



**THE SCHOOL DISTRICT OF  
NORTH FOND DU LAC**

**EDUCATOR GUIDE**

# **DISTRICT PURPOSE**

*We will...dedicate our work to serve, inspire, and Champion ALL NFDL students through love, laughter, and empathy, in a culture that creates intentional experiences for others (students, staff, families, community) SO that... together we will grow through meaningful relationships and reach high levels of achievement as WE passionately learn to become the best versions of ourselves. LET'S FLY!*

**“Working Together for the Success of All”**

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[www.nfdlschools.org](http://www.nfdlschools.org)

# **THE SCHOOL DISTRICT OF NORTH FOND DU LAC**

## **ACKNOWLEDGMENT OF RECEIPT OF**

### **EDUCATOR GUIDE**

*A copy of this Acknowledgement (signed by you) will be placed in your personnel file*

I acknowledge that I have received and reviewed a copy of the School District of North Fond du Lac Policies and Educator Guide. I understand that it is my responsibility to read the Guide and seek clarification from the district administrator's office if I do not understand any portion of the Guide or the corresponding policies. I understand that this Guide states the School District of North Fond du Lac's policies and procedures in effect on the date of publication. I also understand that these policies and procedures will be reviewed on a continual basis and may change.

I understand that the Guide is not a contract or a guarantee of future employment, future benefits or a binding contract with the School District of North Fond du Lac. I understand that except as may be provided by a contrary provision in an applicable collective bargaining agreement, in the policies contained in the Guide, or individual written employment agreement approved by the School Board, my employment is at will for the first three years of my employment and beginning in the fourth year I will be afforded due process and appropriate just cause if I am to be terminated or non-renewed by the School District of North Fond du Lac

Finally, I understand that it is very important that I return this acknowledgement no later than September 15<sup>th</sup> to the District Office. If I fail to return this acknowledgement signed, I understand that my employment will be in jeopardy.

\*In addition to the Guide, I acknowledge that I have reviewed and completed the following trainings located on the Pitch (Staff Resource) Website:

***Blood Borne Pathogens***

***Student Confidentiality***

***Mandatory Reporting***

Employee Signature: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Policies on-Line

***Make sure to review all policies, specifically Section 3000***

All Policies that govern employment in the School District of North Fond du Lac are available online at <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies>. Section 3000 contains the majority of policies that relate to Educators. An Educator is responsible for being familiar with all policies that pertain to employment and expectations of an Educator in the District.

Please make sure to review new policy **1421 – Criminal History Record Check and Employee Self-Reporting Requirements**. This is a new policy that is a response to new legislation requiring all employees to report if they have had any arrests, indictments, convictions, no contest or guilty pleas, or any other adjudication for any criminal or municipal offense (THIS DOES NOT APPLY TO MINOR TRAFFIC/PARKING INCIDENTS). Also make sure to review policy **3310 – Employee Expression in Non Instructional Settings**, it was updated in April 2022.

## Appendix

***Beginning after the Guide is the Appendix with all the supporting documents and financial information that are referenced and associated with the Educator Guide. The following policies and documents are included in the Guide:***

- AESOP Standards of Procedure
- Calendars for 2023 – 2024
  - District Family
  - Treffert Way Family
  - Staff
- Compensation Documents
  - Salary and Benefits Summary
  - Family Savings Plan Insurance Option
  - Extra Duty Positions and Pay Amounts
  - Extra Duty Event Pay
  - Educator Salary Compensation Advancement Plan (ESCAP)
- Educator Contract
- Educator Job Description
- Purchasing Instructions
- District Policy for Reporting Child Abuse and Neglect
- Transportation Agreements – School Vehicle and Personal Vehicle

# Educator Guide Introduction

## Overview - Summary

The School District of North Fond du Lac (District) Educator Guide (Guide) is an outline of policies and procedures that are designed to support an environment that creates hope, provides stability, allows for compassion and fosters trust for all educators and associates. ***The School District of North Fond du Lac's staffing mission is to serve the educational, social and emotional needs of all the students in our community through creating an environment that promotes professionalism, allowing the District to recruit, attract, hire, develop and maintain a world-class education and support staff.***

The Guide refers to an educator throughout the document. An educator is defined as any person who holds a teacher's certificate issued by the Wisconsin Department of Instruction (Chapter 118.19 WI SS), and is employed in a teaching position within the District.

The Guide is designed to make educators aware of policies, procedures, rules and regulations and to provide for structure and order to best help the District function and provide stability to each educator. Most employment questions are answered by the Guide. Should there be any confusion or item that is not covered, these questions should be immediately directed to the district administrator.

None of the statements, policies, procedures, rules or regulations contained within the Guide guarantees employment or can be construed as an employment contract. Educators, for their first three years of employment in the District are considered "at will" employees and employment is not for any specific period, unless otherwise set forth in writing by individual contract approved by the School Board or statute. As an Educator in the School District of North Fond du Lac enters his or her fourth year of employment, he or she is afforded due process and just cause for disciplinary, termination and non-renewal actions. The School District of North Fond du Lac reserves the right to edit, add, delete, and change the Guide at any time through recommendations from the district administrator and by following the Guide Adoption Policy.

# Educator Code of Ethics

Originally developed by Association of American Educators  
<http://aaeteachers.org/index.php/about-us/aae-code-of-ethics>

The School District of NFDL is a proponent of and practices the Strengths Philosophy and Servant Leadership. In order to fulfill the mission of meeting the needs of our students, the District has adopted the *Educator Code of Ethics*. *These four principles are a collection of statements that set the high level of expectations the School District of North Fond du Lac expects of each educator (educator defined as a professionally licensed teacher that is employed as a teacher in the District) as he or she performs the necessary tasks to help all students succeed. Any violation of the Educator Code of Ethics can result in disciplinary action, up to and including termination.*

## OVERVIEW

- The professional educator strives to create a learning environment that nurtures to fulfillment the potential of all students.
- The professional educator acts with conscientious effort to exemplify the highest ethical standards.
- The professional educator responsibly accepts that every child has a right to an uninterrupted education free from strikes or any other work stoppage tactics.

## PRINCIPLE I: Ethical Conduct toward Students

*The professional educator accepts personal responsibility for teaching students character qualities that will help them evaluate the consequences of and accept the responsibility for their actions and choices. We strongly affirm parents as the primary moral educators of their children. Nevertheless, we believe all educators are obligated to help foster civic virtues such as integrity, diligence, responsibility, cooperation, loyalty, fidelity, and respect-for the law, for human life, for others, and for self.*

*The professional educator, in accepting his or her position of public trust, measures success not only by the progress of each student toward realization of his or her personal potential, but also as a citizen of the greater community of the republic.*

1. The professional educator deals considerately and justly with each student, and seeks to resolve problems, including discipline, according to law and school policy.
2. The professional educator does not intentionally expose the student to disparagement.
3. The professional educator does not reveal confidential information concerning students, unless required by law.
4. The professional educator makes a constructive effort to protect the student from conditions detrimental to learning, health, or safety.
5. The professional educator endeavors to present facts without distortion, bias, or personal prejudice.

## **PRINCIPLE II: Ethical Conduct toward Practices and Performance**

*The professional educator assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.*

*The professional educator endeavors to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.*

1. The professional educator applies for, accepts, or assigns a position or a responsibility on the basis of professional qualifications, and adheres to the terms of a contract or appointment.
2. The professional educator maintains sound mental health, physical stamina, and social prudence necessary to perform the duties of any professional assignment.
3. The professional educator continues professional growth.
4. The professional educator complies with written local school policies and applicable laws and regulations that are not in conflict with this code of ethics.
5. The professional educator does not intentionally misrepresent official policies of the school or educational organizations, and clearly distinguishes those views from his or her own personal opinions.
6. The professional educator honestly accounts for all funds committed to his or her charge.
7. The professional educator does not use institutional or professional privileges for personal or partisan advantage.

## **PRINCIPLE III: Ethical Conduct toward Professional Colleagues**

*The professional educator, in exemplifying ethical relations with colleagues, accords just and equitable treatment to all members of the profession.*

1. The professional educator does not reveal confidential information concerning colleagues unless required by law.
2. The professional educator does not willfully make false statements about a colleague or the school system.
3. The professional educator does not interfere with a colleague's freedom of choice, and works to eliminate coercion that forces educators to support actions and ideologies that violate individual professional integrity.

## **PRINCIPLE IV: Ethical Conduct toward Parents and Community**

*The professional educator pledges to protect public sovereignty over public education and private control of private education.*

*The professional educator recognizes that quality education is the common goal of the public, boards of education, and educators, and that a cooperative effort is essential among these groups to attain that goal.*

1. The professional educator makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.

2. The professional educator endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in his or her classroom.
3. The professional educator manifests a positive and active role in school/community relations.

**Related Policies:** Available online at - <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies>

**Related Information:** District Policy for Child Abuse and Neglect Reporting

## **Benefits**

### **Health and Dental**

The District will make available group health and dental insurance plans to each educator who is employed for at least 50% employment and who meets the insurers' eligibility requirements. Educators employed 50% - 69% will be eligible for a single health and dental insurance plan. All educators with 70% - 100% will be eligible for a family health and dental insurance plan. Unpaid voluntary leave extending over 30 days will result in loss of benefits. The Board of Education, through input from the Insurance Committee reserves the right to change insurance plans, insurance benefits, and insurance carriers. Taking unpaid leave will have an impact on the educator's cost of insurance.

*\*Addendum and clarification with current process (2023): Educators beginning with NFDL will be eligible for insurance on the first inservice day. Educators leaving prior to the end of the school year will retain insurance through the end of the month. Educators leaving at the end of the school year will retain insurance through August.*

### **Flexible Spending Plans**

The District will offer a Cafeteria Plan under IRS Code Section 125 for a flex benefit plan.

### **Family Savings Plan**

Employees interested in waiving insurance may be eligible for the Family Savings Plan. \*Those receiving cash in lieu prior to Jan 1st 2022 will be grandfathered in.

### **Life Insurance**

The District will offer life insurance as an option at educator expense.

### **Long-term Disability**

The District will provide long-term disability insurance to insurance eligible educators at the District's expense.



## **Post-Employment Benefit**

1. Eligibility criteria and procedures
  - Must have accumulated at least fifteen (15) years of District service.
  - Must have reached the minimum age of fifty-seven (57) by August 31 following the employee's last workday.
  - Submitted a retirement letter to the Board of Education and District Administrator by March 15<sup>th</sup>.
2. To be paid into a HRA in equal annual installments over 5 years and used for the purchase of health insurance or qualified expenses. Eligibility at retirement establishes the benefit amount.
  - Family/Dependent \$12,600 annually (\$63,000)
  - Single \$8,400 annually (\$42,000)
  - The amount set at retirement is the amount divided into 5 equal payments. Payout benefit does not change if insurance status (family/dependent or single) changes during five years.
  - Benefit ends at death for single plan retirees (any balance in HRA forfeited) and ends when no eligible spouse or dependents at death for family plan retirees (any balance in HRA forfeited).
  - Retirees who are less than 1.0 FTE in year of retirement shall receive prorated benefit computed off of calculation of weighted FTE over last fifteen years of District service.
3. Board has no insurance premium obligations.
4. Sick leave payout into a HRA \$200 per day of unused sick leave from day 61-120 (Maximum benefit of \$12,000 – This amount is paid out in equal installments over 5 years and placed in the same HRA listed above.

## **Short-term Disability**

The District will offer short-term disability as an option at educator expense.

## **Tax Sheltered Annuity Contributions**

The District shall transmit all tax-sheltered annuity deductions, taken on behalf of the participating educator, to the appropriate receiving companies twice a month if billed by the company, provided there is uniformity of treatment for all subscriber annuitants on a company-by-company basis.

# Calendar

## **Development**

The calendar will be developed on a yearly basis by the District's Calendar Committee (led by appointed administrator). Educators will receive four paid holidays: Labor Day, Thanksgiving, MLK Day, and Memorial Day. The 2023-2024 calendars are located on-line and in the Appendix.

## **Inclement Weather/Emergency Day Make Up**

All days missed due to inclement weather and/or other emergencies, after the first such day, will be rescheduled according to the calendar. **\*Virtual Day Language** All schools in Wisconsin have instructional minutes that are set by the Department of Public Instruction (DPI). The total of the yearly instructional minutes at Secondary Schools includes the allocation of two "snow" days as a buffer to account for school closings related to inclement weather. Once these "snow" days are used, additional weather-related school closings can lead to a loss of instructional minutes that need to be made up by adding extra days or minutes to the current school calendar or daily bell schedule. As such, the School District of North Fond du Lac is going to establish Virtual Learning Days during weather-related school closings in the future. Virtual Learning Days will prevent adding additional days or minutes to the current school calendar or daily bell schedule at BAMS.

Virtual Learning Days will be announced to students, staff, and families via a District message in the event of school cancellation. Students will be expected to log into each class via Google Classroom and access an assignment posted by their instructor. Once the student completes the assignment and submits their work, their teacher will mark them present for that hour of learning. Students will be highly encouraged to submit questions during virtual learning days to their teachers via email. Teachers will have office hours posted in their Google Classroom. As a friendly reminder, please make sure that students bring their Chromebooks and charger home on a daily basis, especially when the forecast may look favorable for some bad weather.

### Virtual Learning Days - Details

- Teachers will post the day's lesson plan to their Google Classroom by 8:30 am. Students can find the plans in the module as well as in the announcement.
- Teachers will be available via email during their listed open office hours on Google Classroom. Students are encouraged to reach out to their teachers to ask questions and get support.
- Attendance will be taken based on the completion of assigned tasks. If a student is unable to complete assigned work due to extenuating circumstances, the student should inform their teacher upon returning to school or via email.

# **Compensation In Addition to Base Wages**

The District will use the Educator Salary Compensation Advancement Plan (approved by the Board of Education in November of 2013) to guide salary increases and bonuses. This plan is included in the Appendices and is also available on the District web page under “Staff Resources.” Base Wage for the 2023– 2024 school year will be \$43,000. For Coaches and Extra Duty Assignments the pay will be calculated using basing wage for the 2023 – 2024.

## **Special Project Pay**

At the discretion of the administration, the special project pay rate will be \$17.00 per hour. This includes curriculum work as well as other district approved work. [KWKT](#)

## **Extended District Required Professional Development (Outside of Contract)**

District required professional development that is over 40 hours (consecutive – interpretation up to District Administrator) compensated at curriculum rate up-to 8 hours a day (example, initial Project Lead the Way Training).

## **Extra Duty Pay**

The Extra Duty Pay Schedule for coaching and advisorship is located in the appendices of this Guide. This Schedule will be continually re-evaluated. Any administratively assigned extra duty, other than those listed in Extra Duty Event Pay in the Appendix shall be compensated at **\$10 per hour**.

## **Garnishments**

Garnishments will be made according to State and Federal guidelines

## **Internal Substitute Pay**

All educators that substitute during his or her preparation period or during a lunch period will be compensated \$17.00 per period. One exception is at FLC when a substitute is not secured for a grade level teacher, the students will be divided to other teachers in that grade level. The compensation for an entire day of having extra students is \$40 and for a half day is \$20 per educator with extra assigned students. Also at FLC if the educator’s students do not have an encore class and the students stay with the educator through his or her preparation time, the educator will be compensated \$20 for an hour class and \$10 for a 30 minute class.

## **Payroll**

All educators must fill out a payroll option sheet (at the beginning of employment in the District) that will be kept in his or her personnel file that identifies the payroll option of a contract year or twelve month basis.

## **Summer School Pay**

Teachers will be paid \$30.00 per hour for teaching summer school. Teachers will be paid for six (6) hours of preparation/moving time which includes compensation for any opening summer school staff meeting.

## **Overload Pay**

Educators officially assigned a workload without a prep will be compensated an extra 1/7 of the educator salary up to \$8,000 (at the time the contract was offered) for a school year or \$4,000 for a semester.

# **Emergency and Safety Procedures**

## **District Communication System**

The District will use a notification system to communicate school closing and other important information. Educators must have current information on file at all times. It is each educator's responsibility to update his or her contact information with the District Office.

## **Workplace Safety**

Safety of students and staff is of the utmost importance in the District. It is the responsibility of educators to utilize all safety precautions. If there are any questions about safety practices, consult an administrator for assistance

## **Work Day Injury Reporting Process**

Each educator must report all injuries to his/her immediate supervisor or designee and fill-out the appropriate paperwork. The educator must also follow the District procedure to seek medical advice and treatment for injuries that were incurred while working. For any injuries that occur at the School District of North Fond du Lac, the first step is to call Medcor from the school's main office. Medcor will advise the educator what to do regarding the injury. The advice should be taken seriously. Once the educator talks with Medcor, he or she must notify the building principal or the building office staff what Medcor has advised to do to treat the injury. The

second step is to fill-out the School District's internal accident report (as soon as possible). This report goes to the school's office. Medcor contact info:

Medcor  
On-Line Injury  
Assessment Service  
Call: 1-800-775-5866  
[www.medcor.com](http://www.medcor.com)

## **Email**

Email is a wonderful communication tool. However, please keep the following considerations in mind. First, don't engage in a back and forth dialogue through email. If any issue or question isn't cleared up or resolved through an initial response or interaction, pick up the phone or schedule a face to face conversation. Second, please also keep in mind that all email is subject to Open Records.

Finally, as we are all well aware, words can be misunderstood, read and interpreted differently by different people and may not reflect the tone that the writer is intending to convey.

For emails to internal staff, people in the [@nfdlschools.org](mailto:@nfdlschools.org) domain (you can always email people outside the [@nfdlschools.org](mailto:@nfdlschools.org) domain, including parents and family correspondence if necessary) please adhere to the following times **Monday - Friday 7am - 5:00 p.m., no email on Saturday or Sunday unless part of a weekly newsletter to staff, families or students.** If you are working during the hours when email is not to be sent, please use the "Schedule send" option to send your email at the appropriate time the following day.

**If there is important information to be shared – TEXT or CALL!**

## **Employment Provisions**

### **Discipline**

All educators are responsible for following the Educator Guide.

### **Equal Opportunity Employer**

The School District of North Fond du Lac is an equal opportunity employer and does not discriminate on the basis of age, race, creed, religion, color, physical, mental, emotional or learning disability, marital or parental status, pregnancy, sex, national origin, ancestry, sexual orientation, arrest record, conviction record or military service. All educators of the District are required to comply with provisions of Title VI of the Civil Rights Act and Title IX of the 1972

Educational Amendments. For additional information on the nondiscrimination policy and/or complaint procedure, contact the District Office at (920) 929-3750.

## **Grievance Procedures**

A grievance procedure has been developed and adopted as policy by the District to deal with issues of employee discipline, employee termination, and workplace safety. This procedure is attached in the Appendix to this Guide.

## **Job Postings - Assignments**

In general, teaching and co-curricular vacancies (as determined by the District) will be posted and emailed to all educators for 5 working days (if there are internal moves within a school with current staff, these positions may not be posted). The administration retains full rights to fill all open positions and assignments of duty. An educator who would like to be transferred to a different position within the District should notify the district administrator. All requests will be taken into consideration, but the district administrator holds the discretion for all educator assignments.

## **Mentor/Peer Educator Teammate (PET) Program**

The District will provide support for all new educators (regardless of previous experience). Each new educator will be assigned either a mentor or a PET. This support educator will follow the expectations provided in the Mentor/PET Handbook. Each mentor will be paid \$750 and PET will be paid \$300 through an extra duty contract. The payment for this duty will be made at the end of the school year in June.

## **Personnel Files**

See policies online at - <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies>

## **Probationary Period**

All educators will be on probation for the first three years of employment unless otherwise negotiated with the administration. Educators beginning his or her fourth year will be afforded just cause for termination, non-renewal and discipline (as defined by the District Grievance Procedure Policy).

## **Supervision and Evaluation**

A. The District has adopted the Educator Effectiveness model developed in concert with CESA 6. This evaluation tool will be utilized every year for all educators. For probationary educators, the educator will be formally evaluated with observations on a yearly basis (for the first two years). All non-probationary educators will be evaluated

on a yearly basis, but only formally observed once every three years (or as deemed necessary by administration). It is the educator's responsibility to follow through with all required components of the Supervision and Evaluation process, including all online requirements. Any questions about the process should be addressed immediately to the educator's supervising administrator.

B. If an educator is evaluated as effective or distinguished, they may be eligible for salary increases as explained in the Educator Salary and Compensation Advancement Plan. The next two years that the educator is not formally evaluated, if they meet the expectations set forth in the Educator Effectiveness model, they will remain designated as effective or distinguished and be eligible for the salary increase.

C. If an educator is evaluated as "in need of improvement" or "developing," they may not be eligible for a salary increase and will remain on "year three formal observation." Also, if an educator is moved to "year three formal observation" because they did not complete requirements or the administrator feels they did not maintain the effective level, that educator will not be eligible for a salary increase and will be put on "year three" the next year.

D. All supervisory observations by District personnel of classroom performance of an educator will be conducted openly.

E. No supervisory written report, including reports of classroom observation, will be placed in the educator's files unless the Personnel File Policy is followed.

F. An educator may submit a written response to the evaluation or supervisory report for insertion in the appropriate educator's file.

G. Substantiated complaints regarding a teacher that are made to the administration by any parent, student, or other person, if reduced to writing, shall be considered a supervisory report. These supervisory reports, or copies, will not be placed in the permanent teacher's file without following the Personnel File Policy.

## **Staff Reductions (Layoffs)**

Staff reduction determinations will be made by the District Administrator with input from the administrative team. Determinations will be based on the needs of the District and student learning. If the District decides to reduce the number of full-time educator positions or the number of hours in any full-time educator position, it will provide educators selected for reduction with a notice of said reduction by complying with deadlines and procedures in Wisconsin Statute § 118.22 (as of July 1<sup>st</sup>, 2015, the statute reads preliminary notice by April 30<sup>th</sup>, and contract issuance by May 15<sup>th</sup>).

## **Family Medical Leave Policy**

*The District has adopted a Family and Medical Leave Policy that conforms to state and federal laws. A copy of that policy can be found at -*

*<https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies/>.*

## **Financial Controls**

See attached Purchasing Instructions – Including the Appendix.

## **Crowdfunding and Fundraising**

Before any educator (or school employee) utilizes a crowd funding application or does fundraising, this must be cleared by their supervising administrator.

## **Procurement Cards and Requisitions**

Every attempt to use school purchasing procedures (procurement cards) should be made before using personal funds and asking for reimbursement. Expenditures must be approved by the educator's principal prior to the purchase being made. If an educator makes a purchase with his or her own funds, an administrator must give written approval upon proof of purchase before reimbursement will be granted. A procedure for purchasing needed items by educators will be completed by the business manager and will become part of the handbook. All requisitions should be done through Skyward (eCommerce). If you have any questions, please ask the District Office for help.

## **Leaves**

### **Bereavement**

Each educator may be granted up to two (2) for each incident of a death to someone close to them (regardless of relationship), at the discretion of the district administrator.

### **Emergency Leave**

The District Administrator may grant emergency leave, at his or her discretion, for unforeseen occurrences which require a sudden and urgent occasion for action by the educator. If granted, the educator will be able to choose to use a sick day for the granted emergency day.



## **Jury Duty**

Any educators called for jury duty shall be allowed to serve and the Board will pay the difference between the teacher's regular rate of pay and any payments received from other sources for payment of such services. Educators are required to endorse and submit the jury check to the district office.

## **Perfect Attendance**

Any educator that does not use any personal days, sick leave, bereavement leave, unpaid leave or emergency leave will be paid a \$300 bonus on a June payroll check. This will be prorated based on hire date and percentage of position.

## **Personal Leave**

Educators will be granted one (1) personal leave day per school year. Educators must request personal leave from their immediate supervisor at least twenty-four hours in advance of the requested leave, except in cases of emergency. An immediate supervisor may approve personal leave at his or her discretion.

A second personal day may be used by an educator if he or she pays the cost of the substitute. This cost will be deducted from the educator's salary. The two personal days may be used consecutively.

The District Administrator may deny the request for personal days if it is determined that the personal leave will cause a shortage of staff in the District (based on the number of educators requesting leave).

Please try not to use any personal days the two weeks before the end of the school year.

A minimum of one-half (1/2) day must be taken for each personal day.

## **Procedure for Securing Substitutes**

The Educator will follow the Frontline Standards of Procedure. Any questions about securing substitutes can be answered by the building principal or the supervising administrator.

## **Sick Leave**

Each educator will be eligible for ten (10) sick days a year. This sick leave can be utilized for personal sickness or care of sick immediate family or members of his or her household. SICK LEAVE CARE OF OTHERS IS NOT TO BE USED IF THERE ARE DAY CARE NEEDS. Educators may only use sick leave for medical appointments when they are unable to be scheduled outside of the regular school day. All sick days must be used in full or half-day

increments. Each educator can accrue up to one hundred-twenty (120) sick days. In his or her last year of employment, the educator will be able to utilize additional sick days (above 120) but at the retirement date, he or she will not be able to accrue more than one hundred-twenty (120) days for post-employment benefit calculation.

An educator may donate up to five (5) sick days per year to anyone (including support staff). The educator who donates cannot donate if they have less than ten (10) days accrued sick leave days – donation of sick leave days cannot be made for maternity or paternity leave. In order to receive donated days; an educator may not have any accrued sick days, must have used all personal days and not be receiving disability pay. Once an educator notifies the district that he/she is retiring or leaving the district, they can no longer donate sick days.

## **Military Leave**

*See the Military Leave Policy.*

## **Unpaid Leave**

Absenteeism for circumstances not listed in the Guide may be granted by the district administrator at his or her discretion and will be subject to a per diem loss of pay, an additional payment per diem for health and dental insurance (amount), and unpaid leave may impact benefit eligibility based on the availability of FMLA. Previous use of unpaid leave will be used in the consideration for approving this leave. All unpaid leave is to be approved or denied by the district administrator.

## **Work Day**

### **Philosophy – Required Work Day**

Committed to provide an outstanding educational program, the educators of the School District North Fond du Lac support a work day schedule that meets the needs of our students, provides for parent access, and allows for collaboration and professional development (Staff Meetings, Parent Meetings, IEPs, etc. can be held outside of these times with no additional compensation).

**Minimum work day hours for each school are as follows:**

- Treffert Way: 7:30am to 3:30pm
- FLC: 8:00am to 4:00pm
- BAMS and HMHS: 7:45am to 3:45pm

### **Duty-Free Lunch**

Each educator will have a thirty (30) minute duty free lunch. A rate of \$17 per hour will be paid to any educator that is required to work through his or her lunch (at the mutual agreement of

administration and the educator). If a staff member volunteers to eat lunch with students or work during his or her lunch, there will be no additional compensation.

## **Hours for In-Service**

All educators are expected to fulfill his or her contracted percentage along with attending all in-service days and parent-teacher conferences in the fall and spring. Any educator that is contracted for less than 100% is responsible for attending all in-service and parent-teacher conferences with no extra pay. Coaches and advisors will not be excused from any in-service, early release or parent-teacher conferences unless the obligation is a competition (a sanctioned event against another school) that was scheduled (not practices or scrimmages).

In-service days will run from 7:30am – 4:00pm. If the in-service days are non-structured, educators are required to be at school for eight hours, specifically from 8am – 12pm and can flex the other four hours before, after, or in a combination of the 8am – 12pm time.

## **Preparation Time**

Preparation times will be provided during Specials at ELC and FLC. At BAMS and HMHS educators will be allowed one (1) period of preparation time. The Treffert Way for the Exceptional Mind will set its own policies as it relates to preparation time.

## **Staff Meetings and IEP Meetings**

The administrator has the right to set staff meeting times and dates. Non-competition (including practices and scrimmages) events do not supersede staff meetings or IEPs for coaches or advisors. These times may be longer than the required work day listed previously. If a longer meeting is going to be scheduled or one outside the required work day, a minimum of 1 week notice should be given to allow the educator to make arrangements if necessary.

## **Vehicles, Meal and Reimbursement**

District vehicles must be used for all school activities. If an educator must use a personal vehicle, advanced permission from administration and student permission slips must be obtained. In the case of students not having a ride home, educators may not provide students a ride home except in cases of emergency and every effort to contact a guardian must be made to obtain permission before giving a student a ride. Anytime an educator chooses to use a personal vehicle, there is an inherent risk taken.

If there is no available district vehicle and an educator must use his or her personal vehicle, the District will reimburse at the current IRS mileage for school business as approved by the District Administrator.

## **IRS Guidelines – Meal Reimbursements**

The District will use IRS guidelines concerning reimbursement of meals while on business.

**One-Day Travel:** Meals purchased by an employee during a one-day seminar or workshop are taxable if reimbursed by the district. This would have to be included on a paycheck and withholding taxes would apply. For this reason, the district will not reimburse meal expenses when the travel does not require an overnight stay. An exception to this would be if the meal cost is included as a required part of the seminar/workshop fee paid by the district.

**Overnight Travel:** When an employee must be traveling away from home (the school) on business and stay overnight, meal reimbursements would be non-taxable to the employee. In this situation, the district will only reimburse meal expenses substantiated with itemized receipts.

# Appendix

## Educator Guide

### Policies Online

*Make sure to review all policies, specifically section 3000*

All Policies that govern employment in the School District of North Fond du Lac are available on-line at <https://go.boarddocs.com/wi/nfdl/Board.nsf/Public?open&id=policies>. Section 3000 contains the majority of policies that relate to Educators. An Educator is responsible for being familiar with all policies that pertain to employment and expectations of an Educator in the District.

Please make sure to review new policy **1421 – Criminal History Record Check and Employee Self-Reporting Requirements**. This is a new policy that is a response to new legislation requiring all employees to report if they have had any arrests, indictments, convictions, no contest or guilty pleas, or any other adjudication for any criminal or municipal offense (THIS DOES NOT APPLY TO MINOR TRAFFIC/PARKING INCIDENTS). Also make sure to review policy **3310 – Employee Expression in Non Instructional Settings**, it was updated in April 2022.

- AESOP Standards of Procedure
- Calendars for 2023 – 2024
  - District Family
  - Treffert Way Family
  - Staff
- Compensation Documents
  - Salary and Benefits Summary
  - Family Savings Plan Insurance Option
  - Extra Duty Positions and Pay Amounts
  - Extra Duty Event Pay
  - Educator Salary Compensation Advancement Plan (ESCAP)
- Educator Contract
- Educator Job Description
- Purchasing Instructions
- District Policy for Reporting Child Abuse and Neglect
- Transportation Agreements – School Vehicle and Personal Vehicle

# Aesop (Frontline) Standards of Procedure

**Educators should be using AESOP for all absence reporting.** Educators can report their absences in AESOP until 6:00 AM on the day of the absence. In rare circumstances where an educator would need to report an absence between 6:00 AM and 8:30 AM, the educator will need to call their principal.

**Beginning at 8:30 AM, if a teacher would need to leave school (sick, emergency, etc.), please follow the procedure below:**

1. Educator contacts building principal/secretary
2. Secretary runs the sub availability report and contacts a sub
3. Secretary will create the absence in AESOP
4. Sub signs the absence report in the main office upon his/her arrival

**For an employee absence that will be longer than 3 days in length, educators will need to contact his or her principal. They or the building secretary will then create the absence in AESOP.** Employees may create absences less than or equal to 3 days in length.

**Field Trip Absence that Requires a Substitute** - After receiving approval, then create an absence in Aesop and indicate Field Trip as the absence reason. Note: If you are going on a field trip with your class and you do not require a sub (typical of elementary), then you do not need to enter the absence in AESOP.

**Professional Absence that Requires a Substitute** - Teachers requesting a sub for professional reasons (examples - attending a conference, planning time, building level meetings) should create the absence via the web (not the phone) so that the specific reason can be entered into the notes box. Additionally, the teacher should select the appropriate budget sub code (Title I, Title III, curriculum sub code, etc.) if the sub is being covered by a grant. If the teacher is not sure of the code, he/she should contact the principal/curriculum director or pupil services director.

**Jury Duty Absence** - If you are called upon to serve jury duty, be sure to create your absence(s) in AESOP and select Jury Duty as the absence reason. Upon your return to work, please provide documentation of your completed jury duty to Bonnie in the business office.

Please contact Bonnie Detert (working through your principal) to report employee absences for the following reasons:

- Child Rearing
- FMLA
- Long Term Disability
- Short Term Disability
- Maternity Leave
- Sabbatical

**Employee Absence Cancellations** - For absences that require a sub, employees may cancel the absence within 12 hours of the start of the absence. With less than 12 hours notice, the employee must call the principal to cancel the sub.

**Notes & File Attachments** - Using the web, you may add notes to the sub and/or your administrators and files (lesson plans, seating charts, classroom rules) to any absences. These notes and files can be viewed by the sub. Subs will receive a notification that there are notes associated with the absence when accepting a job via the phone and they will see a paperclip when accepting jobs via the web.

**Aesop Feedback** - Substitutes will be instructed to leave feedback for teachers via AESOP. Additionally, please enter feedback on the substitute teacher for your administrators to view. Both you and the sub will receive an email reminder to leave feedback via Aesop.

**Snow Days** - On Snow Days, the AESOP administrator will create a closed day on the AESOP calendar. After doing so, AESOP knows to delete any absences scheduled for that day. Additionally, AESOP will contact any subs scheduled for that day.

**Questions may be directed to your building secretary or principal.**



THE SCHOOL DISTRICT OF  
**NORTH FOND DU LAC**  
FAMILY SCHOOL CALENDAR  
**2023-2024**  
Board Approved

2023-2024

**August**

28 29 30 31

August 30th - First Day of School

**September**

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 4th - No School - Labor Day

**October**

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October 26-27 - No School

**November**

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

November 3rd - End of 1st Quarter HM-BA  
November 9th - Parent Conferences (Evening)  
November 10th - Day Conferences (No School)  
November 22nd, 23rd & 24th - Thanksgiving Break

**December**

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 1st - No School  
December 22nd - Early Release (Half Day)  
December 22nd- January 1st Winter Break

**School Times**

**4K**  
Morning - 8:30am - 11:30am  
Afternoon - 12:30pm - 3:30pm

**FLC (5K - 5th Grades)**  
8:45am - 3:45pm

**The Treffert Way**  
8:15am - 3:15pm

**BA/HM (6th - 12th Grades)**  
8:00am - 3:10pm

**January**

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

January 1st - No School  
January 15th - No School - MLK, Jr. Day  
January 19th - End 2nd Quarter HM-BA  
January 19th - End of Semester 1: FLC-BA-HM  
January 19th - No School

**February**

				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		

February 23rd - No School

**March**

					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

March 22nd - End 3rd Quarter HM-BA  
March 22nd - No School  
March 29th-April 5th - No School - Spring Break

**April**

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

April 1st - 5th - No School  
April 26th - No School

**May**

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 23rd - HMHS Graduation (6:30 pm)  
May 24th - No School  
May 27th - No School - Memorial Day  
May 31st - Last Day of School (Early Release Half Day)

\*The Parent-Teacher Conference Format has undergone various changes upon review by the District Leadership Team. As a result, specific dates of conferences and other family engagement events will be shared directly by building principals. These dates are different for each building and thus are not reflected in this calendar.

**Important Information**

**Phone Numbers & Addresses**

- Early Learning Center/4K**  
923 Minnesota Avenue  
920-924-9975
- Friendship Learning Center**  
1098 Prospect Avenue  
920-929-3757
- Bessie Allen Middle School**  
305 McKinley Street  
920-929-3754
- Horace Mann High School**  
325 McKinley Street  
920-929-3740
- Phoenix Academy**  
923 Minnesota Avenue  
920-929-3740
- Treffert Way Academy**  
705 Minnesota Avenue  
920-266-8199
- District Office**  
1115 Thurke Avenue  
920-929-3750



**Online Resources**

School District of North Fond du Lac



**Twitter**  
@nfdlschools



**Facebook**  
Nfdl Schools



**Instagram**  
Oriole\_nation



**Get the App**  
SD NFDL



**Key**  
Orange - Special Days  
Green - No School



# THE SCHOOL DISTRICT OF NORTH FOND DU LAC – TREFFERT WAY

## 2023 – 2024 FAMILY CALENDAR (Board Approved 2.27.23)

Month	Calendar Grid	Important Dates																																			
<b>August</b>	<table border="1"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td>(2)</td></tr> </table>		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	(2)	<b>Important Dates</b> August 16 <sup>th</sup> -17 <sup>th</sup> – New Staff Academy August 21 <sup>st</sup> – 24 <sup>th</sup> – District In-Service August 23 <sup>rd</sup> – Welcome Back Nights August 30 <sup>th</sup> – 1 <sup>st</sup> Day										
	1	2	3	4																																	
7	8	9	10	11																																	
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				1	(3)																																
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		1	2	3	(24)																																
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27	28	29	30	31	(43)																																

\*\*State testing takes place for all 3<sup>rd</sup>-8<sup>th</sup> grade students (typically March-May). There will be an alternative testing schedule for these students on set days TBD once dates are released.

**“Working Together for the Success of All.”**

## THE SCHOOL DISTRICT OF NORTH FOND DU LAC 2023 - 2024 STAFF CALENDAR

**August**

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	(2)

**September**

				1 (3)
4	5	6	7	8 (7)
11	12	13	14	15 (12)
18	19	20	21	22 (17)
25	26	27	28	29 (22)

**October**

2	3	4	5	6 (27)
9	10	11	12	13 (32)
16	17	18	19	20 (37)
23	24	25	26	27 (40)
30	31			(42)

**November**

		1	2	3 (45)
6	7	8	9	10 (5)
13	14	15	16	17 (10)
20	21	22	23	24 (12)
27	28	29	30	(16)

**December**

				1 (16)
4	5	6	7	8 (21)
11	12	13	14	15 (26)
18	19	20	21	22 (31)
25	26	27	28	29

**Important Dates**  
 August 15- 17-New Staff Academy  
 August 21-24- District In-Service  
 August 23rd- Welcome Back Night  
 August 30<sup>th</sup>- First Day  
 No Morning Meetings on 8/31

September 4<sup>th</sup> - Labor Day - No School  
 No Morning Meetings on 9/5

October - Conferences (TBD) \*  
 October 26<sup>th</sup>/27<sup>th</sup>- Non-Contract Days

November 3rd- End of 1<sup>st</sup> Qtr. HM-BA  
 November 9th (PTC Night 4pm-7pm)  
 November 10th (PTC Day - No School)  
 November 22nd - Conference Offset  
 November 22<sup>nd</sup> 23<sup>rd</sup> 24<sup>th</sup>  
 No School - Thanksgiving  
 No Morning Meetings on 11/21

December 1st - Non-Contract Day  
 December 22 is a half-day  
 December 23rd- January 1st  
 No School - Winter Break  
 No Morning Meetings on 12/21

\*The Parent-Teacher Conference Format has undergone various changes upon review by the District Leadership Team. As a result, specific dates of conferences and other family engagement events will be shared directly by building principals. These dates are different for each building and thus are not reflected in this calendar.

**January**

1	2	3	4	5 (35)
8	9	10	11	12 (40)
15	16	17	18	19 (43)
22	23	24	25	26 (5)
29	30	31		(8)

**February**

				1	2 (10)
5	6	7	8	9 (15)	
12	13	14	15	16 (20)	
19	20	21	22	23 (24)	
26	27	28	29	(28)	

**March**

					1 (29)
4	5	6	7	8 (34)	
11	12	13	14	15 (39)	
18	19	20	21	22 (43)	
25	26	27	28	29 (4)	

**April**

1	2	3	4	5
8	9	10	11	12 (9)
15	16	17	18	19 (14)
22	23	24	25	26 (18)
29	30			(20)

**May**

			1	2	3 (23)
6	7	8	9	10 (28)	
13	14	15	16	17 (33)	
20	21	22	23	24 (37)	
27	28	29	30	31 (41)	

**Important Dates**  
 January 1st- No School  
 No Morning Meeting on 1/2  
 January 15<sup>th</sup> - No School - MLK Jr. Day  
 January 19th - Non-Contract Day  
 End of 2<sup>nd</sup> Qtr. HM-BA  
 End of Semester 1: FLC-BA-HM

February 22nd - BAMS Student Showcase (4pm)  
 February 23rd - Non-Contract Day

March - Conferences (TBD) \*  
 March 22nd - Non-Contract Day  
 End of 3<sup>rd</sup> Qtr. HM-BA  
 March 29<sup>th</sup> - April 5<sup>th</sup> - No School  
 March 29th - Conference Offset  
 No Morning Meetings on: 3/28

April 1st - 5th No School - Spring Break  
 April 26th - Non-Contract Day

May 23rd - HMHS Graduation (6:30 pm)  
 May 24th - Non-Contract Day  
 May 27<sup>th</sup> - No School - Memorial Day  
 No Morning Meetings on 5/23; 5/28; 5/30

May 31<sup>st</sup> - Last Day (Early Release Half Day)

**Educator Contract Days (191)**

- 172 Student Days
- 4 Holidays
  - Labor Day/Thanksgiving/MLK Jr. Day/Memorial Day
- 2 Conf. Off-set days \*
- 10 In-Service Days
  - 4 Before School Starts
  - 8 hours each month of PD\*\*

\*\*Tuesday and Thursday morning meetings (1 hour each) will be designated for collaborative work time to include Professional Development, PLC and Staff Meetings. Non-contract days (8) have been added to account for accumulated morning PD (8 hours = 1 non-contract day)

**Morning Meeting times:**  
 6:50-7:50 BAMS & HMHS  
 7:30-8:30 FLC

“Working Together for the Success of All.”

## 2023-2024 Salary and Benefit Summary – Educator

More information on Benefits Available at [www.nfdlschools.org](http://www.nfdlschools.org) – under Staff Resources

- **Workplace Expectations** – See Guide available online – Staff Resources – Educator Guide
- **Salary** - \$ - 191 Day Contract (includes 4 paid Holidays and conference off-set days)
- **Employment Length** – School Year
- **Sick Days** – 10 per year
- **Personal Days** – 1
- **Short Term Disability and Term Life Insurance** – Eligible
- **Long Term Disability Insurance** – Paid by the District
- **Health and Dental Insurance** – Eligible

*Family Saving Plan offered in lieu of health insurance  
(\$150 per month stipend plus out of pocket expense reimbursements)*

	<i>Single</i>		<i>Family</i>	
	<b>Monthly</b>	<b>Annually</b>	<b>Monthly</b>	<b>Annually</b>
<b>Humana</b>	\$1,042.89	\$12,514.68	<b>Humana</b>	\$2,295.17 \$27,542.04

		<b>Monthly</b>	<b>District</b>	<b>Employee</b>
		<b>Plan Cost</b>	<b>Portion</b>	<b>Responsibility</b>
<b>Single Health 12%</b>		\$1,042.89	\$917.74	\$125.15
<b>Family Health 12%</b>		\$2,295.17	\$2,019.75	\$275.42
<b>Deductible</b>		\$300/\$600	\$0	\$300/\$600
<b>Primary Office Visit Co-Pay</b>				\$25
<b>Emergency Room Co-Pay</b>				\$350
<b>Specialist Co-Pay</b>				\$50
<b>Urgent Care Co-Pay</b>				\$100
<b>Delta Dental</b>	<b>Single Dental</b>	\$42.42	\$38.05	\$4.37
	<b>Family Dental</b>	\$111.20	\$99.65	\$11.55
		<b>Annually</b>	<b>District</b>	<b>Employee</b>
		<b>Plan Cost</b>	<b>Portion</b>	<b>Responsibility</b>
<b>Single Health</b>		\$12,514.68	\$11,012.88	\$1,501.80
<b>Family Health</b>		\$27,542.04	\$24,237.00	\$3,305.04
<b>Single Dental</b>		\$509.04	\$456.60	\$52.44
<b>Family Dental</b>		\$1,334.40	\$1,195.80	\$138.60



# FAMILY SAVINGS PLAN™

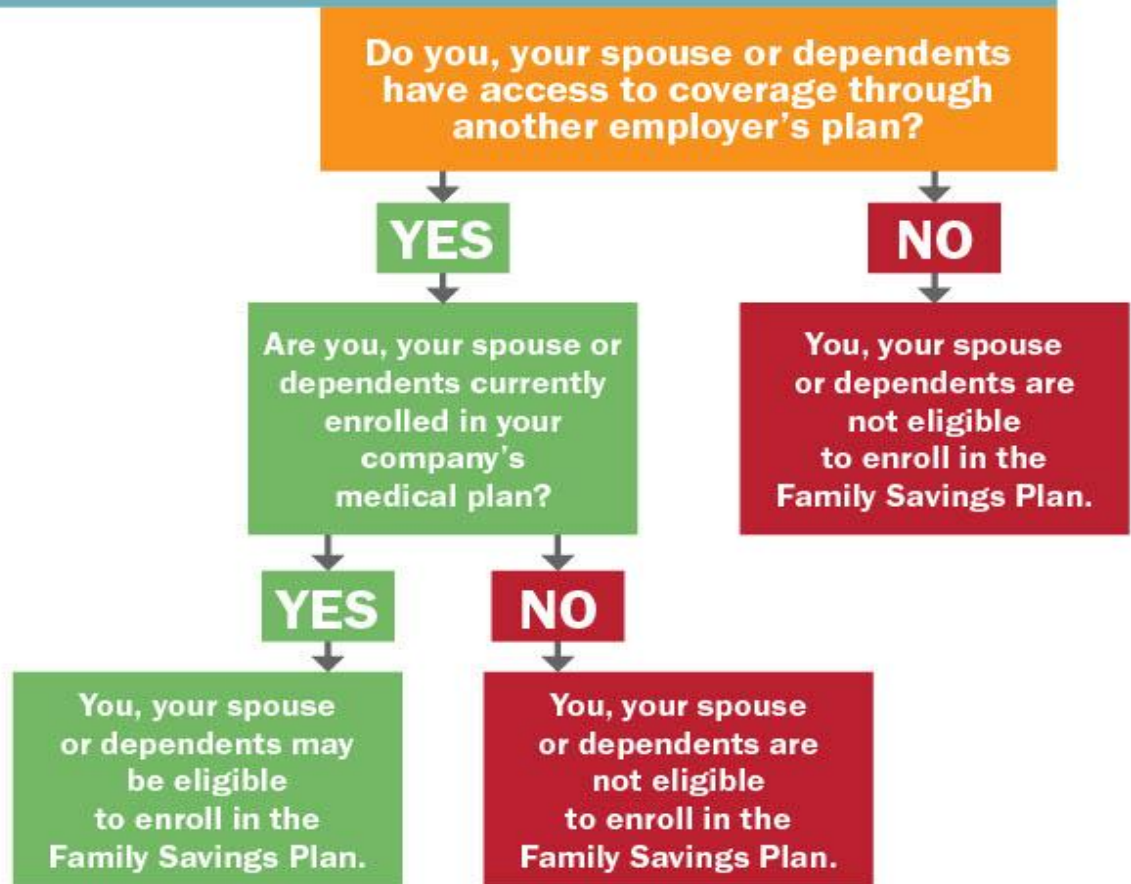
Network Health offers an innovative health plan option called the Family Savings Plan. The Family Savings Plan allows you and your family the opportunity to have up to 100 percent coverage for eligible out-of-pocket expenses when using Network Health participating providers.

**FOR EMPLOYEES**

Family Savings Plan™ Proprietary and Confidential Trade Secret  
Property of Network Health Administrative Services, LLC.

If you and/or any member of your family is currently enrolled in your employer's medical plan, and you, your dependents (children) or spouse has access to another employer-sponsored plan (which may be your spouse's), you may take advantage of the Family Savings Plan by transitioning to the other employer-sponsored plan.

## Answer these two simple questions to determine if you could be eligible for the Family Savings Plan



## Frequently Asked Questions

### What is the Family Savings Plan?

The Family Savings Plan is an enhanced benefit that may allow you and your family to be reimbursed up to 100 percent for eligible out-of-pocket health care expenses (including copayments, coinsurance and deductibles) received under another employer-sponsored plan (which may be your spouse's), if the following requirements are met.

- Coverage under your employer's plan is waived (when you enroll in the other plan)
- Services are covered under the other employer-sponsored medical plan
- Services are received from Network Health participating providers
  - Or, if you live outside the Network Health service area, medical services may be received from in-network providers for the other plan.

### Who is not eligible for the Family Savings Plan?

If you are not currently enrolled in your employer's medical plan, you're not eligible to enroll in the Family Savings Plan. The plan is also not available if the other employer-sponsored plan is one of the following.

- High Deductible Health Plan (HDHP) with **active** contributions to a health savings account (HSA)\*
- Medicare, Tricare or Medicaid
- Individual plan purchased on or off the Health Insurance Exchange (also known as the Marketplace)
- A stand-alone health reimbursement account (HRA), not paired with a medical plan
- Short-term individual coverage
- Limited Benefit Health Plan under IRS rules

\* If HSA employer and employee contributions are **not active** or are discontinued, you, your spouse or dependents may be eligible for the Family Savings Plan.

### What does the Family Savings Plan cover?

Covered services are determined by the other employer plan. Family Savings Plan enrollees are reimbursed for all eligible copayments, coinsurance and deductibles incurred **using Network Health providers** under the other employer-sponsored medical plan, up to the maximum out-of-pocket limits established by the Affordable Care Act. Reimbursed claims are not taxable income to Family Savings Plan enrollees.

The other employer-sponsored plan provides coverage for emergency services. The Family Savings Plan may provide reimbursement for emergency services when they are performed by a Network Health participating provider.

### What if the premium of the other employer-sponsored plan costs more than the premium with my employer's plan?

You may be reimbursed any difference in plan premium, if the other plan premium is higher than the same coverage through your employer plan. This reimbursement is considered taxable income.

### What if the other plan charges a fee for me to join?

If the other employer-sponsored plan charges a fee to add you to the plan, you may be reimbursed for that fee. This reimbursement is considered taxable income.

### What if my provider is a Network Health participating provider, but is out-of-network on my spouse's plan?

To be eligible for Family Savings Plan benefits, providers and services must be covered by your spouse's plan. Additionally, **providers must be Network Health participating providers.**

### When can I, my spouse or dependents enroll in the Family Savings Plan?

You, your spouse or dependents may enroll during the following times.

- Annual open enrollment period
- Following a qualifying life event, such as an employer implementing a spousal surcharge program
- During a spouse's or dependents' open enrollment period (if the Family Savings Plan is voluntary, enrollees may need to wait for this open enrollment period)
- As a new employee

The Family Savings Plan allows enrollees to be reimbursed up to

**100 percent** for eligible out-of-pocket costs.

This type of coverage is rare in today's health insurance market.

### What if my spouse is self-employed and is currently covered as a dependent under my employer's plan? Would we be eligible for the Family Savings Plan?

No, you and your spouse would not be eligible, because your spouse does not have access to medical coverage through another employer-sponsored plan.

### What if my spouse works but doesn't work enough hours to qualify for health coverage?

You and your spouse would not be eligible for the Family Savings Plan, because your spouse does not have access to coverage through another employer-sponsored plan.

### What if my spouse is not covered under my employer's plan, but he/she is on a Medicare plan?

Medicare is not an employer-sponsored medical plan, therefore, you and your spouse would not be eligible for the Family Savings Plan.

### Is there a maximum reimbursement amount?

The Family Savings Plan provides reimbursement up to 100 percent of the maximum out-of-pocket limits as set by the Affordable Care Act (ACA). Additionally, the other employer-sponsored plan will pay 100 percent of in-network medical costs once the ACA out-of-pocket maximum amounts have been reached. The 2022 maximum reimbursement according to the ACA is \$8,700 for one person and \$17,400 for employee plus one or more.



Continued on back ...

### Which ID card do I show when I receive medical services or get prescriptions?

Show the ID card for the other employer-sponsored plan that covers you, your spouse or your dependents first. Upon enrollment in the Family Savings Plan, our administrator will send you a welcome letter with a Family Savings Plan ID card. Show your Family Savings Plan ID card second. Remember, the Family Savings Plan is an enhanced insurance benefit. It is not a secondary health insurance plan. Your welcome letter will explain this.

### Under the Family Savings Plan, how do I get reimbursed for my claims?

To receive your FSP reimbursement for claims you pay out, you need to fill out and submit a Network Health **FSP Claims Reimbursement Form**. When you send the form in, make sure to **include the following documentation**.

- The Explanation of Benefits (EOB)
- A bill or receipt from your provider

### Always submit your documentation for reimbursement with an FSP Claim Reimbursement Form.

Send your documents to Network Health by mail, fax or secure email.

**Mail: Network Health**  
**ATTN: Family Savings Plan**  
**P.O. Box 1725**  
**Brookfield, WI 53008-1725**

**Fax: 262-825-9690**

**Secure Email: [familysavingsplan@networkhealth.com](mailto:familysavingsplan@networkhealth.com)**  
**Only email documents if you have access to secure email.**

### How long will it take to be reimbursed for claims?

Reimbursements are typically processed within 30 days.



This is not a complete benefit summary. HMO and POS plans underwritten by Network Health Plan. Self-insured plans administered by Network Health Administrative Services, LLC.  
2273-04-0721

**Extra Duty Compensation Schedule**

The School District of North Fond du Lac

Base Wage for 2023-2024 Calculations: **\$43,000.00**

	0-4 Years Experience		5 - 9 Years Experience		10+ Years Experience	
	% of Base	Amount	% of Base	Amount	% of Base	Amount
<b>Football</b>						
Head Coach	9.0%	\$3,870.00	9.5%	\$4,085.00	10.0%	\$4,300.00
Defense Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Offense Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
JV Offense	6.5%	\$2,795.00	7.0%	\$3,010.00	7.5%	\$3,225.00
JV Defense	6.5%	\$2,795.00	7.0%	\$3,010.00	7.5%	\$3,225.00
Special teams	6.5%	\$2,795.00	7.0%	\$3,010.00	7.5%	\$3,225.00
Middle School Football (May be Multiple)	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
<b>Soccer Boys and Girls</b>						
Head Varsity	8.0%	\$3,440.00	8.5%	\$3,655.00	9.0%	\$3,870.00
Varsity Assistant	6.0%	\$2,580.00	6.5%	\$2,795.00	7.0%	\$3,010.00
Head JV	6.5%	\$2,795.00	7.0%	\$3,010.00	7.5%	\$3,225.00
<b>Volleyball</b>						
Head Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Assistant Varsity	4.5%	\$1,935.00	5.0%	\$2,150.00	5.5%	\$2,365.00
Head JV	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Head JV2	4.5%	\$1,935.00	5.0%	\$2,150.00	5.5%	\$2,365.00
8th Grade Coach	3.0%	\$1,290.00	3.5%	\$1,505.00	4.0%	\$1,720.00
7th Grade Coach	3.0%	\$1,290.00	3.5%	\$1,505.00	4.0%	\$1,720.00
<b>Cross Country</b>						
Head Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Assistant Varsity/JV	5.5%	\$2,365.00	6.0%	\$2,580.00	6.5%	\$2,795.00
Middle School Coach	2.5%	\$1,075.00	3.0%	\$1,290.00	3.5%	\$1,505.00
<b>Basketball Boys and Girls</b>						
Head Varsity	9.0%	\$3,870.00	9.5%	\$4,085.00	10.0%	\$4,300.00
Assistant Varsity	6.0%	\$2,580.00	6.5%	\$2,795.00	7.0%	\$3,010.00
Head JV	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Head JV2	6.0%	\$2,580.00	6.5%	\$2,795.00	7.0%	\$3,010.00
8th Grade	4.0%	\$1,720.00	4.5%	\$1,935.00	5.0%	\$2,150.00
7th Grade	4.0%	\$1,720.00	4.5%	\$1,935.00	5.0%	\$2,150.00
<b>Wrestling</b>						
Head Varsity	9.0%	\$3,870.00	9.5%	\$4,085.00	10.0%	\$4,300.00
Assistant Varsity	6.0%	\$2,580.00	6.5%	\$2,795.00	7.0%	\$3,010.00
JV Head (if 8+ Athletes)	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
<b>Head Middle School</b>						
Head Middle School	2.0%	\$860.00	2.5%	\$1,075.00	3.0%	\$1,290.00
<b>Track</b>						
Head Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Assistant Varsity	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Assistant Varsity	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Assistant Varsity (Could be More)	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Middle School Coach (Could be More)	2.5%	\$1,075.00	3.0%	\$1,290.00	3.5%	\$1,505.00
<b>Baseball and Softball</b>						
Head Varsity	7.0%	\$3,010.00	7.5%	\$3,225.00	8.0%	\$3,440.00
Assistant Varsity	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
Program Specialty Coach (i.e. Pitching)	1.5%	\$645.00	2.0%	\$860.00	2.5%	\$1,075.00
Junior Varsity Coach	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
<b>Golf</b>						
Head Varsity	5.0%	\$2,150.00	5.5%	\$2,365.00	6.0%	\$2,580.00
<b>Ice Fishing Club</b>						
Advisor	2.6%	\$1,118.00	3.0%	\$1,290.00	3.5%	\$1,505.00
<b>Weightlifting</b>						
**Summer Strength and Conditioning			Varies based on number of athletes			
Power Lifting Coach	2.6%	\$1,118.00	3.0%	\$1,290.00	3.5%	\$1,505.00
Coordinator	2.6%	\$1,118.00	3.0%	\$1,290.00	3.5%	\$1,505.00
<b>Cheerleading/Dance Team</b>						
HS/MS Coach	2.6%	\$1,118.00	3.0%	\$1,290.00	3.5%	\$1,505.00
<b>Forensics</b>						
High School Coach	2.6%	\$1,118.00				
Middle School Coach	1.4%	\$602.00				
<b>Internal Oriole Way (PBIS) Coach</b>						
District	4.5%	\$1,935.00				
<b>Educator Mentors - Support</b>						
Mentors (for 1st or 2nd year)	----	\$750.00				
PET (Professional Education Teammate)	----	\$300.00				
<b>Engagement Machine Team Member</b>						
6th - 12th Grade Member	4.5%	\$1,935.00				
5K - 5th Grade Member	0.75%	\$322.50				
<b>Student Council</b>						



<b>Student Council</b>		
High School	2.9%	\$1,189.00
Middle School - Oriole Leaders	2.9%	\$1,189.00
Elementary School	1.4%	\$574.00
<b>National Honor Society</b>		
Advisor	2.9%	\$1,189.00
<b>Key Club</b>		
Advisor	2.9%	\$1,189.00
<b>Yearbook</b>		
High School Advisor	3.8%	\$1,558.00
Middle School Advisor	2.6%	\$1,066.00
<b>Choral Cabaret</b>		
Coordinator	2.9%	\$1,189.00
<b>All School Play/Musical</b>		
Director (up to 3)	2.9%	\$1,189.00
<b>Pep Band</b>		
Advisor	2.9%	\$1,189.00
<b>Show Choir</b>		
Advisor	2.9%	\$1,189.00
<b>Middle School Jazz Band</b>		
Advisor	2.9%	\$1,189.00
<b>High School Parades</b>		
Coordinator	0.8%	\$328.00
<b>Class Advisers</b>		
Freshmen	0.4%	\$164.00
Sophomore	0.8%	\$328.00
Junior	1.6%	\$656.00
Senior	1.2%	\$492.00
<b>Department Head</b>		
High School	0.8%	\$328.00

**Allies in Mental Health Team**

Summer Conference Attendance (Educators Only)	\$300.00	Varies
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**Cooperative Academic Partnership (CAPP)**

Credit Successful Taught - Yearly Stipend Paid in June	\$250.00	Per Credit
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**Notes**

**\*\*Summer Strength and Conditioning**

There will be one person who is approved as the coordinator. The Person will then recruit and fill the positions needed to support summer strength and conditioning. The coordinator will be responsible for distributing the \$8,300 allocated amount to as many support coaches and in whatever amount he or she determines.

**Attendance at State Tournaments**

Head coach gets day to go to his or her respective State Meet - no personal day is used. Other coaches can take a personal day if they go without students. If other coaches take students - no personal day is used.

**Head Coach Expectations**

The Head coach is the leader of the respective sport (middle school through high school). They are expected to cooperate and help with the youth sports in the community as well as responsible for hiring (with athletic director and subsequently approved by the Board of Education) and evaluating all assistant coaches.

**Department Heads**

Expectations include 4 hour meeting before school begins, 4 hours of non-contract time spent on budget and other department work, and attendance at all meetings called by the principal.

**Class Advisers**

High School staff members whose contract percentage is 50% or greater shall be administratively assigned to class adviser duties on a rotational basis. The High School Principal shall oversee the adviser assignments. All classes at HM will be advised by 3 staff members.

**Process for Adding a Compensated Advership of Coach**

See document called "Process for Adding a Compensated Advership or Coach."

# Extra Duty per Event Pay

School District of North Fond du Lac

2023 – 2024

## **Rate of Pay:**

\$10.00 per hour – All Duties except Clock Operator, Bookkeeper, Scorekeepers and Event Supervisor

\$15.00 per hour – Clock Operator, Bookkeeper and Scorekeepers

\$17.00 per hour – Event Supervisor (Paid 1 more hour for each event – set up and clean up)

## **2.0 Event Hour Activities:**

- Wrestling
- 9th Basketball
- 9th Volleyball
- Soccer
- 9th Football
- JV Football
- 7th/8th Volleyball
- 7th/8th Football
- Baseball or Softball

## **3.0 Event Hour Activities:**

- 7th and 8th Basketball (both)

## **3.75 Event Hour Activities:**

- JV/Varsity Basketball
- Varsity Football
- JV/Varsity Volleyball

## **4.0 Event Hour Activities:**

- Track
- Track Timing Specialists

- \$100 per meet (maximum of two per meet)

## **Educator Salary, Compensation and Advancement Plan (ESCAP)**

The School District of North Fond du Lac (District), through the Compensation Committee has developed an evolving Educator Salary, Compensation and Advancement Plan (ESCAP) that is intended to reinforce quality instruction, student growth, achievement, and foster a collaborative atmosphere of professionals working together for the success of all. The District believes a salary compensation and advancement system must reward continuous improvement, recognize educator effectiveness, and recognize/motivate the educator to take leadership roles, positively impacting his or her colleagues. This system, to be successful, must attract, retain and reward a world class staff while creating and fostering an environment of *Professional Capital* (Hargreaves and Fullan, 2012) that breeds collaboration and continuous growth of all educators.

### **Included in this Document**

The ESCAP Plan Overview

Process for adding a Compensated Advisor or Coach

Masters-Doctorate Approval Form

National Board Certification Approval Form

## **The School District of North Fond du Lac**

**Board Approved - November 2013**

**Reapproved - June 2022**

*A compensation committee bill review this plan and will have recommendations for future educator compensation.*

# **Educator Salary, Compensation and Advancement Plan (ESCAP)**

The School District of North Fond du Lac (District), through the Compensation Committee has developed an evolving Educator Salary, Compensation and Advancement Plan (ESCAP) that is intended to reinforce quality instruction, student growth, achievement, and foster a collaborative atmosphere of professionals working together for the success of all. The District believes a salary compensation and advancement system must reward continuous improvement, recognize educator effectiveness, and recognize/motivate the educator to take leadership roles, positively impacting his or her colleagues. This system, to be successful, must attract, retain and reward a world class staff while creating and fostering an environment of *Professional Capital* (Hargreaves and Fullan, 2012) that breeds collaboration and continuous growth of all educators.

## **Guiding Theories and Rationales Organizational Theory and Motivation**

### **Organizational Theory**

***Professional Capital*** - Andy Hargreaves and Michael Fullan Hargreaves, Andy and Michael Fullan (2012). *Professional Capital: Transforming Teaching in Every School*. Teachers College Press. New York

### **Definitions**

**Capital (adj):** Relating to or being assets that add to long-term net worth - Merriam-Webster dictionary

**Business Capital:** Function of organizing resources and personnel to get quick returns on investments and to increase immediate returns by lowering costs (Hargreaves and Fullan, 2)

**Professional Capital:** Function of adding together Human Capital, Social Capital and Decisional Capital (Hargreaves and Fullan, 2)

**Human Capital:** Having and developing the requisite knowledge and skills to do a job effectively (Hargreaves and Fullan, 89)

**Social Capital:** How the quantity and quality interactions and social relationships among people affects their access to knowledge and information; their sense of expectation,

obligation and trust; and how far they are likely to adhere to the same norms or codes of behavior (Hargreaves and Fullan, 90)

**Decisional Capital:** What professionals acquire and accumulate through structured and unstructured experience, practice and reflection - that enables them to make wise judgements in circumstances where there is no fixed rule or piece of incontrovertible evidence to guide them. (Hargreaves and Fullan, 93-94)

*Professional Capital*, a book written by Andy Hargreaves and Michael Fullan, investigates the current trend of many educational institutions looking for an alternative way to develop effective educators. Many school districts and countries are moving to a "Business Capital" type of model that is driven by financial elements and focused on creating higher achieving students at lower costs. This model also is based on the motivational theory of operant condition that looks at rewards as driving production and success. Hargreaves and Fullan lay out a convincing counter idea that looks to create an environment for educators that focuses not on "Business Capital" solutions, but rather Professional Capital ideals.

Professional Capital development is the total function of three distinctively linked sub-capitals - human capital, social capital and decisional capital. Focusing on developing an environment that supports the personal growth and skills of each employee (Human Capital). Then creating mechanisms that allow for a development of a culture that, "gives once access to other's human capital (Hargreaves and Fullan, 90)" and promotes a group of norms that drives people to a highly functioning and productive environment of support and cooperative actions that leads to positive student growth and achievement (Social Capital). While finally, empowering professionals to proactively make unique and varied decisions in an efficient and appropriate way to accelerate and ensure the integrity of the culture and purpose. When these three "Capitals" are supported and enriched, it is the belief of the School District of North Fond du Lac that educators, support staff and administrators will function at the highest level of Professional Capital to ensure growth and achievement for all students.

### **Motivation Theory**

***Drive*** and Motivation Research - Daniel Pink

Pink, Daniel H. (2010). *Drive - The Surprising Truth about what motivates us*. Canongate Books. New York.

The ESCAP is developed to fairly compensate educators. Daniel Pink, in his book *Drive*, explains research that supports when a task becomes more cognitively challenging, a person to be motivated to perform at peak performance must be financially (including benefits) compensated in an adequate amount for the task they are performing. He continues to explain that when someone feels fairly compensated, the

company/organization (in this case school district) then other elements have a more dramatic increase in performance. The District looks to establish an environment where employees feel that they are being fairly compensated and have a sense of autonomy, feel they can master their craft and believe in a sense of purpose, bigger than financial resources.

*The School District of North Fond du Lac (the District) strives to attract, retain and reward a world class staff. The District believes that a compensation system for educators will be most effective if it adheres to the tenants of motivation, as researched and reported by Daniel Pink and Professional Capital as researched and reported by Andy Hargreaves and Michael Fullan. Thus the District has developed a plan that is designed to fairly meet the financial needs of each educator (is enough), while creating a culture that promotes autonomy, mastery and purpose. Weaved in this culture are Hargreaves and Fullan's theories of Professional Capital, of building individual skills, creating cooperative atmosphere and empowering the development of proactive decision makers.*

*The Educator Salary, Compensation and Advancement Plan (ESCAP) is the first answer in the District's journey to meet the financial needs of its entire educator group that will be reviewed on a yearly basis. The plan promotes continued personal growth through advanced degree and National Board Certification attainment. It rewards educators for being evaluated as effective and distinguished. It promotes cooperation and social support through the inverted pay increases to allow less salaried educators to progress faster, while eliminating a ceiling and guarantees all effective/distinguished educators receive a pay increase (that increases his or her salary).*

## **Guiding Principles for the Development of ESCAP**

The Educator Salary Compensation and Advancement Plan must:

- attract, retain and reward a world class staff
- be tied to teacher effectiveness (students grow and achieve = learning)
- be sustainable financially
- be easy to understand and be transparent
- be equitable (equal opportunity for achievement) and fair (based on individual variables)
- be legal

***If any of these principals are not met, the ESCAP must be edited and revised.***

## **Summary**

The District aspires to create a compensation plan that fosters an environment of innovation and collaboration that motivates educators to continually improve, helping all students grow and achieve. In order to achieve this environment, the Compensation Committee has developed the

Educator Salary, Compensation and Advancement Plan (ESCAP). The ESCAP is made up of four compensation components.

1. Effective Educator Index Advancement (EEIA) – ***Based on Total Pool Available***  
**Evaluation based on Educator Effectiveness Process (CESA 6 & Strong)**
  - Evaluation results and impact on attaining this stipend
    - Effective Educators (evaluated as “A” educators) GET the EEIA
    - Distinguished Educators (no extra compensation at this time = prestige) GET the EEIA
    - Developing or In Need of Improvement DO NOT get the EEIA

**Notes:**

- Educators on a three year cycle, if evaluated as Effective or Distinguished will be eligible for the EEIA each of the years between his or her formal evaluation, unless the administrator believes that the educator is no longer effective and is put back on formal evaluation.
- Educators that are evaluated as “Developing” or “In Need of Improvement” will remain on a formal evaluation cycle – **any educator evaluated as In Need of Improvement two consecutive years will be non-renewed.**

2. Base Salary Building Opportunities – (Guaranteed Paid Out every year)
  - District Approved Master’s Degree Attainment (increase base salary) - \$2500
  - District Approved Doctoral Degree Attainment (increase base salary) - \$2500
  - Up-to-Date National Board Teacher Certification (increase base salary) - \$2500**Masters, Doctoral and NBTC to be applied to the salary either September 1st (for entire amount) if completed after December 31st of the prior year. Half of the stipend will be available for salary increase on January 1st for the remainder of that contracted year.**
3. Yearly Additional Stipends – Yearly Guaranteed Pay with District Issued Contract - Endorsement
  - Extra Duty (Coaching – Advising)
  - Non-Extra Duty Certifications/Licensures - Developing
    - If the District requests someone to attain a license or specific training
  - Bonuses
    - Decided on an annual basis for specific goal attainment
4. Initial Placement Philosophy
  - History of Employment and Certifications/Degrees compared to current employees, with the flexibility to offer a competitive wage to meet the market demand.



## **Definition of Terms**

- **Salary:** Compensation one earns in a year for services rendered as an educator
- **Effective Educator Index Advancement (EEIA) Matrix:** “Effective” and “Distinguished” Educator Advancement Index that proportionately divides allocated money so that all evaluated “Effective” and “Distinguished” educators’ salaries increase, inversely so that lower salaried educators can increase at a faster rate.
- **Tier:** Level on Index Increase Matrix (5 at this time)
- **Base Salary BA:** For extra duty determination and additional placement (2013-2014 – \$36,643) – No specific plan of how this amount will change over time.
- **Total Pool Available (TPA):** Amount of resources available to be distributed in the Effective Educator Index Advancement. The formula for Total Pool Available is equal to EEIA + Additional MA, PhD and NBTC + 15% for Benefits (FICA and WRS)
- **EEIA Pool:** Total amount available for EEIA Matrix after Masters/ Doctoral Degrees and National Board Certification and benefits (FICA, WRS) are deducted.
- **Fixed Amounts :** Certain dollar amounts (i.e. Masters Attainment, Doctoral and National Board Teacher Certification)
- **Indexed Amounts:** Extra Duty Contracts and Effective Educator Index Advancement (based on a certain amount that is adjustable and dependent on budgetary and needs assessment)

## **Effective Educator Index Advancement**

### **Overview:**

5-teired system that continually moves every educator effective/distinguished evaluated educator forward in pay. Level Breakdowns (may change each year):

- Level 1: \$8,000 Range (\*1.8% of EEIA Pool raise per person)
- Level 2: \$8,000 Range (\*1.4% of EEIA Pool raise per person)
- Level 3: \$7,000 Range (\*1.25% of EEIA Pool raise per person)
- Level 4: \$6,000 Range (\*1.00% of EEIA Pool raise per person)
- Level 5: \$3,000 Range (\*0.90% of EEIA Pool raise per person)



### **Rationale for 5-Teirs**

Keeps educators within each tier for approximately 5 years or less causing them to move through the model in approximately 21 years (affordability). Educators receive higher increases in lower tiers so spread needs to be larger in lower tiers. Salary increases and encourage beginning effective/distinguished educators to stay in District and continually rewards all educators that have been evaluated as effective/distinguished (no ceiling).

**\*NOTE: IN ORDER TO ALLOCATE THE FULL SALARY INCREASE AVAILABLE, PERCENTAGES WILL CHANGE ANNUALLY AS STAFF POOL CHANGES – Announced at the August Board of Education Meeting for the next year.**

## **Notes and Projections:**

The District will look to invest \$150,000 - \$175,000 annually in educator salary increases in to the ESCAP (The SD of NFdL has invested on an average \$178,000 a year in salary increases for educators since 2005). If the dedication to salary advancement is continued and \$150,000 is utilized in the EEIA, an educator would move through model in 23 years (assuming they do not earn a Master’s, Doctorate or become National Board Certification) to get to level 5.

## **Evaluation for EEIA Advancement**

- The evaluation process will be based on the Educator Effectiveness Project designed in concert with CESA 6 and is compatible with any changes from DPI and the State.



## Process for Adding a Compensated Advisorship or Coach

The School District supports people working to create opportunities for students to grow and augment his or her educational experience. Application after first year of advisors to be paid positions.

Application to include:

- Description of club/Activity
  - Goals
  - Number of students Involved
  - Eligibility for membership
  - Approximate contact time with students
  - Travel for workshops or competitions/performances
  - Academic or growth benefit
  - Benefit to school climate, community, and commerce.
  - Group guidelines, contract, criteria and a reflection
  - End of year reflections
  - 4 letters from impacted students and 2 from parents
  - Request level of compensation with rationale
1. Submit Application by May 1st of the 2nd year – the District will approve up to 2 new positions. Worthwhile applicants denied because of caps will be considered preferentially the next year.
  2. 3rd year paid positions and added to extra duty list (position will be a Board approved extra duty)!
  3. An explanation for any denied advisorships must be provided to the applicant at the time of denial - this will include a rationale for why pay for the advisorship was denied and any suggestions that would make the application more successful for approval.
  4. Advisor approved through Board of Education by approving Educator Guide and Educator Salary, Compensation and Advancement Plan (ESCAP) and as a new Board agenda item.





*The School District of North Fond du Lac*  
**Approval Form of Masters or Doctoral  
 Program for  
 District Compensated Masters**



*This form must be complete and superintendent approved for the educator or administrator to receive (at completion of the Masters or Doctoral Program) the one-time base-salary increase of \$2500. Compensation will begin after completion and degree attainment in the following way:*

- Completion before December 31<sup>st</sup> – compensation starts on January 15<sup>th</sup> Check (\$1250 for remainder of year contract)
- Completion after January 1<sup>st</sup> – compensation will start on September 15<sup>th</sup> check of following year (\$2500 increase contracted salary)

The educator or administrator must submit a copy of the degree prior to any extra compensation being add to his or her salary.

**Name of Educator Administrator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**University/College of Masters/Doctorate**

**Name:**

**Address:**

**Contact Person:**

**Contact Phone/email:**

**Masters/ Doctorate Program**

**Type of Specialty (Title of Program):**

**Number of Credits for Completion:**

*Course Needed to Be Taken (Attach a Complete List)*

**Anticipated Completion Date:**

**Rationale Statement**

The educator or administrator must write and attach a rationale statement to this form stating how the masters/doctoral degree will make you a more effective educator or administrator. This statement must be completed and submitted before the program is approved by the superintendent. The District will only approve one masters or doctoral program per educator or administrator.

**Approval of Program**

\_\_\_\_\_  
*Superintendent – District Designated Official*

\_\_\_\_\_  
*Date*



*The School District of North Fond du Lac*

**Intent of National Board  
Certification Attainment**



*This form must be complete and superintendent approved for the educator or administrator to receive (at completion of the National Board Certification attainment) the one-time base-salary increase of \$2500. Compensation will begin after completing the Certification program successfully:*

- Confirmation of Attainment before December 31<sup>st</sup> – compensation starts on January 15<sup>th</sup> Check (\$1250 for remainder of year contract)
- Confirmation of Attainment after January 1<sup>st</sup> – compensation will start on September 15<sup>th</sup> check of following year (\$2500 increase contracted salary)

The educator or administrator must submit a copy National Board Certification document to the District Office before any extra compensation being added to his or her salary. This form needs to be completed before the process begins in order to get the guarantee compensation increase after proof of completion.

**Name of Educator/Administrator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**National Certification Information**

More information available at

<http://www.nbpts.org/national-board-certification>

**Certification Area:** \_\_\_\_\_

**Date Starting Process:** \_\_\_\_\_

**Predicted Completion Date:** \_\_\_\_\_

**Rationale Statement**

The educator or administrator must write and attach a rationale statement to this form stating how they believe National Board Certification will help them be a more effective educator and which National Board Certification Area they have chosen and why.

**Approval of Dedication to Compensate**

*By signing this form, the designated District official guarantees the permanent \$2500 increase in salary once proof of National Board Certification is presented*

\_\_\_\_\_  
*Superintendent – District Designated Official*

\_\_\_\_\_  
*Date*



## School District of North Fond du Lac Job Description

### Educator

**QUALIFICATIONS:**

Current WI licensure in assigned teaching area(s)  
Proficient written and oral communication skills  
Proficient planning and organizational skills  
Leadership skills  
Ability to see potential and talents in all students

**REPORTS TO:** Assigned Administrator

**EVALUATION:** Performance will be evaluated annually while teachers are on probation and every three years thereafter unless a specific need arises which requires more frequent evaluation. The District utilizes the CESA 6 – Strong Educator Evaluation System.

**SUPERVISES:** Instructional Aides and other Support Staff as assigned by administration

**GOAL:** To provide educational leadership and fulfill necessary to help all students grow academically, emotionally and socially in a safe (educationally, physically and emotionally) environment.

**PERFORMANCE RESPONSIBILITIES:**

- Meets and instructs assigned classes in the locations and at the times designated.
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Encourages students to set and maintain standards of classroom behavior.
- Guides the learning process toward the achievement of District approved curriculum goals and establishes clear objectives for all lessons, units, projects and the like and communicates these objectives to students.
- Employs a variety of instructional techniques and instructional technology consistent with the needs and abilities of the students involved.
- Strives to implement by instruction and action the District's vision and initiatives.
- Assesses the accomplishments of students on a regular basis in a variety of ways and provides progress reports and report cards as required.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete, and correct records as required by District policy and/or law.
- Assists the administration in developing and implementing all policies and rules governing students and develops reasonable rules of classroom behavior to maintain order in his/her teaching/supervisory areas.
- Makes provisions to assist students and contact parents outside the instructional day as required or requested to do so.
- Strives to maintain and improve professional competence.
- Actively participates in staff meetings and on building and district committees.
- Understands and follows all applicable expectations and requirements in the Educator Guide.
- Performs all other tasks as assigned by the building principal, other administrators, or by contract.

# **New Teacher - Mentoring Program**

## **PET (Peer Educational Teammate)**

*There may be times when assigning a new educator a mentor is not necessary. Examples of these situations may include an educator with multiple years of educational experience in another district, an educator that has left the School District of North Fond du Lac and then returns, or other similar situations. In these cases, the hired educator in cooperation with the building principal may determine that the PET support is a better option.*

*Below gives a general outline of this type of support.*

### **Roles/Responsibilities of Building Principal/Supervisor**

- Assign PET/New Educator pairing
- Ensure ongoing and meaningful communication takes place between PET and New Educator
- Provide support to PET and/or New Educator, if needed, when concerns arise

### **Roles/Responsibilities of PET**

- Be proactive - check in with New Educator (no required number of interactions)
- Be positive, be available, be a listener
- Learn from the New Educator

### **Role/Responsibilities of New Educator**

- Seek out PET with questions - there are no bad questions, ask the same question if needed
- Seek out PET when support is needed
- Make mistakes, take risks
- Learn from PET

# Purchasing Procedures

## For Orders you need the District Office to place

- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- Order will then be approved or denied by your administrator ,then to Maria to approve or deny, if approved I will then process and place the order
- Any questions about process, access, vendors or available accounts please email me khoff@nfdlschools.org

## eCommerce Requisitions

(Staples, Nasco, Lakeshore, Really Good Stuff, Kaplan, Abilitations, Childcraft, Classroom Direct, Frey, Sax, School Specialty AND Amazon)

- Any orders from the above vendors must be placed by eCommerce in Skyward
- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- You will then choose “Add From Online Catalog”> choose vendor
- Order will then be approved or denied by your administrator, then to Maria to approve or deny, if approved I will then process and place the order
- Any questions about process, access, vendors or available accounts please email me khoff@nfdlschools.org

## School District Issued Credit Cards

- **All District issued credit cards are to be used only by a person whose name is on the card. Do not loan your card to others.**
- **Any charges that do not have a receipt submitted will be charged to the individual and will be deducted from their paycheck.**
- When you make a purchase using your school credit card you will be putting a requisition in Skyward following the purchase
- Enter a requisition in **Employee Access Skyward**> Financial Management>Purchasing>Requisition
- Any purchase made with a school credit card the **vendor** will always be **BMO**
- In the description line put the Specific store name and brief description of the purchase
- Attach the receipt as an attachment (if you are unable to attach a receipt you can email it to bmoreceipts@nfdlschools.org) Please keep your own original receipts
- Your purchase will then be approved by your administrator , then Maria
- Any questions about process, access, or available accounts please email me khoff@nfdlschools.org

**\*Amazon orders should only be placed using eCommerce. Please do not use your school issued credit card or a personal credit card**

## **DISTRICT POLICY FOR CHILD ABUSE AND NEGLECT REPORTING**

The North Fond du Lac School Board recognizes the serious school, family and societal problems associated with child abuse and neglect.

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

## **REPORTING PROCEDURES FOR SUSPECTED CASES OF CHILD ABUSE AND/OR NEGLECT**

A specific procedure to follow is outlined below to help teachers to provide an accurate and complete report to the Department of Social Services in the event of suspicion of abuse or neglect.

### **Who does the calling?**

Any teacher, counselor, school psychologist, speech therapist, physical therapists, occupational therapists, school secretary, school nurse or administrator or child care worker who has reason to believe that a child may have been abused or neglected. Other employees are required to report suspected cases of child abuse or neglect to the teacher, nurse or administrator. **The person who is the first observer, or receives information from the child must call the Fond du Lac County Department of Social Services at 929-3400 immediately.** When the Social Services Department is closed, the North Fond du Lac Police Department or the Fond du Lac County Sheriff's Department shall be contacted. A teacher or staff member may choose to make the call from the principal's office, guidance counselor's office and may ask for assistance from either person.

### **What to say?**

**"I am calling to report a suspected child abuse/neglect case." You will be transferred to a Social Services Intake Worker who will take the information. The intake worker will give the referral to their Supervisor who will assign a worker to the case. Your telephone report should contain the following information:**

- Name of child suspected of being abused or neglected.
- Name of school and grade of child.
- Name, address, and phone number of the child's caretaker.
- Facts and circumstances leading to your suspicion, including the child's statements.
- Present whereabouts of the child.
- Any factors that may make the situation a high risk.
- Other children in the family

### **Other things to remember:**

After notifying the Department of Social Services, the reporter must notify the building principal of the referral if they were not present during the reporting procedures. If there is reason to believe that there is immediate danger to the child, you may request an immediate investigation.

**DO NOT notify the parents** that a referral for neglect or abuse has been made. The Department of Social Services will contact the family. Any questions regarding who should be notified should be discussed with the Department of Social Services. It is the responsibility of the Department of Social Services and Law Enforcement Personnel to investigate the allegations. School personnel do not need to further question the child on the background of the situation.

No employee shall be discharged from employment for making such a report. Failure to report suspected cases of child abuse or neglect is punishable by a fine of not more than \$1,000 or imprisonment of not more than 6 months or both.





## TRANSPORTATION AGREEMENT (Using Personal Owned Vehicle)

This Transportation Agreement is made and entered into between the School District of North Fond du Lac (referred to as the "School District") and \_\_\_\_\_ (referred to as the "Driver"). The Driver agrees to provide student transportation in consideration of the following terms, conditions, and mutual benefits:

1. The Driver shall use a privately owned motor vehicle for the specific purpose of transporting students and other persons to and from activities as authorized by the School District.
2. The Driver shall not be compensated for the use of his/her motor vehicle outside the scope of transportation authorized by the School District. The Driver shall be responsible for contacting the School District administrator authorizing the use of the Driver's motor vehicle when clarification of the scope of the compensated transportation is necessary.
3. The Driver agrees that she/he shall be the sole driver of her/his motor vehicle used to transport students and other persons under this Transportation Agreement, and shall not permit other drivers to drive the motor vehicle under this Transportation Agreement unless such individual has also entered into a Transportation Agreement with the School District.
4. The Driver understands that upon the written request of a parent or guardian of a student for whom the School District provides transportation, the School District shall disclose the name of the Driver who transports the student.
5. Prior to the operation of the Driver's motor vehicle for the purpose of transporting students and other persons under this Transportation Agreement, and as a condition of this Transportation Agreement, the Driver shall:
  - a. Possess a valid Wisconsin operator's license and provide the School District with proof of such license, which shall also validate that the Driver is at least 21 years of age. In certain circumstances, the School District may accept a valid operator's license issued by another jurisdiction or a valid commercial driver's license issued by Mexico, consistent with state law; and
  - b. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The department of transportation may require substantiation of such use by a driving examination conducted by the department or by a medical opinion; and
  - c. request that the Driver confirm she/he has sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator.

6. The Driver agrees that the motor vehicle shall not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the Driver.

7. Prior to permitting the Driver to operate her/his motor vehicle under this Transportation Agreement, and every four (4) years thereafter, the Driver understands that the School District shall do all of the following:

a. Request from the records maintained by the department of justice a criminal history search of the Driver prior to the initial operation of the vehicle for the purpose of transportation under this Transportation Agreement; and

b. Request the Driver's operating record from the department of transportation, or other entity as permitted by applicable law; and

c. Obtain a background information form completed by the Driver, as prescribed by the department of public instruction; or

d. Proof by the Driver of a valid school bus endorsement issued under Wis. Stat. § 343.12 shall exempt the School District from its obligation to conduct the above (a)-(c) activities.

8. The Driver understands that the School District is prohibited by law from permitting a Driver to operate a vehicle pursuant to this Transportation Agreement if any of the following applies, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12:

a. The Driver has a record of conviction, operating privilege revocation, or adjudicated delinquency that would disqualify the person from issuance or renewal of a school bus driver endorsement under state law; or

b. The Driver is listed in the registry under Wis. Stat. § 146.40(4g)(a)2; or

c. The Driver has provided materially false or incomplete information on the background information form.

9. The Driver understands that the School District may require the Driver to be fingerprinted, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12, which, when required, shall be kept confidential.

10. The Driver agrees that she/he shall report to the School District in writing within 10 days of the occurrence of any of the following:

a. Any accident in which the Driver was involved as the operator of a motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or whether the Driver was operating a vehicle to transport students; and

b. Any conviction or operating privilege revocation that makes the individual ineligible to be an operator of a motor vehicle to transport students or, if the individual holds a valid school bus endorsement, that disqualifies the individual from issuance or renewal of a school bus endorsement; and

c. Any suspension or revocation of the Driver's operating privilege, or cancellation of a school bus endorsement, by the state of Wisconsin or another jurisdiction.

11. The Driver agrees to provide the School District with proof of annual inspection of the vehicle used for transportation under this Transportation Agreement in conformance with the rules of the department of transportation.

12. The Driver agrees to maintain an insurance policy for her/his motor vehicle and to file a certificate of insurance with the School District and the department of transportation, showing such policy is in effect, that provides the following:

a. Property damage liability coverage with a limit of not less than \$10,000; and

b. Bodily injury liability coverage with limits of not less than \$75,000 for each person and, subject to such limit for each person, total limits of \$150,000 for each accident for motor vehicles having a seating capacity of 7 passengers or less; and \$200,000 for each accident for motor vehicles having a seating capacity of 8-15 passengers.

13. All parties to this Transportation Agreement are subject at all times to rules adopted by the secretary of transportation under Wis. Stat. § 110.06(2) and by the department of public instruction.

14. Neither party's rights and obligations under this Agreement may be transferred, conveyed or assigned without the express prior written consent of the other party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Business Manager Name

\_\_\_\_\_  
Driver Name

\_\_\_\_\_  
Business Manager Signature

\_\_\_\_\_  
Driver Signature



## **TRANSPORTATION AGREEMENT** **(Transporting Students using a District Vehicle)**

This Transportation Agreement is made and entered into between The School District of North Fond du Lac (referred to as the "School District") and \_\_\_\_\_ (referred to as the "Driver"). The Driver agrees to provide student transportation in consideration of the following terms, conditions, and mutual benefits:

1. The School District agrees to provide the Driver with a motor vehicle owned by the School District for the specific purpose of transporting students and other persons to and from activities as authorized by the School District.
2. The Driver understands that the Driver shall not use the motor vehicle provided by the School District for unauthorized purposes. The Driver shall bear the responsibility of contacting the School District Administrator authorizing the use of the motor vehicle for student and other persons' transportation to determine the authorized use of the motor vehicle when clarification of its use is required.
3. The Driver agrees that she/he shall be the sole driver of the motor vehicle owned by the School District used to transport students and other persons to school-authorized activities and shall not permit other drivers to drive the motor vehicle to transport students and other persons unless such individual has also entered into a Transportation Agreement with the School District.
4. The Driver understands that upon the written request of a parent or guardian of a student for whom the School District provides transportation, the School District shall disclose the name of the Driver who transports the student.
5. Prior to the operation of a motor vehicle provided by the School District for the purpose of transporting students and other persons to school-authorized activities, and as a condition of this Transportation Agreement, the Driver shall:
  - a. Possess a valid Wisconsin operator's license and provide the School District with proof of such license, which shall also validate that the Driver is at least 21 years of age. In certain circumstances, the School District may accept a valid operator's license issued by another jurisdiction or a valid commercial driver's license issued by Mexico, consistent with state law; and
  - b. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The department of transportation may require substantiation of such use by a driving examination conducted by the department or by a medical opinion.

6. The Driver agrees that the motor vehicle shall not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the Driver.

7. Prior to permitting the Driver to operate the vehicle under this Transportation Agreement, and every four (4) years thereafter, the Driver understands that the School District shall do all of the following:

a. Request from the records maintained by the department of justice a criminal history search of the Driver prior to the initial operation of the vehicle; and

b. Request the Driver's operating record from the department of transportation, or other entity as permitted by applicable law; and

c. Obtain a background information form completed by the Driver, as prescribed by the department of public instruction; or

d. Proof by the Driver of a valid school bus endorsement issued under Wis. Stat. § 343.12 shall exempt the School District from its obligation to conduct the above (a)-(c) activities.

8. The Driver understands that the School District is prohibited by law from permitting a Driver to operate a vehicle pursuant to this Transportation Agreement if any of the following applies, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12:

a. The Driver has a record of conviction, operating privilege revocation, or adjudicated delinquency that would disqualify the person from issuance or renewal of a school bus driver endorsement under state law; or

b. The Driver is listed in the registry under Wis. Stat. § 146.40(4g)(a)2; or

c. The Driver has provided materially false or incomplete information on the background information form.

9. The Driver understands that the School District may require the Driver to be fingerprinted, unless the Driver holds a valid school bus endorsement issued under Wis. Stat. § 343.12, which, when required, shall be kept confidential.

10. The Driver agrees that she/he shall report to the School District in writing within 10 days of the occurrence of any of the following:

a. Any accident in which the Driver was involved as the operator of a motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or whether the Driver was operating a vehicle to transport students; and

b. Any conviction or operating privilege revocation that makes the individual ineligible to be an operator of a motor vehicle to transport students or, if the individual holds a valid school bus endorsement, that disqualifies the individual from issuance or renewal of a school bus endorsement; and

c. Any suspension or revocation of the Driver's operating privilege, or cancellation of a school bus endorsement, by the state of Wisconsin or another jurisdiction.

11. All parties to this Transportation Agreement are subject at all times to rules adopted by the secretary of transportation under Wis. Stat. § 110.06(2) and by the department of public instruction.

12. Neither party's rights and obligations under this Agreement may be transferred, conveyed or assigned without the express prior written consent of the other party.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Business Manager Name

\_\_\_\_\_  
Driver Name

\_\_\_\_\_  
Business Manager (signature)

\_\_\_\_\_  
Driver (signature)