Board of Control Policies

Updated as of March 20, 2018
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Foundations and Basic Commitments

700 – Service Agency Legal Status

1) Wisconsin Statutes 116.01 - Purpose

The organization of school districts in Wisconsin is such that the legislature recognizes the need for a service unit between the school district and the state superintendent. The Cooperative Educational Service Agencies are designed to serve educational needs in all areas of Wisconsin by serving as a link both between school districts and between school districts and the state. Cooperative Educational Service Agencies may provide leadership, coordination and education services to school districts, University of Wisconsin System institutions and technical colleges. Cooperative Educational Service Agencies may facilitate communication and cooperation among all public and private schools, agencies and organizations that provide services to pupils.

2) Wisconsin Statutes 116.015 - Legal Status:

A Cooperative Educational Service Agency may in its name enter into contracts authorized by this chapter and may sue and be sued.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
701 – Philosophy of CESA 2

It is the philosophy of the CESA 2 Board of Control that the role of CESA 2 is to assist districts in providing quality educational opportunities for all students on an equitable basis. The philosophy, vision and mission statements of the Agency support and verify this endeavor.

MISSION
Improve student learning by expanding the capacity of our diverse school districts.

VISION
Become the preferred partner by helping districts achieve exceptional student learning

CESA 2 will:

- Deliver innovative and effective model of professional development and services that have a strong, positive impact on those whom we serve.
- Provide a unique, comprehensive system analysis process for districts and schools that utilizes data to enhance decisions about critical initiatives and performance goals.
- Connect our partners with resources that meet their needs.
- Cultivate partnerships with organizations having specialized and relevant knowledge to enrich the flow of new ideas into CESA products and services.
- Maximize member districts’ cost efficiencies.
- Assess alignment to mission, values and vision in all our work.
- Evaluate results of our work for effectiveness and sustainability.

VALUES
Collaborative relationships    Effective practice    Tailored services
Family engagement             Shared leadership    Results focus
Innovative thinking

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: September 2012
Reviewed/Revised: March 19, 2013
Reviewed/Revised: August 18, 2015
702 – Strategic Goals of Agency Programs/Services

1. Enhance the institutional capacity of school districts.
   
   a) Provide direct services to children and adults as requested by Agency districts and in accordance with CESA 2 policy and procedures.
   b) Identify with districts their curriculum activities, which might profit from CESA 2 staff leadership or from cooperative support and leadership from one or more districts in the CESA.
   c) Seek contractual arrangements and purchasing arrangements with other governmental agencies - federal, state, regional, county, local district - which will multiply the usefulness of dollars available for education and further encourage efficiency.
   d) Improve the quality of instructional materials and equipment available to districts through evaluation of existing materials and development of new materials and equipment.
   e) Assist districts with educational accountability issues.
   f) Assist districts’ staff in keeping abreast of current educational practices, technology and innovation.

2. Enhance the ability of districts and communities to engage in a school improvement plan.
   
   a) Encourage and develop educational seminars, conferences, conventions, and professional development programs appropriate to the staff development needs of school districts and CESA 2 personnel.
   b) Assist districts with the development of educational programs that reflect the economic, geographic, physical, political, and social diversity of their communities and which meet the standards and guidelines established by the state for the public schools of Wisconsin.
   c) Provide information about educational goals, programs, standards, and activities to the public and staff in an open and consistent manner.

3. Provide leadership for the advancement of education.
   
   a) Review annually the priorities established by the CESA 2 Board of Control and Professional Advisory Council (PAC) and encourage the development of new programs as needed. New program plans should include a statement of rationale, objectives, plans for use of personnel and facilities, budget implementation techniques, evaluation and revision procedures, and a time-line for program development and implementation.
   b) Work with educators and citizens to predict and to meet the needs of public education in the CESA 2 area.
   c) Serve as liaison when requested between local districts and the state Department of Public Instruction and other regional agencies.
   d) Work with local, state, and national professional and other organizations, which are committed to the improvement of education for all children.
   e) Provide in-service programs for board members, teachers, administrators, aides, volunteers, and interested citizens when such programs can support the goals of education and awareness of new educational ideas in one or more area districts.
f) Encourage citizen participation in all school and CESA 2 activities.

   g) Coordinate the separate divisions and programs supported by the CESA 2 Board of Control.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
703 – Determination of Agency Programs/Services

The following are the operational guidelines through which CESA 2 will strive to fulfill its vision, mission and goals.

1. Programs offered may be based upon local school district service needs. Requests for new programs may be initiated by district administrators, the CESA 2 Agency Administrator and/or Directors of Agency Programs, the Department of Public Instruction, the CESA 2 Board of Control or others in a position to document the need for new programs/services.

2. Leadership, vision, and innovation should be continuing priorities when developing new programs/services for CESA 2 school districts. Planning committees may be formed to assist in the development of the new offerings.

3. A core of CESA 2 services should be developed to provide a reasonable consistency of structure and function for the Agency. In addition, a changing mixture of services and participating districts is accepted as a characteristic of CESA 2 operations and is a positive indicator of a viable service Agency’s role.

4. Services, which can best be provided exclusively by the local district, for the local district, should be retained at the local level. Services, which have been delivered by the Agency, but due to changing conditions can best be assumed by the local district, should be reallocated to the local level.

5. New proposals will be developed to comply with local, state and federal guidelines. Completed proposals will be submitted to the CESA 2 Board of Control for action. When applicable, proposals will be submitted to the Department of Instruction and other agencies for funding.

6. Services, programs, and projects will be implemented following approval by the CESA 2 Board of Control or the CESA 2 Agency Administrator, as provided by policy, or when participating districts complete contractual agreements.

7. Districts utilizing services, when appropriate, will be involved in monitoring program delivery, and determining the efficiency and effectiveness of the programs, as well as identifying needed changes in services and programs.

8. The Agency Administrator will periodically review and evaluate each existing CESA 2 service to assure that obsolete, ineffective, inefficient, or inappropriate services are not unduly perpetuated.

Adopted: December 19, 1995
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
704 – CESA Statewide Network

CESA 2 will be an active member of the CESA Statewide Network.

Adopted: March 19, 2013
Board Governance and Operations

800 – Board of Control Status

The Agency shall be governed by a Board of Control composed of members of school boards of school districts within the Agency. Annually on or after the 4th Monday in April, the school board of each school district in the Agency shall appoint one of its members as its representative for the purpose of determining the composition of the CESA 2 Board of Control. For the purpose of determining membership on the CESA 2 Board of Control, a school district operating elementary grades only and lying in more than one union high school district shall be considered part of the union district territory in which the major portion of its equalized valuation lies. The CESA 2 Board of Control shall hold an annual organizational meeting on or after the 2nd Monday in May. No annual organizational meeting may be held after the 2nd Monday in August.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
801 – Board of Control Duties
The duties of the CESA 2 Board of Control set forth in Wisconsin Statutes 116.03 and 116.04 are as follows:

1. Determine the policies of the Agency.
2. Receive state aid for the operation of the Agency.
3. Determine each participating local unit’s prorated share of the cost of cooperative programs and assess the costs of each program against each unit participating in the program including, without limitation because of enumeration, unemployment insurance, litigation expense, collective bargaining and monetary awards by courts and agencies, but no board of control may levy any taxes. No cost may be assessed against a unit for a cooperative program unless the unit enters into a contract for the service.
9. Require a bond of the Agency administrator and such other employees as determined by the CESA 2 Board of Control. The Agency administrator, within 15 days following the beginning of contractual duties, shall file a bond executed by 2 qualified sureties approved by the board of control or may file a surety company bond in an amount determined by the board of control, but at least equal to 5% of the current administrative budget of the Agency. If the board of control so determines the Agency treasurer shall file personal or surety bonds in such amounts as the board of control requires. The Agency may purchase surety bonds with Agency funds.
10. Authorize the expenditure of money for the purposes set forth in this chapter and for the actual and necessary expenses of the board of control and Agency administrator and for the acquisition of equipment, space, and personnel. All accounts of the Agency shall be paid by check, share draft or other draft signed by the chairperson, and secretary to the board of control.
11. Establish the salaries of the Agency administrator and other professional and nonprofessional employees. State reimbursement for the cost of the salary of the Agency administrator shall be equal to the actual salary paid or the maximum of the salary range for public instruction supervisors under the state superintendent, whichever is less.
12. Annually, make an inventory of Agency property and file copies of it in the Agency office.
12m. Every 3rd year as scheduled by the state superintendent, provide to the school board of each school district in the Agency an accountability plan that addresses both the efficiency and effectiveness of all Agency programs and services.
13m. If the county board of supervisors establishes an initiative to provide coordinated services under S.59.53(7), participate in the initiative and may enter into written interagency agreements or contracts under the initiative.
13s. Upon request of 2 or more school districts served by the board of control, apply for a state trust fund loan under S.24.66 on behalf of the school districts to carry out a distance education project. The board of control shall expend the proceeds or transfer the proceeds to each school district and shall accept from each school district repayments of principal and payments of interest and promptly remit such payments to the board of commissioners of public lands.
14. Do all other things necessary to carry out this chapter.

116.04 The board of control shall appoint an individual to serve as Agency administrator. The Agency administrator shall implement the policies of the board of control.
802 – Representation

Members of the CESA 2 Board of Control will be elected as per S.116.02 (2), (c) stats.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
803 – Plan of Representation

For purposes of selection of members of the Board of Control, CESA 2 will be divided into the following clusters:

**Cluster A**
- DeForest
- Marshall
- Sun Prairie
- Waterloo
- Waunakee

**Cluster E**
- Beloit
- Beloit-Turner
- Brodhead
- Juda
- Parkview

**Cluster I**
- Edgerton
- Evansville
- Oregon
- Stoughton

**Cluster B**
- Middleton-Cross Plains
- Mount Horeb
- Verona
- Wisconsin Heights

**Cluster F**
- Clinton
- Delavan-Darien
- Janesville
- Walworth

**Cluster J**
- Central-Westosha
- Lake Geneva-Genoa City
- Williams Bay
- Wilmot

**Cluster C**
- Deerfield
- Madison
- McFarland
- Monona Grove

**Cluster G**
- Elkhorn
- Fort Atkinson
- Milton
- Palmyra-Eagle
- Whitewater

**Cluster K**
- Burlington
- East Troy
- Union Grove
- Waterford

**Cluster D**
- Albany
- Belleville
- Monroe
- Monticello
- New Glarus

**Cluster H**
- Cambridge
- Jefferson
- Johnson Creek
- Lake Mills
- Watertown

One member of a board of education from each cluster will be elected by cluster delegates at the annual convention to serve a three (3) year term on the CESA 2 Board of Control. Terms of the Board of Control shall rotate according to the following schedule:

### Election Cycle (3 year term begins)

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Adopted: January 18, 2000
Reviewed/Revised: May 2012; March 19, 2013; May 17, 2016
804 – Board of Control Member Oath of Office

Each member of the CESA 2 Board of Control will file an “Official Oath of Office” each year following the Annual Convention for Cooperative Educational Service Agency 2.

State of Wisconsin

County of ______________________

I, the undersigned, who have been duly elected to the office of member of the Board of Control of Cooperative Educational Service Agency 2 and have not yet entered upon the duties thereof, swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability. So help me, God.

Signed: __________________________________________________________

Submitted and sworn before me this _____________ day of ____________, 20____.

____________________________________________________________
Signature of Person Administering Oath

Adopted: January 18, 2000
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
806 – Board of Control Committees

The CESA 2 Board of Control shall function with the following three standing committees:

---Audit
---Policy
---Personnel

The responsibilities of each committee are:

1. **Audit**: Reviewing monthly revenue and receipts and advising the Agency Administrator and Director of Financial Services on fiscal matters.

2. **Policy**: Reviewing / creating CESA 2 Board of Control policies.

3. **Personnel**: Handling employee negotiations and other personnel matters.

Adopted: January 18, 2000
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
807 – Attorney

The CESA 2 Board of Control shall employ an attorney, as needed, who is familiar with schools and school laws.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
808 – Board of Control Meetings

Regular Meetings

The CESA 2 Board of Control will meet regularly in the Agency office unless the Agency Administrator, in consultation with the Board Chairperson, designates another location. School board members, administrators, and the public are invited to attend Board of Control meetings.

All board meetings are held in compliance with the open meetings law.

The regular meeting night and time shall be determined at the organizational meeting of the CESA 2 Board of Control.

Special Meetings

Special meetings of the CESA 2 Board of Control may be called by the Chairperson upon written notice given at least 5 days prior to the date of the meeting. Such meetings may also be called by petition of no less than 3 members of the CESA 2 Board of Control served upon the Agency Administrator in writing, designating the time, place and hour of said special meeting, and the purpose thereof. On unusual emergency conditions, a meeting of the CESA 2 Board of Control may be called within 48 hours by either the Chairperson or Agency Administrator when at least 8 members of said board have agreed via a telephone poll, voice mail, email or fax of the members and others have been notified by prior listed ways or over-night letter of said meeting and a minimum of 6 members are present.

Procedures

Technology may be used to facilitate such meetings.

Robert’s Rules of Order (newly revised) will be used as a general guide.

All public comments will be received in the CESA 2 office at 1221 Innovation Drive, Suite 205, Whitewater, WI.

All speakers will be asked to keep his/her remarks to three (3) minutes or less.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
809 – Quorum

A majority of the CESA 2 Board of Control membership shall constitute a quorum to conduct business at either a regular meeting or a special meeting. However, should a quorum not be present, those members present can conduct the business that is necessary for the organization to be able to meet its commitments for the next month---payment of bills, hiring new staff, accepting resignations and submitting and acceptance of grants.

Any member of the CESA 2 Board of Control may designate an alternate to audit any meeting but such alternate shall not have voting power.

Adopted: December 19, 1989
Reviewed/Revised: June 2008
Reviewed/Revised: March 19, 2013
810 – Voting

A voting sheet shall be available for the purpose of recording all votes on agenda action items.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
811 – Minutes

The Agency Administrator will forward a set of minutes to each CESA 2 Board of Control member for review prior to the regular monthly meeting as a measure in conserving regular meeting time. Accompanying said minutes should be an official reminder of the next regular meeting.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
812 – Board Member Attendance

CESA 2 Board of Control members are appointed to represent their own school districts and all of the districts in their particular cluster. Attendance and participation of each CESA 2 Board of Control member is, therefore, important to a large segment of CESA 2.

It shall be the policy of CESA 2 that when a Board of Control member misses three (3) consecutive meetings of the Board of Control, the Board will direct the Agency Administrator to contact and request that member’s district superintendent to appoint another school board member to complete the term on the CESA 2 Board of Control. If no other member of the affected school board is able/willing to serve on the CESA 2 Board of Control, the Board will invite another school board in that cluster to appoint a replacement school board member to the CESA 2 Board of Control. The new appointment will be confirmed at the next scheduled annual convention of school district delegates.

The CESA 2 Board of Control will consider any special circumstances regarding a member’s absences and may choose not to invoke the procedures described above.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
813 – Adoption of Policies

The CESA 2 Board of Control may from time to time wish to add or delete policies or amend existing policies of CESA 2. This policy governs such adoptions.

The CESA 2 Board of Control will not adopt policies unless they are included in the published agenda of a regular or special meeting of the Board. Such notice shall include at least the titles of the proposed policies. The text of the proposed policies shall be included in the packet distributed to CESA 2 Board of Control members and shall be made available to the public upon request. If, in deliberations during the second reading, the CESA 2 Board of Control determines to revise the text as proposed, it shall not be necessary to defer adoption of the policy any further. A policy will be adopted by a simple majority of the members present after the second reading, unless the CESA 2 Board of Control decides to table the policy or return it to the committee.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
814 – Recordkeeping

All records shall be considered official Agency property and shall be maintained at the Agency office in compliance with the retention schedule developed by the Department of Public Instruction. This schedule is attached as an administrative rule.

The Agency Administrator will serve as the legal custodian of all Agency records. The Director of Financial Services will serve as legal custodian of all Agency Records in his/her absence.

Adopted: December 19, 1989
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
815 – Board Member Code of Ethics and Conflicts of Interest

As representatives of all of the citizens in their respective districts and regions, the Board of Control is responsible for serving the best interests of the communities and their students, and utilizing all available resources toward that end. The oath of office requires that Board members uphold the laws and Constitutions of the United States and State of Wisconsin.

