



**NOTICE OF THE MEETING OF THE
POLICY COMMITTEE MEETING
SCHOOL DISTRICT OF NEW LONDON
Thursday, August 15, 2024**



PURPOSE:

The purpose of this committee is to develop, evaluate, and make recommendations for the implementation of policy.

RESPONSIBILITIES:

To support and achieve the purposes of the Policy Committee, the following responsibilities will be incorporated into the Committee's activities and functions:

- Review and/or revise policies.
- Stay current in the field of school law.
- Conduct research into best-practices.
- Seek input from affected individuals.
- Develop policy drafts in the district's format consistent with the philosophy, culture and goals of the Board.
- Recommend draft policies for Board consideration and action.

Public notice is hereby given, as required by law, that the meeting of the Policy Committee of the School District of New London will be held at **3:00 p.m.** on **Thursday, August 15, 2024**, at the District Administration Building, 901 West Washington Street, New London, Wisconsin 54961.

Matters to be taken up and discussed at this meeting are as follows:

A. Public Input

B. Policy/Administrative Guideline review and discussion:

- 535 Assignments and Transfers—Certified Staff
- 535.1 Professional Staff Work Schedules (NO POLICY)
- 535.11 Use of Conference/Preparation Periods
- 536 Reduction in Professional Staff Work Force (NO POLICY)
- 536.1 Resignation of Certified Staff Members
- 536.2 Employee Discipline
- 536.4 Non-Renewal of Certified Staff Contracts
- 538 Employee Evaluation Program
- 539 Miscellaneous Professional Staff Policies (NO POLICY)
- 539.1 Intellectual Property/Outside Activities of Staff
- 540 Support Staff Policies (Section Title)
- 541 Support Staff Positions (See 531)
- 543 Support Staff Recruiting and Hiring (NO POLICY)
- 543.1 Background Checks (See 533.1)
- 542.2 Support Staff Salaries/Fringe Benefits (NO POLICY)

Notice is hereby given that members of the School Board may be present at this committee meeting. Although this may result in a quorum of the School Board being in attendance and, therefore, constitute a "meeting" of the School Board pursuant to State ex. Rel. Badke v. Greendale Village Board, 173 Wis.2d 553 (1993), the School Board will not take any action at this committee meeting.

- 542.21 Health Insurance—Continued Coverage Upon Termination of Employment (See 532.21)
- 542.3 Support Staff Leaves and Absences (NO POLICY)
- 542.31 Family and Medical Leave (See 532.31)
- 544 Substitute Support Staff Members
- 545 Assignments and Transfers—Support Staff
- 546 Reduction in Support Staff Work Force (NO POLICY)
- 546.1 Resignation of Support Staff Members
- 546.2 Employee Discipline (See 536.2)
- 546.21 Suspension and/or Dismissal of Support Staff Members
- 548 Employee Evaluation Program (See 538)
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C. Establish date and time for next meeting

Notice is hereby given that members of the School Board may be present at this committee meeting. Although this may result in a quorum of the School Board being in attendance and, therefore, constitute a “meeting” of the School Board pursuant to State ex. Rel. Badke v. Greendale Village Board, 173 Wis.2d 553 (1993), the School Board will not take any action at this committee meeting.

