and are not subject to this Grievance Procedure ([Grievance Form - Discipline Termination](#)).

Procedures

Step 1

Within five (5) days after the facts upon which the Grievance is based are known or should have reasonably become known, the Grievant shall contact and make arrangements to meet with his/her immediate supervisor. The Grievant shall notify the immediate supervisor that he/she is presenting a grievance. An effort must first be made to resolve the Grievance by informal discussion.

If the matter is not satisfactorily resolved through informal discussion, the employee shall present the appropriate Grievance Form to his/her supervisor within ten (10) days. The immediate supervisor shall provide a written answer within ten (10) days of receipt of the appropriate Grievance Form, with a copy to the District office. If there is an ongoing investigation related to the subject matter of the Grievance, the immediate supervisor shall have until ten (10) days after completion of the investigation to respond to the Grievance.

The District's Administration reserves the right to advance a Grievance to the next step at the written request of either the employee or immediate supervisor. An employee who has been notified of termination may process the Grievance commencing at Step. 3.

Step 2

If the grievance is not satisfactorily resolved at Step 1, the Grievance may be submitted to the Chief Human Resources Officer within five (5) days after the date on which the immediate supervisor issues his/her Step 1 response. After receipt of the appeal, the Chief Human Resources Officer, or his/her designated representative, shall meet with the Grievant in an effort to resolve the issue(s) raised by the appeal. Within ten (10) days after the meeting, the Chief Human Resources Officer, or his/her designated representative, shall issue a decision concerning the Grievance. The Chief Human Resources Officer should determine if the Grievance is timely, if the subject matter of the Grievance is within the scope of this Grievance Procedure, and whether the Grievance has otherwise been properly processed as required by the Grievance Procedure. The Chief Human Resources Officer will also render a decision on the merits of the Grievance, if appropriate. If the Chief Human Resources Officer, or his/her designated representative, is aware of other similar pending grievances, he/she may consolidate those matters and process them as one grievance.

Appleton Area School District

Step 3

If the grievance is not satisfactorily resolved at Step 2, the Grievance may be appealed within ten (10) days after the date on which the Chief Human Resources Officer issues the Step 2 response. The Grievant shall submit a written statement specifically describing the reason(s) for the appeal.

If the decision at Step 2 is based, in whole or in part, on the basis of timeliness, scope of this Grievance Procedure or other failure of the Grievant to properly adhere to this Grievance Procedure, the matter shall be referred to the School Board who shall determine whether the matter should be processed further. If the School Board determines that the matter cannot be processed further, the Board's decision is final and no further proceedings shall be required under this Grievance Procedure.

If the decision at Step 2 addresses only the merits of the Grievance, the Grievance shall be referred to an Impartial Hearing Officer (IHO). The IHO shall be designated by the District. The standard fee generated by the IHO will be paid by the District.

The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas (at the request of a party) and decide if an official transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The Grievant and the District may present witnesses and each side may select one (1) representative to attend the hearing as a representative. Any representative selected by the Grievant shall be at no cost to the District.

In discipline and termination cases, unless specifically required by law, the District shall have the burden of going forward and the burden of establishing that the District's decision to discipline and/or terminate the employee was not arbitrary or capricious.

In workplace safety cases, the employee shall have the burden of going forward and the burden of establishing that the condition(s) identified by the employee constitutes a workplace safety violation (i.e., a violation of those conditions related to physical health and safety of employees enforceable under federal or state law and addressed in Board Policy for purposes of maintaining the health and safety of employees) and that corrective action is required.

The oral or written statements of students that would otherwise be hearsay shall be considered by the IHO without the direct testimony of students. The IHO may request the parties make oral arguments or submit written arguments.

The IHO shall provide the parties with a written decision within thirty (30) days of the hearing date that either sustains or denies the decision of the Chief Human Resources Officer, or his/her designated representative. The written decision must contain a statement of the pertinent facts surrounding the nature of the Grievance and the rationale for the decision.

The IHO may only consider the matter presented in the initial Grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of Board Policy that forms the basis of the Grievance. The decision will apply exclusively to the employee presenting the Grievance.

Appleton Area School District

Step 4

Either party may appeal an adverse determination at Step 3 to the School Board by filing written notice to the District office within ten (10) days of receipt of the decision of the IHO. The School Board shall, within thirty (30) days after submission of the appeal, schedule the review of the IHO's decision. The Board proceeding(s) will generally be held in closed session, unless an open session is directed by the Board or is otherwise required by law. The School Board shall not take testimony, accept additional evidence, entertain oral argument or otherwise conduct a hearing of any sort as to the appeal. The School Board can require written argument from the parties if the Board, in its discretion, deems it appropriate. The School Board shall review and affirm, modify, or reverse the written decision of the IHO, and may examine any records, evidence and testimony produced at the hearing before the IHO. A majority vote of those members of the School Board present shall decide the appeal within twenty (20) days following the last session scheduled for review. The School Board shall issue a final written decision that shall be finding on all parties.

Timelines

Failure to process a Grievance by the Grievant within the time limits, or agreed upon extensions thereof, shall constitute waiver of the Grievance and the Grievance will be considered dismissed and resolved on the basis of the District's last answer. Failure of the District to meet the time limits applicable to responding to the Grievance shall constitute a denial of the Grievance and the Grievance shall be advanced to the next step of the Grievance Procedure, effective on the day after the District's answer was due. The time limits established by this Grievance Procedure are intended to be strictly observed and enforced, may not be extended except in the extreme circumstance, and then only upon the express written consent of all parties.

Exclusive Remedy

This Grievance Procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this Grievance Procedure shall prevent any employee from addressing concerns regarding matters not subject to the Grievance Procedure with the District's Administration and employees are encouraged to do so. Matters not subject to the Grievance Procedure that are raised by employees shall be considered by District representatives who are vested with final authority, subject to any applicable Board Policy or directive, to resolve the matter.

Appleton Area School District

SECTION 11: EMPLOYEE LEAVES OF ABSENCE (Paid)

Employees are our greatest asset and crucial to our District's success. We expect all employees to be present on scheduled workdays, however we understand that situations arise that may necessitate employee absences. Therefore, staff may request paid leave for several qualifying circumstances. Those circumstances include the following: Sick leave, Emergency leave, Bereavement leave, Personal leave, Jury Duty leave and/or Military leave.

Employees are allotted sick leave on July 1 in the following amounts: 12 days for 12 month employees, 10 days for educators and paraprofessionals, and 11 days for 10.5 month secretaries, youth advocates and cultural support specialists. Part-time employees and late hires are allotted a prorated number of sick leave days. Sick leave accumulates up to one hundred (100) days.

Less than full-time employees will have leaves prorated based on time worked (determined by % of total contract).

Sick Leave (Non-Serious Health Conditions)

The employee's personal illness or injury.

The routine medical, dental, and other health related appointments of the employee or employee's spouse, children, step-children, parents and parents-in-law that cannot be scheduled outside the workday. Sick leave can be taken in increments of one hour or more. It is expected that the employee report to work before or after appointments whenever possible.

The illness or injury of a member of an employee's immediate family or another relative residing with the family. Immediate family defined as follows: spouse, child, parent, sister, brother, stepchild, stepparent and any person, whether related or not, to whom such employee stood in the mutually acknowledged relation of parent and child.

In order to be granted sick leave, an employee must:

1. Register with the absence management system and update any changes in employee information or employment status (i.e. changes in schedule, school location, FTE, etc.).
2. Report absence at least one (1) hour prior to the start of each workday in the absence management system.
3. If an employee has a same day absence, the employee is required to contact their supervisor.
4. Keep their supervisor informed of their condition and an anticipated return to work date.

If requested, employees may be required to present certification from a doctor or other treating health care professional that he/she was incapable of performing normal work duties during the days absent or to verify any other use of sick leave permitted under this provision. Certification should include duration of leave, a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section should be interpreted as limiting the District's ability to discipline or discharge employees for the fraudulent use of sick leave.

Appleton Area School District

Sick Leave (Serious Health Conditions)

- ***Definition:*** A **serious health condition** is a disabling physical or mental illness, injury, impairment or condition involving inpatient or outpatient care that requires continuing treatment or supervision by a health care provider (*as defined by Wisconsin Law*).
- Employees with three (3) or more absences due to a serious health condition for either themselves or an immediate family member (as defined by FMLA) may use sick leave by following the procedure below:
 1. Employee must enter their absence into the Absence Management system.
 2. Immediately contact the Human Resources Department. Human Resources will determine leave eligibility and initiate the leave process. This includes determining if the employee and leave qualifies for FMLA, communicating to the employee their benefits, managing the absence for coverage, and communication with the supervisor.

The Family Medical and Leave Act (FMLA) is a state and federal law that allows eligible employees to take unpaid time off for their own serious health condition and/or serious health condition of their immediate family member (See FMLA policy). Employees must meet eligibility criteria to qualify for FMLA leave.

The District's FMLA procedures allow employees to use accrued sick leave or other paid time, in lieu of the unpaid time. The amount of paid time that can be substituted for an employee's own serious illness or his/her immediate family member's serious illness is determined by FMLA guidelines and will be outlined in your communication with Human Resources for employees who qualify for FMLA.

If the employee does not qualify for FMLA, the District allows the employee to use accrued sick leave up to the maximum allowed by FMLA if the same process is followed and the reason for the leave would have qualified under FMLA reasons. However, other FMLA benefits would not apply.

- If the employee's leave is foreseeable (example: a surgery scheduled, etc.), Human Resources should be contacted immediately to pre-arrange the leave.

[Worker's Compensation](#) related injuries are not eligible for use of sick leave as they are covered under Worker's Compensation Benefits.

Appleton Area School District

Emergency Leave

Emergency Leave may be used in cases of a sudden unexpected occurrence or set of unavoidable circumstances involving the employee or the immediate family which require immediate action of the employee. In such instances, the immediate supervisor is to be notified and the absence needs to be reported to Substitute Services secretary for approval and entry into the Absence Management System prior to the absence.

Employees may be granted up to two (2) paid emergency days per contract year. If an emergency situation requires additional personal attention of the employee (i.e. out-of-town travel, unexpected prolongation of the emergency, etc.) extra leave may be granted according at the sole discretion of the District Administrator or his/her designee and will be charged to sick leave.

Bereavement Leave

Employees may be granted a maximum of eight (8) paid funeral days per contract year in the following instances:

- a. Up to five (5) days per incident for death in the employee's immediate family defined as follows: spouse, child, parent, sister, brother, stepchild, stepparent and any person, whether related or not, to whom such employee stood in the mutually acknowledged relation of parent and child.
- b. Up to two (2) days per incident for the death of any of the following relatives of the employee: mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandparent-in-law and grandchild.
- c. One (1) day per incident for the death of an employee's relative not identified in this section.
- d. One (1) day per year for the death of a non-relative.

In extenuating circumstances, additional days may be granted by the District Administrator or his/her designee. Such additional days, at the option of the employee, shall be deducted from the employee's accumulated sick leave if the employee wants paid leave.

Personal Leave

All employees who work more than half of a year are granted one (1) paid personal day per fiscal year for personal purposes (professional educators is defined starting before the first day of the second semester). Adjustment of personal time may be made in the event of a leave of absence that is extended. Personal leave time will be calculated based on the employee's current FTE. Personal leave time does not carryover to future fiscal years and may be used during the year it is granted.

Those employees who do not receive vacation and have completed seven (7) or more years of consecutive service in the District, will be granted one (1) additional day of personal leave (two (2) days total).

Personal leave cannot be taken in incremental hours and must be used on the same day. When taking a Personal leave day, any hours beyond the accrued personal leave time will be charged to salary deduction by reporting the additional time to the Substitute Services Secretary.

Appleton Area School District

If an employee has one (1) remaining personal day at the end of the school year, upon request from the employee, it may be converted to one additional sick leave day for the next fiscal year. The request must be in writing and submitted to Human Resources no later than May 1.

Additional Personal Leave Requirements (Paraprofessional and Educators)

There is a district-wide cap to the number of educators and paraprofessionals that can be absent for a personal day or dock time. These caps are in place to manage coverage for classrooms, better ensuring substitute coverage, and provide continuity of learning and services to our students. The cap applies to all staff equally whether a substitute is needed or not. To be fair and equitable the District has the practice of processing requests in the order in which they were received. Therefore, the following protocol applies:

Personal days must be entered through the Absence Management system. Personal days can be entered for the new school year starting at 6:00 a.m. on the fourth Monday in August (ex: *August 22, 2022*). As a courtesy a Personal Day Calendar (Educator or Paraprofessional) will be updated weekly and accessible for reference.

Personal days are accepted on a first-come, first-served basis in order of submission of the request to Absence Management and are subject to the limit of educators and paraprofessionals that can be out on a given day. Exceptions to the limit of educators or paraprofessionals on a given day will not be granted. Employees should not schedule vacations or events that include the use of personal days prior to having the absence accepted by the Absence Management system.

Jury Duty Leave

A non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he/she is summoned by the court when such duty occurs during the employee's work hours. When an employee is called to serve jury duty, there will not be a reduction in any leave days.

Employees required to report for jury duty must call their absence into the Substitute System. While on jury duty, staff members are required each day to report their schedule for the following day to their immediate supervisor. The employee is expected to contact his/her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty. If (2) two or more hours remain in the workday when released from jury duty for the day, the employee is required to return to work.

An employee unable to report for work because of jury duty will be paid the regular hours he/she is scheduled to work. The amount equivalent to the jury fees paid (not including expense reimbursements) is payable to the AASD. Together with the payment, a copy of the jury duty fees received by the employee shall be turned into payroll.

Appleton Area School District

Military Leave

The District will grant a military leave of absence to an employee absent from work because he/she is serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). The employee must give his/her supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

An employee will not be paid for military leave. However, he/she may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

If an employee is on military leave for up to thirty (30) days, he/she must return to work on the first regularly scheduled work period after his/her service ends (allowing for reasonable travel time). If an employee is on military leave for more than thirty (30) days, he/she must apply for reinstatement in accordance with USERRA and applicable state laws.

Upon return from military leave (depending on the length of the military service in accordance with USERRA), the employee will be placed either in his/her former position if available or in a comparable position. For the purpose of determining benefits that are based on length of service, the employee will be treated as if he/she had been continuously employed.

Appleton Area School District

SECTION 12: EMPLOYEE LEAVES OF ABSENCE (Unpaid)

All written requests for unpaid leaves (educational, medical, child rearing, other) not exceeding twelve (12) months in duration shall be submitted to the Chief Human Resources Officer. The employee will provide the reason for leave and the expected duration for the leave. The request for leave will be reviewed by the Chief Human Resources Officer or his/her designee and shall be granted or denied at his/her sole discretion. An approved leave of absence will begin and end on the dates specified. Any modification to the leave request shall be submitted for consideration to the Chief Human Resources Officer or his/her designee.

Leave requests will be considered in four (4) groupings: educational, medical, child rearing, and other. If the leave is approved, the District will determine the conditions applicable for the employee to return to work. Leaves will be granted in accordance with: [Board Policy 532.1 - Leaves of Absence](#)

Educational Leave

All requests for an unpaid educational leave must be submitted to the District prior to June 1 for the forthcoming academic year. The individual requesting the leave must be enrolled in or approved by the institution at which the coursework will be taken. In cases of educational research, approval will be considered on the basis of the proposed research as outlined in a comprehensive written form. Within thirty (30) days of the conclusion of the educational program, the employee is required to submit an official transcript or written report regarding the completed action.

Medical Leave

All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least sixty (60) days prior to the anticipated beginning of the leave. A statement from a physician must accompany requests for medically-connected leaves of absence stating the nature of the illness or disability, and a prognosis concerning the physical or mental ability of the employee to return to work. The approved leave will coincide with the doctor's certification of medical incapacity.

It is the employee's responsibility to notify the District if his/her health status requires an extension of medical leave. The District reserves the right, at any time, to require any employee to be examined by a physician of the District's choosing, or to require a statement signed by the employee's own physician indicating whether the employee is able or unable to perform his or her regular duties.

An unpaid medical leave of absence shall expire after one (1) year. The employee will, at his or her option and upon written request, be paid full salary for any contract days missed during the period of such absence up to the number of unused sick leave days (not bereavement or emergency) accumulated by the employee on the date that such leave commences or until the employee is eligible for long-term disability insurance. The number of days of such absence for which the employee elects to receive salary shall be charged against the number of unused sick leave days with which he/she is so credited.

Appleton Area School District

Employees on a medical leave of absence whose sick days do not cover the length of the leave may, with the consent of the insurer, retain membership in the group health and dental programs, provided the employee pays the monthly premiums in advance. Refer to Employee Benefits (COBRA) for a full explanation of insurance continuation options.

The term of medical 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 (WFMLA) and/or under the Federal Family and Medical Leave Act (FMLA).

Child Rearing Leave

The employee shall make [*written application*](#) for an unpaid child rearing leave to the District at least ninety (90) 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.

The employee will, at his or her option and upon written request, be paid full salary for any contract days missed during the period of such absence up to the number of unused sick leave days accumulated by the employee on the date that such leave commences. The number of days of such absence for which the employee elects to receive salary shall be charged against the number of unused sick leave days with which he/she is so credited.

Employees on a child rearing leave of absence whose sick days do not cover the length of the leave may, with the consent of the insurer, retain membership in the group health and dental programs, provided the employee pays the monthly premiums in advance. Refer to Employee Benefits (COBRA) for a full explanation of insurance continuation options.

The term of child rearing 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 (WFMLA) and/or under the federal Family and Medical Leave Act (FMLA).

The duration of the unpaid child rearing leave shall be limited as follows:

- A child born or adopted during the summer break – the following two semesters.
- A child born or adopted during the first semester – the balance of that semester plus the second semester.
- A child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year.
- A child rearing leave request that is not continuous to the birth will follow the guidelines stated above.

Other Leave Requests

All requests for other unpaid leaves of absence must be submitted to the District at least sixty (60) days prior to the anticipated beginning of the leave, unless there are extenuating circumstances.

Appleton Area School District

Benefits During Leave

- Days toward length of service, service time and time toward personal leave shall not accrue for the employee during a leave of absence in excess of 60 days.
- During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
- Sick leave may be used by the employee to receive pay during medical, childrearing and FMLA leaves only.
- The employee may choose to retain membership in the group health and dental insurance programs during the leave of absence. The continuation of health and dental insurance at the employee's expense is contingent upon the insurance carrier(s) allowing such a benefit. Refer to Employee Benefits (COBRA) for a full explanation of insurance continuation options.
- Employee continuation coverage may be terminated automatically if the employee fails to make the monthly premium payment, obtains similar coverage through a different employer, becomes eligible for Medicare and converts to an individual policy or the employee's guaranteed continuation period expires.
- Employees on leave for 30 days or less
- Employees on leave more than 30 days eligible for holiday pay will not receive holiday pay unless they choose to use sick leave or vacation for the holiday while on leave.

Appleton Area School District

Placement Upon Return From Leave

The employee shall notify the District Administrator or his/her designee in writing of the employee's intent to return to work at least sixty (60) 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 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 due to reduction in staff/layoff.

The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:

- The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.
- The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.

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.

Family and Medical Leave

In accordance with Federal and State law, the District will provide family and medical leave for employees. The District's Family and Medical Leave Act Policy is intended to conform to and comply with the requirements of the Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act (WFMLA).

Family and medical leave taken may be covered by Federal law, State law, or both. For FMLA leaves governed by both Federal and State law, the more generous provision will determine the length of leave entitlement and the employee's eligibility. However, when leaves are governed by Federal or State law, but not both, the applicable law will control under this policy. In this regard, certain leaves may be covered by both Federal and State law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the District's other policies will run concurrently.

The provisions of both the Federal and State family and medical leave provisions require employees to meet eligibility requirements. To determine if you are eligible for family and medical leave refer to [Board Policy 535](#) - *Family & Medical Leave of Absence*. You may contact Human Resources if you have specific questions.

Appleton Area School District

Time Off Without Pay (Dock Time)

It is an expectation that staff schedule elective trips and events that they have control over outside the work days for consistency of our students learning and organizational operations. Granting time off without pay, for reasons other than a leave of absence or reason covered by law or policy, is at the sole discretion of the District. Requests for a day(s) off without pay are subject to the approval of the Chief Human Resources Officer and must be discussed with the employee's direct supervisor prior to submitting a request. Approval will not be granted for extended vacation time exceeding 5 days total including the employee's allotted personal day(s) for that year.

For educators, time off without pay will not be granted on a parent-teacher conference day and will be considered on a first-come, first-served basis in order of submission of the request and is subject to the limit of staff that can be out on a given day. Prior to making final arrangements, employees should confirm approval of days from the Chief Human Resources Officer.

Appleton Area School District

SECTION 13: EMPLOYEE BENEFITS

Benefit Eligibility

The Board will provide insurance to all eligible employees. Employees must be scheduled to work thirty (30) hours per week regularly to qualify for health and dental insurance. Employee insurance premium contributions will be deducted from the regular paychecks. The qualifying FTE for various benefits is listed below for each eligible employee group:

Benefit Eligible Employee Groups*	Full-time Weekly Hours	Qualifying FTE** for:		
		Voluntary Benefits <i>(Health, Dental, & FSA)</i>	Voluntary Benefits (Employee Cost) <i>(Vision and Short-term Disability)</i>	Non-Voluntary Benefits <i>(Life Insurance & Long-term Disability)</i>
Administrator / Educators / Maintenance Staff	40	75%	50%	5 hours
Administrative Support Unit (ASU) ***	40-35	75%-85%	50%	5 hours
Secretaries	37.5	80%	50%	5 hours
Paraprofessionals	35	85%	50%	5 hours

**FTE is regularly scheduled hours divided by the employee group's full-time weekly hours.

*** ASU positions differ in hours and FTE is determined based on specific assignments.

Benefit Election

An employee is eligible to enroll in benefits on day one of employment. Paperwork must be completed within thirty (30) days from their first day of work. Employees are also eligible to enroll in or discontinue the following benefits during the “*Benefits Open Enrollment Period*” for the upcoming calendar year or with a “*Qualifying Life Event*”*: Health, Dental, FSA, or Vision. The insurance carriers require an application and evidence of insurability to increase elections for other benefits (*i.e. Life insurance supplemental coverage and short-term disability insurance*).

Qualifying Life Events*

An employee, employee's spouse and an employee's dependent children (if any) covered by and participating in the District's insurance plans (medical, dental, vision or flexible spending), may qualify for continuation of coverage if the District-sponsored coverage is lost due to the occurrence of any of the following qualifying events:

- Voluntary or involuntary termination of employment for any reason other than “gross misconduct.” (e.g. resignation or retirement);
- Death of the covered employee;
- Divorce or legal separation from the covered employee;
- Loss of “dependent child” status;
- Eligibility for Medicare entitlement;
- Reduction in hours such that the employee no longer qualifies for coverage under the plan.

Appleton Area School District

Insurance and Benefits Plans

The Board retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. The District reserves the right to select the carrier(s) and determine the plan benefits including deductibles, co-pays, and other coverages for the insurance programs available to employees.

Dental Insurance

The District will pay the full premium for a single or family plan for full-time educators. Benefit costs for less than full-time employment are prorated.

Flexible Benefit Savings Plan (FSA) (Section 125C)

The Section 125C plan is a pre-tax, payroll deduction account that allows the employee to set aside a maximum amount for dependent, child, or adult care and a separate maximum amount for additional eligible medical, dental, or vision expenses not covered by insurance. Amounts will be communicated to employees during orientation or benefits open enrollment periods. Employees must meet eligibility requirements for health insurance to be eligible to participate in the Flexible Benefit Plan. An annual election is made with a January 1 through December 31 benefit period. Claims can be made during the benefit year and up to sixty (60) days after for expenses incurred during the current plan year.

Health Insurance

The District pays an established percentage of the health insurance premium for eligible employees. The District pays the full premium if both spouses are employed by the District. If both the employee and his/her spouse who do not elect to participate in Personal Health Assessments (PHA) would not qualify for the premium share discount and would pay the established higher premium, dependent on plan selection.

Health Reimbursement Account (HRA)

The HRA has been established by the Board of Education to offset higher deductibles. The District will contribute \$750.00 into the HRA for an employee with the individual plan and \$1500.00 into the HRA for an employee with the family plan. HRA amounts will be prorated for employees working less than one full year. These funds are available January 1 of each year and can be used when incurring initial expenses. Employees will be able to rollover 50% of unused HRA fund amounts, which are capped at the plan's deductible.

Life Insurance

All eligible staff are enrolled in term life insurance, with the premium paid by the District and staff can voluntarily elect supplemental coverage at their expense. Full-time and Part-time staff receive coverage as listed in the chart below:

Benefit Eligible Groups	Full-time Amount	Part-Time Amount
<i>Administrators</i>	One Times Annual Salary	One Times Annual Salary
<i>Educators</i>	\$85,000	\$51,000
<i>Administrative Support Unit (ASU)</i>	One Times Annual Salary	One Times Annual Salary
<i>Secretaries</i>	\$60,000	\$36,000
<i>Custodial/Maintenance</i>	\$60,000	\$36,000
<i>Paraprofessionals</i>	\$45,000	\$27,000

Appleton Area School District

Long-Term Disability Insurance

The District pays the full premium for Long-Term Disability (LTD) insurance. The LTD insurance pays 80% of an employee's salary. If the employee qualifies, the benefit would begin at the greater of the two, either 90 consecutive calendar days or end of accumulated sick pay.

Short-Term Disability Insurance

Short-Term Disability Insurance provides coverage for short-term illnesses or covers the long-term disability qualifying period. As a voluntary benefit, employees who choose to enroll will have the full premium deducted monthly from their paycheck.

Vision Insurance

Vision Insurance is an optional benefit that provides either single or family coverage. As a voluntary benefit, employees who choose to enroll will have the full premium deducted semi-monthly from their paycheck.

AFLAC Insurance

Accident insurance, Critical Illness and Hospital Indemnity are offered as optional (voluntary) benefits. Employees who choose to enroll will have the full premium deducted semi-monthly from their paycheck.

Tax Sheltered Annuity (TSA) Program

A tax sheltered annuity program is available to employees in accordance with the AASD administrative policies governing the 403 (b) plans and a 457 plan. The District will determine vendors from which the employee may choose to make contributions. Employees may modify their contribution no more than three (3) times per year.

Wisconsin Retirement System (WRS) Contributions

The District pays the employer contribution to Wisconsin State Retirement for qualifying employees and employees pay the employee contribution as determined by the Department of Employee Trust Funds. The District will withhold the employee's required contribution from the employee's pay on a pre-tax basis.

Employee Assistance Program (EAP)

The EAP program is made available at no cost to all employees and their families living in the employee's household. The EAP provides confidential and professional assistance in identifying and resolving personal concerns.

Professional Liability Insurance

The District has a Commercial General Liability Insurance Policy. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

Workers' Compensation ([Information for Injured Employee](#))

The District provides a workers' compensation program at no cost to employees, with State and Federal laws governing eligibility requirements. Employees are required to report job-related injuries immediately. Employees who sustain an injury in the course of employment are entitled to workers' compensation benefits starting on the fourth day after the day of an injury. The first three days after the day of an injury are considered a waiting period, with the injured employee's salary being paid by the District. Starting on day four (4) the District's workers' compensation

Appleton Area School District

carrier pays the employee directly in the amount of 2/3 of their salary. Worker's Compensation related injuries are not eligible for use of sick leave as they are covered under Worker's Compensation Benefits.

Vacation

The following groups are eligible for vacation: 260 day administrators, ASU employees working more than 235 days, secretaries and maintenance staff.

All support staff, will earn paid vacation based on their daily rate of pay in accordance with the following schedule:

One (1) consecutive year of employment	Two (2) weeks
Five (5) consecutive years of employment	Three (3) weeks
Ten (10) consecutive years of employment	Four (4) weeks
Fifteen (15) consecutive years of employment	Five (5) weeks

**Pro-rated for less than 260 day employees*

All 260 Day Administrators will receive 20 days of vacation or 25 days of vacation with 15 years of service in education.

For newly hired staff up to one (1) year, vacation will be prorated from the date of hire to the next July 1 at the rate of one (1) day for each five (5) weeks worked. Vacation allotments are awarded on July 1 and advancement on the vacation schedule are calculated from the July 1 closest to the hire date. A maximum of five (5) unused vacation days will be automatically carried over to the next year by Human Resources.

An employee on an unpaid leave of absence shall not be eligible for nor earn vacation, but such leave shall not cancel prior years of employment in the calculation of the number of weeks of vacation he/she would earn while on the job.

Vacations may be taken on any days on which an employee is scheduled to work; however employees are encouraged to take vacation during non-peak work times. A request to take vacation must be approved by the immediate supervisor prior to the vacation time being taken. Employees are required to report all vacation into the automated substitute system.

Employees eligible for paid vacation who terminate employment for any reason (other than discharge), shall be paid up to 5 days of accrued vacation. Employees who do not give a fifteen (15) day notice of resignation or a forty-five (45) day notice of retirement may forfeit accrued and/or unused vacation time.

Holiday Leave:

All 12 Month (260 day) employees are eligible for seven (7) paid holidays and three (3) floating holidays. The seven holidays include: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and Independence Day.

All 10.5 Month (235-236 day) employees are eligible for (6) six paid holidays that occur during their scheduled work year (excluding Independence Day) and three (3) floating holidays.

Appleton Area School District

The three floating holidays must be used on student non-contact days (including summer school) with prior approval from the employee's supervisor and be entered in the Absence Management system. Remaining floating holidays will not carryover to new fiscal years and are not payable at time of resignation or retirement. For new hires, floating holidays are prorated (one day per four months worked).

Along with winter and spring break the school calendar will indicate the following days as non-school days for the 2022-23 school year: Day after Thanksgiving, day before Christmas, Friday before Easter and Juneteenth.

Paraprofessionals are eligible for eight (8) paid holidays as follows: Labor Day, Thanksgiving Day, Day before Christmas, Christmas Day, New Year's Day, Martin Luther King Day, Friday before Easter, and Memorial Day.

Youth Advocates are eligible for nine (9) paid holidays as follows: Labor Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, Christmas Day, New Year's Day, Martin Luther King Day, Friday before Easter, and Memorial Day.

Employees on paid leave for 30 or less days surrounding holidays are eligible for holiday pay. Employees on leave who are not eligible for holiday pay because of the length of the leave may choose to use sick leave or vacation to receive pay for a holiday while on leave.

COBRA

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law offers employees the opportunity to remain on the District's health and dental insurance plan at the group rate in certain instances where coverage under the plan would otherwise end.

Period of COBRA Continuation: In the event of one of the above qualifying events, COBRA coverage is available for up to eighteen (18) months, but may be extended to a total of twenty-nine (29) months in certain cases of disability or up to thirty-six (36) months if a qualifying spouse or dependent suffers a second qualifying event. The employee, employee's spouse and each covered dependent has an individual right to request COBRA coverage. Additionally, any child born to or placed for adoption with a covered employee during the period of continuation coverage is automatically considered a qualified beneficiary.

Premium Cost and Payment: The cost of this extended coverage will not exceed the group rate in effect for the active group member, including the District's contribution (i.e. the total amount the employee and the district have been paying for health insurance coverage). If the cost for COBRA coverage changes during the employee's participation the employee will be notified of the new premium in writing prior to its due date.

Termination of Coverage: **Employee continuation coverage may be terminated** automatically if:

- The employee fails to make a monthly premium payment to the insurance carrier on time;
- The employee obtains similar coverage through a different employer;
- The employee becomes eligible for Medicare and converts to an individual policy;
- The District terminates its health plan;
- The employee's guaranteed continuation period expires.

Appleton Area School District

Benefit Commencement and Termination

Insurance coverage's will commence on the employee's first day of employment. The insurance benefits terminate according to the following schedule:

- If an employee, including an educator/administrator, resigns or is terminated during the term of his/her individual contract/assignment, District coverage shall cease at the end of the month the resignation or termination becomes effective.
- If an educator/administrator who has completed the school year resigns or is terminated, his/her insurance benefits shall cease as of August 31. The insurance benefits shall cease on June 30 for an educator who was employed after the beginning of second semester.

AASD Post-Employment Benefits

Post-employment health benefits shall be available to eligible employees covered by this Handbook. An application for benefits under this provision shall be granted if notice of retirement is submitted to the District per the timelines specified in this Handbook. To be eligible for any post-retirement health benefit, the employee must:

- Retire from the Appleton Area School District;
- Be age 58 at time of retirement (on August 31 or earlier) or staff retiring at the end of a school year;
- Have worked for the Appleton Area School District a minimum of ten (10) years

Details regarding the post-retirement health benefit include the following:

- The District will make a defined contribution for all eligible retirees in the form of a "retiree only" Health Reimbursement Account (HRA) and 403(b).
- The maximum annual contribution to a retiree benefit is capped at the level of District health insurance cost/subsidy for actives at the end of the 2015-16 fiscal year.

Accrual ratios and maximum benefits amounts: Employees meeting the eligibility requirements for any post-retirement benefit will receive credit for the number of years worked based on length of service.

Employee Group	Ratio of Accrual (as of 7/1/2013) <i>"Years Worked" is calculated by length of service</i>	Maximum Benefit **
Administrators	1 year of benefit for 5 years worked	7 years
Educators	1 year of benefit for 5 years worked	7 years
Administrative Support Unit (ASU)	1 year of benefit for 6 years worked	6 years
Maintenance	1 year of benefit for 8 years worked	3 years
Secretaries	1 year of benefit for 8 years worked	3 years
Paraprofessionals	1 year of benefit for 12 years worked	2 years

*Administrators and Educators accrued 1 year of benefit for 3 years worked prior to 6/30/2013. The benefit will not accumulate beyond the age of 65 for years worked beyond 2012-13. Support staff accrual was in accordance with each employee groups contract prior to 6/30/2013. **Maximum benefit may be exceeded depending on time earned prior to 6/30/2013 and applicable employee group contract.*

Appleton Area School District

Length of Service

Service to the District begins with the first day of work as a regular employee and is calculated by days/FTE worked. Service will continue to accrue unless there is an interruption to employment. An approved leave of absence or a military leave will not result in any accrued benefit being lost during the leave. However, no new benefits or accrual of service to the District will be added during the leave exceeding 60 days (effective 7/1/22).

Early Retirement: The District offers a voluntary option of early retirement for employees who do not meet the age eligibility requirement with a reduced benefit. Employees electing this option would forfeit one full-year of benefit (12 months) for each year between their age and the eligibility age. This option would only be available to employees who have an accrued benefit and have served the AASD for a minimum of ten (10) years. The criteria for the voluntary early retirement option could be either one of the following:

- Employees age 55 or greater
- Employees who have exhausted a medical leave of absence and qualify for long-term disability

In the event that an employee dies within the five years during which the defined contribution is being made into the 403(b), the surviving spouse would receive a one-time payment in accordance with IRS regulations.

Rehired Employee

An employee rehired within 5 years of his/her resignation (not retirement) or at the conclusion of a temporary assignment from the district will receive re-instatement of accrued sick leave days prior to separation and credit for the years of service towards vacation and/or personal day(s) allocation (if applicable).

A rehired employee will received re-instated length of service towards post-employment benefits.

SECTION 14: COMPENSATION

Details regarding compensation for each employee group are located in the addendum section of the Handbook. ([Administrator \(link\)](#), [Administrative Support Unit \(link\)](#), [Custodial/Maintenance \(link\)](#), [Paraprofessional \(link\)](#), [Professional Educator \(link\)](#), and [Secretary \(link\)](#))

Overtime for Non-Exempt Employees

Non-exempt employees include designated Administrative Support Unit, Custodial/Maintenance, Paraprofessionals, and Secretaries. All hours exceeding forty (40) hours per week and all hours on Saturdays, Sundays, and holidays shall be compensated either by timesheet or compensatory time at one and one-half (1 ½) times the hourly rate. Any and all work beyond the workday must have prior approval of the employee's immediate administrative supervisor.

Compensatory Time

The District allows for the accrual of compensatory time for non-exempt employees including select Administrative Support Unit, all Paraprofessionals and all Secretaries. In accordance with the Fair Labor Standards Act, the District will offer compensatory time to non-exempt employees for work performed in lieu of pay, provided a *Compensatory Time Agreement* outlining the terms and conditions for the earning, accrual, and use of compensatory time is completed.

Earning Time

Participation in activities for which an employee can earn compensatory time shall only be with the prior approval of the employee's immediate administrative supervisor. *Such activities may include: Additional training/staff development, special projects, registration, conference assistance or additional work outside of work hours.*

Employees are not to perform work during non-work meal breaks or unscheduled hours unless they receive approval from their immediate administrative supervisor or when they are specifically assigned work or formally volunteer to work during such periods.

In certain circumstances, an employee may perform work for the District which requires immediate attention and should not be postponed. Employees who work excess hours due to such circumstances shall properly advise their immediate administrative supervisor of the extra time worked as soon as possible for final approval.

Using Time

An employee's immediate administrative supervisor must pre-approve the usage of any compensatory time. A request shall only be denied if the use of the compensatory time will unduly disrupt the operations of the District. Compensatory time taken shall be reported (in hours and minutes) to the District by using the Compensatory Time Log. Absences of one hour or more must be reported through the automated substitute reporting system.

Appleton Area School District

Accumulation

Compensatory time is to be recorded during a given week at straight time for any hours up to forty (40) hours and at time and a half (1.5) for any hours worked in excess of forty (40) hours. The maximum amount of time which can be accumulated cannot exceed 40 hours at any point in time.

Recordkeeping

It is the responsibility of the employee to accurately maintain compensatory time log (accrual, usage and carryover from year to year). These records shall be reviewed by his/her immediate administrative supervisor monthly.

The Compensatory Time Log record should be available at the request of the Chief Human Resources Officer. Annually at the close of each fiscal year, the log must be submitted to the Director of Human Resources in order to establish the District-wide compensatory time financial obligation.

Closing Out a Compensatory Time Log

When an individual transfers or terminates employment, his/her compensatory time log shall be closed out by submitting a timesheet for all accumulated hours to their administrator for payment from site/department budgets.

Travel Reimbursement

Those employees in positions requiring occasional use of their personal vehicles for school business, as approved in advance by their immediate supervisor, shall be paid the established IRS rate per mile. Employees shall submit a monthly mileage log and shall be paid according to such log.

To be eligible for these payments, the employee is required to present a certificate showing minimum automobile insurance meeting requirements set by the employer for all such employees.

SECTION 15: SALARY PAYMENT PLAN

The District operates on a fiscal year basis of July 1 through June 30 of the following year.

Pay Periods

The District issues paycheck deposits twice a month, on the 15th and the last working day of the month. If that day falls on a weekend or if the District offices are closed, pay will be distributed on the preceding workday.

Pay Period Amount

Employees working 12 months a year will receive their annual pay distributed in twenty-four (24) equal payments.

Employees working less than 12 months have the option of annual pay being distributed in twenty (20) or twenty-four (24) equal payments. In accordance with state law, the default is twenty (20) payments. Therefore, an employee electing to be paid over twenty-four (24) payments shall provide written notice to the District. This annual election may only be changed by completing an [Annual Pay Period Election](#) form.

Pay Distribution

Paychecks are distributed through direct deposit to the bank account of the employee's choice. If an employee changes banks, Payroll requires a minimum of one pay period to process the change. Changes are not allowed after May 15 until the following September 15 check.

Advice of Deposit

As paychecks are direct deposited, employees are able to view and print advices of deposit through the [Employee Portal](#). The information includes gross and net pay, deductions, and additional earnings or payments made by the District to the employee.

Appleton Area School District

EMPLOYEE GROUP ADDENDUMS SECTION: *There are certain employee groups which have unique processes or other employment factors that differ from other employee groups. This information has been organized by each group and include sections that were in the former separated handbooks.*

ADMINISTRATORS

SECTION 4: EXPECTATIONS AND PRACTICES

Workday

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 of Education which now exist or which may be hereafter enacted by the Board of Education. Upon written request, the Board shall provide administrators with written job descriptions of each administrator's services, duties and obligations.

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 or such other duties as may be assigned by the Board of Education. 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.

An administrator may acquire information and knowledge respecting the confidential affairs of the District. Accordingly, an administrator shall not disclose any such knowledge or information heretofore acquired or acquired during the term of his/her employment. The administrator further agrees that all memoranda, notes, records, papers, or other documents or property and all copies thereof relating to the District's operations, and all objects purchased with District funds associated therewith (such as models, samples, pictures), remain the property of the District. The aforementioned provision is limited to those items prepared at District expense or on District time or for District use.

During the term of the individual's contract, the administrator is obligated for the total number of contract days in the school year as approved by the Board of Education for the position assigned. Administrative staff work schedules will be aligned with the days and term of employment specified in the administrator's individual contract and approved by the direct supervisor.

An administrator, as a salaried professional employee, is expected to perform all required duties within the course of the contract period. The administrator is expected to be available, within the stated term, for assignment consistent with the District's educational mission and service delivery needs.

Appleton Area School District

SECTION 7: ASSIGNMENTS, VACANCIES AND TRANSFERS

Re-Assignment

Administrative reassignments may occur at various times. The Superintendent will assess needs of the District and, with the assistant superintendents' input, transfer an administrator to meet the needs of the District. The Superintendent will have the final responsibility for the determination of all administrative assignments.

Return to Teaching

Any administrator who is certified as a classroom teacher may apply for return to a teaching assignment prior to the beginning of his/her contract year. It is understood that the principal with the teaching vacancy and an assistant superintendent will evaluate the candidacy of any administrator who applies for a classroom vacancy. Upon administrative approval of this transfer request the District, at its sole discretion, will determine the starting salary. Such determination will take into account, but not be limited to, prior teaching experience, education and recent administrative experience, to the extent applicable.

Sick Leave (Administrators New to the District)

The District will grant incoming administrators with previous experience five (5) days of sick leave per year of experience, not to exceed a total of sixty days.

SECTION 15: COMPENSATION

Compensation

New Administrator Salary Determination

The District, in its sole discretion, will determine the starting salary for a new administrator. Such determination will take into account, but not be limited to, any prior administrative experience and education, to the extent applicable. A new administrator would remain at the determined salary for the first two years of employment.

Movement on the Compensation Framework

The District, in its sole discretion, will determine the salary for administrative personnel.

Performance evaluation and the needs of the Appleton Area School District shall be considered in determining the applicability of wage adjustments, length of contract, level of contract and contract status.

Initial placement on the Compensation Framework is determined at time of hire. Movement on the Compensation Framework is reviewed annually and is based on a satisfactory evaluation of the administrator and available funding.

An administrator awarded a different position with the same job title would move to the respective level. An administrator moving to a different job title would either remain at his/her salary if within the range or move to the pay level that results in an increase.

ADMINISTRATIVE SUPPORT UNIT

SECTION 4: WORKDAY, EXPECTATIONS AND HOURS

Work Schedule

The normal work week shall be thirty-seven and a half (37 ½) hours or forty (40) hours.

Workday

The regular work day shall be seven and one half (7½) hours or eight (8) hours, Monday through Friday. In the case of a part-time employee's workday, it is pro-rated. The work day shall normally be scheduled within the parameters of 7:00a.m. - 5:00p.m. with a lunch period of not less than one-half hour. Flexible work time (modifications to hours or lunch periods) is subject to the approval of the employee's immediate supervisor.

SECTION 11: EMPLOYEE LEAVE OF ABSENCE (PAID)

Sick Leave

An employee who uses two (2) days or less of sick leave per fiscal year shall receive a floating holiday to be used during the following fiscal year. Employees desirous of using this day must have a minimum of five (5) days advance approval from their immediate supervisor.

SECTION 15: COMPENSATION

Compensation

Compensation for less than full-time employees shall be prorated according to the number hours they are scheduled to work.

Compensation Schedule

Initial placement on the compensation schedule shall normally be at the lowest step in the appropriate classification. Hires late in the school year may be placed on a higher step and frozen for the following year. Prior experience in a similar position may be considered by the employer for advanced placement.

CUSTODIAL MAINTENANCE

SECTION 4: EXPECTATIONS AND PRACTICES

Uniforms

The Personal Appearance expectations will not supersede personal protective equipment requirements for any specific tasks. Employees must wear approved uniforms according to District standards (including the District issued ID badges). Employees:

- Must ensure the uniform/ footwear and pants are made from sturdy material (such as denim) and free from rips, tears, holes, stains are sufficient for the tasks they will be performing.
- May wear district approved hats / headgear outdoors or as tasks require.

Appleton Area School District

On contract days

- Must wear district approved uniform (button up) shirts or polos/footwear and pants.

Below are the uniform standards:

- Shirt/Polo may be long or short sleeve with a visible name tag
- Shirt should be tucked into pants (belt recommended)
- Must be clean and serviceable
- Must be worn as outer garment unless outdoors
- May be worn over other garments if applicable
- With the supervisor's approval, employees will be permitted to wear building logo attire on school event days only in lieu of the district uniform.

Work Schedule

The normal workday for custodians and engineers shall be in three shifts, a total of forty (40) hours per week, Monday through Friday, Tuesday through Saturday, or Wednesday through Sunday, or some combination of weekdays, during the normal school year unless the specific job posting indicates the work week schedule is year-round. Adjustments in shift times will be determined by the Director of Facilities and Operations. The normal shift schedules are as follows:

- First Shift – 6:00 a.m. – 2:30 p.m.
- Second Shift – 2:00 p.m. – 10:30 p.m.
- Variations of shifts are likely for some positions

The work week for central facilities will consist of forty (40) hours per week, Monday through Friday. On an annual basis (effective July 1 – June 30) staff can elect to work five (5) workdays at eight (8) hours per day or four (4) days at 10 hours per day. The schedule will be determined by the Director of Facilities and Operations with consideration to coverage. Mid-year adjustment will not occur to the schedule. Once the schedule is determined for the school year, it cannot be changed.

Employees interested in the 4/10 schedule must express their interest to the Director of Facilities and Operations by May 30th.

Schedules will be determined after May 30th with consideration to coverage. If multiple individuals are interested in a particular day, seniority will determine and good standing.

School Year

The school year is defined as the first day for students-in the fall through the last day of school for students in the spring (180 days).

On educator contract and non-contract days the following applies: All requests for vacation shall be made no less than two (2) business days in advance of the desired vacation date(s). All modifications of vacation dates shall be made no less than one (1) business day in advance of the originally-scheduled date. Employees may request vacation no more than one year in advance. Dates will be subject to approval by the Director of Facilities and Operations on a first-come, first-served basis. All requests for vacation(s) must have the advanced approval of the Director of Facilities and Operations or his/her designee. For employees requiring a substitute; vacations are to be taken in periods of no less than one (1) full-day.

Appleton Area School District

The following are exceptions:

- When no substitute is required: Vacation can be taken in one (1) hour increments with a two (2) day notice. This is limited to twenty-four (24), one (1) hour increments, per year.
- Vacation time will be approved by the Director of Facilities and Operations with consideration to coverage.

Non-school days are to be considered the same as educator non-contract days according to the school year calendar. Once approved, the calendar will be distributed to all employees.

SECTION 11: EMPLOYEE LEAVE OF ABSENCE (PAID)

Sick Leave

An employee who uses two (2) days or less of sick leave per fiscal year shall receive a floating holiday to be used during the following fiscal year. Employees desirous of using this day must have a minimum of five (5) days advance approval from the Director of Facilities and Operations or his/her designee.

SECTION 14: EMPLOYEE BENEFITS

Vacation

The school year is defined as the first day for students in the fall through the last day of school for students in the spring (180 days).

On educator contract and non-contract days the following applies: All requests for vacation shall be made no less than two (2) business days in advance of the desired vacation date(s). All modifications of vacation dates shall be made no less than one (1) business day in advance of the originally-scheduled date. Employees may request vacation no more than one year in advance. Dates will be subject to approval by the Director of Facilities and Operations on a first-come, first-served basis. All requests for vacation(s) must have the advanced approval of the Director of Facilities and Operations or his/her designee. For employees requiring a substitute; vacations are to be taken in periods of no less than one (1) full-day.

The following are exceptions:

- When no substitute is required: Vacation can be taken in one (1) hour increments with a two (2) day notice. This is limited to twenty-four (24), one (1) hour increments, per year.
- Vacation time will be approved by the Director of Facilities and Operations with consideration to coverage.

Non-school days are to be considered the same as educator non-contract days according to the school year calendar. Once approved, the calendar will be distributed to all employees.

Appleton Area School District

SECTION 15: COMPENSATION

Compensation

Compensation for less than full-time employees shall be prorated according to the number of hours they are scheduled to work.

Compensation Schedule

Job classifications and hourly rates are listed on the [Compensation Schedule](#).

Wage Rate Progression

Class I Positions:

There will be no movement into Class I unless there is a Credential or License change and there is a vacancy in the category as defined by the Director of Facilities and Operations.

Movement within Class I categories occurs when credentials are submitted to the Director Facilities and Operations for verification and processed by Human Resources. Credentials are required for within Class I categories. (*Example: Category 1 employee receives a Journeyman Credential to move to Category 2, or a **Masters** Credential to move to Category 3*). Movement to and between Categories is based on the available assignments per area with typically one senior per designated area.

Step Progression:

Class IA through V Steps: Step 1 is the hiring rate; Step 2 is the rate after a minimum of twelve (12) months. Actual timing of the effective step increase shall be at the discretion of the District based on budget.

If an employee moves to a higher paid classification, he/she will be placed at that step which will provide an increase in hourly rate. The individual shall then progress in steps in accordance with the normal progression in accordance with the employees first day of work anniversary.

Longevity

All employees who have completed ten (10) to fourteen (14) consecutive years of service will receive five hundred dollars (\$500.00) per year. All employees who have completed fifteen (15) or more consecutive years or more of service will receive seven hundred and fifty dollars (\$750.00) per year. Longevity is paid semi-monthly on the employee's paycheck. Effective July 1, 2022, longevity will be discontinued. Employees receiving longevity pay at the time of discontinuation will be "grandfathered" and continue to receive longevity pay.

Shift Differential

Employees who work a regular second (2nd) or third (3rd) shift position will receive shift differential pay for the hours worked during the 2nd and 3rd shifts at the rate of:

- \$1.00 per hour for second (2nd) shift
- \$2.00 per hour for third (3rd) shift
-

Appleton Area School District

Shift differential pay will not be paid for employees assigned to a first (1st) shift position in the case of a short-term assignment (including timesheet work). Differential pay is based on when a normal shift starts with start times as follows:

- 1st Shift – 12:00 a.m. to 12:00 p.m.
- 2nd Shift – 12:00 p.m. to 6:00 p.m.
- 3rd Shift – 6:00 p.m. to 12:00 a.m.

Overtime

One and one-half times the base pay rate will be paid for all hours worked:

- a. In excess of forty (40) hours per week. The defined work week for determining overtime is 12:01 a.m. Monday through 12:00 p.m. Sunday.
- b. On Saturday for those on a Monday through Friday work schedule.
- c. On Sunday for those on a Tuesday through Saturday work schedule.
- d. On a Monday for those on a Wednesday through Sunday work schedule.

Double the base pay shall be paid for all hours worked:

- a. On Sunday for those on a Monday through Friday work schedule.
- b. On a Monday for those on a Tuesday through Saturday work schedule
- c. On a Tuesday for those on a Wednesday through Sunday work schedule.
- d. On all holidays as defined in the *Handbook*.

Double the base pay shall be paid for work performed on the days designated only when the District requires that the work be performed on said days. When the employee has the option to perform the work on other days, but he/she chooses to perform the work on the days, said employee shall be paid a one and one-half the base pay.

Overtime hours for specific buildings will be offered equitably in the following order:

1. Building's staff who are qualified to perform the work
2. Volunteers -The volunteer closest to the top of the custodial maintenance list at this time is awarded the overtime
3. The employee(s) on the top of the custodial maintenance list

Pay for School Closure Due to Inclement Weather or Emergency

Staff who are required to work on days when an entire school day is cancelled due to inclement weather shall receive one and one-half (1½) times their base pay for all hours worked on such days. Should workers, at the discretion of the administration, be sent home or directed not to report to work due to inclement weather, they will suffer no pay loss.

Snow Removal

An additional one dollar and .50 cents (\$1.50) per hour shall be paid for snow plowing work anytime outside a normally assigned shift.

Temporary Assignment

If an employee is required or selected through an interview process (a notification of the temporary assignment will be emailed/communicated to all maintenance employees) to take a temporary position with a higher rate of pay, the employee shall receive the step 1 hourly wage

Appleton Area School District

for the temporary position for the hours and duration the work is performed only for assignments of (10) or more full days worked. This shall apply only where the individual has replaced the regular position incumbent, not where the individual is assisting such incumbent. If an employee is required to take a temporary job with a lesser rate of pay, the employee will maintain their current rate of pay.

If a Day Steward assumes the full responsibilities of a Building Engineer position for long-term substituting of (10) or more work days, the individual will be paid the differential between their rate of pay and level 1 of the building engineer rate.

Shift differential pay does not apply to employees assigned to a first (1st) shift position in the case of a short- term assignment

Every effort will be made to rotate temporary assignments to qualified employees by the Executive Director of Operations or designee.

Call-In Pay

In the event an employee is called in for work, which is outside of his/her normal work schedule, they will be paid a call-time allowance of two (2) hours at his/her hourly rate in addition to the applicable pay for the time actually worked. Such call-in time as provided in this paragraph shall not apply when an employee is notified prior to leaving the premises on the previous day. Neither shall such call-in time be included as time worked in computing the weekly hours. Employees who are called in to work prior to their regular starting time shall not be sent home before the end of their normal shift to circumvent the payment of overtime.

Journeyman / Master Status Pay

When the District requires an employee to have completed a state-approved skilled trade's indentured program leading to Journeyman or Master status as a requirement for a specific position, the individual must maintain the stated status as a condition of employment.

License Stipends

All employees required by the district that complete district approved engineer training, obtain a pesticide license or obtain a CPO (Certified Pool Operator License) shall receive a renewal stipend of \$750 upon successful completion of the pesticide training or \$500 for the CPO License for the 5 year renewals.

Crew Leader

All employees designated as Crew Leaders shall receive an additional \$1.00 per hour.

First Responders: Emergency Situations Stipend and Duties

The District has adopted an operating policy for First Responders: Emergency Situations. As part of that policy, employees in certain positions shall receive training which shall be conducted during regular work hours, when possible. If such is not possible, then these employees shall be paid or, at their option, provided compensatory time for the training time. Training for other employees shall be voluntary and there shall be no additional compensation or compensatory time associated with it.

Appleton Area School District

An employee designated by the District as a first responder or a back-up first responder for emergency situations shall receive an annual honorarium of \$200 or \$100 respectively. When the assignment is for less than the full year, the foregoing amount shall be prorated. This stipend shall be paid on June 15 based upon assignment memos provided by Student Services.

PARAPROFESSIONALS

SECTION 4: EXPECTATIONS AND PRACTICES

Work Schedule

The normal work week shall be thirty-five (35) hours during the school year.

Work Year: Paraprofessionals will receive compensation for 183 work days, excluding holidays.

Workday

The regular work day shall be seven (7) hours, Monday through Friday. In the case of a part-time employee's workday, it is pro-rated. Employees will receive a duty-free lunch period of not less than one half hour. Any modifications to hours or lunch periods are subject to the approval of the Chief Human Resources Officer.

A fifteen (15) minute break period is to be allowed each day during the first half of the workday for paraprofessionals working between 2-5 hours a day. A fifteen (15) minute break period shall be allowed during the second half of the workday for paraprofessionals working more than five (5) hours a day. Break periods may not be accumulated for use as compensatory time, nor to lengthen or shorten the work day and/or lunch period.

SECTION 7: ASSIGNMENTS, VACANCIES AND TRANSFERS

Assignments, Vacancies and Transfers

Determination of Assignment

Maximizing the expertise of our staff is best accomplished when considering the experience, training, length of service, skills, abilities and preferences of staff in determining assignments. Administration will have the final responsibility for the determination of all assignments.

Paraprofessional Assignment Categories / Program Areas:

Paraprofessional assignments are defined in the following categories and program areas:

Assignment Categories	Program Areas						
Regular Education	Instructional / LMC / Recess	Title I (Pre-School)	4K				
School Transportation	Bus Supervisor						
Special Education	EBD	CD	SLD	AUT	OI	Vision/ Brailist	ECSE/ IK/4K
Interpreter	ELL	Title I ELL	DH/H	Bilingual			
Therapy Assistants	COTA	PTA					

Appleton Area School District

Notification of Assignments

Paraprofessionals will receive a written notice of their tentative assignment(s) for the ensuing school year no later than the last day of the current school year.

Paraprofessionals without Assignment

Staffing allocation reductions or different certification requirements (ESSA) could necessitate the need to designate a paraprofessional(s) either partially/fully without assignment. All paraprofessionals without assignment are assured a position for the ensuing school year.

If there is more than one paraprofessional in the same assignment category and program area, administration will determine the paraprofessionals who will become partially/fully without assignment. Consideration will be given to voluntary requests, current and past assignments, practical experiences, length of service, contributions as a team member and adaptability to other assignments.

When there is only one paraprofessional in an assignment category and program area whose position no longer exists, he/she will be designated as without assignment. If the building has a vacancy, as the result of a retirement or resignation, within the paraprofessional's assignment category and program area, the paraprofessional will be assigned the position. If the building has a vacancy in a different assignment category and program area, the paraprofessional designated as without assignment has the option of applying for the position.

All paraprofessionals assigned the status of without assignment can apply for vacant positions. Individuals who remain without assignment will be placed by Administration.

Paraprofessional Requests to Increase / Decrease Assignments (FTE)

A paraprofessional wanting to increase / decrease the percentage of his/her assignment can make application through district-wide postings. The stated process for filling vacancies will be followed.

If a part-time position is increased in hours by twenty-five percent (25%) or less, the paraprofessional working in the position may be offered the additional assignment prior to posting the vacancy.

A paraprofessional remains in his/her assigned position if:

- A one-year only position continues
- A buy/sell continues
- A program moves locations (he/she moves with the program)
- A student supported by a "student specific" paraprofessional transitions to a different school in the district. The "student specific" paraprofessional would move to the new school along with the student.
- A paraprofessional is filling in for someone on leave who does not return

Appleton Area School District

Awarding of Positions Increasing Pay and/or Hours

A paraprofessional awarded a position in a higher salary and/or more hours, shall normally move to his/her new position within two (2) weeks of being awarded the position.

An employee who is awarded a position in a higher paying classification shall move to the step in the higher group that gives he/she a raise in pay.

SECTION 15: COMPENSATION

Compensation

Compensation for less than full-time employees shall be prorated according to the number hours they are scheduled to work.

Compensation Schedule

Job classifications and hourly rates are listed on the [Compensation Schedule](#).

Step 1 is to be the hiring rate; Step 2 the rate after two (2) years upon his/her hire anniversary (if applicable); Step 3 after ten (10) years. Actual timing of the effective step increase shall be at the discretion of the District based on annual review and funding.

When an employee moves to a different classification, he/she will be placed at that step which will provide an increase in hourly rate. The individual shall then progress in steps in accordance with the normal progression.

Licensure / Certification

DPI licenses are required of Special Education Paraprofessionals, DHH Interpreters and COTA/CPTA employees. When a paraprofessional's assignment requires certification / licensure to comply with the regulations of the Department of Public Instruction (DPI) or other state agencies, the District will pay the cost. Paraprofessionals are to contact Human Resources prior to license renewal.

Additional Work Opportunities

Less than Full-Time Employees

Employees who work less than full-time and/or less than year-round may work additional hours when other paraprofessionals are absent. Employees interested in such opportunities shall contact Substitute Services. If offered such an opportunity by the District, an employee would earn his/her regular rate of pay.

First Responders: Emergency Situations Stipend and Duties

An employee designated by the District as a first responder or a back-up first responder for emergency situations shall receive an annual honorarium of \$200 or \$100 respectively. When the assignment is for less than the full year, the foregoing amount shall be prorated. This stipend shall be paid on June 15 based upon assignment memos provided by Student Services.

Appleton Area School District

School Transportation Paraprofessional (Re-Classification Transition)

Effective August 12, 2019, the District reclassified school transportation paraprofessionals as hourly employees not under the provisions of the Handbook. This change only impacts **transportation** paraprofessionals due to the uniqueness in scheduling, exceptional challenges in recruitment, and the design of the job that leads primarily to part-time positions. This reclassification allows for the streamlining of scheduling, communication, and management of additional work time directly through the transportation division within our Student Services Department. This change will also allow for a higher rate of pay for individuals who are typically part-time employees and not eligible for benefits.

Transition for Current Transportation Paraprofessionals

- Two categories for distinction of classification will be created:
 1. School Transportation Paraprofessionals – Individuals who are benefit eligible and remain under the provisions of the Employee Handbook
 2. Bus Aides – Individuals who are not benefit eligible and not under the provisions for the Handbook and would receive the higher hourly rate.
- The District will offer an option to 'grandfather' employees in a School Transportation Paraprofessional position who are currently enrolled in benefits.
 - These individuals will receive notice detailing the option to transition to an hourly Bus Aide at a higher rate of pay (not benefit eligible) or remain as a School Transportation Paraprofessional at the current rate of pay outlined in the Handbook (benefit eligible).
 - They will elect their preference on a signed document.
 - Once the grandfathered employee discontinues insurance or reduces FTE below required eligibility, he/she will not have the option of re-enrolling in benefits.
- Internal Paraprofessional who are hired for bus routes in the future will receive the higher rate of pay, however the additional time will not count towards benefit eligibility (similar to a paraprofessional working a lunchroom supervision for additional pay).
- Future external hires will be classified as hourly Bus Aides at the higher rate of pay.

PROFESSIONAL EDUCATOR

SECTION 4: EXPECTATIONS AND PRACTICES

Job Sharing

Job sharing is a voluntary program to provide the opportunity for two current elementary professional educators to share one full-time equivalent position. The sharing of duties and responsibilities will be determined and agreed upon by the job share partners and the building principal prior to entering into the job share agreement. Due to scheduling priorities necessary to meet the instructional needs of the students, it may not be possible to provide equitable prep time for each professional educator.

A job sharing request form must be submitted to the appropriate building principal for initial approval and then forwarded to the Chief Human Resources Officer no later than April 15. Administration will review the request and, if satisfactory, will recommend that the Board of Education approve the request. Both professional educators are expected to attend staff orientation days, professional development days, open houses/Meet and Greet, and parent-teacher conferences. Attendance at staff meetings and any other professional activity related to their duties (such as IEP meetings and PLC/Late Start meetings) will be determined and agreed upon by the job share partners and the building principal.

The professional educators in a job-sharing arrangement are expected to substitute for one another whenever possible. Payment for substitute work within the job-sharing arrangement will be at the employee's rate of pay.

Job shares will be approved for a period of one year. The teachers shall be informed in February if there is an administrative decision not to continue the job share for the following school year. If either of the educators want to discontinue the job sharing arrangement, notice to discontinue for the ensuing school year must be given no later than May 15. If either of the educators or the principal want to discontinue the job sharing arrangement for the ensuing school year, the request will only be approved if a position is/will be available for the educator assigned the status of teacher without assignment. In the instance where a job share partner is awarded another vacancy or resigns after May 15, a replacement job share partner may be secured by the district for one-year. When a job share arrangement is discontinued, staffing assignments for the ensuing school year will be made in accordance with filling vacancies language as stated in this Handbook.

A request for job-sharing is a voluntary reduction in contract. All wages, benefits, and leaves shall be prorated on the basis of the percentage of the full-time equivalent position that the individual job-sharer works.

Professional Responsibilities and Workday

Professional Educators are expected to be on time and in attendance for all student contact days, workdays, professional development days, open houses, parent-teacher conferences, staff meetings and any other professional activity related to their duties.

Appleton Area School District

The daily schedule of each building will be approved by the District and published. Educational and other professional requirements may make it necessary for occasional changes in normal starting and ending times. School day changes that would better meet the educational needs of students will be considered. Proposed changes require approval by central administration and must be submitted by February 1.

The professional staff is expected to be with students for their supervision and instruction and to be present at those times needed to carry out their professional responsibilities. Educators are to be in their building sufficiently prior to and following their assignments to prepare for and be available to meet the needs of the students and also to provide time for administrators, colleagues, and parent interaction. Work schedules for employees vary throughout the school district. Supervisors will advise employees of their individual work schedules, including instructional assignments, specific supervisory responsibilities, preparation time, and duty-free lunch time. Alternate work schedules to better serve the needs of students may be developed between administration and individual staff members.

The administration will work with staff to allow flexibility if a staff member needs to leave school during the student instructional day for personal business during times when no duties are assigned.

Professional Meetings

All staff are expected and obligated to attend and actively participate in staff, department and level meetings. This means that staff members are expected to adjust their schedules accordingly to accommodate the scheduled meeting dates and times throughout the year. It is understood that emergencies and/or conflicts do arise. When such situations occur, it is the staff member's responsibility to communicate with the principal/administrator in a timely manner.

To improve at both the building and district level, we recognize the importance and value of all professional staff members' contributions toward the advancement of building and district goals. Therefore, all professional staff members are expected to be actively engaged in a building-level committee and/or contribute to the building in some other significant way that is connected to building/district goals.

Assignments

A. Determination of Assignment

Maximizing the expertise of our staff to meet the learning needs of students is best accomplished when considering the experience, training, length of service, and preferences of staff in determining building assignments. Each factor will be considered as administration works with staff at the building and department levels to determine teaching assignments. Administration will have the final responsibility for the determination of all assignments.

B. Notification of Assignments

Professional educators will receive written notice of their tentative assignments (subject area(s), building(s), and grade level(s) where applicable) for the following school year no later than May 15 of the current school year.

Appleton Area School District

C. Teacher Without Assignment

Staffing allocation reductions or different certification requirements could necessitate the need to designate the teacher(s) who will partially/fully become the teacher(s) without assignment (TWA). All teachers without assignment are assured a position for the next school year.

Administration will determine the teachers who will partially/fully become teachers without assignment. Consideration will be given to voluntary requests, current and past assignments, practical experiences, length of service, contributions as a team member and adaptability to other assignments (academic and co-curricular). All designated TWA will be notified verbally and in writing by a site/department administrator.

All professional educators assigned the status of teacher without assignment can apply for vacant positions. Individuals who remain without assignment will be placed by Administration.

D. Non-Teaching Leadership (NTL) Assignments

Each continuing non-teaching leadership assignment and position shall be reviewed annually by the Chief Human Resources Officer and/or the administrative supervisor. The teacher shall be informed in February if there is a decision to not renew the assignment and/or the position for the following school year. If an educator in a non-teaching leadership role wishes to vacate the NTL position or return to a teaching position, he/she shall give written notice of intent to the Chief Human Resources Officer no later than February 15. This does not prohibit an educator from applying and being awarded a vacancy after the February 15th date.

Non-Teaching Leadership positions are defined as the following: Dean, Curriculum Support Specialist, Technology Integrators, Program Support, Support Specialist, Program Leader and District Coach.

E. Teacher Requests to Increase / Decrease Contract Assignments

A teacher may submit a written request to the Human Resources Department to have his/her contract assignment reduced.

A teacher wanting to increase the percentage of his/her contract can make application through district-wide postings. The stated process for filling vacancies will be followed.

SECTION 15: COMPENSATION

New Employee Salary Determination

The District, in its sole discretion, will determine the starting salary for a new professional employee. Such determination will take into account, but not be limited to, any prior teaching or related experience, education, specialized licensures/certification, and internal equity to the extent applicable.

Appleton Area School District

Compensation

The pay and compensation plan for professional employees is established by the Board of Education subject to the base wage negotiations, which is part of collective bargaining process.

Compensation Framework

Initial placement on the [Compensation Framework](#) is determined at time of hire. Movement on the Compensation Framework is reviewed annually and is based on a satisfactory evaluation of educator practice and available funding. Educators must work a minimum of one semester to be eligible for a level movement (if applicable) compensation increase.

Additional Compensation for Earning a Master's Degree

The District will compensate individuals who have completed a Master's degree program that has been pre-approved by the Staff Development Department. Master's degree programs must be a minimum of 30 graduate-level credits to be eligible for additional compensation. The maximum compensation increase is \$5,000, and will be adjusted if the educator's salary includes credits previously compensated for beyond BS degree placement (towards MS level compensation) on the 2014-15 salary schedule. Prior to registering in the Master's program, contact Human Resources to receive confirmation of how earning a Master's degree may impact your compensation.

Additional compensation for earning a master's degree will be granted upon receipt of an official transcript directly from the University/College where the degree was obtained at two times per school year. Transcripts must be submitted to the Human Resources Department certifying satisfactory completion of approved degree by the following deadlines to receive the compensation increase:

- By November 1 of the current school year for retro-pay to the start of the first semester of the current school year.
- By March 1 of the current school year for retro-pay to the start of the second semester of the current school year.
- Transcripts received after November 1 or March 1 deadlines will result in the compensation increase being effective at the beginning of the next semester.

Other Compensation

The professional staff is expected to be with students for their supervision and instruction and to be present at those times needed to carry out their professional responsibilities. Teachers are to be in their building sufficiently prior to and following their assignments to prepare for and be available to meet the needs of the students and also to provide time for administrators, colleagues, and parent interaction.

There are some assignments and responsibilities both during the scheduled school day, as well as, outside of the scheduled school day and / or school year that will qualify for additional compensation. Following are specific assignments / responsibilities for which additional compensation will be available.

Appleton Area School District

Advanced Placement (AP) Audits

When a professional educator is required to complete the initial Advanced Placement (AP) audit of a course, a stipend will be paid to the educator.

Extended Year Contracts

All extended year assignments are for one year only. The District reserves the right to hire the most qualified person from within the District to extended assignments.

All extended year assignments will be structured on the basis of a specific number of days. A workday is defined as eight (8) hours. Extended year assignments shall be paid on a pro-rata (of individual contract) basis.

Individual Education Plan (IEP) Meetings

Professional employees are responsible for attending Individual Education Plan (IEP) meetings and Section 504 meetings as assigned. When these meetings are held outside of the regular school day, assigned professional employees are expected to attend. Professional staff members are expected annually to provide up to fifteen (15) hours attending IEP meetings and/or Section 504 meetings with no extra compensation involved. Professional educators will be compensated at the professional rate for hours worked in excess of fifteen (15) hours. (IEP/504 Log, [Process and Frequently Asked Questions document](#))

Mileage Reimbursement

The District shall reimburse employees required to drive their personal vehicle during the course of performing duties for the District. The District provides two options for mileage reimbursement.

- a. Employees who travel between buildings on a given day can submit a [Monthly Travel Stipend](#) form to Payroll and be compensated at a fixed rate in accordance with the district established mileage chart.
- b. Employees who travel can submit a [Travel Voucher](#) form to Accounts Payable and be compensated at the mileage allowance rate determined by the Internal Revenue Service.

A chart identifying mileage to and from District sites and forms to be used to report mileage are accessible on the Staff Homepage.

Personal Items

A professional educator shall be compensated for time spent in packing up and unpacking his/her classroom / work station at any time during the calendar year when directed to do so by administration outside of the contracted day. Compensation shall be \$25 per hour up to \$150 (paid on a timesheet).

Staff Development Presentations

Staff development presentations beyond the normal scope of duties will be arranged and pre-approved through administration to qualify for compensation. Compensation is offered for presentations that occur outside of regular school hours.

A professional educator will be compensated two (2) hours of planning time for an initial staff

Appleton Area School District

development presentation of one (1) hour. Additional presentations (repeated sessions) will be compensated for one hour. Professional educators will be compensated at the professional rate for staff development presentations.

Substitute Work

A professional educator who teaches a class or covers a supervisory assignment for a professional educator who is absent will be compensated according to established rates.

Summer School Contracts

Summer school contracts will be offered at the rate of pay set by the Fox Valley Cooperative Summer School Consortium. If the consortium is discontinued or the District elects to leave the consortium, pay shall be based on the consortium rate in effect during the last year of District participation.

Super Postings

A professional educator who voluntarily assumes an additional teaching assignment via a super posting shall be paid a percentage of his/her salary for the duration of that additional assignment. The percentage will be the FTE of the additional class as indicated on the posting not to exceed .20. Super postings are one-year only assignments.

Supervision Assignments

When lunch supervision is an additional supervisory assignment, the professional educator will be compensated according to established rates.

When detention program supervision is an additional supervisory assignment, the professional educator will be compensated according to established rates.

Travel Stipend

Secondary level educators traveling between sites on a given day may have a required supervisory period as part of their assignment. If required travel results in the loss of preparation time, an annual stipend will be paid to the educator. Administration can waive the supervisory assignment.

The [Stipend for Secondary Traveling Educators with Assigned Supervision form](#) must be submitted to the payroll department by September 15 to receive a stipend beginning with the September 30 payroll.

Appleton Area School District

New Educator Induction/Mentoring Program

Appleton Area School District: New Educator Induction/Mentoring Program *“Supporting educators in their first years”*

Mission

The AASD community believes strongly that to ensure student success we must continually enhance the quality of our instructional practice and program. To assist new educators in this pursuit, the AASD community will provide a structured, collaborative, and non-evaluative support system. This program will yield professionally empowered educators who understand AASD’s commitment to their continual professional growth, thereby fostering student success.

Background

The DPI considers induction to be a phase, a period of transition, and the programmatic responsibility of districts. Consequently, school districts in Wisconsin are required to support Tier I guest, Tier I Special Education, and Tier II license holders by providing ongoing orientation, support seminars, professional development, and mentoring. Of note is the idea that induction is a *process* – not just an isolated set of activities planned for newly hired educators. As such, a support for newly hired educators is referred to as a “system,” which includes activities to:

- Ease the transition for the educator into teaching,
- Promote the personal and professional well-being of educators,
- Immerse the educator in the culture of the school system and the building.
- Provide required training and communicate district/building initiatives,
- Increase the retention of promising educators,
- Enhance student achievement,
- Foster a collaborative educational environment by promoting cooperation between educators and administrators,
- Strengthen relationships between institutions of higher education and the district,
- Continually renew the profession by providing opportunities for professional growth for both newly hired and educators.

Program Description

The two-year induction program contains three main components: an ongoing orientation to welcome all new educators to the district training, induction programs and seminars for professional development, and a mentor to provide ongoing instruction and support to educators.

Coordination of the program, including program evaluation, is the joint responsibility of Administration and the Induction/Mentoring Specialist. The Induction/Mentoring Specialist will maintain confidentiality in all dealings with mentors and mentees.

Orientation

New educator orientation and training starts with the recruitment, interview, and hiring process. It is recognized that new educator orientation is the shared responsibility of the district and building personnel as well as the assignment of the mentor. All educators new to the AASD are required to attend two (2) New Educator Orientation and Training.

Appleton Area School District

Induction Programs and Seminars

During the school year, seminars are held to enhance the quality of our instructional practices and programs thereby promoting student success. Seminars are designed to address the needs of new educators. Seminars promote a supportive network across the district for new educators.

Key elements of the seminar component include:

- The opportunity to reflect on instructional practices
- Shared vision for professional growth
- Student learning
- Best practice

Mentoring

All educators with less than three years of experience, regardless of the percentage of their contract, will be assigned a trained mentor. New employees with a life license and no experience in their certified area will also be assigned a mentor. The mentor program is built on a confidential and reciprocal relationship between the mentor and the educator.

The mentor training, offered within the AASD, is available to all AASD educators in good standing. Upon completion of the face-to-face training, an educator becomes part of the pool of trained mentors.

Professional Expectations of New Educators

Educators in their first year of employment with less than three years of experience will:

- be assigned a mentor for two (2) years
- attend two (2) days of New Educator Orientation
- meet once per week for at least 45 minutes, face-to-face with their mentor
- attend a minimum of three (3) new educator after-school seminars that are offered.

Educators in their second year of employment with less than three years of experience will:

- continue with their mentor or, if hired with previous experience, have the option of declining a mentor for a second year
- meet twice monthly for at least 45 minutes, face-to-face with their mentor

Educators with a life license and with experience in their certified area will:

- be assigned a mentor for one (1) year
- attend two (2) days of New Educator Orientation
- meet once per week for at least 45 minutes, face-to-face with their mentor
-

Educators with a life license will:

- be assigned a district educator (“buddy”) by the building principal to guide them during their initiation into the AASD
- attend 2 days of New Educator Orientation

Mentoring Criteria

Characteristics of Effective Mentors

Knowledge of:

- The WI Educator Standards
- Pedagogy and subject matter
- Effective instructional practice
- Policies and procedures of the school and the district

The ability to:

- Model effective teaching strategies
- Work in a collaborative manner
- Maintain confidentiality
- Manage time effectively
- Use a variety of techniques and skills to achieve goals

Demonstrated skills of:

- Professional competence
- Providing instructional support
- Effective verbal and non-verbal communication
- Interpersonal skills of caring, kindness, and understanding

Responsibilities of a Mentor

- Assist provisional educators to become life educators
- Provide non-evaluative assistance and a supportive environment
- Assist educators in acquiring the knowledge and skills necessary to improve student achievement
- Promote excellence in teaching to improve student performance
- Introduce educators to the District's culture
- Maintain a confidential relationship with the educator

Mentor Application

Mentor applicants must:

- be an educator in good standing
- be willing to make a two-year commitment to an educator
- have completed or be willing to complete the mentor training program which includes the following training outcomes:
 - ✓ Understanding the role of a mentor, and the elements of successful mentoring relationship.
 - ✓ Understanding why quality mentoring and induction supports beginning teacher development and retention.
 - ✓ Identify, plan for and practice skills needed to assess beginning teacher needs, provide feedback, and plan for timely support.
 - ✓ Identify key mentor supports related to the Educator Effectiveness System.

Appleton Area School District

Mentor Selection and Pairing

The selection and pairing of mentors will be processed by the Administration and the Induction/Mentoring Specialist. Individualized attention is paid to the process of pairing a mentor with an educator by considering the following:

- The educator will have an opportunity to share preferences in the characteristics of the mentor and the instructional areas or Educator Standards they would like to focus upon.
- Input from the building administration
- Subject/grade level taught, building assigned, daily schedule

The Induction/Mentoring Specialist will submit potential educator/mentor matches to administration for approval.

The mentor and the educator will work through the [Mentor/Mentee Operating Agreement](#) that describes actions addressing their working relationship. If the relationship is determined not to be working, either party may dissolve the agreement and a new mentor will be assigned. The Induction/Mentoring Specialist confidentially facilitates this process.

If the District is unable to find a qualified AASD educator as a mentor, the District may secure individuals who are not employed by the school district to serve as a mentor.

Professional Expectations of the Mentor

Mentors of educators in their first year will:

- arrange a three (3) hour meeting before the start of the school year.
- meet once per week for at least 45 minutes, face-to-face with their mentee. For those who have a mentee assigned to a different building, emphasis should continue to be placed on weekly, face-to-face meetings. If that is not possible, mentors need to meet face-to-face for a total of three (3) hours each month.
- maintain a log of mentoring activities that is available upon request.
- follow up on seminar topics. Mentors are invited to attend new educator seminars but are not required to attend nor reimbursed for attending.

Mentors of educators in their second year will:

- meet twice monthly for at least 45 minutes. For those who have a mentee assigned to a different building, emphasis should continue to be placed on biweekly, face to face meetings. If that is not possible, mentors need to meet face-to-face for a total of 1.5 hours each month.
- maintain a log of mentoring activities that is available upon request.
- follow up on seminar topics. Mentors are invited to attend educator seminars but are not required to attend nor reimbursed for attending.
-

Appleton Area School District

Mentor Assignments/Compensation

All selected mentors will be notified as soon as possible. Mentors will be issued supplemental contracts. The compensation for a mentor per mentee is:

- Educators in their first year in the profession: \$2,000.00 / contract year
- Educators in their second year in the profession: \$1,200.00 / contract year

All educators with less than three years of experience hired after the start of the school year are immediately assigned a mentor (mentor compensation will be prorated).

SECRETARIES

SECTION 4: WORKDAY, EXPECTATIONS AND HOURS

Work Schedule

The normal work week shall be thirty-seven and a half (37 ½) hours during the school year and (35) hours during the summer. Summer hours will begin the day after the last day students are present and conclude the last day of educator orientation at the beginning of the school year.

Workday

The regular work day shall be seven and one half (7½) hours, Monday through Friday. The summer schedule and non-school days shall be seven (7) hours per day, Monday through Friday. In the case of a part-time employee's workday, it is pro-rated. The work day shall normally be scheduled within the parameters of 7:00a.m. - 5:00p.m. with an hour lunch period during the school year. Any modifications to hours or lunch periods are subject to the approval of the Chief Human Resources Officer.

A fifteen (15) minute break period is to be allowed each day during the first half of the workday for secretaries working between 2 - 5 hours a day. A fifteen (15) minute break period shall be allowed during the second half of the workday for secretaries working more than five (5) hours a day. Break periods may not be accumulated for use as compensatory time, nor to lengthen or shorten the work day and/or lunch period.

Non-School Day(s)

Non-school days are to be considered the same as teacher non-contract days and staff development days according to the school year calendar. Once the calendar is set for the school year, the calendar will be distributed to all employees outlining the non-contract days.

Involuntary Transfers / Reallocation of Staff

When the District determines that an involuntary transfer of an employee is necessary, the District may, at its discretion, transfer an employee qualified for the position. An employee involuntarily transferred by the District will receive a written notice from the Chief Human Resources Officer or his/her designee which will include the reason(s) for the transfer.

Appleton Area School District

Secretary Without Assignment

A number of reasons could necessitate the need to designate a secretary without assignment (partially or fully). All secretaries designated as without assignment can apply for vacant positions.

Requests to Increase / Decrease FTE

A secretary wanting to either increase or decrease the percentage of his/her assignment can make application through District-wide postings. The stated process for filling vacancies will be followed.

Awarding of Positions Increasing Pay and/or Hours

A secretary awarded a position in a higher salary and/or more hours, shall normally move to his/her new position within two (2) weeks of being awarded the position.

An employee who is awarded a position in a higher paying classification shall move to the step in the higher group that gives he/she a raise in pay.

SECTION 11: EMPLOYEE LEAVE OF ABSENCE (PAID)

Sick Leave

An employee who uses two (2) days or less of sick leave per fiscal year shall receive a floating holiday to be used during the following fiscal year. Employees desirous of using this day must have a minimum of five (5) days advance approval from their immediate supervisor.

SECTION 15: COMPENSATION

Compensation for less than full-time employees shall be prorated according to the number hours they are scheduled to work.

Compensation

Job classifications and hourly rates are listed on the [Compensation Schedule](#) .

Compensation increases including step movement, annual wage increase, and/or stipends are reviewed annually and awarded based on satisfactory evaluation of secretary performance and the available funding. Step 1 is to be the hiring rate. If the employee meets the requirements and funding is available the employee would move to the Step 2 rate after twelve (12) months; Step 3 the rate after twelve months on Step 2; Step 4 the rate after twelve months on Step 3 (if applicable). Actual timing of the effective step increase shall be at the discretion of the District.

When an employee moves to a different classification, he/she will be placed at that step which will provide an increase in hourly rate. The individual shall then progress in steps in accordance with the normal progression.

Temporary Assignment

If an employee is required to take a temporary job with a lesser rate of pay, the employee will not be required to take a reduction in pay. Any employee who is required to take a temporary job with a higher rate for fifteen (15) consecutive days or more, shall receive the minimum rate of the job to which they are temporarily assigned that provides an increase in wages. This shall apply only where the individual has replaced the regular job incumbent, not where the individual is assisting such incumbent.

Appleton Area School District

Additional Work Opportunities

Less than Full-Time Employees

Employees who work less than full-time and/or less than year-round may work additional hours when other secretaries are absent. Employees interested in such opportunities shall contact Substitute Services. If offered such an opportunity by the District, an employee would earn his/her regular rate of pay.

First Responders: Emergency Situations Stipend and Duties

An employee designated by the District as a first responder or a back-up first responder for emergency situations shall receive an annual honorarium of \$200 or \$100 respectively. When the assignment is for less than the full year, the foregoing amount shall be prorated. This stipend shall be paid on June 15 based upon assignment memos provided by Student Services.

Supervisory and/or Co-Curricular Assignments

Extra work connected with supervisory and/or co-curricular activities shall be voluntary and shall be paid at the rate established in the *Additional Compensation Document*.

ITEM FOR DISCUSSION

TOPIC: New Board Policy: Virtual Board Meetings and Board Member Participation in Meetings Via Technology – 188, and Retirement of Policy: Virtual Board Meetings in Emergency Situations – 189

BACKGROUND INFORMATION:

Following the state-wide closure of schools and the various mandates and guidelines that were issued by state and federal authorities in response to the COVID-19 pandemic, there was an immediate need to be able to carry out meetings of the Board in a virtual setting. In response, Policy 189 – Virtual Board Meetings in Emergency Situations was created and implemented.

Although the emergency situation which brought about the need for virtual meetings and attendance has stabilized, there is value in maintaining some of the expanded access to Board members with regard to virtual attendance through the use of technology. And while the School Board strongly encourages all individual Board members to be physically present at all Board meetings in which they intend to participate in any capacity, there are instances where participation via technology may be beneficial.

As this proposed new policy covers both emergency and non-emergency situations, we would also recommend that the current policy Virtual Board Meetings in Emergency Situations – 189, be retired.

Information in this policy came from the Wisconsin Association of School Boards (WASB).

FISCAL NOTE: No cost will be incurred by the Appleton Area School District.

RECOMMENDATION: Second reading and subsequent adoption at the August 22, 2022 Board Meeting.

INSTRUCTIONAL

IMPACT: Clarity of procedures relating to virtual meetings of the Board and Board member participation in meetings via technology.

CONTACT PERSONS: Kay Eggert, kayseggert@asd.k12.wi.us

VIRTUAL MEETINGS AND BOARD MEMBER PARTICIPATION IN MEETINGS VIA TECHNOLOGY

REMOTE PARTICIPATION IN BOARD MEETINGS BY SCHOOL BOARD MEMBERS

The School Board strongly encourages all individual Board members to be physically present at all Board meetings in which they intend to participate in any capacity.

Pursuant to state law, no individual Board member may be excluded from any meeting of the Board. The Board implements the right of non-exclusion by directing that, unless a community, state, or national emergency situation requires otherwise, a physical meeting location that is sufficient to accommodate all Board members shall normally be designated for each regular and special meeting of the Board.

As a general rule, and assuming that a physical location sufficient to accommodate all Board members has been designated for a meeting, no individual member of the Board member has an enforceable legal right to insist upon the ability to attend or participate, in any capacity, in any Board meeting from a remote location via telephone conference, video conference, or another communications technology. This policy is not intended to independently create any such rights. However, as to any Board meeting for which a physical meeting location has been designated and which is not subject to the section of this policy, below, regarding virtual meetings during emergencies, the Board authorizes individual Board members to voluntarily elect to participate in certain Board meetings from a remote location under the following conditions and limitations:

1. Unless otherwise required by law or unless otherwise expressly provided under Board policy in specific circumstances, a Board member who chooses to participate (or to attempt to participate) in a meeting remotely via communications technology acknowledges all of the following:
 - a. Such choice is the voluntary exercise of a privilege, and the Board reserves discretion to limit, suspend, or terminate such privilege for any lawful reason.
 - b. The Board member assumes all risks of any unavailability, inadequacy, or failure of any communications technology that is intended to enable remote participation. Such risks include, but are not limited to, the possibility that the Board member's remote access and participation may become unavailable, limited, or disabled and that the meeting may continue without the Board member's participation.
 - c. The inability to participate in a meeting remotely using communications technology does **not** constitute an unlawful exclusion from the meeting.

2. A Board member does not have a right to individually choose or dictate the method(s) of remote access that may be offered for or used at any meeting.
3. The privilege of remote participation by Board members in a Board meeting that is directly and affirmatively authorized by this policy extends only to **open sessions** of regular and special Board meetings. The privilege **includes** being counted in the quorum requirement for such meetings, participating in discussion on items of business, and making and voting upon motions. However, to the extent a Board member is not permitted to vote on a matter before the Board due to the Board member's status as a remote attendee of the meeting, then such Board member shall not be included in the quorum count for such meeting or for the applicable portion of the meeting.
4. Unless the Board takes additional formal action (i.e., via a vote, as further detailed in the Authorizing Additional Remote Participation by Board Members section of this policy) to grant further affirmative authorization for remote participation via communications technology, the privilege of remote participation in Board meetings shall **not** extend to remote participation in any of the following:
 - a. A closed session portion of any meeting.
 - b. Even if occurring in open session, due process hearings or similar evidentiary hearings, including those relating to employment matters, as well as any deliberations or decision-making based upon such hearings.
 - c. The election of Board Officers by secret ballot. However, this limitation may be rendered moot by the Board either (1) choosing, at its discretion, not to use secret ballots for such an election; or (2) authorizing a Board member who is participating remotely to voluntarily cast a non-secret vote for the applicable Board Officer position(s) even though Board members who are physically present at the meeting are using secret ballots.
5. Any remote participation that is authorized at the discretion of the Board, whether by this policy or by additional formal action, is subject to express decisions of the Board that may deny, limit, or revoke the privilege as applied to specific meetings. In addition, upon an order of the presiding officer of the meeting, a Board member's remote participation may be limited (e.g., video feed turned off, microphone muted except when the Board member has obtained the floor, etc.) or terminated during a meeting if any of the following apply:
 - a. The Board member's attempted remote participation in the meeting is unreasonably interfering with conducting an orderly and efficient meeting.
 - b. The communications technology being used is not enabling appropriate participation, including, at a minimum, the sufficient opportunity for reliable, simultaneous aural communication among all participating Board members.

- c. For a reason that is directly related to the remote participation, there is uncertainty regarding the Board's compliance with the Open Meetings Law, including the requirement that the meeting must be sufficiently accessible to public observers.

Any order of the presiding officer under this provision shall be announced and recorded in the minutes of the meeting and is subject to an appeal for a final decision by the Board. The appeal may be made by any Board member who is then participating in the meeting.

6. Unless otherwise required by law or unless otherwise expressly provided under Board policy in specific circumstances, no Board meeting needs to be delayed, cancelled, or rescheduled solely to accommodate a Board member's request or attempt to exercise the privilege of remote participation via communications technology.
7. The authorization for a Board member's voluntary remote participation in Board meetings does not obligate the Board to arrange for the communications technology that is necessary to enable such remote participation for each and every Board meeting.

AUTHORIZING ADDITIONAL REMOTE PARTICIPATION BY BOARD MEMBERS

Notwithstanding any contrary voting standard that may be called for under any parliamentary authority, a motion to authorize any Board member's remote participation, in any capacity, in a closed session or in any other portion of a meeting that is not already affirmatively authorized for remote participation under Board policy shall require a standard majority vote in order to be approved.

1. Any motion and vote to consider granting additional affirmative authorization for a Board member's remote participation shall be taken up only if consideration of the question is sufficiently included in the public notice of the meeting. Accordingly, a Board member may need to provide the chief presiding officer and Superintendent with reasonable advance notice of their desire to request consideration of such exceptional authorization.
2. If the chief presiding officer and Superintendent receive a Board member's request to include consideration of such additional authorization for remote participation on a meeting agenda prior to the posting or publication of the public notice of the meeting, then the item shall be included in the meeting notice in the absence of exceptional circumstances that the presiding officer determines constitute lawful and sufficient reason for denying the request.
3. The Board member(s) seeking such additional, exceptional authorization to participate in a meeting remotely shall be entitled to make or second the relevant motion and may participate in the discussion and the vote on the motion.

4. As to any motion and vote relating to authorizing remote participation in a **closed session**, the motion and vote shall be taken up **prior to** the Board's consideration of the motion to convene in the applicable closed session. Therefore, any decision to authorize a Board member's remote participation in a closed session shall be contingent on a subsequent decision to actually convene in the closed session.
5. Confidentiality concerns and potential legal barriers and legal risks to a Board member's remote participation in such additional situations are relevant to the consideration of granting such authorization.

VIRTUAL MEETINGS AND REMOTE PARTICIPATION IN EMERGENCIES

Subject to any superseding determination by the Board, the Board President (or other acting chief presiding officer) is authorized to make a determination that a community, state, or national emergency exists in connection with any Board meeting and, based on such determination, structure one or more Board meetings as emergency virtual Board meetings under this section.

For purposes of this section of this policy, an emergency means (1) a situation in which an applicable law, order, or formal decree or declaration of a governmental authority disallows the Board members' simultaneous in-person attendance at a designated physical meeting location; or (2) some other community-level emergency situation exists (i.e., not specific to any individual's unique personal circumstances) such that designating a physical meeting location and expecting Board members to attend at that physical location would substantially and unreasonably endanger the health and safety of the Board members or District employees.

The distinguishing characteristics of an emergency virtual Board meeting under this section are the following:

1. Unless the Board itself directed the holding of an emergency virtual Board meeting, the Board President or other chief presiding officer, or their designee, shall notify all Board members that the meeting will be held as an emergency virtual Board meeting.
2. Even if a physical meeting location is designated and offered as an option to some Board members and/or to any members of the public, the Board members' participation in an emergency virtual meeting from a remote location via communications technology **shall not** be considered to be voluntary.
3. The public notice of the emergency virtual meeting shall include applicable information about public access to the meeting.
4. The Board President or other acting chief presiding officer is responsible for determining whether it is necessary or appropriate to include information in the public notice of the meeting that addresses the virtual structure of the meeting and/or the nature of the emergency situation.

5. Notwithstanding any other Board policy that may address the Board's normal approach to public comment periods during Board meetings, and unless otherwise expressly directed by the Board in connection with the specific emergency, the Board President or other acting chief presiding officer is authorized to determine whether an emergency virtual meeting will include a public comment period and, if so, the scope of such public comment period and the method(s) by which the public may address the Board.
6. For an emergency virtual meeting, this policy authorizes the remote participation by Board members while the Board is convened in any **open session or closed session** portion of such a meeting, subject to the limitation that, upon a request by the Board President or any Board member, each Board member who is participating in such a meeting from a remote location must affirm that he/she is taking adequate steps to safeguard the confidentiality of any closed session. A Board member's failure or unwillingness to so affirm is grounds for the Board, by a majority vote, to revoke authorization to participate in the closed session.
7. If a Board member is attempting to participate in an emergency virtual meeting from a remote location and is having difficulty establishing or maintaining a sufficient connection to the communications platform, the Board may need to make a decision whether the meeting will continue without such Board member's participation. Before making a decision that would limit or terminate any Board member's remote access to an emergency virtual meeting or allow the meeting to continue without a Board member's participation:
 - a. The presiding officer of the meeting may call, or any Board member may request, a temporary recess in the meeting to allow the Board member a reasonable opportunity to establish or restore his/her access and participation.
 - b. The presiding officer or a designee may attempt to contact the Board member to determine whether the Board member is willing to consent to voluntary non-participation in the remainder of the meeting.
 - c. The Board must evaluate whether, under the specific circumstances, a decision to continue the meeting without the Board member's participation would constitute an unlawful exclusion of the Board member.

REMOTE PUBLIC ACCESS TO BOARD MEETINGS

For any Board meeting for which sufficient public access to the meeting is provided at a specific physical location that is identified in the public notice of the meeting, this policy:

1. Neither requires the Board to offer nor prohibits the Board from offering the public any additional means of accessing and observing the meeting from remote locations using a communications technology platform. However, to the extent any such additional means of public access to a meeting is offered, it shall normally be

considered optional and supplemental such that any unavailability of such supplemental public access, or any lack of a complete or consistent transmission, shall not affect the Board's authority to proceed with the meeting.

2. Neither requires the Board to conduct nor prohibits the Board from conducting a public comment period or public hearing in a manner that permits members of the public to address the Board from a remote location using communications technology.

To the extent permitted by law, including in certain emergency situations where there is a health and safety danger to the in-person, physical attendance of members of the public at a Board meeting, the Board may arrange for lawful methods of remote public access to Board meetings using communications technology as a primary (i.e., not merely supplemental) means of complying with the public access requirements of the Open Meetings Law or other applicable legal obligations. In any such situation, the public notice of the meeting shall include adequate information regarding the applicable options for the public's remote access.

APPLICATION TO COMMITTEES AND OTHER GOVERNMENTAL BODIES

Subject to any superseding directive established by the Board, a committee created by a policy, resolution, rule, or order of the Board, as well as any other governmental body of the District, may hold virtual meetings and authorize remote access and remote participation in its meetings to the extent authorized for Board meetings under this policy. As applied to such committees and other governmental bodies of the District, references to individual Board members within this policy shall be understood to refer to the individual members of such bodies, and all duties and authority held by the Board and by the Board President under this policy shall be held by the relevant body and by its chief presiding officer. Likewise subject to any superseding directive established by the Board, a District governmental body may also vote to require all members of the body to be physically present at meetings in order to participate in the body's meetings.

Legal References:

Wisconsin Statutes

- Subch. IV of Ch. 19 [open meetings of governmental bodies; including public accessibility requirements, closed session exemptions, and other provisions]
- Section 19.81(2) [public accessibility of board meetings]
- Section 19.89 [no member of a governmental body may be excluded from any meeting of such body]
- Section 120.11(1) [school board meetings and definition of quorum in common and union high school districts] {Editor’s Note: Unified school districts should delete this reference.}
- Section 120.43 [school board meetings in unified school districts]

Adoption Date: _____