Board of Control members are expected to attend all regularly scheduled meetings and be prepared to act on issues before the Board, encourage the free expression of opinions by all Board members, work with other Board members to establish effective Board policies, support the employment of personnel best qualified to perform the work of CESA 2, and maintain confidentiality of privileged communication. Board of Control members are also expected to remember that they are serving as local legislators under the direction of state and federal laws. Board of Control members may accept gifts valued at $30.00 or less and must report the receipt of the gift to the Agency Administrator.

In addition, Board of Control members shall not use their office to obtain financial gain or anything of substantial value for their private benefit, or for the benefit of their immediate family, or for any organization with which they are associated. Board of Control members recognize that conflicts of interest are to be avoided if the public’s confidence in the Board of Control, and the Cooperative Educational Service Agency 2’s operations as a whole, is to be maintained. The intent of this policy is to preclude the possibility that a Board of Control member may be placed in a situation where his or her personal interests may affect his or her judgment on matters relating to Cooperative Educational Service Agency 2 operations, and to remind Board of Control members of their duty to comply with statutory provisions, including Wis. Stat. §19.42 et seq., and 946.10 et seq., which define school board members’ legal and ethical obligations.

The following applies to Board of Control members:

1. No Board of Control member may be employed by the Cooperative Educational Service Agency 2 in any capacity.
2. No Board of Control member may take any action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the Board of Control member is associated has a substantial financial interest.
3. No Board of Control member will use his or her office in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the Board member, members of his or her immediate family, either separately or together, or an organization with which the Board of Control member is associated.
4. No Board of Control member will participate in the making of a contract with the Cooperative Educational Service Agency 2, in either his or her private or official capacity, in which the Board of Control member has a pecuniary interest, either direct or indirect.
5. If a Board of Control member has a pecuniary interest, either direct or indirect, in a matter before the Board of Control, or the matter substantially affects the financial interest of a Board of Control member, or a member of his or her immediate family, or an organization with which the Board of Control member is associated, the Board of Control member will abstain from
discussion, consideration, action, or voting on the matter regardless of the monetary amount involved.

6. No Board of Control member will solicit or accept any gift or favor of any value that is intended or may be perceived to be intended to influence him or her in the discharge of his or her duties.

7. No Board of Control member may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking, official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make, or refrain from making, a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of any Board of Control member or as otherwise prohibited by law.

8. No Board of Control member will use confidential Cooperative Educational Service Agency 2 information concerning the affairs of the Cooperative Educational Service Agency 2 for personal gain for himself or herself or others.

A conflict of interest is defined as a conflict between the private interests of a Board of Control member and the official responsibilities of his or her elected position. Immediate family means an individual’s spouse and any relative by marriage, lineal descent or adoption, who receives, directly or indirectly, more than one-half (1/2) of his or her support from the Board of Control member, or from whom the Board of Control member receives, directly or indirectly, more than one-half (1/2) of his or her support. An associated organization includes any organization in which a Board of Control member, or a member of his or her immediate family, is a director, officer or trustee, or owns or controls, directly or indirectly, at least 10 percent (10%) of the outstanding equity, or of which the Board of Control member, or a member of his or her immediate family, is an authorized representative or agent.

Board of Control members who violate the code of ethics and conflict of interest policy may be subject to sanctions including public reprimand, censure, or request for resignation from the Board.

Adopted: January 13, 2015
816 – Board Vacancy

If a majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

When a member of the Board of Control retires or resigns or a new member is not elected to the cluster at the annual Delegate Convention, his/her position on the Board will be filled by an appointment of another school board member from the school board of the retiree/resignee. The new member will complete the term of office which is assigned to that particular school district.

If there is not a school Board member who is willing to serve from the school board for which there is a vacancy, the agency administrator will contact the other superintendents and the school board presidents of the school districts within the cluster to see if there is a school Board member willing to complete the term of office. If there is a willing school Board member, that new member will complete the term of office which is vacant.

If there is not an interested school board member from the school board for which there is a vacancy, nor is there an interested school board member from within that cluster, the agency administrator will contact the other superintendents and the school board presidents of the school districts, from a school board not already represented on the Board, within CESA 2 to see if there is a school board member willing to complete the term of office. If there is a willing school board member, that new member will fill the vacancy until the next Delegate Convention.

All applicants are to submit a notice of their interest, in writing, to the Board Secretary. If there is more than one interested candidate, the Board may interview candidates to ascertain their qualifications.

The candidate that receives the most votes will be appointed by the Board to fill a vacancy. All votes shall be recorded and preserved. In the event of a tie, the winner will be selected by lottery.

If there are no school board members able to fill the vacancy, the seat will remain unfilled until the next Delegate Convention.

Adopted: November 14, 2017
Administration

900 – Agency Executive Officer

The CESA 2 Board of Control shall appoint and contract with an Agency Administrator for a term of not more than two years, with qualifications as established by rule of State Statutes.

The Agency Administrator shall implement the policies of the CESA 2 Board of Control.

Adopted: January 16, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
901 – Agency Administrator Responsibilities

The overall goal of the Agency Administrator is to plan, organize, coordinate and direct the activities and services of the Cooperative Educational Service Agency 2. The Agency Administrator is responsible for coordinating and administrating the services; securing the participation of school districts and other agencies; and implementing the policies of the CESA 2 Board of Control.

The responsibilities of the Agency Administrator shall be defined in three major categories: General Administration, Fiscal Administration, and Personnel Administration.

**General Administration**

1. Act as an advisor and non-voting secretary to the CESA 2 Board of Control.

2. Plan agendas for meetings of the CESA 2 Board of Control, Professional Advisory Council, representative advisory committees and CESA 2 Leadership Team meetings.

3. Prepare, implement, review and evaluate Agency policies as adopted by the CESA 2 Board of Control.

4. Serve as the chief administrative officer and official agent of the CESA 2 Board of Control.

5. Meet with the CESA 2 Board of Control at its monthly meeting and at such special meetings as may be called by the CESA 2 Board of Control.

6. Prepare and/or approve news releases for the Agency.

7. Promote participation of school districts in CESA 2 services by maintaining close communications with school administrators and school districts.

8. Attend state and national meetings as necessary to keep informed of educational matters, and shall share such information with CESA 2 staff and Board of Control. Necessary expenses including travel, meals, lodging and other incidentals shall be reimbursed by the Agency.

9. Carry out those activities, which will provide for a business and professional operation of the Agency in keeping with the purpose of Chapter 116. Stats.

10. Serve as a liaison between the school districts of CESA 2 and between the Agency schools and the Department of Public Instruction.

**Fiscal Administration**

The Agency Administrator may delegate and/or maintain the following duties; however, the final responsibility remains with the Agency Administrator.

1. Plan and monitor all Agency fiscal operations.
2. Maintain records such that state and federal aids may be legally claimed, received and properly accounted.

3. Prepare and submit to the CESA 2 Board of Control an annual budget for the administration of the Agency and for all programs and services.

4. Present a monthly summary of receipts and expenditures, and a monthly trial balance for the CESA 2 Board of Control.

5. Maintain records necessary for determining pro rata share of each school district for services rendered and aid distribution.

**Personnel Administration**

1. Supervise the work of CESA 2 directors and, indirectly, all CESA 2 staff.

2. Evaluate the performance of CESA 2 directors annually and establish evaluation procedures and guidelines for the evaluation of CESA 2 staff.

3. Provide in-service training opportunities for CESA 2 staff and members of the CESA 2 Board of Control.

4. Advise the CESA 2 Board of Control in all matters of collective bargaining with Agency employees represented by unions.

5. Responsible for administering collective bargaining agreements negotiated between the CESA 2 Board of Control and employee unions.

6. Negotiate and administer salary plan(s) for non-represented CESA 2 employees.

7. Recommend to the CESA 2 Board of Control the employment, dismissal, renewal/non-renewal and layoff(s) of certified employees (those employees with positions requiring DPI licenses or certifications) of the Agency.

8. Responsible for the employment and/or dismissal of all non-certified employees of the Agency.

**Other**

1. The Agency Administrator shall carry out such other responsibilities as directed by the CESA 2 Board of Control.

Adopted: January 16, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Revised: April 15, 2014
902 – Evaluation of Agency Administrator

At least annually, prior to its regular March monthly meeting, the CESA 2 Board of Control shall evaluate the performance of the Agency Administrator. The required evaluation may be waived by a two-thirds vote of the Board of Control, however, if circumstances so warrant.

Procedure

1. Each Board of Control member shall receive, via mail, a copy of the evaluation form to be completed and returned to the Board of Control Chairperson.

2. The Board of Control Chairperson will tally the number of responses. Using the evaluations completed by the Board of Control members, the Chairperson will draft a composite evaluation and narrative for inclusion in the Agency Administrator’s personnel file. The Chairperson will conduct a private meeting with the Agency Administrator to review that evaluation and narrative. The evaluation and narrative will also be communicated to the rest of the Board of Control prior to being shared with the Agency Administrator.

3. At the request of either a majority of the Board of Control or the Agency Administrator, the Agency Administrator’s evaluation may be discussed at a closed session of the Board of Control called for that purpose.

The Board of Control may use the results of the Agency Administrator’s evaluation(s) when making decisions regarding renewal of his/her contract and/or compensation.

Adopted: January 16, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
903 – Administrative Organization

The Agency Administrator shall be given the authority and responsibility to establish an organizational pattern within the Agency to create the most efficient, economical, and effective service delivery system to users of Agency services.

Adopted: January 16, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
904 – Staff Accountability

All Program Directors and Consultants shall be accountable to the CESA 2 Agency Administrator or their supervisor.

All office employees shall be responsible to the identified supervisor.

Staff members hired by the CESA 2 Board of Control as Directors or Consultants of federally funded and state funded projects shall be governed by all CESA 2 administrative policies. Such personnel shall be responsible to the Agency Administrator.

Adopted: January 16, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Revised: April 15, 2014
905 – Administrative Advisory Committees

The Agency Administrator shall meet once each month, except June, July, and August with a professional advisory committee comprised of the district administrator of each school district in CESA 2 to receive their advice on the operation and services of the Agency, present reports from the DPI, and deliver other areas of interest for professional growth.

The Agency Administrator shall establish an Administrative Steering Committee composed of eleven school district administrators each representing a cluster of CESA 2 school districts. The Agency Administrator shall convene meetings of the Steering Committee as necessary for advice on the affairs of the Agency.

The Agency Administrator may from time to time establish special or ad hoc committees to advise the Agency Administrator on matters impacting the functioning of the Agency. Such committees shall serve and meet at the pleasure of the Agency Administrator.

Adopted: January 16, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
906 – Policy Implementation

The policies developed by the CESA 2 Board of Control and the administrative regulations developed to implement policy are designed to increase the effectiveness and efficiency of the CESA 2 operation. The expectation is that all employees will comply with the policies. In an attempt to ensure equitable and just treatment of all, suggestions for changes in, revisions of, or additions to existing policies and regulations are welcomed from employees.

Each staff member is responsible for reviewing and complying with Board policies applicable to the employee. Copies of the policy book are located at each office and are posted on the Agency’s internal website for employees. Any question about an agency policy should be raised with the employee’s supervisor. Significant or repeated disregard for Agency policy or policies or administrative regulations, whether intentional or due to claimed ignorance, may be deemed willful neglect of responsibility and may lead to dismissal or other discipline.

Adopted: January 16, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Revised: April 15, 2014
907 – Administrative Regulations

The CESA 2 Board of Control shall delegate to the Agency Administrator the function of specifying required actions and designing the detailed arrangements under which the Agency will operate. These detailed arrangements shall constitute the administrative regulations governing the Agency and must in every respect, be consistent with the policies of the CESA 2 Board of Control.

The CESA 2 Board of Control reserves the right to review and veto administrative rules should they, in the Board’s judgment, be inconsistent with the policies adopted by the Board.

Adopted: January 16, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
908 – Temporary Administrative Arrangement

The CESA 2 Board of Control shall designate a person to assume the Agency Administrator’s duties during any time that person is absent due to extended vacation, illness, or retirement. The CESA 2 Board of Control may request that the Agency Administrator recommend an individual to the Board to assume these duties. It is understood that this assumption of duties is of a temporary nature only and that the CESA 2 Board of Control will meet in regular or, if necessary, special session to appoint a replacement Agency Administrator should the absence become lengthy or permanent.

Adopted: January 16, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Fiscal Management

1000 – Fiscal Management Goals

The goal of fiscal management is to maintain fiscal records and procedures of the Agency that provide protection for the resources of the Agency, as well as records and procedures which generate economy, effectiveness and efficiency of the operation.

The Agency will operate under State Department of Public Instruction ordered Generally Accepted Accounting Principles (GAAP).

Priority Objectives:

1. Record keeping, which protects the Agency and its clients from misuses and/or abuse of its resources.

2. Fiscal management that establishes economy in purchase and operations of the Agency and its programs.

3. Fiscal management that provides readily-accessible information for purposes of decision-making.

4. Fiscal record keeping that provides the Agency’s constituents and the general public with accountability for its operation in an easily understandable format.

5. Detailed budgeting of all CESA 2 sponsored activities to ensure that each program is satisfactorily funded and that costs are substantiated and equitable.

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
1001 – Annual Operating Budget

The Director of Financial Services shall be responsible for informing the Agency Administrator and the CESA 2 Board of Control of all fiscal matters and shall use professional judgment in maintaining sound fiscal policy in the operation of all Cooperative Educational Service Agency 2 activities.

The budgeting system will be based on project objectives defined by program Directors/Consultants/Consultant Teams with input from districts through advisory councils, as appropriate.

The Agency fiscal year shall be July 1 through June 30.

Budget deadlines and schedules will be set by Director of Financial Services as appropriate for the best working relationship to meet school district needs whenever possible.

Budget planning will be a cooperative effort of program directors, consultants, the Strategic Leadership Team, advisory councils when appropriate, and the Director of Financial Services. Financial data sources and tools will be identified to measure progress toward goals.

Budget priorities will be a continuous process finally determined by the Strategic Leadership Team, the Agency Administrator and CESA 2 Board of Control in conjunction with the districts the Agency serves.

Budgets will be developed at the project, program, team or location level. The Director of Financial Services will be responsible for monitoring and updating budgets as necessary.

The Director of Financial Services shall be authorized to make intra-fund and inter-fund transfers during the fiscal year for the smooth operation of Agency programs.

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Reviewed/Revised: March 20, 2018
1002 – Short and Long Term Borrowing

Short Term Borrowing

CESA 2 does not have any taxing authority and upon specific permission from the CESA 2 Board of Control, a given amount may be borrowed for short term purposes to meet current operating expenses. At no time shall the amount borrowed exceed 10% of the prior year’s receipts for expenses incurred during the contracted year.

Long Term Borrowing

CESA 2 shall follow State Statutes on long term borrowing.

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
**1003 – Grant Proposals**

Guidelines:

Grant applications must be approved by the CESA 2 Board of Control.

Grant proposals shall be consistent with Policy 701 – Philosophy of CESA 2.

The CESA 2 Board of Control encourages CESA 2 staff to apply for grants within the additional guidelines:

1. Grants shall be designed to provide continued long term benefits.
2. Grants which eventually may require local district financing must initially have local district commitment.
3. Grants shall be applied for when the Agency/program is able to commit to and fulfill the purpose of each grant.

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
1004 – Revenues from Investments

The CESA 2 Board of Control considers an investment program to be a critical ingredient of sound fiscal management. Therefore, the CESA 2 Board of Control authorizes an investment program for the purpose of securing revenues in support of the Agency’s educational programs.

The investment program shall be administered in a way that will ensure:

1. A continuous process of temporary investing of all moneys available for investment purposes.
2. The use of an open competition system of bids and/or quotes to obtain the maximum yield on all investments from financial institutions.
3. That all Agency investments will be made in compliance with the law. Permitted investments include:
   a. Certificates of deposit with maturities of three years or less in financial institutions which are financially secure and whose deposits are insured by the FDIC or its equivalent and are authorized to do business in Wisconsin.
   b. Bonds and other securities guaranteed as to principal and interest by the federal government or by a commission board or other instrumentality of the federal government.
   c. Repurchase agreements with banks and other financial institutions authorized to do business in Wisconsin if the agreement is secured by an independent third party by bonds or securities issued or guaranteed as to principal and interest by the federal government. If the market value of the bonds or securities falls below the repurchase price, additional collateral must be provided.
   d. Other securities (ie: commercial paper) which mature or may be tendered for purchase not more than one year of the date of acquisition, provided the security has a rating assigned by Standard & Poor’s Corporation A1 rated, or Moody’s Investors Service P1 rated.

