



Memorandum

Children with Disabilities
Education Board

To: WCCDEB Supervisors

Cc: Mark Luberta, County Administrator/Corporate Counsel

From: Tracy L. Moate, Director WCCDEB

Date: February 11, 2021

Re: WCCDEB Meeting Agenda Items

Your agenda for this month involves three items of business that will require your input and discussion. I may present additional documents at your CDEB meeting as we are continuing to wait on new guidance from DPI regarding the grant. Thank you for your patience and support in this process. Additionally, we have some items in the correspondence and reports section to share with you to help keep you current with some of operational activities.

- I sent out a memo regarding the Elementary and Secondary School Emergency Relief (ESSER) Fund II/Grant letting you know that Lakeland School has been included as a recipient of some "relief dollars" for the COVID-19 pandemic. The recommendations are still sitting in the Joint Committee on Finance. In anticipation of receiving this grant award, we would like to begin the process of accepting the grant dollars. The County Administrator and Finance Director currently have authority through the special emergency ordinance (Sec. 30-35) to approve budget amendments up to \$250,000 to incorporate any state or federal grants provided to address COVID-19 in any manner. When the final ESSER allocation for our County CDEB program is formally awarded at the appropriate state and federal levels, it is our intent to use this allowable method to incorporate the grant, unless either the CDEB or Finance Committees provide a different course of action at the February meetings.

WALWORTH COUNTY



Est. 1839

W I S C O N S I N

Children with Disabilities
Education Board

- This is the ten year anniversary of Act 10 that changed the “bargaining rights” of unions. In 2014, there was work done to capture and move the Lakeland Education Association language into our County Code of Ordinances to reflect benefits that were unique to the educators, yet consistent with all other employees in Walworth County. The changes I am seeking are minor and I believe can be considered “housekeeping” as they relate to dates, formal names or changes at the state DPI level that define standards in licensing. My hope is to present recommendations to you, have them discussed and then move that document on to the HR Committee next month for further action. I will be working with Mr. Lubberda and the HR staff in this process as well.
- We have a tuition request from Beloit Turner School District. I will present the information at your CDEB meeting.
- Finally, in Reports and Correspondence, I would like to share a few items. Those handouts are also included.
- Thank you and enjoy your weekend!

DRAFT

**Walworth County Board of Supervisors
Children with Disabilities Education Board Meeting Minutes
Wednesday, January 20, 2021
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, WI 53121**

The meeting was called to order at 4:30 p.m. by Chair David Weber.

Roll call was conducted and the following members were present, either in person or remotely: Chair David Weber, Secretary Brian Holt, Supervisors Kenneth Monroe, Kathy Ingersoll, and Joseph H. Schaefer. A quorum was declared.

County Staff: County Administrator Mark W. Luberda; Director of Special Education Tracy Moate and Corporation Counsel Director of Land Use Resource Management (LURM) Michael Cotter.

On motion by Secretary Holt, second by Supervisor Schaefer, the agenda was approved with no withdrawals.

On motion by Supervisor Monroe, second by Secretary Holt, the November 18, 2020 Children with Disabilities Education Board meeting minutes were approved.

Public Comment – There was none.

New Business

7a. Space Availability for Open Enrollment Requests 2021-2022

Director of Special Education Tracy Moate gave a brief summary of the process for determining space availability for open enrollment requests. Moate requested the Board reject any new Lakeland School open enrollment requests due to restrictions associated with the COVID-19 pandemic; including the need to reconfigure classrooms to meet social distancing requirements and re-assigning staff when necessary. **Secretary Holt offered a motion, second by Supervisor Monroe, to recommend that Lakeland School currently possesses no space availability due to staffing issues, social distancing requirements, and Lakeland School's COVID instructional/virtual learning plans that rely on staff/student familiarity. All requests by districts outside of Walworth County will follow the Section 9-51 Tuition Agreements., Section 9-52 Enrollment of non-resident students., Section 9-53 Procedure for non-resident student enrollment., and Section 9-54 Determination of available space for non-resident students. (Chapter 9, Article III of the Walworth County Code of Ordinances.) Motion carried 5-0.**