**SCHOOL DISTRICT OF NEW LONDON
POLICY REVIEW**

Name of Policy	Policy Changes	Admin Guideline Changes
535 Assignments and Transfers—Certified Staff	No change	N/A
535.1 Professional Staff Work Schedules (NO POLICY)	N/A	N/A
535.11 Use of Conference/Preparation Periods	N/A	No change
536 Reduction in Professional Staff Work Force (NO POLICY)	N/A	N/A
536.1 Resignation of Certified Staff Members	Addition of a letter of resignation being “signed” when possible.	N/A
536.2 Employee Discipline	No change	N/A
536.4 Non-Renewal of Certified Staff Contracts	No change	N/A
538 Employee Evaluation Program	No change	N/A
539 Miscellaneous Professional Staff Policies (NO POLICY)	N/A	N/A
539.1 Intellectual Property/Outside Activities of Staff	No change	No change
<i>540 Support Staff Policies (Section Title)</i>	N/A	N/A
541 Support Staff Positions (See 531)	N/A	N/A
543 Support Staff Recruiting and Hiring (NO POLICY)	N/A	N/A
543.1 Background Checks (See 533.1)	N/A	N/A
542.2 Support Staff Salaries/Fringe Benefits (NO POLICY)	N/A	N/A
542.21 Health Insurance—Continued Coverage	N/A	N/A

Upon Termination of Employment (See 532.21)		
542.3 Support Staff Leaves and Absences (NO POLICY)	N/A	N/A
542.31 Family and Medical Leave (See 532.31)	N/A	N/A
544 Substitute Support Staff Members	No change	N/A
545 Assignments and Transfers—Support Staff	No change	N/A
546 Reduction in Support Staff Work Force (NO POLICY)	N/A	N/A
546.1 Resignation of Support Staff Members	Addition of a letter of resignation being “signed” when possible.	N/A
546.2 Employee Discipline (See 536.2)	N/A	N/A
546.21 Suspension and/or Dismissal of Support Staff Members	N/A	No change
548 Employee Evaluation Program (See 538)	N/A	N/A

ASSIGNMENTS AND TRANSFERS—CERTIFIED STAFF

Certified staff members shall be assigned to those areas in which they are qualified and certified.

In the event that an assignment change and/or transfer is deemed necessary, staff members shall be notified in accordance with provisions of the current employee handbook.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Employee Handbook

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 535.11 - USE OF CONFERENCE/PREPARATION PERIODS

The periods during which a teacher doesn't have scheduled classes are intended for planning and working with students. Teachers should be available for giving remedial help, make up work after absences, and assisting students as necessary. Teachers should not wait for a student to request help, but should schedule it if the need is apparent.

ADOPTION DATE: January 10, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

RESIGNATION OF CERTIFIED STAFF MEMBERS

A signed (when possible) written notice of resignation shall be filed with the District Administrator when a certified staff member wishes to be released from his/her contract. The Board shall officially act on the contract release of teachers in the District.

A certified staff member shall be required to pay liquidated damages for release from his/her contract in accordance with provisions of the employee contract.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

Addition of a letter of resignation being "signed" when possible.

EMPLOYEE DISCIPLINE

The Board has the expectation that employees will follow Board policies and various rules and regulations that have been promulgated by state government or developed in individual buildings and departments within the school district. The administration is responsible for insuring that Board policies and other state or local rules are followed. When policies or rules are not followed, the administration will investigate and if necessary, take action in accordance with the employee handbook and state law.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Employee Handbook

LEGAL REFERENCE:

No changes

NON-RENEWAL OF CERTIFIED STAFF CONTRACTS

Non-renewal of certified staff member contracts shall be done in accordance with state law and provisions of the current employee handbook.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Employee Handbook

LEGAL REFERENCE: Wis. Stat. Sec. 118.22

No changes

EMPLOYEE EVALUATION PROGRAM

The District Administrator shall implement and assure the operation of a program of evaluation according to approved administrative procedures to assure a high level of performance by all employees.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

INTELLECTUAL PROPERTY/OUTSIDE ACTIVITIES OF STAFF

- A. As a general rule and absent an agreement to the contrary, materials developed by teachers within the scope of their employment are automatically owned by the school district.
- B. When the district commissions a third party vendor to produce a copyrighted product such as marketing, customized software, or other significant software, a written agreement will be entered into outlining who owns the copyright rights.
- C. The Board of Education directs the District Administrator to promulgate the guidelines so that professional staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district. If such situations threaten a staff member's effectiveness within the school system, the District Administrator will evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