The CESA 2 Board of Control authorizes the Director of Financial Services to direct all activities associated with the investment program in such manner as to accomplish the objectives of this policy.

Adopted: April 18, 2000
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
1004 – Revenues from Investments - Administrative Rule

The Director of Financial Services shall be authorized to execute, in the CESA 2 Board of Control’s name, any or all documents relating to the investment program in a timely manner and to confer with reputable consultants regarding investment decisions when deemed necessary.

Investments will be approved by the CESA 2 Board of Control using the following method:

1. Director of Financial Services will collect appropriate data relating to an investment.

2. Data will be presented to the Audit Committee for discussion, understanding, and recommendation.

3. The Treasurer of the CESA 2 Board of Control will present the Audit Committee’s recommendation about the investment to the Board.

4. The CESA 2 Board of Control will approve or disapprove the Audit Committee’s recommendation.

Adopted: April 18, 2000
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
1005 – Bonded Employees and Officers

Appropriate fidelity bond coverage will be secured for all personnel responsible for CESA 2 funds. Coverage will be provided for the Agency Administrator, Director of Financial Services and any other employees or board members deemed necessary by the CESA 2 Board of Control.

Wis. State Statues 116.03 (9)

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
1006 – Fiscal Accounting and Reporting

The CESA 2 Director of Financial Services will establish and maintain a financial accounting system in accordance with applicable state and federal laws, state department regulations, Board policies, and generally accepted accounting principles. This financial accounting system will accurately reflect the financial condition of CESA 2 and will provide appropriate reports to the CESA 2 Board of Control and school districts.

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
1007 – Accounting System

The CESA 2 accounting system shall:

A. Maintain double entry ledger and journal records using CESA WUFAR (Wisconsin Uniform Financial Accounting Requirements) chart of accounts.

B. Reconcile bank account statements monthly.

C. Reconcile bank account to the ledgers monthly.

D. Reconcile funds when entered.

E. Back up electronic data in a safe and secure manner on a regular basis.

FINANCIAL REPORTS AND STATEMENTS

The Director of Financial Services shall:

A. Provide the Agency Administrator and the CESA 2 Board of Control with regular reports of the financial condition of the Agency. This report shall include:

   1. A detailed monthly report of all receipts and expenditures by receipt number and check number.
   2. A financial summary showing the balance on hand as of the first day of the previous month, totals of receipts and expenditures for the previous month.
   3. The balance on hand for all accounts as of the first day of the current month as reconciled with the bank statement.
   4. All outstanding short term debts and investments as of the first day of the current month.
1008 – Fixed Asset Inventories

An annual fixed asset inventory of all furniture and equipment valued at more than $5,000.00 shall be maintained under the supervision of the Director of Financial Services for insurance purposes and property control. The fixed asset inventory spreadsheet shall reflect depreciation cost as well as any lost or stolen items.

To ensure complete records, the following information shall be maintained.

1. A description of the property.
2. Manufacturer’s serial number, model number, or other identification number.
3. Source of funding the property including grant or other agreement numbers.
4. Acquisition date, cost of the property and replacement cost.
5. Location, use and condition of the property and the date the information was recorded.
6. Ultimate disposition data, including date of disposal and sales price or the method used to determine current value.

Each department, program director, and CESA 2 employee will be responsible to assist in compiling the annual inventory.

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Reviewed/Revised: February 18, 2014
1009 – Purchasing

The function of purchasing is to serve the educational programs by providing the necessary supplies, equipment, and services. The CESA 2 Board of Control declares its intention to seek maximum educational value for every dollar expended. A contract or purchase order shall be used to carry out purchasing activities.

The CESA 2 Board of Control assigns the Executive Director of Financial Services the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and program grants of the Agency. Said purchases shall also be consistent with the individual program goals of the district participants in the program.

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Reviewed/Revised: March 20, 2018
1009 – Purchasing – Administrative Rule

Overview

THE POLICIES DESCRIBED IN THIS SECTION APPLY TO ALL PURCHASES MADE BY CESA 2.

CESA 2 requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

The goal of these procurement policies is to ensure that materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal statutes, state statutes and grant requirements.

Responsibility for Purchasing

All directors/coordinators or their designees shall have the authority to initiate purchases on behalf of their program, within the guidelines described here. Program directors and/or coordinators shall inform the Financial Services office of all individuals that may initiate purchases or prepare purchase orders. The Financial Services office shall maintain a current list of all authorized purchasers.

The Financial Services office shall be responsible for processing purchase orders. The Agency Administrator has approval authority over all purchases and contractual commitments, and shall make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

Code of Conduct in Purchasing

(2 CFR Part 200.318 (c)(1), 45 CFR Part §75.327)
See Policy – 3210 Staff Ethical Standards

Competition

(2 CFR Part 200.319, 45 CFR Part §75.328)

In order to promote open and full competition, purchasers will:

- Be alert to any internal potential conflicts of interest.
- Be alert to any noncompetitive practices among contractors that may restrict, eliminate, or restrain trade.
- Not permit contractors who develop specifications, requirements, or proposals to bid on such procurements.
- Award contracts to bidders whose product or service is most advantageous in terms of price, quality, and other factors.
- Issue solicitations that clearly set forth all requirements to be evaluated. “Name brand or equivalent” description may be used as a means to define the performance or requirements. (200.319(c)(1), 45 CFR Part §75.328)
• Reserve the right to reject any and all bids when it is in CESA 2’s best interest.
• Not give preference to state or local geographical areas unless such preference is mandated by federal statute. \((200.319(b), 45 CFR Part §75.328)\)

**Nondiscrimination Policy**

All contractors who are the recipients of CESA 2 funds or who propose to perform any work or furnish any goods under agreements with CESA 2 shall agree to the following principles:

1. Contractors will not discriminate against any employee or applicant for employment because of race, religion, color, sexual orientation, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractors.

2. Contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for meeting the intent of this section.

**Procurement Procedures**

The following are CESA 2’s procurement procedures:

1. CESA 2 shall avoid purchasing items that are not necessary or duplicative for the performance of the activities required by a federal award. \((2 CFR Part 200.318(d), 45 CFR Part §75.327)\)

2. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical and practical procurement. \((2 CFR Part 200.318(d), 45 CFR Part §75.327)\). This analysis should only be made when both lease and purchase alternatives are available to the program.

3. Purchasers are encouraged to enter into state and local inter-governmental or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. \((2 CFR Part 200.318(e), 45 CFR Part §75.327)\)

4. Purchasers are encouraged to use excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. Purchasers will use the tools available through the government, such as GSA Auctions, to research possible purchases of excess and surplus property. \((2 CFR Part 200.318(f), 45 CFR Part §75.327)\)
5. Documentation of the cost and price analysis associated with each procurement decision in excess of the simplified acquisition threshold ($150,000.00) shall be retained in the procurement files pertaining to each federal award. (2 CFR Part 200.323, 45 CFR Part §75.332)

6. All pre-qualified lists of persons, firms or products which are used in acquiring goods and services must be current and include enough qualified sources to ensure maximum open and full competition. (2 CFR Part 200.319(d), 45 CFR Part §75.328)

7. CESA 2 will maintain records sufficient to detail the history of procurement, including: (2 CFR Part 200.318(i), 45 CFR Part §75.327)
   a. Rationale for the method of procurement;
   b. Selection of contract type;
   c. Contractor selection or rejection; and
   d. The basis for the contract price.

8. CESA 2 shall make all procurement files available for inspection upon request by a federal or pass-through awarding agency.

9. CESA 2 shall not utilize the cost-plus-a-percentage-of-costs or percentage of construction cost methods of contracting. (2 CFR Part 200.323(d), 45 CFR Part §75.332)

All staff members with the authority to approve purchases will receive a copy of, and be familiar with, 2 CFR Part 200.400 – 475, Cost Principles.
## Authorizations and Purchasing Limits

All completed purchase orders must be signed by the preparer and approved by the director or coordinator of the program. The following table lists required approval levels and solicitation processes:

<table>
<thead>
<tr>
<th>Amount of Purchase</th>
<th>Required Approvals</th>
<th>Required Solicitation</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ $3,500.00 (micro-purchase limit</td>
<td>Director or Coordinator of the Program</td>
<td>• Price must be considered reasonable based on similar purchases in the past</td>
<td>• Receipt approved by Director or Coordinator of the program</td>
</tr>
<tr>
<td>(≤ $2,000.00 for purchases subject to Davis-Bacon)</td>
<td></td>
<td>• Purchase can be made from a contractor successfully used in the past</td>
<td>• Evidence of price comparison, if not using past contractor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If a contractor used in the past cannot be used, at least 2 price quotes are required</td>
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<td></td>
<td></td>
<td>• As much as possible, micro-purchases should be rotated among qualified suppliers as long as the price is comparable</td>
<td></td>
</tr>
<tr>
<td>$3,501.00 ≤ $150,000.00</td>
<td>• Director or Coordinator of the Program</td>
<td>More than one quote (catalogue, Internet, written)</td>
<td>• Documentation of price or quotations received</td>
</tr>
<tr>
<td></td>
<td>• Executive Director of Financial Services</td>
<td></td>
<td>• How decision was made</td>
</tr>
<tr>
<td></td>
<td>• Agency Administrator</td>
<td></td>
<td>• Procurement checklist</td>
</tr>
<tr>
<td>Amount of Purchase</td>
<td>Required Approvals</td>
<td>Required Solicitation</td>
<td>Required Documentation</td>
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</tr>
</tbody>
</table>
| > $150,000.00 – Sealed Bids | • Director or Coordinator of the Program  
• Executive Director of Financial Services  
• Agency Administrator  
• Board of Control | • Publicly solicited sealed bids  
• Must have two or more bidders  
• Contract is for a firm fixed price for either units or the lump sum | • Documentation of bids received  
• Decision made on price  
• Procurement checklist |
| > $150,000.00 – Competitive Proposal | • Director or Coordinator of the Program  
• Executive Director of Financial Services  
• Agency Administrator  
• Board of Control | 3 written bids (Request for Bids or Request for Proposals) | • Copy of RFB or RFP  
• Proposal scoring grids including who participated in the scoring  
• Proposal and contract of winning bidder  
• Procurement checklist |

Any equipment purchases for the Head Start program in excess of $5,000.00, must first receive approval from the Regional Office.

The Agency Administrator is authorized to enter into any contract on behalf of CESA 2. Contracts of $3,500.00 or less must be reviewed and approved by the program Director or Coordinator and Executive Director of Financial Services but do not require approval from the Agency Administrator. These policies shall also apply to renewals of existing contracts.

**Pre-Qualified Contractors**

CESA 2 encourages programs to develop lists of approved contractors that can be used throughout the year. The process to identify an approved contractor is as follows:

1. Develop a list of similar, commonly-purchased items that can be acquired from a single contractor. Examples are office supplies and classroom supplies.

2. Get cost estimates for the list in total, not for each item. Include shipping costs, if necessary.

3. Obtain 2 or 3 quotes, depending on the level of expected spending for the year.

4. Compare the quotes.
5. The contractors with lowest prices, including shipping, will be approved for use during the year.

6. This process could result in multiple approved contractors if the prices are within 5% of each other.

This process should be repeated annually, with the approved list produced by January 1. Contractors may be added throughout the year, but all contractors will be reevaluated January 1.

**Use of Purchase Orders**

CESA 2 utilizes a purchase order system. A properly completed purchase order shall be required for each purchase decision (i.e., total amount of goods and services purchased, not unit cost) in excess of $500.00, with the exception of travel expenses and expense reimbursements, which require the preparation of separate forms. A properly completed purchase order shall contain the following information, at a minimum:

1. Specifications or statement of services required

2. Contractor name, address, point of contact and phone number

3. Source of funding (if applicable)

4. Delivery or performance schedules

5. Delivery, packing, and transportation requirements

6. Special conditions (if applicable)

7. Catalog number, page number, etc. (if applicable)

8. Net price per unit, less discount, if any

9. Total amount of order

10. Authorized signature

11. Date purchase order was prepared

Purchase orders shall be pre-numbered and issued upon request from an authorized purchaser.
Blanket Purchase Orders
Blanket purchase orders can be created for purchases to be made throughout the year from the same contractor when the total amount to be purchased can be reasonably estimated. The blanket purchase order number will be used each time an order is placed and needs to appear on each invoice. Blanket purchase orders are subject to the same authorization limits and solicitation as regular purchase orders.

1. Blanket purchase orders can be used when:
   - Purchasing repetitive, specified services or items, or categories of items from the same contractor; which are purchased and paid in a predictable manner during a certain time period, usually one (1) year.
   - Ordering standard materials or maintenance supplies which require numerous shipments.
   - Enabling the buyer to obtain more favorable pricing through volume commitments.

2. Blanket purchase orders generally cannot be used when:
   1. No benefit will be derived over and above use of a regular purchase order.
   2. They create an open line of credit with a contractor.
   3. Prices are unknown at ordering time, or subject to change later without notice.
   4. Quality of the contractor and/or goods or services are questionable.
   5. Control over CESA 2’s expenditures would be weakened significantly.

3. A uniform blanket purchase order format should be used and shall include the following information:
   - The period to be covered by the blanket agreement (not exceed to one year)
   - A cancellation clause
   - The previous blanket purchase order number if this is a replacement blanket purchase order
   - Items and/or categories of items to be covered by the blanket purchase order
   - Maximum quantities, if any
   - Prices and pricing arrangements
   - Terms and billing arrangements
   - Personnel authorized to issue order releases

4. Pricing: Price, F.O.B. terms, commodities, and quantity should be established before the blanket purchase order is issued.

It shall be the responsibility of the program placing the order to monitor the prices and terms of its blanket purchase orders.
Non Competitive Purchases (Sole Source)

**Emergencies:**
Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of CESA 2 property is involved. The reasons for such purchases will be documented in the procurement file.

**Single Distributor/Source:**
Sole source purchases may be made when one or more of the following circumstances apply:

- The item or service is only available from a single source;
- The situation is an emergency and will not permit a delay resulting from competitive solicitation;
- The awarding agency expressly authorizes a noncompetitive proposal in response to a written request; or
- After solicitation, competition is deemed inadequate (insufficient bidders).

Approval from the awarding agency may be required for purchases.

**Required Solicitation of Quotations from Contractors**
Solicitations for goods and services (requests for proposals (RFPs)) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product, or service to be procured. Descriptions shall not contain features which unduly restrict competition. *(2 CFR Part 200.319(c)(1), 45 CFR Part §75.328)*

2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals. (See EVALUATION OF ALTERNATIVE CONTRACTORS below for required criteria.) *(2 CFR Part 200.319(c)(2), 45 CFR Part §75.328)*

3. Technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. *(2 CFR Part 200.319(c)(1), 45 CFR Part §75.328)*

4. The specific features of "brand name or equal" descriptions that bidders are required to meet when appropriate. *(2 CFR Part 200.319(c)(1), 45 CFR Part §75.328)*

5. A description of the format, if any, in which proposals must be submitted, including the name of the person to whom proposals should be sent.

6. The date by which proposals are due.
7. Required delivery or performance dates/schedules.

8. Clear indications of the quantity(ies) requested and unit(s) of measure.

**Extension of Due Dates and Receipt of Late Proposals**
Solicitations should provide for sufficient time to permit the preparation and submission of offers before the specified due date. However, an extension may be granted if a prospective offeror so requests.

Contractor proposals are considered late if received after the due date and time specified in the solicitation. Late proposals shall be so marked on the outside of the envelope and retained, unopened, in the procurement folder. Contractors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for award.

**Evaluation of Alternative Proposers**
Proposers shall be evaluated on a weighted scale that considers some or all of the following criteria as appropriate for the purchase:

1. Adequacy of the proposed methodology
2. Skill and experience of key personnel
3. Demonstrated experience
4. Other technical specifications designated by the department requesting proposals
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Proposer’s financial stability
7. Proposer’s demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by proposer
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority, small business, women-owned business status of proposer, or labor surplus firm
12. Other criteria (to be specified by the department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, the program responsible for the purchase shall establish the relative importance of the appropriate criteria prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a contractor has been selected and approved by the Program Director or Coordinator, the final selection shall be approved by others according to CESA 2’s purchasing approval policies.
Affirmative Consideration of Minority, Small Business, Women-Owned Businesses, and Labor Surplus Area Firms
(2 CFR Part 200.321, 45 CFR §75.330)
Positive efforts shall be made by CESA 2 to utilize small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms whenever possible. For the purposes of this policy, minority and women-owned businesses will be defined as those which have an ownership share of at least 51% by a minority or woman; a small business will be defined as one with less than 250 employees and less than $10,000,000.00 in revenue. Therefore, the following steps shall be taken:

1. Ensure that small business, minority-owned firms, women's business enterprises, and labor surplus area firms are used to the fullest extent practicable. (2 CFR Part 200.321, 45 CFR §75.330)

2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, women's business enterprises, and labor surplus area firms. (2 CFR Part 200.321(b)(4), 45 CFR §75.330)

3. Consider in the contract process whether firms competing for larger contracts tend to subcontract with small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms. (2 CFR Part 200.321(b)(6), 45 CFR §75.330)

4. Encourage contracting with consortiums of small businesses, minority-owned firms, women's business enterprises, and labor surplus area firms when a contract is too large for one of these firms to handle individually. (2 CFR Part 200.321(b)(3), 45 CFR §75.330)

5. Use services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency. (2 CFR Part 200.321(b)(5), 45 CFR §75.330)

Availability of Procurement Records
(2 CFR Part 200.324(b), 45 CFR §75.333)
CESA 2 shall, on request, make available for the federal awarding agency, pre-award review and procurement documents, such as requests for proposals, when any of the following conditions apply:

- The process does not comply with the procurement standards in 2 CFR Part 200. (2 CFR Part 200.324(b)(1), 45 CFR §75.333)
- The procurement is expected to exceed the federally-defined simplified acquisition threshold ($150,000) and is to be awarded without competition or only one bid is received. (2 CFR Part 200.324(b)(2), 45 CFR §75.333)
The procurement exceeds the simplified acquisition threshold and specifies a “name brand” product. (2 CFR Part 200.324(b)(3), 45 CFR Part §75.333)

The proposed award exceeds the federally-defined simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed-bid procurement. (2 CFR Part 200.324(b)(4), 45 CFR Part §75.333)

A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the federally-defined simplified acquisition threshold. (2 CFR Part 200.324(b)(5), 45 CFR Part §75.333)

Provisions Included in All Contracts
(2 CFR Appendix II to Part 200, 45 CFR Appendix II to Part 75)
CESA 2 includes all of the following provisions, as applicable, in all contracts charged to federal awards (including small purchases) with contractors and subgrants to grantees:

1. **Contracts** for more than the simplified acquisition threshold currently set at $150,000.00, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

2. All contracts in excess of $10,000.00 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be effected and the basis for settlement.


4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by CESA 2 and its subrecipients must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”).

5. The contracts must also include a provision for compliance with the **Copeland “Anti-Kickback” Act (40 U.S.C. 3145),** as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.
6. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000.00 that involve the employment of mechanics or laborers must include provisions concerning overtime pay and working conditions in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

7. **Rights to Inventions Made Under a Contract or Agreement:** If the federal award meets the definition of “funding agreement” under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organization and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the award agency.

8. **Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-13287), as amended:** Contracts and subgrants of amounts in excess of $150,000.00 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-13287). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

9. **Debarment and Suspension (E.O.s 12549 and 12689):** A contract award must not be made to the parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with E.O.’s 12549 and 12689, “Debarment and Suspension.” SAM Exclusions contains the names of parities debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than E.O. 12549.

10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** Contractors that apply or bid for an award exceeding $100,000.00 must file the required certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. 1352.

**Right to Audit Clause**
CESA 2 requires a “Right to Audit” clause in all contracts between CESA 2 and contractors that either:

1. Take any form of temporary possession of assets directed for CESA 2, or
2. Process data that will be used in any financial function of CESA 2.

This Right to Audit clause shall permit access to, and review of, all documentation and processes relating to the contractor's operations that apply to CESA 2, as well as all documents maintained or processed on behalf of CESA 2, for a period of three years. The clause shall state that such audit procedures may be performed by CESA 2 employees or any outside auditor or contractor designated by CESA 2.

**Verification of New Contractor**
The Accounts Payable Clerk will perform additional procedures to validate the legitimacy of new contractors that shall be paid one-time or cumulative payments in excess of $25,000.00. For such contractors, the Accounts Payable Clerk shall perform a limited public records search and shall contact the contractor to validate its existence.

**Contractor Files and Required Documentation**
The Financial Services office shall create a contractor file for each new contractor or re-activated contractor from whom CESA 2 purchases goods or services.

The Financial Services office shall send a blank Form W-9 to all new contractors and request that the contractor complete and sign the W-9 (or provide equivalent, substitute information) and return it in the postage-paid envelope provided (or via email). Completed, signed Forms W-9 or substitute documentation shall be filed in each contractor's file. Contractors who do not comply with this request shall be issued a Form 1099 at the end of each calendar year.

Contractor files shall have the following information:

1. Completed and signed Form W-9. Contractors being reactivated are required to complete a new Form W-9 to verify current name, address, and tax ID number.
2. Contractors with a post office (PO) box shall provide a physical location address for the master file. The PO Box number may be used for postal purposes. The contractor name and physical address will be verified by performing an online search.

The following procedures will be performed prior to creating or re-activating all contractor files to help ensure that each contractor only has one master file:

1. Search for existence of the tax ID number in the master file
2. Search for name variations and name standardization (entity resolution) (e.g. Doe, John; J Doe; John Doe)
3. Search for matching or similar addresses
4. Perform an online search of the contractor and the physical address to determine validity
5. Search for matches against the employee master file
Contractor Master File Maintenance
CESA 2 will monitor the contractor master file on a regular basis, with a full review of the master listing completed every year prior to year-end.

The Financial Services office will review the master file for:

1. Duplicate contractors. Contractors with the same or similar tax ID number, name, address, email, contact, and other information. Duplicate contractors will be merged.
2. Contractors with a post office (PO) box address. Contractors with only a PO Box will be required to provide a physical location address for the master file.
3. Contractors without activity in the past year. Such contractors will be inactivated and must go through the contractor creation process before being re-activated.

Procurement Grievance Procedures
Any bidder may file a grievance with CESA 2 following a competitive bidding process. Once a selection is made, bidders shall be notified in writing of the results. The written communication mailed to bidders shall also inform them that they may have a right to appeal the decision. Information on CESA 2’s appeal procedures shall be made available to all prospective contractors or subgrantees upon request, including the name and address of a contact person, and a deadline for filing the grievance.

Grievances are limited to violations of federal laws or regulations, or failure of CESA 2 to follow its own procurement policies.

Receipt and Acceptance of Goods
The receiver or designated individual shall inspect all goods received. Upon receipt of any item from a contractor, the following actions shall immediately be taken:

1. Review bill of lading for correct delivery point.
2. Verify the quantity of boxes/containers with the bill of lading.
3. Examine boxes/containers for exterior damage and note on the bill of lading any discrepancies (missing or damaged boxes/containers, etc.).
4. Sign and date the bill of lading.
5. Remove the packing slip from each box/container.
6. Compare the description and quantity of goods per the purchase order to the packing slip.
7. Examine goods for physical damage.
8. Count or weigh items, if appropriate, and record the counts on the purchase order.

This inspection must be performed in a timely manner to facilitate prompt return of goods and/or communication with contractors.
Contract Administration
CESA 2 is required to have policies and procedures on contract administration. (2 CFR Part 200.318(b), 45 CFR Part §75.327) Therefore, all contract managers will adhere to the following procedures.

1. Contract administration files shall be maintained:
   a. For each contract greater than $10,000.00 a separate file shall be maintained.
   b. For contracts less than $10,000.00, contract records may be combined in a single file by grant or other funding source.

2. Contract administration files shall contain:
   a. The required documentation specified in the authorizations and purchasing limits table for the original scope of work and for all amendments.
   b. The identification and scope of the work contained in the award or budget, and all approved changes, where the contract work is identified in the grant award or budget.

3. Authorization of work:
   a. No work shall be authorized until the contract for the work has been approved and fully executed.
   b. No change in the work shall be authorized until an amendment to the contract for the work has been approved and fully executed.
   c. No amendment of a contract for work shall be executed until it has been approved and authorized as required in the Authorizations and Purchasing Limits table and, where required by the terms of the grant award or budget, approved by the funding source.

4. Conformance of work:
   a. For each grant award, based on applicable laws, regulations and grant provisions, the Program Director or Coordinator shall establish and maintain a system to reasonably assure that the contractor:
      i. Is in conformance with the terms, conditions, and specifications of the contract, and
      ii. Provides timely follow-up of all purchases to assure such conformance and adequate documentation.

5. The Program Director or Coordinator will authorize payment of invoices to contracts after final approval of work products.
1012 – Sale or Disposal of Agency Equipment and Materials

Occasionally it is necessary for the Agency to sell or dispose of surplus or obsolete equipment and materials. Prior to any sale or disposal, the Director of Financial Services, or his/her designee, will determine if items have trade-in value toward replacement items, or if items can be used in other programs within the Agency.

Surplus or obsolete items of estimated value less than $5,000.00 will be sold or disposed of by the Director of Financial Services, or his/her designee, in a manner deemed appropriate.

Surplus or obsolete items of estimated value greater than $5,000.00 will be brought to the attention of the Agency Administrator and the CESA 2 Board of Control, and where appropriate the corresponding Regional Office, for prior written approval for the sale or disposal of said items.

All funds received from the sale of Agency equipment and materials shall be deposited in the appropriate fund revenue account.

Adopted: March 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Reviewed/Revised: February 18, 2014
Reviewed/Revised: March 20, 2018
1013 – Unemployment Compensation Benefits

Unemployment compensation benefits paid by the Agency or by a host district under a package contract with the Agency shall be paid by the users on the same formula basis as was used to divide the program costs during the time the program was operated.

When programs are merged, resulting unemployment compensation costs shall be shared by all districts involved in the programs prior to the merger.

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
1014 – Loans

The CESA 2 Board of Control prohibits loans or advancing of funds of any type from Agency funds.

For the purposes of this policy, a loan is defined as any advancing of money, in any manner.
1015 – Accommodating Purchases

Accommodating purchases are defined as any purchase of supplies, equipment, or services made for or by an individual in the name of CESA 2. Accommodating purchases might be made in order to take advantage of school pricing or to avoid payment of sales tax.

The CESA 2 Board of Control prohibits accommodating purchases for any reason.

Adopted: February 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Facilities

2000 – Safe Workplace Environment

A periodic inspection of facilities owned or leased by CESA 2 will be made by the Agency Administrator to identify conditions that may adversely affect the health and safety of the Agency’s employees and the general public. Employees will report to the Agency Administrator any conditions which may jeopardize their health and safety or impair their ability to perform their tasks. The Agency Administrator shall order corrective action taken on any item which endangers the health, safety and working conditions of employees or the general public. If the condition persists, employees shall submit the concern in writing to the CESA 2 Board of Control.

Adopted: March 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
2001 – Accident Reporting

All accidents and injuries to CESA 2 personnel while performing their job functions are to be reported to the Director of Financial Services immediately.

Should an injury occur while providing services within a CESA 2 school district, employees shall report such injury immediately to the person in charge of the building where the injury occurred. The injury should also be reported to the CESA 2 office no later than the following business day.

Adopted: March 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
2002 – Agency Security

Security of the Agency’s facilities and assets is the responsibility of all CESA 2 employees.

Adopted: March 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
2003 – Facility Use

The buildings leased by the Agency constitute one of the greatest investments of the Agency and its member school districts. It is deemed in the best interest of the Agency to protect this investment adequately.

The first use of all facilities shall be for the operations of the Agency. Other CESA 2 partners, both profit and non-profit entities, may request to rent the facilities.

The Agency Administrator or his/her designee will approve or disapprove all such requests and the fee for all approved requests will be based on, but not limited to, the following factors: Date, time, number of participants, lock-up/security, set-up required, special equipment, staff.

CESA 2 facilities may not be used for social, political or religious activities at any time, except when sponsored or co-sponsored by CESA 2. This also includes but is not limited to activities that would be detrimental to the safety, health or well-being of the participants or is in conflict with city ordinances or state and federal laws.

Persons using CESA 2 facilities shall agree to indemnify CESA 2 for any and all damage by any person or persons attending the activity and indemnify the Agency against any and all liability and any damages to any person or persons.

Facility users shall also assume full responsibility for any unlawful act(s) committed in the use of such facilities.

Adopted: October 17, 2000
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
2004 – Use of Private Vehicles for Agency Business

Employees will be reimbursed at the IRS rate for approved use of privately owned vehicles for Agency business.

Personnel attending a common meeting for Agency business shall be expected to car pool when feasible.

Adopted: March 20, 1990
Reviewed/Revised: August 2008
Reviewed/Revised: March 19, 2013
2005 – Property Insurance

All property owned by this Agency shall be covered by insurance against all perils for which this property may be exposed.

Property values shall be reviewed annually and updated based on replacement costs.

It will be the responsibility of the Director of Financial Services to monitor this program and to ensure adequate coverage. A portfolio of all policies shall be maintained for inspection at any time.

Adopted: March 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
2006 – Liability Insurance

The Director of Financial Services shall review annually all liability policies of the Agency for the purpose of updating existing coverage and providing liability coverage in areas where exposure may not be presently insured. That administrator shall be responsible to maintain a readily available portfolio of all liability insurance policies.

Adopted: March 20, 1990
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Personnel

3000 – Agency Rights and Responsibilities

Management possesses and retains all rights of possession, care, control and management, and retains the right to exercise these functions:

1. To direct all operations of CESA 2.
2. To establish and require observance of work rules for the workplace.
3. To hire, promote, transfer, schedule, and assign employees in positions with CESA 2.
4. To eliminate positions in the Agency and to reduce the staff whenever there is a decreased enrollment of member districts, a return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the Agency, a lack of Agency contracts, or as other circumstances warrant.
5. To suspend, discharge, and take other disciplinary action toward employees.
6. To relieve employees from their duties because of lack of work or any other lawful reason.
7. To maintain efficiency of CESA 2 operations.
8. To take whatever action is necessary to comply with state or federal laws.
9. To introduce new or improved methods or facilities.
10. To select employees, establish quality standards, and evaluate employee performance.
11. To contract out for goods and services.
12. To determine the methods, means, and personnel by which CESA 2 operations are to be conducted.
13. To take whatever action is necessary to carry out the functions of CESA 2 in situations of emergency.

Reviewed/Revised: September 20, 2011
Revised: April 15, 2014
3001 – Personnel Policies Applicability

The personnel policies adopted by the CESA 2 Board of Control apply to all CESA 2 employees except to the extent they are in conflict with the provisions of individual employment contracts.

These policies are intended to be in compliance with, and shall be interpreted in a manner consistent with, all applicable federal and state laws.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3002 – Personnel Records

The Cooperative Educational Service Agency 2 shall maintain such records as may be needed to provide the Agency and the employee with information about the employee including but not limited to educational references, applications, employee evaluations, employee/employer correspondence, former employment records, birth date, and social security records. Personnel records will be maintained in accordance with state law and available for employee inspection pursuant to Sec. 103.13, Wis. Stats. Such records shall be available to the employee and/or the employee’s representative(s) for his/her inspection during the working day. The employee shall have the right to request the removal of any records from the file in writing to the CESA 2 Agency Administrator and the right to appeal the decision of the CESA 2 Agency Administrator rejecting such a request to the CESA 2 Board of Control.

Nothing herein shall bar the right of CESA 2 officials responsible for employment, evaluation, and supervision of personnel to maintain a personal note file relative to employee performance.

Legal Reference: Wisconsin State Statute 103.13

Adopted: May 15, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3112 – Communications

The Board of Control has a legitimate interest in maintaining order by directing that employee communications to the Agency Board move initially through the chain of command to the Agency Administrator. Employees are expected to follow the established chain of communication as described in this policy. Failure to do so may result in employee discipline.

A. Staff Communications to the Board
All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the Agency Administrator. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Board Communications to Staff
All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Agency Administrator, who shall also keep staff members informed of the Board's problems, concerns, and actions.

C. Social Interaction
Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the Agency. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities are inappropriate violations of the chain of command.

Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

Adopted: September 20, 2011
3116 – Assignment / Job Description

The Agency Administrator and the local supervisor will assign the employee to the job area and responsibilities. A job description will be provided to explain the expectations of the work to be performed by the employee. The Agency Administrator, or the local supervisor with the approval of the Agency Administrator, has the right to change the assignment of the employee for the good of the Agency, but it must be within the person’s abilities, skills, and certification (if applicable).

Adopted: September 20, 2011
3117 – Orientation

New employees will receive an orientation to the job and to the Agency by the Agency Administrator and/or by the local supervisor. The orientation process is an ongoing event to help the employee better understand the operation of the Agency and to ensure success in the performance of his/her job.

All staff shall have an initial 12-month orientation period during which time skills, attitudes, and initiative will be closely monitored. During the twelve month orientation period or any time thereafter, non-contracted employees can be terminated by the Agency for any lawful reason and the employee can terminate his/her employment with written notice. Successful completion of the orientation period does not and should not be construed to create a contract for employment or as assuring employment for any specific duration or in any manner establishing a need for “cause” for termination. Contracted employees can be terminated during the term of their contract where legal cause exists or effective at the expiration of their contract.

Employees who satisfactorily pass the orientation period are entitled to two-weeks’ notice (or pay in lieu of notice) in the event of an involuntary severance of employment, except in cases of gross misconduct.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Revised: April 15, 2014
3120 – Employment of Staff

The Board of Control recognizes that it is vital to the successful operation of the Agency that positions created by the Board be filled with highly-qualified and competent personnel.

The Board shall approve the employment, fix the compensation, and establish the term of employment for each staff member employed by this Agency.

Such approval shall be given only to those candidates for employment recommended by the Agency Administrator.

When any recommended candidate has been rejected by the Board, the Agency Administrator shall make a substitute recommendation.

The Agency Administrator or a person designated by him or her shall determine the personnel needs and locate the best available candidates for employment.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter relating to said employment.

Any certified staff member’s intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process. A personal interview will be required of all individuals under consideration for employment by the Agency.

Any person who signs a contract to teach in the Agency must, within ten (10) days after signing the contract, file in the office of the Agency Administrator a statement showing the date of expiration and the grade and character of the certificate or license held.

There must also be verification that a satisfactory background check has been conducted by the Department of Justice or appropriate state Agency.

The Agency Administrator shall prepare procedures for the recruitment and selection of all professional staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

Certification
Most of the programs and services offered by CESA 2 will require a person to administer or provide services for the program. Many of the programs will require the person working in the program to hold a license issued by the Wisconsin Department of Public Instruction. In those cases, all rules and regulations of the DPI will be followed in staffing those positions.

New graduates must supply evidence to the Agency that such license has been properly applied for.

**Contracts**

It is the responsibility of the Agency Administrator or his/her designee to ensure that all members of the certified staff have a signed contract on file with the Agency before performing or being paid for services on behalf of the Agency, except where an emergency exists which requires that services be performed before a signed contract can be obtained, in which situation the contract shall be obtained and filed as soon as possible, and all such situations shall be reported to the Board as soon as possible.

The Agency Administrator is authorized to execute employment contracts for the Board of Control upon approval of employment.

Wis. Stats. § 118.21 (2009-10)

**Vacancies**

When a position needs to be filled in the Agency, a vacancy posting notice shall be completed by the appropriate local supervisor. The information from that form is used to ensure that correct information about the position is known to the office of the Agency Administrator for posting purposes, as well as to provide information to applicants.

All vacancies that occur at CESA 2 will be listed via appropriate venues. In addition, such vacancies will be posted in the CESA 2 office.

The Agency Administrator will determine the policy for staffing new and open positions.

The Agency Administrator shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory and other leadership positions.

Adopted: November 19, 1996
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Revised: April 15, 2014
Cooperative Educational Services Agency 2
Board of Control Policy

3120-R – Employment of Staff - Administrative Rule

The educational needs of the school districts, their staff and students within the Cooperative Educational Service Agency 2 can best be served through the employment and retention of highly qualified employees.

CESA 2 seeks to recruit, employ, promote, and retain as employees those persons best qualified to fulfill the needs of the students and staff in the school districts they serve. CESA 2 is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of age, ancestry, arrest or conviction record, color, creed, handicap or disability, marital status, national origin, race, religion, sex, sexual orientation, or membership in any reserve component of the United States or state military forces. In addition, harassment, retaliation, and unfair honesty testing are illegal under the law.

Recruitment
1. Certified Personnel
   Vacancies will be posted externally and internally. Exceptions would be discussed with the Personnel Committee and then approved by the CESA 2 Board of Control. The vacant position will be posted on appropriate websites.

   Occasionally postings are advertised through professional organizations and through newspaper advertisements.

   The vacancy will always be posted internally to ensure that existing staff members have an opportunity to apply for the position. Staff members interested in the position will need to submit a letter of application.

   While CESA 2 has not participated in on-campus recruiting, that practice may become necessary if a shortage of qualified candidates for a position is anticipated. The Agency does maintain a working relationship with directors of career services offices in colleges and universities throughout the state.

2. Support Staff
   Where feasible and when time permits, vacancies will be posted externally and internally. A file of current applications is maintained in the Agency Administrator’s office. If additional candidates are needed beyond those found in the application file, the Agency will advertise the vacant position in the local newspaper or other appropriate publications.

The Application Process
In response to a posted vacancy, qualified applicants will submit a resume, letter of interest, transcripts, references, and/or credentials. Upon receipt of these materials, the certified candidate’s file is considered complete and the applicant will be considered for an interview. Interviewees will be required to complete and submit a formal CESA 2 application. Other supporting material may also be requested.

All applications are kept on file for a period of one year. The candidate must notify the office of the Agency Administrator if he/she wishes to be considered for future vacancies during that one-year period.
The Interview Process

The CESA 2 Agency Administrator or designated staff are responsible for screening the completed files and determining the interview list.

An interview team of at least two members shall be established. Persons leaving a position within the Agency may not be immediately involved in the screening or interview process for their replacement. If a teacher is a part of the interview team, it is understood that his/her input is advisory in nature. The decision to recommend the candidate to the Agency Administrator is that of the interview team.

A common set of questions will be used to interview all candidates for a given vacancy. This does not preclude the use of appropriate individualized follow-up questions based on the candidate’s responses. The candidate’s responses will be used to rate the qualifications of the candidate. Candidates may also be asked to respond in writing to an additional set of questions.

It will also be the responsibility of the Agency Administrator or designee to conduct a reference check on those candidates who will be recommended to the Agency Administrator. Prior to the appointment of any person to a paid position with CESA 2, the Agency Administrator or his/her designee will conduct a criminal background check through the Wisconsin Department of Justice.

If a criminal record check reveals a conviction or pending charges which the candidate failed to disclose as required on the Agency application form, his/her application for employment will be rejected.

If the criminal background check confirms a conviction or pending charge which the candidate acknowledged on the application, a determination will be made in consultation with legal counsel whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

The Agency Administrator and the interview team will confer to make an assessment of the finalists and to determine a final candidate. The Agency Administrator is responsible for recommending the final candidate to the CESA 2 Board of Control.

Employment of all employees shall be by action of the CESA 2 Board of Control. Recommendations for hire may be considered on an individual or group basis, at the discretion of the CESA 2 Board of Control. Should a candidate recommended by the Agency Administrator be rejected by the Board of Control, it shall be the duty of the Agency Administrator to make another recommendation.

Interview Follow-Up

The candidate recommended by the interview team will be notified stating that he/she is being recommended for the position subject to approval by the CESA 2 Board of Control at the next regular meeting of the Board of Control. The candidate may be hired prior to Board approval if circumstances determine that this is in the best interest of the Agency, pending a criminal background check. In all cases, a contract will be sent only after CESA 2 Board of Control approval. Candidates not selected will be notified that the position has been filled.

Legal Reference: Wisconsin State Statute 111.335
Cross Reference: #523.2, Crime Information Records Check

Adopted: November 19, 1996
Reviewed/Revised: April 2005
Reviewed/Revised: March 19, 2013
Revised: April 15, 2014
3120.01 – Job Descriptions

The Board of Control recognizes that it is essential for Agency and employee accountability for each staff member to be aware of the essential duties and responsibilities of their position. Job descriptions document and describe the essential functions for staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Agency Administrator will maintain a current, comprehensive, and coordinated set of job descriptions for staff positions.

Employees will be evaluated, at least in part, based on their job descriptions.

Job descriptions will be brief, factual, and, wherever possible, generically descriptive of similar jobs.

During the hiring process, the current job description for the position for which the individual(s) interviewing will be reviewed with the candidate. The emphasis during the review will be placed upon the essential functions of the position.

Upon employment by the Agency, the staff member will receive a copy of the current job description for the position for which he/she has been employed. The employee’s local supervisor will review this job description with the staff member as part of the employment orientation process.

From time-to-time, the Board further recognizes that the Agency Administrator may find it necessary to revise job descriptions.

During the revision of a job description, the Agency Administrator may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description will be provided access to the updated version and the opportunity to discuss the revisions with their local supervisor.

All employees must possess the skills and abilities necessary to perform their job in a satisfactory manner. Also, they must possess the necessary license or degree if their job so requires them to have such qualifications.

Adopted: September 20, 2011
Revised: April 15, 2014
3120.02 – Temporary / Limited-Term Employees

Because of the very diverse nature of the work done by educational service agencies, CESA 2 employs many classifications of employees such as teachers, full-time consultants, part-time consultants, and support staff.

CESA 2 limited-term employees may or may not be employed for a definite term. Some positions are dependent upon the availability of work.

For example, some may work one-on-one with clients who may leave a program at any given time. Some may be employed for a specific period of time, such as a long-term substitute. Other limited-term employees may be hired after the beginning of the fiscal year without prior experience working in a specialized program (e.g., T.L.C.). In such a case, the employee will work as a limited-term employee until the beginning of the new fiscal year when it is determined:

1. Whether the work in this specific area will continue.
2. The employee is a good fit for the position.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3120.03 – Employment of Substitutes

The Board of Control recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Agency Administrator shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required.

Substitutes must possess a valid Wisconsin professional certificate and a permit, if substitute teaching in a subject for which they are not certified. There must also be verification that a satisfactory background check has been conducted by the Department of Justice or appropriate state Agency.

In order to retain well-qualified substitutes for service in this Agency, the Board will offer competitive compensation.

A substitute shall be paid based on hiring, pay, and certification requirements of local Agency(s).

Wis. Stats. § 118.19 (2009-10)

Adopted: September 20, 2011
**3120.04 – Volunteers**

The Board of Control recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Agency Administrator or designee shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Agency shall not be obligated to make use of volunteers whose abilities are not in accord with Agency needs.

Volunteers will be subject to a background check.

The Agency Administrator is to inform volunteers that they:

1. Shall agree to abide by all Board policies and Agency guidelines while on duty as a volunteer;
2. Will be covered under the Agency's liability policy but the Agency cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation.

The Agency Administrator shall also ensure that volunteers are properly informed of the Agency’s appreciation for their time and efforts in assisting the operation of the Agency.

Adopted: September 20, 2011
3120.05 – Job Sharing

The Board of Control recognizes the value to the Agency to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process.

The Agency will consider job share requests only if the cost (including benefits) of employing two (2) staff members on a half-time basis does not exceed the cost of employing one full-time staff member.

Half-time positions may be approved in which two (2) currently employed staff members will be allowed to share one (1) full-time position.

The Board authorizes the Agency Administrator to create a job-sharing program provided it does not impact adversely on the Agency or any current staff member.

Adopted: September 20, 2011
3120.06 – Hours of Employment / Length of the School Year

The Agency Administrator or designee shall determine working hours. The Agency Administrator must approve any proposed long-term modifications of regular work hours in advance. Working at home is permissible if in accordance with the Telework Policy (3120.07). Directors will determine work hours for employees who work in school settings.

Length of School Year
The length of the school work year will be governed by the district or districts in which the employee works. Employees will schedule their time within each district subject to the approval of the local CESA 2 director. The local CESA 2 director may verify the school calendar(s) with the local district administration. Any conflicts over such scheduling shall be resolved by the CESA 2 Agency Administrator. Length of the work year for staff who do not work in schools will be determined by the Agency Administrator.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Revised: March 19, 2013
Revised: April 15, 2014
CESA 2 recognizes the changing nature of its workforce and environment due to advances in technology as well as the attitudes and practicalities of the modern workplace. Telework is an employer-sanctioned work arrangement for employees to perform all or some of their work at an alternate site away from their primary office location. Telework can offer benefits for the Agency and those it serves, as well as for those employees approved for such a work arrangement.

The goals of this policy include: provide effective, efficient and accountable services; achieve cost-effectiveness for the Agency; improve the quality of work and life for employees; and improve the recruitment and retention of employees.

Participation in telework is subject to the prior written approval of the employee’s supervisor and the Agency Administrator. Supervisors are not required to allow an employee to telework. Approved telework arrangements may be full-time (completing all or most duties at an alternate work site), part-time (teleworking on a regularly scheduled basis), or situational basis (teleworking on an irregular basis or working from home during an illness/injury or for a specific assignment).

Telework arrangements are not intended to assist in meeting child or other dependent care needs. While teleworking, the teleworker is not to provide any supervision to children, to sick or incapacitated persons, or to any other persons who may require attention or assistance. The purpose of telework is to accomplish the work assignment. Telework arrangements contribute to the Agency’s goals while maintaining or improving program efficiency, productivity, service and benefits.

The following considerations are used to assess whether a particular job or specific assignment is suitable for telework:

- Specific work activities are portable and can be performed effectively outside the primary office location.
- Specific work activities involve responsibilities that routinely occur in the field.
- Work can be sent to/from the employee’s alternate worksite with ease, speed, security and confidentiality.
- The need for face-to-face contact with supervisors, colleagues, or others in the workplace is minimal.
- Access to equipment, materials, files, etc. available only at the workplace is not required.
- Access to Internet and remote access capability is adequate.
- The job functions of the teleworker can be performed independently, with minimal dependence on support staff and supervision.
- Results/outcomes of telework assignments are clearly defined and monitored by the supervisor.

If a job or assignment is approved for telework, the employee and supervisor will establish an appropriate schedule. Any change in schedule must be approved by the supervisor. Teleworkers are required to report to their primary office location when requested.

Telework arrangements may be revoked or adjusted at any time. While working away from their office, employees must be accessible for communication with co-workers, supervisors, and clients regarding job-related matters.
Teleworkers must abide by all Agency rules and standards of conduct while working at alternate worksites. Agency-issued resources can only be used for authorized purposes. The alternate worksite must provide a secure and confidential work and storage area as may be appropriate for the assignment. Malfunction of Agency-issued equipment must be reported immediately. Appropriate leave time to accommodate personal business, illness, etc. must be requested and approved. Phone contact information for the alternate worksite will be provided to requesting individuals for performance of official work duties/responsibilities.

The Agency will not be responsible for any operating costs associated with the teleworker using his/her home as an alternate worksite (e.g., home maintenance, insurance, utilities, etc.), nor will the Agency provide counsel on personal tax issues. The Agency will determine what CESA 2 office supplies can be used at the alternate worksite.

The teleworker does not relinquish any entitlement to reimbursement for authorized expenses while conducting business for the Agency.

Adopted: December 2009
Reviewed/Reviewed: September 20, 2011
3121 – Criminal Background Check

To more adequately safeguard customers and staff members, the Board of Control will use the results of the Department of Justice criminal background check procedure to ensure the Agency employs people who meet state employment standards.

All volunteers for Agency programs shall be subject to a criminal background check.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Agency Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant’s qualifications.

Adopted: September 20, 2011
The Board of Control does not discriminate in the employment of staff on the basis of any characteristic protected under state or federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the Agency’s premises during non-working hours, or any other characteristic protected by law in its employment practices.

The Agency Administrator has been appointed Equal Employment Opportunity Officer and is responsible for the planning, implementation and day-to-day monitoring of the Equal Employment Opportunity Policy. The Agency Administrator or designee shall provide proper notice of nondiscrimination for Title II, Title VI, Title VII, Title IX, Section 504, Genetic Information Nondiscrimination Act (GINA), and the Age Act (ADEA) to staff members and the general public. All personnel responsible for hiring and promotion of employees and the development and implementation of programs and activities are charged to support this policy and will provide leadership in carrying out the goals and objectives.

Wis. Stats. § 111.31 et seq., 118.195, 118.20 (2009-10)
20 U.S.C. 1681 et seq., Title IX
42 U.S.C. 2000e et seq., Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act (GINA)
29 C.F.R. Part 1635

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Revised: April 15, 2014
3122.01 – Drug-Free Workplace

This policy is written in accordance with the Drug-Free Schools and Community Act Amendments of 1989, Public Law 101-226. The employees of CESA 2 have the right to work in an environment that is free from the non-medical use of alcohol, drugs, and mood-altering substances. This policy is adopted to protect the health, welfare, and safety of all employees.

Employees are to report to work free of the effects of all mood-altering drugs, including alcohol. The use, possession, sale or intent to sell, or transfer of drugs, drug paraphernalia, or having illegal drugs or chemicals in a person’s system in or on CESA 2 property, or in any CESA 2 owned or contracted vehicle is prohibited.

All employees shall be expected to abide by this policy. Failure to abide by this policy shall result in disciplinary action or other procedures established by the Board. Said discipline could result in suspension or discharge of employment.

Any employee engaged in work in connection with a federal grant who is convicted of a criminal drug statute violation occurring in the workplace must notify the CESA 2 Agency Administrator within five (5) days of such conviction. The CESA 2 Agency Administrator shall then notify the appropriate federal Agency within ten (10) days of receiving such notice. This applies to those employees engaged in work in connection with a grant paid directly to CESA 2 by the federal government. It does not apply to those employees engaged in work in connection with a federal grant paid to CESA 2 through any state Agency.

A copy of this policy shall be made available to all employees of CESA 2. When an employee is in violation of this policy, the CESA 2 Agency Administrator shall refer the employee to the nearest available Employee Assistance Program.

Security Inspections

CESA 2 wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, CESA 2 prohibits the possession, transfer, sale, or use of such materials on its premises. CESA 2 requires the cooperation of all employees in administering this policy.

Desks, file cabinets and other storage devices may be provided for the convenience of employees but remain the sole property of CESA 2. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of CESA 2 at any time, either with or without prior notice.

Wis. Admin. Code PI 101-126 (Nov. 2010)
20 U.S.C. 3224A

Adopted: September 20, 2011
3122.02 – CESA 2 Affirmative Action Plan

It is the policy of Cooperative Educational Service Agency 2 not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination.

The Agency Administrator has been appointed Equal Employment Opportunity Officer and is responsible for planning and implementing the affirmative action program, as well as for the day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program.

CESA 2 will continue to comply with state and federal laws relating to equal employment opportunities and affirmative action. The Agency shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.

Dissemination of Policy
The Affirmative Action Plan of CESA 2 will be made known by the following:

1. Posting in conspicuous places the provisions of Agency policy regarding equal opportunity for all persons, and the affirmative action plan.
2. Including equal employment and progress of Affirmative Action Plan frequently on the agenda of executive and staff meetings.
3. Making employees aware of the existence of the Affirmative Action Plan, and ensuring access to the benefits of it.
4. Informing sources verbally and in writing of Agency policy to actively recruit and refer minorities for all positions listed. All solicitations or advertisements for employees placed by or on behalf of CESA 2 will state that all qualified applicants will receive consideration for employment without regard to age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin.
5. Communicating to prospective employees the existence of Agency policy in sufficient detail to enable them to make use of its benefits.

Program Responsibility
Responsibility for overall Agency policy and its implementation is vested in the Agency Administrator who, as Equal Employment Opportunity Officer, will maintain close contact with all divisions of the Agency to ensure that the policy is being adhered to and the goals diligently pursued. The Equal Employment Opportunity Officer will be responsible for maintenance of all necessary personnel records including distribution of personnel by sex, handicap, and minority group.

Complaint Process
CESA 2 has established a Complaint Procedure for resolving problems arising under the Affirmative Action Plan. If a problem or procedure appears to be in conflict with the law, regulations or the local plan on any issue of concern, employees may use the Complaint Procedure to voice their concerns and
seek a remedy. If employees have questions which are not actually complaints, they may contact the CESA 2 office in person or by telephone. Any employee or applicant can file a complaint if the person feels that he/she was discriminated against in employment on the basis of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin. The complaint will be handled properly and promptly.

If an employee feels he/she has a complaint, the appropriate person to contact is the CESA 2 Agency Administrator at:
1221 Innovation Drive, Suite 205
Whitewater, WI 53190
262.473.1473 - 262.472.2269 Fax

It is against the law for persons to be threatened or retaliated against because they file a complaint. Any such actions should be reported to the CESA 2 office immediately.

A. All participants in CESA 2 programs will utilize the Complaint Procedure established by CESA 2. The final decision by CESA 2 is to be issued within forty-five (45) business days unless the agreement specifically calls for other limits.

B. The following process will be utilized:
   1. The CESA 2 Agency Administrator will attempt to informally resolve the complaint with the parties involved.
   2. If informal resolution is not accomplished, a hearing will be held with all parties concerned in the complaint, with the Agency Administrator, or designee, of CESA 2 serving as the Hearing Officer.
   3. If either party is dissatisfied with the findings from the hearing, the decision may be appealed to the CESA 2 Board of Control. The CESA 2 Board of Control will render a decision.

C. If the informal and formal CESA 2 resolution procedures have been exhausted and the complainant is not satisfied with the CESA 2 decision, a complaint should be filed with:
   Office of Civil Rights
   Department of Health, Education and Welfare
   300 S. Wacker Drive
   Chicago, IL  60606

   Department of Industry, Labor & Human Relations
   201 E. Washington Ave.
   Madison, WI 53703

Goals/Objective
Review recruitment and hiring policies and procedures to accommodate equal employment opportunities for all qualified people regardless of minority or disability status.

EEO Training to Staff
The CESA 2 Equal Employment Opportunity Officer will provide in-service training to administrative staff at a minimum of once yearly. Said training will include review of the CESA 2 policy statement, as well as staff recruitment efforts to fulfill affirmative action.
Evaluation
The CESA 2 Board of Control shall annually examine the Affirmative Action Policy and Plan, making changes as appropriate to fulfill CESA 2’s responsibility to pursue an active Affirmative Action Policy and Plan.

Wis. Stats. § 111.36, 118.195, 118.20 (2009-10)
42 U.S.C., 2000e, et seq., Civil Rights Act of 1964
20 U.S.C. 1681 et seq., Title IX

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3122.03 – Tobacco Use

The CESA 2 Board of Control prohibits the use of all tobacco products on premises and vehicles controlled by CESA 2, except in designated areas.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3122.04 – Employee Assistance Program

The CESA # 2 Board of Control recognizes that the performance and productivity of employees may be affected negatively by factors existing outside of and separate from the work place including, but not limited to, alcohol or other drug abuse, exceptional personal or emotional problems* and stresses, or marital, family, financial, legal, or other problems.

The Board further recognizes that with proper identification, appropriate referral, and the utilization of professional assistance, many problems can be resolved and negative stresses relieved, thereby assisting employees to return to former productivity and fuller lives both on and off the job.

In accordance with this belief, the Board of Control hereby establishes an Employee Assistance Program that is designed to provide assistance in the early identification of problems followed by appropriate referral to professional resources and which meets the following criteria:

1. The EAP must protect the privacy of the individual(s) concerned.
2. Employees desiring assistance through the EAP are assured their employment will not be jeopardized as a result of seeking assistance.
3. The decision to utilize the EAP must be voluntary.

Persons desiring additional information about the EAP should contact the Agency Administrator’s office.

* “Personal or emotional problems” include physical, psychological, or chemical dependency illnesses, and legal, financial, marital, or other types of problems that interfere with the employee’s job performance or that of workplace colleagues.

Adopted: October 16, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3122.04-R – Employee Assistance Program - Administrative Rule

CESA 2 supports an EAP within the following guidelines:

1. An essential part of the EAP is that employees may voluntarily contact the EAP before their personal or emotional problems result in substandard performance and formal supervisory action. Utilizing the EAP will not jeopardize employment.

2. The Agency Administrator shall appoint an “EAP Provider” for the Agency that is knowledgeable about community resources, clinical assessment, and supervisory training. The EAP provider will be responsible for, but not limited to, providing assessment and referral services to CESA 2 employees and family members who are experiencing personal or emotional problems, providing employee orientations and supervisory training on using the EAP and maintaining confidential records.

3. It is the responsibility of the supervisor of an employee evidencing substandard job performance to seek to remedy the situation and bring the employee’s job performance up to standard. If it appears that the employee’s job performance is being negatively influenced by a personal or emotional problem, and if after a conference with the employee about substandard job performance, the performance does not improve, the employee’s supervisor will schedule a further conference at which the employee will be given the opportunity to consult with the EAP provider. Such a consultation will be at the employee’s option.

4. At all times, it is the prerogative of the employee to accept or reject referral and/or treatment. If the employee elects to reject referral and/or treatment, it becomes the responsibility of the employee to bring his/her job performance up to standard or face such corrective action, as may be appropriate. If the employee elects to accept referral and/or treatment, the fact that he/she has accepted referral and/or treatment will be regarded in the same manner as treatment for any illness. It will, in any case, be the responsibility of the employee to achieve and maintain satisfactory job performance.

5. In instances where it is determined to be necessary, sick leave shall be granted for treatment or rehabilitation on the same basis that is granted for other health problems. Annual leave or leave without pay will also be considered for use when determined by the Board of Control to be necessary. In some cases, CESA 2’s health insurance policy will cover treatment.

Adopted: October 16, 1990 (Policy 3122.04)
Reviewed/Revised: April 2005 (Administrative Rule)
Reviewed/Revised: March 19, 2013
3123 – Wisconsin Quality Educator Initiative

The Board of Control is committed to having a quality teacher in every classroom and a strong leader in every building. The Board encourages the use of best educational practices to improve instruction and increase student achievement. To this end, the Board requires that the Agency hire the most qualified and experienced staff available and that all staff be licensed as required by law.

Attaining and maintaining proper state licensure under PI 34, which describes the requirements for attaining and maintaining educator’s licensing for practicing in the state, is primarily the licensee’s responsibility. However, the Board recognizes its responsibilities under PI 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment.

Under PI 34, the Board is required to develop a licensure support plan providing for, at a minimum, ongoing orientation, support seminars and a qualified mentor for initial educators. Accordingly, the Board directs the Agency Administrator to develop a licensure support plan consistent with the requirements of PI 34.

The Board authorizes the Agency Administrator to investigate the use of inter-Agency agreements, the use of other agencies and the use of in-Agency resources in the design and implementation of the licensure support plan.

Wis. Admin. Code PI 34 (2009-10)

Adopted: September 20, 2011
3131 – Layoff

When a CESA 2 certified employee is to be laid off, the Agency will notify the employee, in writing, of the layoff and give an explanation for the layoff. Without limitation by enumeration, reasons for layoff include a school district’s refusal or failure to renew a CESA 2 contract, a reduction in work force, or the cessation or reduction of a grant program. Such employees will be eligible to be considered for reassignment to other schools in the CESA 2 service area that may desire his/her services through a CESA 2 service contract for up to twelve months. When feasible, an affected employee will receive notification of layoff at least fourteen (14) days prior to the layoff’s effective date.

Certified employees who are laid off shall remain eligible for inclusion in the Board’s group insurance programs on the same terms and conditions as are applicable to continuing participating employees for ninety (90) calendar days following the final work day prior to the effective date of the layoff, provided the insurer permits such continuation and provided further the laid off employee remits the full amount of the premium in advance in accord with the directions of the Agency office. No employee on layoff status shall be precluded from securing other employment; however, such employment shall terminate the laid off employee’s eligibility for continued group coverage through the Agency.

Recommendations for layoff will be advanced to the Board of Control (see Policy 901 – Agency Administrator Responsibilities).

Adopted: September 20, 2011
Revised: April 15, 2014
3139 – Staff Discipline

The Board of Control retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee’s offense or misconduct, consistent with state and federal law including, but not limited to, any procedural and substantive due process rights of the individual.

Discipline by a director is subject to review by the Agency Administrator.

Employees will be notified of any disciplinary action including the reason(s) for the discipline.

In the event an employee who is suspended without pay or terminated desires review of such action by the Board of Control, a written request for Board review may be filed with the Agency Administrator within seven days of such action, and brought to the Board at the next meeting or at a special meeting held in the interim. Review of discipline in all other cases shall be at the discretion of the Board.

Investigation of Possible Criminal Activity

The Board of Control may be required to investigate potential wrongdoings on the part of its employees. Such investigations may require that the employee answer questions relating to the activity. Employees may be required to answer such questions. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee.

In cases where this possible wrongdoing may involve criminal activity, the Agency shall inform the employee that answers to questions relating to the conduct may be used by the Agency for determining whether discipline is appropriate, but will not be provided to law enforcement officials in the course of their independent criminal investigation unless compelled by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline.

Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)

Adopted: September 20, 2011
Revised: April 15, 2014
3140 – Termination and Resignation and Breach of Contract

Suspension/Termination
A certified employee’s employment may be suspended without pay or terminated upon a majority vote of the Board of Control, when at least a quorum of the Board is present. A non-certified employee’s employment may be suspended or terminated by the Agency Administrator. Employees who are suspended without pay for more than five (5) days, or terminated, may, within five (5) days or such action submit a written request for a reasonable opportunity to address the Board regarding their suspension or termination.

Resignation
Employees who intend to resign from the Agency at the end of a school year should notify the Agency Administrator of their intention to resign as early in their final school year as possible. Such resignations become effective when the school year ends or on the date indicated on the resignation form.

All resignations should be submitted in writing to the Agency Administrator. Board approval is required for all resignations.

Breach of Contract
Employees who request release from their employment contract after June 30th, shall pay to CESA 2 liquidated damages for breach of contract.

CESA 2 makes staffing decisions for a school year on the basis of contracts entered into with qualified staff. Resignations effective during the term of such a contract create uncertainty in staffing, interruption for students and others, unanticipated work responsibilities for other employees, and miscellaneous expenses in securing a replacement or adjusting other staff workloads, all of which are reasonably foreseeable but incapable of precise advance calculation. The liquidated damages provided in this Policy constitute a reasonable attempt to estimate economic damages caused by a resignation from employment during the term of a contract, and are an appropriate way for the contracted parties to address the difficulty of ascertaining such damages with precision upon breach. In no way is imposition of liquidated damages intended as a penalty.

When an employee submits a letter of resignation to be effective prior to the stated expiration date of his/her contract of employment with CESA 2, the following conditions will apply:

A. If the letter of resignation is received at the CESA 2 office between July 1st and July 31st of the coming contract year, the employee will pay liquidated damages in the amount of $500.

B. If the letter of resignation is received at the CESA 2 office on or after August 1st of the coming contract year, the employee will pay liquidated damages in the amount of $500 plus $15 for each day, beginning on August 1st and continuing on each day thereafter, until, and including, the day on which CESA receives the employee’s letter of resignation.

C. An employee’s responsibility for payment of liquidated damages will not exceed $1,100.

The Board reserves the right to waive or adjust downward the applicable stated liquidated damages in the event of extenuating individual circumstances. An employee who seeks waiver or modification of the liquidated damages provided herein must accompany the resignation with a written request stating what Board action is desired and why the Board should grant such request. Except where liquidated
damages are waived, the Board may withhold acceptance of requested release from contract until such damages are paid. Submission of a request for a release from contract after June 30th without a certified check for the applicable amount of liquidated damages shall constitute authorization for CESA 2 to withhold the amount of liquidated damages from any monies owed to the employee by CESA 2.

No school board may enter into a contract of employment with a teacher for any period of time as to which the teacher is then under a contract of employment with another board, Section 118.22(2), Wis. Stats. For these purposes, “board” includes CESA 2 Board of Control. Teachers intending to accept other employment upon resigning from employment with CESA 2 should be aware of this restriction.

All separated employees are required to return all property belonging to the Agency immediately upon separation. The value of unreturned property may be deducted from the employee’s final paycheck.

Adopted: September 20, 2011
Reviewed/Revised: May 21, 2013
Revised: April 15, 2014
3142 – Non-Renewal of Certified Employees (Teachers, Consultants, Supervisors)

The Board of Control recognizes its obligation to employ only those certified staff members best trained and equipped to meet the educational needs of the customers of this Agency. The Board will discharge that obligation by retaining in service only those certified staff members who meet those standards.

The Agency Administrator or designee will annually review the performance of all certified staff members by a date adequate to ensure timely compliance with all statutory, contractual, or other applicable timelines. Improvement plans may be a part of the performance review process as determined by the annual performance review of each certified staff member.

The Agency Administrator will ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected certified employees.

Wis. Stats. § 118.22, 118.24(2) (2009-10) (Laws, 2009-10 as modified by 2011 Act 10 and Act 114)

Non-renewal of administrator/department head contracts will be consistent with state law and with the provisions of the employment contract between the Board and the department head.

By mutual agreement of the Board and the administrator/department head, the employment contract may be modified or terminated.

Wis. Stats. § 118.24(6)(7) (2009-10)

Adopted: September 20, 2011
Revised: April 15, 2014
3160 – Physical Examination

The Board of Control requires any candidate who will be working in a school, as a condition of employment, to submit to an examination, including a test for tuberculosis, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with Wis. Stats. § 118.25 and the Agency administration guidelines.

Reports of all such examinations or evaluations shall be delivered to the Agency Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. The reports, and any documents acquired containing genetic information, will be maintained in a separate confidential personnel medical file in accordance with the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA). In the event of a report of a condition that could influence job performance, the Agency Administrator shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. Freedom from tuberculosis in a communicable form is a condition of employment.

The actual cost of the initial physical examination shall be reimbursed by CESA 2 to the employee at a rate not to exceed that of a CESA 2 designated local clinic.

Wis. Stats. § 118.25 (2009-10)
29 C.F.R., Part 1630
29 C.F.R. Part 1635
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

 Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3161 – Communicable Diseases

Any CESA 2 employee who knows or suspects that a communicable disease is present in a district school or in any CESA 2 office or other work area to which that employee is assigned shall notify the nurse for that school district, or in the case there is no nurse, the public health department for that school district, orally or in writing AS SOON AS POSSIBLE and within 24 hours of the identification of the case or suspected case (although Wis. Adm. Code DHS 145.04 may allow more time for reporting in some situations). For purposes of this policy, communicable diseases include those diseases so designated by the Department of Health and Family Services or other appropriate state agencies.

Employee health records regarding communicable diseases are to be regarded as confidential. They may be made known only to those people who have a legal right to know, such as, but not limited to the local public health department or the secretary of health and social services. Such records shall be stored separately from other employee records. In this same regard, CESA 2 shall take steps prescribed by the diagnosing physician and public health agencies to protect other employees from infection but also always with a view to protecting the identity of the infected individual.

Employees who are suspected of having a communicable disease may be requested to see a doctor to rule out disease. The employee’s supervisor will notify the Agency Administrator in advance of any such action. The employee’s supervisor will complete documentation of this action and forward a copy to the CESA 2 Agency Administrator.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3161-R – Communicable Diseases - Administrative Rule

1. Any CESA 2 employee who knows or suspects that a communicable disease is present in a district school or in any CESA 2 office or other work area to which that employee is assigned shall notify the public health department for that school orally or in writing AS SOON AS POSSIBLE and within 24 hours of the identification of the case or suspected case (although Wis. Adm. Code DHS 145.04 may allow more time for reporting in some situations). The report must include the following information: the name and address of the person reporting and the attending physician, if any; the diagnosed or suspected disease; the name of the ill or affected individual; his/her address and telephone number; age or date of birth, race, county of residence; approximate date of onset of the disease; name of parent/guardian (if a minor) and other facts as may be required by the local public health department.

2. CESA 2 shall display a “Wisconsin Communicable Disease Chart” which lists the incubation periods, precautions, restrictions and signs of and symptoms of the most common occurring diseases, as developed by the Department of Health and Family Services or other appropriate state agencies. The chart will be displayed on the employee bulletin board in the Whitewater and all satellite offices.

3. CESA 2 will not solicit or require as a condition of employment of any employee or prospective employee a test for the presence of any antibody to Human Immunodeficiency Virus (HIV).

4. CESA 2 shall not affect the terms, conditions, or privileges of employment or terminate the employment of any employee who obtains a test for the presence of an antibody to HIV.

5. CESA 2 and its agents shall make no agreement with any employee or prospective employee offering employment or any pay or benefit to an employee or prospective employee in return for taking a test for the presence of an antibody to HIV.

6. CESA 2 employees who are suspected of having or have an HIV infection will continue to work as a CESA 2 employee unless:
   a. Their health does not allow them to satisfactorily complete the work
   b. The employee poses a risk of spreading a communicable disease to staff and/or clients.

7. CESA 2 employees are subject to temporary exclusion from work if they are diagnosed by a physician as having or suspected of having contracted Human Immunodeficiency Virus (HIV) and thus posing, during the course of performing their regular duties, a risk of infection to other persons. However, employees shall not suffer loss of pay due to this exclusion.

Adopted: April 17, 1990
Revised: April 2005
Reviewed/Revised: March 19, 2013
3200 – Attendance and Punctuality

To maintain a safe and productive work environment, CESA 2 expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on CESA 2. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and repeated tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

When CESA 2 employees are unable to report to work it is their responsibility to notify the building to which they are assigned at the earliest opportunity and follow the specific procedures of other employees in that building, or as directed by the local CESA 2 director.

1. Employees are required to request and report all absences from work on the forms provided by CESA 2. The form must be sent to the local CESA 2 satellite office within three (3) working days of the employee’s return to work and may be sent by fax, electronically, or in hard copy. Failure to report absences may result in disciplinary action.
2. Misuse of paid leave provisions may result in a loss of pay for the time missed and/or other disciplinary action.

Adopted: September 20, 2011
3205 – Attendance at Meetings

Staff Meetings
The CESA 2 organization requires a coordinated effort to deliver the highest level of services to our clients. To assure the effective delivery of such services, staff meetings may be held to share ideas and coordinate activities. Regular participation is expected unless approval to miss the meeting is received from the administrator or the meeting chair.

Meetings
Employees are expected to attend meetings that are called by the administrator or other supervisory personnel. Every attempt will be made to hold such meetings within the normal working hours. However, if meetings extend beyond the normal working hours, staff is expected to remain at the meeting to its conclusion.

Personnel attending a common meeting for Agency business shall be expected to car pool when feasible.

Adopted: September 20, 2011
3210 – Staff Ethical Standards

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Control expects all staff members to maintain the following high standards in their working relationships, and in the performance of their duties, to:

1. Recognize basic dignities of all individuals with whom they interact in the performance of duties;
2. Represent accurately their qualifications;
3. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
4. Seek and apply the knowledge and skills appropriate to assigned responsibilities;
5. Keep in confidence legally confidential information as they may secure;
6. Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
7. Avoid accepting anything of value offered by another for the purpose of influencing judgment;
8. Refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

Employment, Products and Ethics

Any employee of CESA 2 shall not engage in any activity that conflicts or raises a reasonable perception of conflict with his/her responsibilities to the Agency or to any educational institution or school districts served by the Agency. Specifically included but not limited to, an employee shall not:

1. Engage in any outside business or employment that interferes with his/her work for or responsibility to CESA 2.
2. Engage, directly or indirectly, either as proprietor, stockholder, partner, officer, employee or otherwise, in the same or similar activities as are, or could be, performed by CESA 2 without prior, annual, written approval by the agency administrator.
3. Have a private interest, direct or indirect, in a public contract as provided by Sec. 946.13 Wisconsin Statutes.
4. Accept or solicit any wages, commissions, contracts, favors, sales, or any other thing in excess of nominal value ($25.00) with any school district or vendor.
5. Solicit or receive compensation other than that allowed by law for performance of his/her duties. This includes among other things acceptance of any wages, gratuities, gifts, or favors that might impair or appear to impair professional judgment in any personal dealings with any individual or entity with whom he/she, on behalf of the Board, has any direct or indirect contact for purposes of obtaining from such individual or entity noncompetitive contract services or materials.
6. Knowingly apply for, authorize, or employ the authority or influence of his/her position to secure authorization of any public business in which he/she, a member of his/her family, or any of his/her business associates has an interest.
7. Offer any favors, service, or thing of value to obtain special advantage.
8. Permit commercial exploitations of his/her professional position.

9. Act as an agent or solicitor for the sale of any goods or services to any educational or other service Agency or school district, staff, or pupils, which are offered or may be offered by CESA 2.

10. Engage in any selling or have an ownership interest of more than 2% in a company or corporation which engages in selling merchandise or services to educational institutions or school districts, boards, employees, students, or parents in the attendance areas served by the schools in CESA 2, any service, product, or activity provided by CESA 2.

11. Engage in selling or have an ownership interest of more than 2% in a company or corporation which engages in selling merchandise or services which are similar to those provided or proposed to be provided by CESA 2 to other CESAs or to educational institutions or school districts outside the CESA 2 area.

12. Furnish lists of students or parents to anyone selling materials or services.

13. Receive duplicate payment, including mileage or expenses from the Agency and others for the same service rendered or time served.

14. Enter into an individual contract with school district(s) represented by CESA 2 to perform duties that are the same or similar to the duties that the individual or the agency can provide to the CESA 2 school district(s). This contractual conflict of interest is for all employees currently under contract with CESA 2, and for a period of 12 months following the termination of employment with CESA 2. Exceptions regarding employees working with districts independently can be made by the Agency Administrator.

15. Use Agency facilities or time in connection with any personal activity for financial profit.

CESA 2 employees and contractors are expected to operate at the highest level of professional ethics. Areas where special attention should be observed are in the development of presentations or publications for CESA 2 that might later have commercial value. These presentation or publication opportunities are the property of CESA 2.

The Agency Administrator may approve, in writing, exception to individual rules in unusual situations.

Definitions

"Employee" is defined as any individual employed by CESA 2 including certified and support staff.

"Gifts and Gratuities" are defined as any goods or services, excluding meals, for which a monetary value may be assessed.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Reviewed/Revised: October 17, 2017
3210.01 – Copyright Guidelines

It is the intent of the CESA 2 Board of Control to abide by all copyright laws. The following policy applies to all CESA 2 employees and to all users of copyrighted materials, which are checked out from CESA 2.

1. The CESA 2 Board of Control expects all employees and users of CESA 2 owned materials to be knowledgeable of the provisions and to abide by the 1976 Federal Copyright Law (Public Law 94-553, Title 17 and Public Law 96-517 Section 7(b) which amends Section 117 of Title 17) and the guidelines that have been drawn up to help educators interpret the law. Copies of these laws are on file in the CESA 2 Agency Administrator’s office.

2. All copying not specifically allowed by the current copyright law, fair-use guidelines, license agreements, or proprietor’s permission is prohibited.

3. The copying or broadcast of copyrighted materials including, but not limited to, digital material, videos, and print materials borrowed from the CESA 2 Professional Resource Center (PRC) or any CESA 2 program is prohibited without the prior written permission of both the publisher and CESA 2.

4. The liability for infringement of copyright law is placed on the CESA 2 employee or user of CESA 2 materials that requests or makes the copy. CESA 2 assumes no responsibility and will provide no legal assistance.

5. The CESA 2 Board of Control and administration will support any CESA 2 employee who is subject to legal action if that employee believed the copying was fair-use, as described in Public Law 94-553, Section 107. Copy of this law is on file in the CESA 2 Agency Administrator’s office.

6. CESA 2 Board of Control and administration will not direct any staff member to willfully violate the Federal Copyright Law.

7. The use of CESA 2 equipment for the purpose of violating copyright law is prohibited.

8. Staff will be reminded of the copyright laws annually.

Adopted: September 17, 1991
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Technology is considered to be an important part of the workplace. Access to technology is available for all CESA 2 employees with the agreement for responsible and considerate use. Inappropriate use could result in limitation, suspension, or cancellation of technology privileges. The CESA 2 Leadership Committee will deem what is inappropriate use. The leadership committee’s decision may be appealed to the CESA 2 Board of Control, and its decision is final.

Users are expected to abide by generally accepted rules of etiquette and conduct for utilization of technology.

Users are not permitted to use Agency technology resources for commercial purposes, product advertising, political lobbying, or political campaigning. Users are not to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive, or illegal material. Personal use of Agency technology resources should be brief, infrequent and limited. Such use is subject to suspension or termination by the employee’s supervisor when the supervisor deems such usage excessive or the privilege is otherwise abused.

Physical or electronic tampering with technology resources is not permitted. Intentionally damaging computers, computer systems, computer networks, technological hardware or software, or deleting important files will result in cancellation of technology privileges.

Users are expected to follow copyright policies that protect software owners, artists, and writers. Plagiarism is not acceptable.

Security is a high priority when multiple users are involved. Users who identify a security problem must immediately notify the system administrator or a member of the Leadership Committee. Do not demonstrate the problem to others. Using someone else’s password or trespassing in folders, work, or files without written permission is not acceptable. Attempts to log-on to the Internet or the Agency network as anyone but yourself may result in cancellation of user privileges.

CESA 2 makes no warranties of any kind, whether expressed or implied for the service it is providing. The Agency assumes no responsibility or liability for any phone charges, line costs, or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The Agency specifically denies any responsibility for the accuracy or quality of information obtained through its services.

All communication and information via the many technology resources are not considered private property. People who operate the system may review files and messages to maintain system integrity and ensure that users are using the system in a responsible manner.

Users shall use mobile technology devices in accordance with applicable state laws. The Agency is not responsible for accidents or incidents occurring as a result of using such technology to conduct company
business outside of state guidelines. Any violations may result in loss of access to technology, as well as other disciplinary or legal actions. Users are considered subject to all local, state and federal laws. Employees are required to return all equipment at the end of their employment with CESA 2. Employees will be required to pay for the repair or replacement of any equipment returned damaged or dysfunctional. Payment for damaged or dysfunctional equipment may be taken from the employee’s final paycheck or expense reimbursement check. Please see Policy 3500 – Return of Property.

Adopted: September 21, 1999
Reviewed/Revised: April 2005
Reviewed/Revised: June 2010
Reviewed/Revised: September 20, 2011
Revised: April 15, 2014
Revised: September 15, 2015
3210.03 – Internet Safety Policy

Introduction
It is the policy of CESA 2 to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

Definitions
Key terms are as defined in the Children’s Internet Protection Act. *

Access to Inappropriate Material
To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the CESA 2 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, inappropriate network usage includes:

1. Unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring
It shall be the responsibility of all members of the CESA 2 staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Technology Acceptable Use Policy, and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of CESA 2 designated representatives.

*CIPA definitions of terms:
Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

**Harmful To Minors.** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
4. Information on educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response will be provided by CESA 2 to School District staff. CESA 2 will offer workshops, training, and resources to increase public awareness and provide education regarding strategies to promote the safe use of the Internet by children.

**Sexual Act; Sexual Contact.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Adopted: May 18, 2004
Reviewed/Revised: September 20, 2011
3210.04 – Cellular Phone Program

This policy for cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, accesses the Internet, or downloads and allows for the reading of and responding to email.

CESA 2 may negotiate a corporate cell phone rate that would make a baseline cellular telephone plan available to CESA 2 employees. CESA 2 employees wishing to exercise the option of participating in the cell phone program must submit a Cell Phone Request Form. Participants agree to abide by the CESA 2 Technology Acceptable Use policy as it applies to cellular phone usage.

CESA 2 employees participating in the cell phone program may request to upgrade equipment and/or services provided in the baseline cell phone program by submitting a Cellular Phone Upgrade Request form. An upgrade request will require a rationale statement and approval by the program bookkeeper and Agency Administrator.