7b. Wisconsin Statutes 118.22 Renewal of Teacher Contracts

Moate referred to Pages 9-10 of the packet containing the Wisconsin Statutes relative to the renewal of teacher contracts. She requested approval to distribute the letters of intent to staff on February 22, 2021, with the expectation that responses will be returned by March 22, 2021. Moate noted the standard letter of intent does include verbiage stating the Board reserves the right to rescind any offer due to poor performance and/or derelict of duty. Also included is language relative to potential downsizing and/or financial implications resulting in Lakeland School being unable to fulfill a contract or intent agreements due to layoffs, etc. **Secretary Holt offered a motion, second by Supervisor Ingersoll, to proceed with distribution of the letters of intent for renewal of teacher contracts. Motion carried 5-0.**

7c. Establishing School Year Calendars

Moate distributed and briefly explained school year calendars Draft 1 and Draft 2, the difference between the two options being the scheduling of spring break. Moate confirmed both options meet the number of required days for teachers and students. Lakeland School staff voted in consideration of each, resulting in Draft 1 as the prevailing option. Secretary Holt pointed out a clerical error on Draft 1 with November vacation dates being noted as 25th &

27th. Moate agreed those dates should be amended to 25th & 26th. **Supervisor Monroe offered a motion, second by Secretary Holt, to adopt Draft 1 of Walworth County Children with Disabilities Education Board 2021-22 Calendar as amended. Motion carried 5-0.**

Reports and Correspondence

8a. CDEB Chair – There was none.

8b. CDEB Director

1. Emergency Drill Report

Moate referred to the Stop and Think lockdown drill, performed on December 14, 2020, allowing review of procedures by staff and students in the event of a real lock down and resulting in two classrooms finding their doors to be unlocked, which is against school requirements. Information pertaining to this drill is shared with all Lakeland School staff. **Supervisor Schaefer offered a motion, second by Supervisor Ingersoll to accept the Emergency Drill Report. Motion carried 5-0.**

2. Special Olympics Update

Moate spoke briefly regarding the polar plunge becoming a virtual event and provided an update relative to the winter games which will be held with athletes participating in snow shoe and downhill skiing competition. Preliminary competitions will be held in a more restrictive format with athletes using practice times to qualify; then forwarding those results on to the state in order to participate in the final competition in Wausau.

3. COVID-19 Update

Moate stated the last close contact positive COVID-19 event was December 10, 2020; totaling 13 close contact events since the beginning of the school year: 11 staff and 2 students. There has not been an internal spread by Lakeland School staff and/or students; all events were due to positive exposure outside of school then requiring close contact quarantine. Moate shared that physical, occupational, speech and language therapists, along with school psychologists qualify under the 1A grouping for receiving the COVID-19 vaccine; resulting in some staff having already started the series. A survey distributed to remaining staff showed approximately 73.8% were interested in receiving the COVID-19 vaccine, when it becomes available during the next phase. Moate received an interim COVID-19 infection control and mitigation measure for schools, from the Department of Public Instruction (DPI), essentially extending the mask mandate. Holt noted there is a federal mask mandate effective January 20, 2021.

Confirmation of next meeting – The next meeting was confirmed for Wednesday, February 17, 2021 at 4:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Supervisor Schaefer, Chair Weber adjourned the meeting at 4:57 p.m.

APPENDIX A – Allowable Uses for ESSER II Funds

Under the Appropriations Consolidation Act, 2021, an LEA may use ESSER II funds for any of the following purposes:

1. Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) (“IDEA”), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (“the Perkins Act”), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).
2. Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
3. Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.
4. Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.
5. Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.
6. Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
7. Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
8. Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the IDEA and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.
9. Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.
10. Providing mental health services and supports.
11. Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low income students, children with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.

12. Addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, of the local educational agency, including by:
 - a. Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction.
 - b. Implementing evidence-based activities to meet the comprehensive needs of students.
 - c. Providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment.
 - d. Tracking student attendance and improving student engagement in distance education.
13. School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.
14. Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.
15. Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

ARTICLE X. - CDEB PROFESSIONAL EMPLOYEES

Footnotes:

--- (9) ---

Editor's note— Art. X was formerly entitled "Lakeland Education Association Employment Policies." The title was changed by Ord. No. 693-11/11, pt. II, adopted November 8, 2011. Subsequently, the title was changed from "Lakeland Education Association" to its present title by Ord. No. 866-06/14, pt. II, adopted June 10, 2014.

