POLICY 122

The Operating Policies

For

Big Foot Area School Association

And Big Foot High School

Section I

Philosophy and Purpose of the Association

Section II

The Association Board of Education

Section III

Policies Relating to the Association Administrator

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Policies Relating to the Professional Staff

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Section I

The Membership, Mission, and Goals of the Association

The Big Foot Area School Association is composed of the following member districts: Walworth UHS, Fontana Jt. #8, Linn Jt. #6, Sharon Jt. #11 and Walworth Jt. #1.

The mission of the Association is to:

1. Provide a forum where coordination between elementary and secondary

programs can be effected, where cooperative activities can be organized, and where outstanding programs can be shared.

2. Provide leadership in matters which are inter-district in nature.

3. Provide a means for sharing services, resources, and personnel among

member school districts.

4. Contribute to the effectiveness, efficiency, and excellence of the educational

programs of member districts.

The goals of the Association are as follows:

1. To employ an administrator to carry out the goals and objectives of the

association.

2. To assess local educational programs with a view to coordinating programs

and achieving logical articulation of programs between elementary and secondary levels.

3. To assess innovative educational programs and current educational

research with a view toward implementing relevant new programs in the Big Foot Area Schools and promoting the sharing of ideas among area schools.

4. To strengthen the cooperative relationship between boards of education,

administrators, and teachers, thus identifying and achieving better understanding of roles and responsibilities.

5. To identify and aggressively pursue funding opportunities at federal, state,

and private levels.

6. To form consortia to implement federal programs and initiative (mandates).

7. To contract instructional and non-instructional personnel to serve in more than

one district.

8. To develop, implement, monitor, reassess, and revise K-12 curriculum in all

disciplines.

9. To develop appropriate programming through the assessment of the needs

of students, parents, instructional staff, non-instructional staff, and boards of education.

10. To plan and implement special programs for students on an area school

basis (i.e. SAP, Milwaukee Symphony, music contests, SADD, athletic contests, academic contests, etc.)

11. To bid and purchase services, instructional materials, supplies, and

equipment.

12. To pool and share materials and human resources.

Section II

The Association Board of Education

1. Representation

The Board membership shall include (1) a representative from each of the local Boards of Education with full voting rights and (2) the head administrator of each of the local schools as ex-officio members.

2. Legal Status

The legal status of a local cooperative service agency is based on section 66.30 of the Wisconsin Statutes: "Intergovernmental Co-operation (1) “Municipality" as used herein includes a city or village, a town, county, school district of regional planning commission. (2) Any municipality may contract with another municipality or municipalities or the state or any department or agency thereof for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by statute. (3) Any such contract may provide a plan for administration of the function or project, which may include, without limitations because of enumeration, provisions as to proration of the expenses involved, deposit and disbursement of funds appropriated, submission and approval of budgets, creation of a commission, selection and removal of commissioners, formation and letting of contracts. (4) Any such contract may bind the contracting parties for the length of time specified therein."

3. Organization

a. The overall authority for the cooperative agency shall rest with

the Association Board.

b. The selection of board representatives to the Association

Board shall be made by each district prior to the May meeting of the Association Board.

c. The officers shall be a President, Vice President, and

Secretary, who shall be elected by the majority vote of the members of Board representatives at the regular May meeting of the Association. The President of the Board shall conduct the meetings and act as spokesman for the Board as they may designate.

d. It is recommended that board representative appointed to

serve on the Association Board have at least two years experience on their school district board. (And be elected/appointed for a three year term.)

4. Meetings

a. The regular meetings of the Association Board shall be held

monthly unless otherwise determined by a majority of the Board. Special meetings may be called by the President or at the request of any two Board representative or administrators. A quorum of four board members shall be required to transact business. A majority vote of the representatives present shall be required for official action. The meeting place of the Board will rotate between the local schools.

b. In order to optimize both the decision making process and the coordination

of association activities, it is recommended that administrators meet the first week of the month, school boards meet the second or third week, and the Association Board meet the fourth or fifth week of the month.

c. The minutes of the proceedings shall be prepared by the Big Foot Area

Schools Association Secretary for the Secretary of the Board and placed in the possession of the members of the Association Board with the agenda before the time of the next regular meeting.

d. The order of business shall follow the prepared agenda.

e. The Association Administrator shall be responsible for publishing or notifying

the local press relative to meeting dates are required by law.

5. Revision of Policies

The policies may be revised, added to, or amended at a regular meeting of the Board.

6. Duties of Board

a. It shall be the responsibility of the Board representatives to act in a similar

capacity as a local district Board of Education representative.

b. The powers of the Board representatives shall be to set policies, issue

contracts as requested by area schools, lay-off or non-renew association staff, negotiate salary schedules for association staff, and exercise general authority in the development, monitoring or discontinuance of association programs.

c. Board representative should come to the Association Board meetings

prepared to render a decision on all items of Association business. This decision may be based on input from the local board and the Association Board as well as facts and issues raised at the time the decision is made.

7. Duties of Administrators

The Administrators of each school system shall be ex-officio members of the Association Board.

They shall serve in an advisory capacity, making recommendations and evaluating activities, programs, and services of the Association.

8. Fiscal Responsibilities

a. The official authority of the Association with respect to financial transactions

is vested with the Big Foot High School Board of Education. These fiscal responsibilities shall include: 1) payroll and related disbursements for Association contracted staff; 2) Payment of invoices for the Association's normal operating expenses.

b. Each member district shall make quarterly payments on the first day of

September, December, March, and June for their assessed share of the total budget.

c. Budget preparation shall be the responsibility of the Association

Administrator. The total operating budget shall be presented to the administrators of member schools and the Association Board not later than May 18t each year. An amended final budget can be prepared and presented to the Association Board no later than October 1 of the operating year.

Section III

Policies Relating to the Association Administrator

1. The Association Administrator shall serve for a term designated by the Association Board

in accordance with state laws and shall be charged with the responsibility of implementing Board policies.

2. The administrator shall direct all activities of the Association.

3. The administrator shall perform and execute those responsibilities assigned by the

Association Board.

4. The administrator shall have the responsibility of recommending for employment all

professional and nonprofessional personnel to the Association Board. Input on these

recommendations shall be provided by the personnel committee.

5. Annually the administrator will provide a formal, written report of Association activities,

a written evaluation of all personnel, and a management plan for the ensuing year.

6. He shall make recommendations for the improvement of educational programs within the

Association and serve as a resource person for innovative educational programs and

educational research.

7. The administrator shall serve as the coordinator for all Title IX programming and process

all grievances related to alleged violations.

8. The administrator shall be responsible for coordinating all phases related to State and

Federal Programs, including: needs assessments, applications, proposals, evaluations, and preparing reimbursement vouchers.

Section IV

A. Policies Relating to the Certified and Non-Certified Staff

1. The Association Board shall hire all personnel. The fiscal agent shall be responsible for

issuing all personnel contracts approved by the Association Board.

2. Personnel employed by two or more member districts must be contracted through the Big

Foot Area Schools Association. Exceptions to this policy are subject to approval by the

Association Board.

3. Personnel of the Association shall be responsible to the Association Administrator

concerning those relationships which pertain to the Association.

4. Each Association staff member will be directly accountable to the administrator of the

school being served.

5. Grievances involving a single school district will be resolved through the grievance

procedure of that district.

6. All grievances involving two or more schools should be submitted to the Association

Administrator. If the grievance cannot be settled by the Association Administrator and the person involved, then the grievance shall be submitted to the respective administrators and the Association Administrator at a regular or called meeting. If the grievance is not resolved at that level, said grievance shall be submitted to the Area Board at the next regularly scheduled meeting. If the decision of the Area Board is not satisfactory to either party, due process will be initiated.

7. When a staff member is absent from school due to illness, the administrator of the school

should be notified immediately. The staff members shall report such absence to the

Association Administrator the day of the absence.

8. Requests for personal absence, except because of illness, shall be made to the

Association Administrator. Requests for extended leaves of absence beyond the contractual agreement are subject to approval by the Association Board.

9. Payment for substitutes will be prorated to the individual districts.

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