**Big Foot Area Schools Policy 891.3**

**Policy Big Foot Area Schools’ Association**

**Operating Policies**

**The Membership, Mission and goals of the Association:**

The Big Foot Area School’ Association is composed of the following member districts: Big Foot Union High School, Fontana Joint #8, Linn Joint #6, Sharon Joint #11, and Walworth Joint #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 education programs

of member districts.

The goals of the Association are as follows:

1. To employ a curriculum coordinator to carry out the goals and objectives of the

association.

2. To assess local educational curriculum with a view of coordinating programs and

achieving logical articulation of curriculum on a JK-13 basis.

3. To assess innovative educational programs and current educational research on a

JK-13 basis with a view to implement relevant new programs in the Big Foot Area Schools and promote 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 initiatives (mandates).

7. To develop, implement, monitor, evaluate, and revise JK-13 curriculum in all

disciplines.

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

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

9. To bid and purchase services, instructional materials, supplies and equipment.

10. To pool and share materials and human resources.

**The Association Board of Education**

1. The board membership shall include (1) a representative from each of the local

Boards of Education with full voting rights and (2) the district 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 66.03.01 of the Wisconsin Statutes: “Intergovernmental Co-operation.”

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 Representative at the regular May meeting of the Association. The President of the Board shall conduct the meetings and act as spokesman for the Board.

d. It is recommended that board representatives 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 representatives or administrators. A quorum of three 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 the Association Board meet the fourth or fifth week of the month.

5. Revision of Policies

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

Board.

6. Duties of the Board Representatives

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 recommended by the area schools administrative team, lay off or non-renew association staff, and exercise general authority in the development, monitoring or discontinuance of association programs and personnel.

7. Duties of the District 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 as well as evaluating BFASA Certified Staff.

8. Fiscal responsibilities

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

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 expense.

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 curriculum coordinator.

The total operating budget shall be presented to the administrators of member schools and the Association Board no later than June 1st each year. An amended final budget can be prepared and presented to the Association Board no later than August 1st of the operating year.

**Policies Relating to the Curriculum Coordinator**

1. The Curriculum Coordinator shall direct all activities pertaining to curriculum and

staff development in consultation with and approval from the BFAS Administrative Team.

2. The Curriculum Coordinator shall perform and execute those responsibilities

assigned by the Association Board and Administrative Team.

3. The Curriculum Coordinator shall make recommendations for the improvement of

educational programs with the Association and serve as a resource person for innovative educational programs and educational research.

4. The Curriculum Coordinator shall serve as the coordinator for all Title programs

and submit reports to the Department of Public Instruction.

5. The Curriculum Coordinator shall be responsible for coordinating all phases related

to State and Federal Programs including: needs assessment, applications, proposals, and evaluations.

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

the school being served.

3. Grievances involving a single school district will be resolved though the grievance

procedures of that district.

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

Administrative Team Leader. If the grievance cannot be settled by the Administrative Team Leader and the person involved, then the grievance shall be submitted to the respective administrators 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.

5. 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 Administrative Assistant of the day of the absence.

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

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

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**POLICY ADOPTED:**  January 14, 1988

**POLICY REVISED:** December 6, 2010

 January 17, 2011