DIVISION 1. - IN GENERAL

Sec. 15-1000. - Purpose.

The purpose of this article is to address specific employment policies for CDEB professional employees. This includes employees who were members of the former Lakeland Education Association and also includes teachers and speech/language therapists who were hired after the June 30, 2014 decertification of the Lakeland Education Association. If an employment policy is not addressed in this article, the previous articles of chapter 15 shall apply.

(Ord. No. 681-05/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14; Ord. No. 1177-09/19, pt. IV, 9-3-19)

Sec. 15-1001. - Probationary period.

- (a) *Length of probationary period.* New teachers shall serve a three-year probationary period. Probationary teachers may be non-renewed without just cause and probationary teachers will not have recourse to the grievance process for non-renewal.
- (b) *Extension of the probationary period.* A probationary period may be extended at the discretion of the Walworth County Children with Disabilities Education Board (WCCDEB). Employment shall be terminated if the employee rejects an offer of an extended probationary period. Any terms and conditions that applied to the employee during the probationary period shall continue during the extended probationary period.

(Ord. No. 681-06/11, 6-14-11)

Sec. 15-1002. - Teacher evaluation

- (a) The evaluation process is as follows:

- (1) All monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address or audio systems and similar surveillance devices will be strictly prohibited.
 - a. Staff members will be given a Performance Development Plan (PDP) or an Educator Effectiveness Evaluation (E3) form with a professional growth summary to complete prior to the formal evaluation at the start of each school year.
 - b. Formal or informal observation to include, but not limited to, any aspect of a teacher's day.
 - c. Informal meeting after observation for information sharing.
 - d. Formal meeting after the evaluation to discuss the PDP or E3.
- (2) Teachers on probation will have two evaluations a year during each year of their probationary period. The

evaluations will provide feedback on the employee's performance.

- (3) No evaluations will be placed in the teacher's file unless the teacher has had the opportunity to read the evaluation. The teacher will acknowledge that he/she has read the evaluation by affixing his/her signature on the copy to be filed. The Administrator or designee may write up any class visits and if a copy of the evaluation is to be placed in the teacher's file, the teacher will receive a copy of the evaluation and sign the evaluation. If such evaluations indicate deficiencies, the teacher will be given supervisory help.
- (4) The formal evaluation process shall be conducted annually at the end of each school year. This does not preclude administration from conducting ongoing evaluations during the school year as identified in (1), (2), and (3) above. The formal evaluation process conducted at the end of each school year shall be used for the change in salary identified in 15-1041.

(b) Teachers are encouraged to discuss any class visit with the Administrator or designee, and shall have the opportunity to respond in writing to the evaluation report.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 917-03/15, pt. III, 3-10-15)

Secs. 15-1003—15-1009. - Reserved.

Editor's note— Ord. No. 866-06/14, pt. II, adopted June 10, 2014, amended the Code by repealing former § 15-1003 in its entirety. Former § 15-1003 pertained to seniority, and derived from Ord. No. 681-06/11, adopted June 14, 2011.

DIVISION 2. - VACANCIES AND TRANSFER

Sec. 15-1010. - Initial placement.

The administrator will assign all newly appointed personnel to their specific positions which will be within that subject area and/or grade level for which the teacher is certified and has been appointed by the WCCDEB.

(Ord. No. 681-06/11, 6-14-11)

Sec. 15-1011. - Vacancies.

All vacancies will be adequately publicized by the Administrator in accordance with the following procedure:

- (1) When school is in session, a notice will be posted as far in advance as practicable. Employees who desire to apply for such vacancies will submit their electronic application within the time limit specified in the notice.
- (2) All qualified employees will be given adequate opportunity to make application for such positions, and the WCCDEB agrees to give due weight to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, full consideration will be given to qualified employees already employed by the WCCDEB, however, management retains the right to hire the most qualified candidate. Applicants will receive written notification of the WCCDEB's decision.
- (3) Personnel shall be informed of new or vacant teaching positions by posting the vacancy on the County web site and the DPI web site. The notice of vacancies and new positions shall contain the type of program, location, starting date and closing date for applications.



- (4) Management retains the right to transfer and reassign staff. Notice of the transfer or reassignment will be given to the employee as soon as possible. Such transfers or reassignment shall be within the teacher's area of certification/licensure.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14)

Editor's note— Ord. No. 866-06/14, pt. II, adopted June 10, 2014, amended the Code by repealing §§ 15-1011 and 15-1012, and renumbering former § 15-1013 as a new § 15-1011. Former 15-1011 pertained to voluntary transfer and reassignment. Former 15-1012 pertained to involuntary transfer and reassignment. Both sections derived from Ord. No. 681-06/11, adopted June 14, 2011.

Secs. 15-1012—15-1019. - Reserved.

DIVISION 3. - TERMINATION/LAYOFF AND RECALL

Sec. 15-1020. - Dismissal or non-renewal of contract.

- (a) No teacher will be discharged, non-renewed, disciplined, reprimanded, or reduced in rank or compensation, without just cause.
- (b) A teacher who has been notified of a recommendation for dismissal or non-renewal of contract may process this as per § 118.22 (2) and (3), Wisconsin Statutes.

(Ord. No. 681-06/11, 6-14-11)

Sec. 15-1021. - Notice of retirement/resignation.

An employee deciding to retire/resign from employment shall submit their notice of retirement/resignation to the WCCDEB in writing by April 15. The April 15 date may be waived by agreement of management.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14)

Sec. 15-1022. - Layoffs.

- (a) If necessary to decrease the number of full or part time positions within programs or levels (early childhood, primary, etc.) of instruction of the WCCDEB, the WCCDEB may fully or partially layoff the necessary number of employees (part-time employees will not be covered under this section unless their present contract is reduced by more than 50 percent). Seniority shall be taken into consideration when layoffs are identified.
- (b) In the event the WCCDEB anticipates that layoffs will be necessary, the employee(s) so affected will be notified in person or by registered mail on or before May 1 for the following school year.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14)

Sec. 15-1023. - Recall from layoff.

Section 15-92 shall govern reinstatement rights of employees covered under this section.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14)

Sec. 15-1024. - Recommendations.

In the event that the WCCDEB reduces or discontinues services, the Administrator will provide recommendations and personal contacts with prospective employers at the request of the employee.

(Ord. No. 681-06/11, 6-14-11)

Secs. 15-1025—15-1029. - Reserved.

DIVISION 4. - WORKING CONDITIONS

Sec. 15-1030. - School calendar.

The yearly school calendar will be developed by the WCCDEB with input from the CDEB professional employees. The school term shall commence on or after September 1, or as otherwise permitted by law, and shall include the minimum number of school days meeting State standards. When school is closed by order of the School District Administrator or the Director of Special Education because of inclement weather and teachers are not required to report, teachers shall be required to make up days necessary to meet the current 190-day teacher contract requirement.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14)

Sec. 15-1031. - Work day.

- (a) Hours for the Lakeland School teachers will be from 7:30 a.m. to 3:30 p.m. The parties may mutually agree to a flexible work schedule arrangement to allow for groups or individuals to use their time most efficiently and/or effectively. This agreement must be in writing, approved by the administration and reviewed at the beginning of each school year or as needed.
- (b) Full time teachers assigned at Lakeland School shall follow a 40-hour work week. Exceptions to this will be the current practice of Fridays, days before holidays, and staff meetings. Staff meetings and other meetings called by the Administration will be attended by faculty members so designated. Every effort will be made to call meetings 48 hours in advance.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14; Ord. No. 1013-11/16, pt. I, 11-7-16)

Sec. 15-1032. - Preparation time.

All teachers are entitled to preparation time each day. Preparation time is defined as non-student contact time during the work day. A teacher may choose to use his/her preparation time to test students or to work with a student(s).

(Ord. No. 681-06/11, 6-14-11)

Secs. 15-1033—15-1039. - Reserved.

DIVISION 5. - COMPENSATION

Sec. 15-1040. - Initial placement on salary schedule.

- (a) Initial placement on the salary schedule shall be based on the new hire's education, experience, and/or credits earned. A new employee's experience shall be evaluated as described in 15-1042 and the education shall be evaluated as described in 15-1043.
- (b) Administration retains the latitude to initially place an employee on the salary schedule in coordination and with approval of the Director.

(Ord. No. 631-06/11, 6-14-11; Ord. No. 917-03/15, pt. IV, 3-10-15)

Sec. 15-1041. - Change in salary.

- (a) Movement on the salary schedule will occur as a result of a performance evaluation with a rating of Solid Contributor or High Level Performer. The change in salary shall be effective at the start of the next school year based upon the previous school year's performance. Completion of educational course work may be considered as a part of the evaluation process.
- (b) Advancement on the salary schedule shall be administered as follows:
 - (1) Evaluations with a rating of High Level Performer shall advance on the salary schedule two steps, with the exception of those employees with only one step remaining at the time of their evaluation. Those employees receiving an evaluation with a rating of high level performer with only one step remaining shall only receive a one-step increase relative to that particular evaluation.
 - (2) Evaluations with a rating of Solid Contributor shall advance on the salary schedule one step.
 - (3) Evaluations with a rating of Average or below shall result in no step advancement on the salary schedule.
- (c) An employee hired after the start of the school year calendar shall still receive a performance evaluation for that school year and will be eligible for a change in salary effective at the start of the next school year as identified in 15-1041(a).
- (d) Employees being paid at the last step of the salary schedule shall continue to receive a performance evaluation consistent with 15-1002. In lieu of step advancement, employees at the last step of the salary schedule at the time of their evaluation shall receive a one-time lump sum bonus payment to be paid on the first check of the new school year. The bonus shall not be paid if the employee is not an active employee in the new school year. The bonus shall be calculated as follows:
 - (1) Evaluations with a rating of High Level Performer shall receive a lump sum of three and a half percent (3.5%) of the annualized salary of the last step in the current salary schedule.
 - (2) Evaluations with a rating of Solid Contributor shall receive a lump sum of two percent (2%) of the annualized salary of the last step in the current salary schedule.
 - (3) Evaluations with a rating of Average or below shall not receive a bonus payment.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14; Ord. No. 917-03/15, pt. V, 3-10-15; Ord. No. 1055-08/17, pt. I, 8-17-17)

Sec. 15-1042. - Outside experience.

Initial placement on the salary schedule for experience outside of the school system shall be granted as follows:

- (1) Experience in special education including speech therapy outside the employment of the WCCDEB will be

evaluated by the Administrator as an agent of the WCCDEB and full credit not to exceed five years will be granted to teachers having had experience in a special education program certified by the Department of Public Instruction.

- (2) All experience in special education, as noted in item (1) above, beyond five years will be evaluated as indicated in item (1) and credit granted at the rate of $\frac{1}{2}$ year for each year taught, the total of which is not to exceed ten years.
- (3) Teaching experience outside of special education, i.e. conventional classroom, will be granted at the rate of $\frac{1}{2}$ year for each year taught, not to exceed six years.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 917-03/15, pt. VI, 3-10-15)

Sec. 15-1043. - Initial placement for education credit.

- (a) The term "credit" as used herein shall be defined as a semester hour. Conversion from quarter hours to semester hours shall be made via quarter hours $\times \frac{2}{3}$ = semester hours.
- (b) Credits earned through an accredited college or university for a degree program and those credits pertinent to the teacher's field, graduate or undergraduate, may apply to initial placement on the salary schedule as approved by the Administrator.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 917-03/15, pt. VII, 3-10-15)

Sec. 15-1044. - Course approval.

- (a) Courses taken for the purposes of license renewal, PI-34 licensure, or courses used as a part of the employee's Performance Development Plan (PDP) or Educator Effectiveness Evaluation (E3) must be approved by the Administrator prior to beginning of each course.
- (b) The WCCDEB will reimburse teachers for a maximum of six approved credits at the actual cost of tuition, not to exceed \$450.00 per credit every five years, beginning with the date of their most recent license renewal. Reimbursement for credits is based on the school year, including summer school of the year just completed.
- (c) Approval for credits will only be granted for courses taken at an accredited college or university or as otherwise approved by the administration.
- (d) Upon completion of the course, an official grade report or official transcript as well as documentation of payment for the course must be received prior to the following September 1 to obtain reimbursement for the cost of the course(s) pursuant to 15-1044(b).
- (e) In certain circumstances, a course may be extended beyond the original completion date or a grade report may not be available prior to September 1. In order for appropriate reimbursement, the employee must submit another course approval form to administration. Approval of the extension will only be considered if the college or university provides formal, written documentation indicating the reason(s) for the course extension or late grade report. With administration approval, the course(s) will be reimbursed at the beginning of the following school year provided all required documentation is submitted prior to the following September 1.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14; Ord. No. 917-03/15, pt. VIII, 3-10-15)

Sec. 15-1045. - Miscellaneous compensation.

- (a) In addition to base salary, the WCCDEB shall pay compensation for additional job assignments if made and approved by the Director - Special Education as prescribed herein. WCCDEB policies regarding these items will remain in effect.
- (1) Special Olympics - \$600.00 per coaching assignment per contract year and \$150.00 to the identified Special Olympics agency head per contract year;
 - (2) Summer school and/or homebound instruction - hourly rate shall be set at the rate assigned to step 1 of the employee's regularly assigned salary table;
 - (3) PI-34 mentor - \$300.00 per contract year.
 - (4) Team Leader - \$300.00 per contract year.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 815-11/13, pt. II, 11-12-13; Ord. No. 917-03/15, pt. IX, 3-10-15; Ord. No. 1025-01/17, pt. II, 1-10-17; Ord. No. 1095-03/18, pt. I, 3-13-18)

Sec. 15-1046. - Payroll period/payment of contract.

- (a) The payroll schedule for CDEB professional employees will normally be based on a 26-payment schedule with each payment equal to 1/26 of the annual salary. In years where the calendar contains 27 payments, each payment will be equal to 1/27 of the annual salary. The County retains the right to alter the payment schedule as needed, by communicating to employees any changes.
- (b) An employee who terminates their employment at the end of a school year (regardless of the reason for termination) shall receive a payout of the balance of their contract, in addition to any severance pay they are entitled to pursuant to 15-333, on their check covering the period of their last day worked.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14)

Sec. 15-1047. - Reserved.

Editor's note— Ord. No. 866-06/14, pt. II, adopted June 10, 2014, amended the Code by repealing former § 15-1047 in its entirety. Former § 15-1047 pertained to retroactivity, and derived from Ord. No. 681-06/11, adopted June 14, 2011.

Sec. 15-1048. - Long term substituting.

Certified substitute teachers who have substituted in the same assignment for more than 30 continuous school days will be paid at step 1 on the salary schedule for the days worked over 30.

(Ord. No. 681-06/11, 6-14-11; Ord. No. 815-11/13, pt. III, 11-12-13; Ord. No. 917-03/15, pt. X, 3-10-15)

Sec. 15-1049. - Reserved.

DIVISION 6. - ACCRUED BENEFITS

Sec. 15-1050. - Sick leave.

- (a) All full-time employees shall be entitled to sick leave at the rate of 10 days (80 hours) per teacher contract year.
- (b) Any unused sick leave remaining at the end of the school year will be moved to the extended sick leave bank.

Usage of the extended sick leave bank shall be as provided in 15-518(e).

- (c) Each employee who has earned sick leave shall be eligible for sick leave for any period of absence from duty as allowed per section 15-518 of the Code.
- (d) The Administrator may require a medical certificate signed by a licensed physician to justify the granting of sick leave that is three or more days long. Any employee evidencing a pattern of abuse of sick leave may be asked for a certificate of illness signed by a licensed physician without regard to the number of workdays absent. The certificate of illness form shall be furnished by the County. Authorization for sick leave for three or more days may be subject to sections 15-720 to 15-730.
- (e) Sick benefit bank severance pay shall only apply to those employees who were hired prior to April 26, 2000 and who elected to retain the cash severance pay in lieu of health insurance credits for unused sick leave. Employees retaining the cash severance pay benefit shall be paid one-half of all unused hours of sick benefit bank at their daily rate of pay upon termination of employment or death up to a maximum of 360 hours.
- (f) For additional details on sick benefit bank, see Section 15-519.

(Ord. No. 631-06/11, 6-14-11; Ord. No. 693-11/11, pt. III, 11-8-11; Ord. No. 703-01/12, pt. IV, 1-10-12; Ord. No. 866-06/14, pt. II, 6-10-14; Ord. No. 1102-04/18, pt. XXXIX, 4-19-18; Ord. No. 1143-11/18, pt. V, 11-5-18)

Sec. 15-1051. - Personal time off.

- (a) All full-time employees covered by this section shall receive an annual allocation of 16 hours of PTO at the beginning of each school year. This annual allocation shall be prorated for part-time employees based upon their position's approved FTE and the prorated amount shall be rounded to the nearest quarter hour increment. These hours shall not be able to be carried over from one school year to the next and shall be forfeited at the end of each school year if unused.
- (b) Earned personal time off shall be used in accordance with section 15-516 of the Code.
- (c) Personal time off for employees covered by this section shall have no cash value at any time.

(Ord. No. 1102-04/18, pt. XL, 4-19-18)

Sec. 15-1052. - Scheduled time off.

All employees covered by this section of the Code shall not be eligible for any scheduled time off benefits.

(Ord. No. 866-06/14, pt. II, 6-10-14; Ord. No. 1102-04/18, pt. XL, 4-19-18)

Editor's note— Ord. No. 1102-04/18, pt. XL, adopted April 19, 2018, renumbered former § 15-1051 as a new § 15-1052.

Sec. 15-1053. - Holidays.

All employees covered by this section of the Code shall be eligible for the following paid holidays: Friday immediately before Easter Sunday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

(Ord. No. 866-06/14, pt. II, 6-10-14; Ord. No. 1102-04/18, pt. XL, 4-19-18)

Editor's note— Ord. No. 1102-04/18, pt. XL, adopted April 19, 2018, renumbered former § 15-1052 as a new § 15-1053.

Secs. 15-1054—15-1059. - Reserved.

DIVISION 7. - RETIREE HEALTH INSURANCE

Sec. 15-1060. - Retiree health insurance.

- (a) *Retiree health insurance for employees hired prior to October 10, 2006.* An employee who is at least age 57 and who has completed 20 years of service with WCCDEB shall receive employer-paid single health insurance coverage under the group for five years. The retiree may elect to continue family coverage and shall be responsible for paying the difference between a single plan and a family plan. Any member insured under the plan is required to enroll in Medicare when first eligible to enroll. A member enrolled in Medicare shall remain insured under the plan with the same level of covered benefits as non-Medicare members. Upon death of a retiree within the first five years of retirement, the remainder of the five years of employer-paid premiums shall continue for the surviving spouse provided family coverage was maintained by the retiree.
- (b) *Health insurance credits for unused sick benefit bank.* This section shall apply to all new employees hired between April 26, 2000 and October 10, 2006, and to those employees hired prior to April 26, 2000 who have elected to waive their rights to cash sick leave severance pay pursuant to 15-1050(f). For additional details on sick benefit bank, see Section 15-519.
- (1) Accumulated unused sick benefit bank of any eligible employee shall, at the time of death, or upon qualifying for an immediate retirement or disability annuity under Wisconsin Retirement, be converted, at 60 percent of the employee's basic pay rate in effect immediately prior to termination, to credits for payment of health insurance premiums on behalf of the employee or the employee's surviving insured dependents for continuation of coverage in the County group health insurance plan. The monthly premium for any eligible employee who is insured at the time of termination, or for the surviving insured dependents of an eligible employee who is deceased, shall be deducted from the credits until the credits are exhausted.
 - (2) Upon conversion of an employee's unused sick benefit bank credits under this section, the employee or the employee's surviving insured dependents may elect to delay initiation of deductions from these credits for up to ten years after the date of the conversion if the employee or surviving insured dependents are covered by a comparable health insurance plan or policy in effect on the date of conversion and remaining in effect until the date on which the employee or surviving insured dependents later elect to initiate deductions from those credits. A health insurance plan or policy is considered comparable if it provides hospital and medical benefits that are substantially equivalent to the County group health insurance plan.
 - (3) An employee or an employee's surviving insured dependents may elect to delay and later initiate deductions from the employee's sick benefit bank credits only once. If deductions are delayed and later initiated, the health insurance coverage of the employee or surviving insured dependents is effective on the first day of the month following 30 days from the date that the County Human Resources Department receives written notice of the employee's or surviving insured dependents' later election to initiate the deductions. Late enrollment provisions requiring a health statement application and restrictions for pre-existing conditions will be waived for the employee and for those dependents who were named as insured under the employee's health insurance plan at the time of termination or death.
 - (4) Health insurance credits shall be held in an interest-bearing trust account and interest shall be credited

to individual accounts monthly. Upon the death of the employee (retiree), and if there are no surviving insured dependents, the credits shall revert back to the County.