ADOPTION DATE: April 12, 2010

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline
Employee Handbook

LEGAL REFERENCE: Federal Copyright Laws

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE

539.1 - INTELLECTUAL PROPERTY/OUTSIDE ACTIVITIES OF STAFF

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials which might be considered for publication and/or production, which identify the district in any manner, will be cleared with the District Administrator prior to publication and/or production.
- C. Staff members doing a presentation representing the district must have the presentation reviewed by an administrator.
- D. Parties will enter into a written agreement that assigns the copyright and intellectual property rights as follows:
 - 1. Intellectual property developed by an employee(s) of the district within the scope of their employment becomes the intellectual property of the district. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members will remain the property of the district. The district will retain all rights and privileges pertaining to the ownership thereof.
 - a. In the event that any of these products have commercial possibilities, the District Administrator is authorized to secure copyrights, patents, etc., which will ensure the ownership of the product by the district.
 - 2. Intellectual property developed by an employee(s) of the district outside of the scope of employment without any other compensation by the district becomes the intellectual property of the individual. Rights to copyrights or patents of books, materials, devices, etc., developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:
 - a. The books, materials, devices, etc., were prepared without the use of district data, facilities, and/or equipment;
 - b. The district is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
 - c. The staff member does not become involved in any way in the selling of the product to the district.
 - i. The final decision regarding whether materials were produced independently of any work assignment, and/or

without using school equipment, facilities, data, or equipment rests with the District Administrator who will submit such decisions to the Board.

- ii. Professional staff members who desire to publish or produce materials on their own time should make such action known to the District Administrator prior to the time such work is started in order that proper procedures can be established to assure that district interests and the interests of the staff member are protected.
3. The District Administrator is authorized to negotiate with third party vendors, appropriate agencies, or individuals including staff members for the production and distribution of products with commercial appeal. Such negotiations will ensure fair and appropriate compensation, including the sharing of royalties, for those vendors, agencies, or individuals, including staff members, who developed the products. Third party vendor agreements will be developed on a case-by-case basis with an understanding that the propriety rights of the vendor may necessarily supersede those of the district.

E. Guidelines for outside activities:

1. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
2. Staff members will not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
3. Staff members will not engage in business transactions on behalf of private enterprises in which he/she may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
4. Special arrangements including "early bird" programs or late day preparation periods enabling early release will not be made to accommodate secondary employment outside of the district.
5. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.

ADOPTION DATE: April 12, 2010

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Policy 539.1 Intellectual Property/Outside Activities of
Staff
Employee Handbook

LEGAL REFERENCE: Federal Copyright Laws

No changes

SCHOOL DISTRICT OF NEW LONDON

POLICY 544

SUBSTITUTE SUPPORT STAFF MEMBERS

Substitute support staff members may be employed by the District for short or long-term periods of time in the absence of the regular employee in accordance with provisions of the current employee handbook or personnel policies.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Employee Handbook

LEGAL REFERENCE:

No changes

ASSIGNMENTS AND TRANSFERS—SUPPORT STAFF

Support staff members shall be assigned by the District Administrator, or designee, in accordance with their job specifications and provision of the current employee handbook. Transfers may be made in the interest of the district and/or the employee.

ADOPTION DATE: January 10, 2000

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE: Employee Handbook

LEGAL REFERENCE:

No changes

RESIGNATION OF SUPPORT STAFF MEMBERS

Support staff members who desire to terminate employment shall be required to submit a **signed (when possible)**, letter of resignation, in accordance with provisions of the current employee handbook or personnel policies.

ADOPTION DATE: February 6, 2002

REVISION DATE(S): February 12, 2018

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

Addition of a letter of resignation being "signed" when possible.

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE

546.21 - SUSPENSION AND/OR DISMISSAL OF SUPPORT STAFF MEMBERS

Support staff members shall be suspended or dismissed in accordance with provisions of the current employee handbook or personnel policies. Only the district Administrator shall have the authority to suspend or dismiss support staff members.

ADOPTION DATE: January 10, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes