

ORDINANCE NO. xxxx – xx/21

AMENDING SECTIONS OF CHAPTER 15 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO CDEB PROFESSIONAL EMPLOYEES

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

1
2 **PART I: That Section 15-1002 of the Walworth County Code of Ordinances is hereby**
3 **amended to read as follows (additions are underlined; deletions are shown in strike-through**
4 **text):**

5
6 **“Sec. 15-1002. Teacher evaluation.**

7
8 (a) The evaluation process is as follows:

9
10 (1) All monitoring or observation of the work performance of a teacher will be conducted
11 openly and with full knowledge of the teacher. The use of eavesdropping, public address or audio
12 systems and similar surveillance devices will be strictly prohibited.

- 13
14 a. Staff members will be given a Performance Development Plan (PDP) ~~or an~~
15 ~~Educator Effectiveness Evaluation (E3) form~~ with a professional growth
16 summary to complete prior to the formal evaluation at the start of each school
17 year.
18
19 b. Formal or informal observation to include, but not limited to, any aspect of a
20 teacher's day.
21
22 c. Informal meeting after observation for information sharing.
23
24 d. Formal meeting after the evaluation to discuss the PDP ~~or E3~~.

25
26 (2) Teachers on probation will have two evaluations a year during each year of their
27 probationary period. The evaluations will provide feedback on the employee's performance.
28

29 (3) No evaluations will be placed in the teacher's file unless the teacher has had the
30 opportunity to read the evaluation. The teacher will acknowledge that he/she has read the evaluation
31 by affixing his/her signature on the copy to be filed. The Administrator or designee may write up any
32 class visits and if a copy of the evaluation is to be placed in the teacher's file, the teacher will receive
33 a copy of the evaluation and sign the evaluation. If such evaluations indicate deficiencies, the teacher
34 will be given supervisory help.
35

36 (4) The formal evaluation process shall be conducted annually at the end of each school
37 year. This does not preclude administration from conducting ongoing evaluations during the school
38 year as identified in (1), (2), and (3) above. The formal evaluation process conducted at the end of
39 each school year shall be used for the change in salary identified in 15-1041.
40

1 (b) Teachers are encouraged to discuss any class visit with the Administrator or designee,
2 and shall have the opportunity to respond in writing to the evaluation report.”
3

4 **PART II: That Section 15-1011 of the Walworth County Code of Ordinances is hereby**
5 **amended to read as follows (additions are underlined; deletions are shown in strike-through**
6 **text):**
7

8 **“Sec. 15-1011. Vacancies.**
9

10 All vacancies will be adequately publicized by the Administrator in accordance with the
11 following procedure:
12

13 (1) When school is in session, a notice will be posted as far in advance as practicable.
14 Employees who desire to apply for such vacancies will submit their electronic application within the
15 time limit specified in the notice.
16

17 (2) All qualified employees will be given adequate opportunity to make application for
18 such positions, and the WCCDEB agrees to give due weight to the professional background and
19 attainments of all applicants and other relevant factors. In filling such vacancies, full consideration
20 will be given to qualified employees already employed by the WCCDEB, however, management
21 retains the right to hire the most qualified candidate. Applicants will receive ~~written~~ notification of
22 the WCCDEB's decision.
23

24 (3) Personnel shall be informed of new or vacant teaching positions by posting the vacancy
25 on the County web site and the DPI WECAN web site. ~~The notice of vacancies and new positions~~
26 ~~shall contain the type of program, location, starting date and closing date for applications.~~
27

28 (4) Management retains the right to transfer and reassign staff. Notice of the transfer or
29 reassignment will be given to the employee as soon as possible. Such transfers or reassignment shall
30 be within the teacher's area of certification/licensure.”
31

32 **PART III: That Section 15-1021 of the Walworth County Code of Ordinances is hereby**
33 **amended to read as follows (additions are underlined; deletions are shown in strike-through**
34 **text):**
35

36 **“Sec. 15-1021. Notice of retirement/resignation.**
37

38 An employee deciding to retire/resign from employment shall submit their notice of
39 retirement/resignation to the WCCDEB in writing by on or before April 15. The April 15 date may
40 be waived by agreement of management.”
41

42 **PART IV: That Section 15-1022 of the Walworth County Code of Ordinances is hereby**
43 **amended to read as follows (additions are underlined; deletions are shown in strike-through**
44 **text):**
45

46 **“Sec. 15-1022. Layoffs.**

1 (a) If necessary to decrease the number of full or part time positions within programs or
2 levels (early childhood, primary, etc.) of instruction of the WCCDEB, the WCCDEB may fully or
3 partially layoff the necessary number of employees (part-time employees will not be covered under
4 this section unless their present contract is reduced by more than 50 percent). Seniority shall be
5 taken into consideration when layoffs are identified.