(Ord. No. 631-06/11, 6-14-11; Ord. No. 866-06/14, pt. II, 6-10-14; Ord. No. 1102-04/18, pt. XLI, 4-19-18)

Secs. 15-1061—15-1069. - Reserved.

Editor's note— Ord. No. 1013-11/16, pt. II, adopted November 7, 2016, amended the Code by repealing former § 15-1061 in its entirety. Former § 15-1061 pertained to early retirement opportunity, and derived from Ord. No. 681-06/11, adopted June 14, 2011; Ord. No. 693-11/11, adopted November 8, 2011; Ord. No. 866-06/14, adopted June 10, 2014.

DIVISION 8. - RESERVED

Footnotes:

--- (10) ---

Editor's note— Ord. No. 1013-11/16 pt. II, adopted November 7, 2016, amended the Code by repealing former div. 8, §§ 15-1070 and 15-1071, in its entirety. Former div. 8 pertained to off campus services, and derived from Ord. No. 631-06/11, adopted June 14, 2011; and Ord. No. 866-06/14, adopted June 10, 2014.

Secs. 15-1070—15-1099. - Reserved.



Emergency Drill Reporting Form

School: Lakeland School	Date: 1/27/21
Individual Completing Form: Matt Conrardy	Title: Principal
Time Alarm Sounded: 9:09am	Time Drill Concluded: Varied by Classroom Discussion

Type of Drill:	Notification/Alert Method:	Weather Conditions:	Participants:
<input checked="" type="checkbox"/> Fire/Evacuation <input type="checkbox"/> Lockdown <input type="checkbox"/> Soft Lockdown <input type="checkbox"/> Tornado <input type="checkbox"/> Other _____	<input type="checkbox"/> Bell/Alarm <input type="checkbox"/> Intercom <input checked="" type="checkbox"/> Vocera <input type="checkbox"/> Phone <input type="checkbox"/> Megaphone <input type="checkbox"/> Siren <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain <input type="checkbox"/> Windy <input type="checkbox"/> Snow/Sleet <input type="checkbox"/> Hail _____	<input checked="" type="checkbox"/> School Admin. <input checked="" type="checkbox"/> Teachers/TAs <input checked="" type="checkbox"/> Custodial <input checked="" type="checkbox"/> Students <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Other _____
Timing of Drill:	Problems Found:	Check All That Apply:	Lockdown:
<input type="checkbox"/> Before School <input checked="" type="checkbox"/> During Classes <input type="checkbox"/> Passing Time <input type="checkbox"/> Recess <input type="checkbox"/> Lunch <input type="checkbox"/> Assembly <input type="checkbox"/> After School <input type="checkbox"/> Other _____	<input type="checkbox"/> Alarm not heard <input type="checkbox"/> Students Confused <input type="checkbox"/> Congestion in Hallways <input type="checkbox"/> Prolonged Evacuation <input type="checkbox"/> Other _____	<input type="checkbox"/> Staff unsure of responsibilities <input type="checkbox"/> Weather Issues <input type="checkbox"/> Students Unaccounted <input type="checkbox"/> Noise Issues <input type="checkbox"/> Vocera Communication <input type="checkbox"/> Other _____	<input type="checkbox"/> Unable to lock doors <input type="checkbox"/> Doors left open <input type="checkbox"/> Lights left on <input type="checkbox"/> Staff and students visible <input type="checkbox"/> Blinds left open <input type="checkbox"/> Other _____

Brief Summary of the Emergency/Drill:

We administered our monthly fire drill through the Stop & Think format. We announced the drill over the vocera instead of the intercom because we wanted to make sure that everybody was able to hear the emergency drill clearly throughout the building. There are times when the wifi is not strong enough in certain parts of the building, which causes the vocera to search for the network. If we were ever to have an emergency in the building, it would be more likely that the vocera would be utilized for communication, instead of the intercom. This drill turned out to be a success as we didn't receive any reports of the drill not being heard. This is also a great reminder for our staff of the expectation of always being logged on to the vocera network.