6
7 (b) In the event the WCCDEB anticipates that layoffs will be necessary, the employee(s)
8 so affected will be notified in person or by registered mail on or before May 1 for the following
9 school year.”

10
11 **PART V: That Section 15-1030 of the Walworth County Code of Ordinances is hereby**
12 **amended to read as follows (additions are underlined; deletions are shown in strike-through**
13 **text):**

14
15 **“Sec. 15-1030. School calendar.**

16
17 The yearly school calendar will be developed by the WCCDEB with input from the CDEB
18 professional employees. The school term shall commence on or after September 1, or as otherwise
19 permitted by law, and shall include the minimum number of ~~school days~~ instructional minutes
20 meeting State standards. When school is closed by order of the ~~School District Administrator or the~~
21 Director of Special Education because of inclement weather or other related emergencies and
22 teachers are not required to report, teachers shall be required to make up days necessary to meet the
23 current 190-day teacher contract requirement.”

24
25 **PART VI: That Section 15-1044 of the Walworth County Code of Ordinances is hereby**
26 **amended to read as follows (additions are underlined; deletions are shown in strike-through**
27 **text):**

28
29 **“Sec. 15-1044. Course approval.**

30
31 (a) Courses taken for the purposes of license renewal, ~~PI-34~~ licensure, or courses used as a
32 part of the employee's Performance Development Plan (PDP) ~~or Educator Effectiveness Evaluation~~
33 ~~(E3)~~ must be approved by the Administrator prior to beginning of each course.

34
35 (b) The WCCDEB will reimburse teachers for a maximum of six approved credits at the actual
36 cost of tuition, not to exceed \$450.00 per credit every five years, beginning with the date of their
37 most recent license renewal. Reimbursement for credits is based on the school year, including
38 summer school of the year just completed.

39
40 (c) Approval for credits will only be granted for courses taken ~~at~~ through an accredited college
41 or university or as otherwise approved by the administration.

42
43 (d) Upon completion of the course, an official grade report or official transcript as well as
44 documentation of payment for the course must be received prior to the following September 1 to
45 obtain reimbursement for the cost of the course(s) pursuant to 15-1044(b).

1 (e) In certain circumstances, a course may be extended beyond the original completion date or
2 a grade report may not be available prior to September 1. In order for appropriate reimbursement, the
3 employee must submit another course approval form to administration. Approval of the extension
4 will only be considered if the college or university provides formal, written documentation
5 indicating the reason(s) for the course extension or late grade report. With administration approval,
6 the course(s) will be reimbursed at the beginning of the following school year provided that all
7 required documentation is submitted prior to the following September 1 and that the individual has
8 not exceeded the maximum six approved credits in that five year cycle."

9
10 **PART VII: That Section 15-1045 of the Walworth County Code of Ordinances is hereby**
11 **amended to read as follows (additions are underlined; deletions are shown in strike-through**
12 **text):**

13
14 **“Sec. 15-1045. Miscellaneous compensation.**

15
16 (a) In addition to base salary, the WCCDEB shall pay compensation for additional job
17 assignments if made and approved by the Director - Special Education as prescribed herein.
18 WCCDEB policies regarding these items will remain in effect.

- 19
20 (1) Special Olympics - \$600.00 per coaching assignment per contract year and \$150.00 to
21 the identified Special Olympics agency head per contract year;
22
23 (2) Summer school and/or homebound instruction - hourly rate shall be set at the rate
24 assigned to step 1 of the employee's regularly assigned salary table;
25
26 (3) ~~PI-34 m~~Mentor - \$300.00 per contract year.
27
28 (4) Team Leader - \$300.00 per contract year.”

29
30 **PART VIII: That this ordinance shall be effective upon passage and publication.**

31
32 **PASSED and ADOPTED** by the Walworth County Board of Supervisors this ____th day of
33 _____ 2021.

34
35
36
37 _____
38 Nancy Russell
39 County Board Chair

40
41 _____
42 Kimberly S. Bushey
43 Attest: County Clerk

44 County Board Meeting Date:

45 Action Required: Majority Vote X Two-thirds Vote _____ Other _____