Employees are responsible for the costs incurred for personal calls. Monthly bills will be given to individual employees who are responsible for submitting a check payable to CESA 2. If a cell phone is lost or damaged, the employee may purchase a phone, at their own expense. Employees who leave CESA 2 are responsible to turn in their cell phone to CESA 2 by the last day of their employment. Completion of the cellular phone program request form or use of Agency cell phone constitutes authorization for phone replacement charges, if any. Final billing of personal calls will be deducted from the employee’s final paycheck.

Employees shall use cellular phone devices in accordance with applicable state laws. Employees are prohibited from using any cell phone or similar device while operating any CESA 2 vehicle or his/her own vehicle while engaged in any CESA 2 business, except in an emergency. Emergency usage of a cell phone or similar device while operating a vehicle is confined to circumstances under which such usage will not jeopardize the safety of the employee or any other occupant of the vehicle or user of the roadway. The Agency is not responsible for accidents or incidents occurring as a result of using such technology to conduct company business outside of state guidelines.

An employee’s failure to comply with this policy may result in withdrawal of the privilege of participation, in addition to other disciplinary action and/or action to recoup money due the Agency.

Adopted: August 2010
Reviewed/Revised: September 20, 2011
3210.05 – Resource Sharing

Resource sharing is defined as lending CESA 2 Professional Resource Center material to districts for a specified period of time. The purpose of resource sharing is to obtain library media material not available in one's local library media center.

At this time, resource sharing is available through a van service provided by the CESA for contracted member districts or via the United States postal service.

Resources may be requested on loan from the CESA 2 Professional Resource Center. The CESA 2 Professional Resource Center has the privilege of deciding in each case whether a particular item is available for loan.

*Districts should make every effort to exhaust their own resources before requesting from the CESA 2 Professional Resource Center. Contracted districts will get preference regarding access to materials. All borrowed materials need to be returned promptly in satisfactory condition by the specified date. The decision to loan materials rests with the Professional Resource Center consultant. Requests will be processed in a timely manner and in compliance with copyright law and its accompanying guidelines.*

Adopted: May 18, 2004
3210.06 – Materials Selection

It is the duty of the CESA 2 Professional Resource Center staff to provide a wide range of materials on all levels of difficulty, with diversity of appeal and with various points of view.

The Board of Control reaffirms the principles incorporated in the Library Bill of Rights of the American Library Association and asserts that the responsibility of the Professional Resource Center is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
3. To provide a background of information which will enable students to make intelligent judgments in their daily life
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media. (Opinions expressed in library materials are not necessarily endorsed by the Board of Control.)
5. To provide materials representative of the many religious, ethnic, and cultural groups and their contribution to our American heritage
6. To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the Professional Resource Center.

All selections are to be made by the Professional Resource Center and Assistive Technology consultants within the limitations of this policy. In selecting materials for purchase, they shall critically evaluate the existing collection and maintain qualitative standards for the selection of materials by consulting reputable, unbiased, professionally prepared selection aids such as Library Journal, School Library Journal, Booklist, and standards catalogs. In addition, the consultants shall personally examine and evaluate materials whenever they have the opportunity to do so. Recommendations of teachers in the field will also be considered.

LEGAL REF. : Sections 118.03 (2) Wisconsin Statutes 118.13 - 120.13 (15) - 121.02 (1) (h)

Criteria for Selection

The criteria for selecting library materials shall be considered on the basis of: overall purpose, timeliness or permanence, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, format, and price. No book shall be excluded solely because of the race, nationality, political, or religious views of the author.

At all levels, the following specific criteria are considered in the selection of any book:

Aid to the curriculum: Does it offer information suited to the curriculum?
Individual inquiry: Does it further the interest of the pupil? (i.e. intellectual, emotional or recreational satisfaction of the reader?)

Daily Living: Does it characterize daily life truthfully, or are stereotypes and false situations presented?

Information: Is the presentation honest, not enforced just to convey that particular bit of information?

Illustrations: Are materials in good taste and/or appropriate?

Literary Quality: Is it relevant; is the material of permanent value; does it show insight into human characteristics; does it portray a positive outlook on life; does it provide the potential for behavioral change?

Controversial issues shall be covered from all points of view as fully as possible. Books or other reading matter of sound factual authority shall not be removed for partisan or doctrinal reasons.

Religion: Material on religious subjects should be available, and should be factual, unbiased, and broadly representative.

Political Ideologies: Factual material on an appropriate reading level should be available concerning those ideologies, which exert influence on government, education, or any phase of our common life.

Sex and Profanity: Inclusion of profanity or frank treatment of sex necessitates a searching evaluation of the merits -- literary quality, true to life, relevance to the curriculum -- that the works in question may possess.

LEGAL REF. : Sections 118.03 (2) Wisconsin Statutes 118.13 - 120.13 (15) - 121.02 (1) (h), PI 8.02 (1) (h) of the Wisconsin Administrative Code

Adopted: May 18, 2004
3210.07 – Materials Reconsideration

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, it is recognized that community members, students, or school staff may raise occasional objections.

In the event a complaint is made the following procedures will apply:

1. The specific complaint form (in appendix) will be completed and filed with the Professional Resource Consultant.
2. The material in question will be removed from circulation until a decision is made on the action to be taken; this is to guarantee accessibility to those people charged with reviewing the material. All material deserves just consideration before being permanently removed from the CESA 2 Professional Resource Center.
3. The Professional Resource Center Consultant will review the questioned material to determine its history in the library. If agreement is reached on an appropriate action, no further consultation is needed. Within two weeks of the complaint the P.R.C. consultant will determine whether or not a resolution has been reached.
4. If the complaint is unresolved, a review committee will be named by the CESA 2 Agency Administrator with 3 days of the P.R.C. consultant’s decision for consideration of the material in question. The committee will include the Professional Resource Center’s consultant and two other CESA 2 consultants. Within two weeks of being appointed, the committee will present a report to the CESA 2 Agency Administrator with a recommendation.
5. Following consideration by the Review Committee, if the complaint is not resolved it may be submitted to the CESA 2 Agency Administrator within one week of notification from the review committee.
6. Within one week, the administrator will render a decision and contact the complainant.
7. If the complaint is still unresolved, a hearing before the BOC may be requested. The BOC will conduct a hearing within four weeks of the complainant’s request for a hearing with the Board.
8. The decision of the Board of Control is final.

LEGAL REF.: Sections 118.03 (2) Wisconsin Statutes 121.02(1) (h), PI 9.03 (1), Wisconsin Administrative Code

Adopted: May 18, 2004
3210.08 – Technology Concerns for Students with Special Needs

CESA 2 shall provide services designed to meet the unique needs of students with special needs and the school personnel charged with providing services to them. This extends the service already provided to students with special education needs and the staff who work with them. This directive is a result of IDEA (July 10, 1993).

“Assistive Technology Service" means any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. The term includes (a) The evaluation of the needs of a child with a disability including a functional evaluation of the child in the child's customary environment; (b) Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by children with disabilities; (c) Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices; (d) Coordinating and using other therapies, interventions or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs; (e) training or technical assistance for a child with a disability or, if appropriate, that child's family; and (f) Training or technical assistance for professionals (including individuals providing education or rehabilitation services), employers, or other individuals who provide services to, employ, or are otherwise substantially in the major life functions of that child.

IDEA '97 added the requirement that each IEP Team consider the need for assistive technology as part of the Consideration of Special Factors. CESA 2 will assist local districts to consider the need for assistive technology for students with IEP, 504 Plans or ADA accommodation plans.

Under the No Child Left Behind Act of 2001 (NCLB), Congress moved to close the achievement gap between disadvantaged youth in K-12 programs. These special populations do not qualify for special education services, but may require adaptive/assistive technologies to demonstrate annual yearly progress. These students may include but are not limited to migrant students, homeless students, students living in poverty, and English language learners.

Procedures:
CESA 2 will support local districts in implementing assistive technology tools and services as determined on a case-by-case basis following using the following criteria:

1. Identification and facilitation of assessment activities focused on specific tasks the student has significant difficulty completing. This will involve all school personnel involved with the student as well as the student’s parents.
2. Facilitation of group decision making on tools appropriate for trial use and a plan for implementation and specific goal for tool use.
3. Providing materials or resources for materials to be utilized during trial period.
4. Facilitation of data collection and interpretation of data as related to the target task and tool implemented.
5. Follow-up as requested.

Adopted: May 18, 2004
3211 – Agency Coordination of Staff at Multiple Sites

There are some employees of CESA 2 that work full-time in only one (1) Agency. These employees are expected to follow not only the policies of CESA 2, but also all policies of that particular Agency. If at any time there is a direct and significant conflict between these two (2) sets of policies, that employee should contact their supervisor or the CESA 2 Agency Administrator to receive a clarification on what policy to follow.

There are some employees of CESA 2 that work in more than one (1) Agency. These employees are expected to follow the policies of CESA 2, and the policies of each of the agencies in which they work when they are in that particular Agency. If a conflict arises between any CESA 2 policies and any Agency policies, the employee should contact his/her supervisor or the CESA 2 Agency Administrator to receive a clarification on which policy he/she is to follow.

Employees that perform their duties primarily in or from the CESA 2 office are expected to follow all policies of CESA 2. Policies of individual agencies will not apply to these CESA 2 employees.

Persons that are hired by CESA 2 and who work in any of its school districts are expected to represent CESA 2 in a positive and professional manner. They are to follow the policies of CESA 2, as well as the policies of the school district(s) in which they work. The image which they portray in their work has a direct reflection on CESA 2. CESA 2 employees are expected to perform their duties in an outstanding fashion at all times.

Adopted: September 20, 2011
3216 – Staff Dress and Grooming

The Board of Control believes that staff members set an example in dress and grooming for those they serve to follow. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When engaged in Agency duty, all staff members shall:

1. Be physically clean, neat, and well groomed;
2. Dress in a manner consistent with their responsibilities;
3. Dress in a manner that communicates to customers and visitors a pride in personal appearance;
4. Be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.
5. For those employed in school districts, abide by the dress code of that particular district.

Adopted: September 20, 2011
3220 – Staff Evaluation

The Board of Control is responsible for the employment and discharge of all certified (those with licenses or certifications) personnel. To carry out this responsibility, it delegates to the Agency Administrator the function of establishing and implementing a program of certified and non-certified personnel assessment. All CESA 2 staff will be evaluated by their direct supervisor(s), except in such instances where a spouse/relative is directly supervised by a spouse/relative. In this instance, another supervisor will be assigned to perform the staff evaluation in conjunction with the direct supervisor.

It is the purpose of the program of staff assessment to:
1. Strive for the improvement of the total Agency program;
2. Stress the importance of personal improvement on the part of staff members;
3. Ensure the continuous improvement of administrative and supervisory services provided to staff members;
4. Establish a process of continuous and systematic staff member evaluation.

The staff evaluation program will aim at the early identification of specific areas in which the individual staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a staff member shall not release that staff member from the responsibility to improve. If a staff member after receiving a reasonable degree of assistance fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations will be conducted of certified staff members consistent with Wis. Admin. Code PI 8.01 (Nov. 2010). A staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

All staff will be evaluated approximately once per year, typically around the anniversary date of the employee’s hiring.

New employees will be evaluated at least once in the first six months of employment. Subsequent evaluations will occur, as the supervisor deems appropriate, approximately every 12 months.

A copy of the evaluation will be provided to the employee with a place for signature acknowledging that the evaluation has been discussed. The employee has the right to respond in writing to the evaluation within 30 days of the signature date of the evaluation. Copies of the evaluation will be placed in the employee’s personnel file.

This policy shall not deprive a staff member of any rights provided by federal or state law.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Revised: April 15, 2014
3231 – Outside Activities of Staff

The Board of Control directs the Agency Administrator to promulgate the following guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Agency. If such situations threaten a staff member's effectiveness within the school system, the Agency Administrator shall evaluate the impact of such interest, activity, or association upon the staff member's responsibilities.

Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.

Staff members shall not use Agency property or Agency time to solicit or accept customers for private enterprises without written administrative permission.

Staff members shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.

Staff members shall not campaign on Agency property during duty hours on behalf of any political issue or candidate for local, state, or national office.

Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.

Research and Publishing

A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.

B. Materials which might be considered for publication and/or production, which identify the Agency in any manner, shall be cleared with the Agency Administrator prior to publication and/or production.

C. Publications and productions shall be subject to the following copyright provisions:

1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:
   a. the books, materials, devices, etc. were prepared without the use of Agency data, facilities, and/or equipment;
   b. the Agency is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
   c. the staff member does not become involved in any way in the selling of the product to the Agency.
The final decision regarding whether materials were produced independently of any work assignment, and/or without using Agency equipment, facilities, data, or equipment rests with the Agency Administrator to the Board who shall submit such decisions.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the Agency Administrator prior to the time such work is started in order that proper procedures can be established to assure that Agency interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the Agency. The Agency shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Agency Administrator is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the Agency.

The Agency Administrator is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

17 U.S.C. 101 et seq.

Adopted: September 20, 2011
3235 – Jury Duty

Employees shall notify the Agency Administrator immediately upon receipt of a summons for jury duty. For each day of jury duty, employees shall be compensated regular wages. Except as indicated herein, the employees shall submit all jury duty per diem payments to the Agency.

Employees may retain their mileage reimbursement for travel to and from jury duty.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3236 – Child Abuse Reporting

Except as provided under Wisconsin Statute § 48.981, sub. (2m), any of the following persons who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below in section B: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center, or residential care center for children and youth a child care provider, an alcohol or other drug abuse counselor, a physical therapist, a physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, an emergency medical technician, a first responder and a police or law enforcement officer, including a police liaison officer.

A person required to report shall immediately inform, by telephone or personally, the District administrative personnel in the particular District where the alleged abused child attends and the county department or, in a county having a population of 500,000 or more, the department or a licensed child welfare Agency under contract with the department or the sheriff or city, village, or town police department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.

Adopted: September 20, 2011
Revised: April 15, 2014
3237 – Worker’s Compensation

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the personnel office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out an accident report form (see the accident and incident form).

Some types of injuries suffered while at work may not be covered by worker’s compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

1. Injuries because of a self-inflicted wound.
2. Injuries sustained because of an employee’s horseplay.
3. Injuries sustained while an employee does an activity of a strictly private nature.

Adopted: September 20, 2011
3238 – Work Stoppage

Employees of the Agency shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the Agency. In the event of a violation of this policy, the Agency may take whatever disciplinary action it deems appropriate up to and including discharge.

Adopted: September 20, 2011
3242 – Additional Compensation

General Statement
As a general rule, CESA 2 will monetarily compensate employees who are required to perform work outside their normal workday and/or week, rather than use compensatory time.

Additional Compensation
Supervisors or providers wishing to request additional compensation for staff (including themselves) must do so in writing with sufficient lead time for the Agency Administrator or designee to review and approve prior to the commencement of the additional duties. Documentation outlining the work to be performed will be signed by the Agency Administrator and the supervisor.

Credits
Employees shall receive up to $300 per graduate credit, to a maximum of six (6) credits per two year work period unless the employee is in a Master’s degree program and upon proof thereof, shall be allowed a maximum of six (6) credits per work year while in the approved program. However, the amount reimbursed shall not exceed the actual cost per credit. Approval by the CESA 2 Agency Administrator is required prior to enrolling for the course. Courses completed by the employee on or before June 30 of the fiscal year shall count toward the credits for that fiscal year even if final grades, transcripts, and so forth do no arrive until after June 30. Reimbursement will be paid within 30 days of receipt of transcripts or grade reports. Reimbursement will only be given for credits indicating a “C-” or better grade or “Pass” in a Pass/Fail course.

For Occupational Therapists, employees shall be reimbursed for costs for each 10 points earned or each academic credit earned, based on the state board approved certification system. The reimbursement per 10 OT points or each academic credit will not exceed the maximum per credit amount listed in the above paragraph. The maximum reimbursed will not exceed 60 points or six (6) academic credits per two work year period unless the employee is in a Master’s degree program and upon proof thereof, shall be allowed a maximum of sixty (60) points or six (6) academic credits per year while in the approved program and the amount reimbursed shall not exceed the actual cost per credit.

For Physical Therapists, employees shall be reimbursed for costs for each 12.5 continuing education credits earned, or each academic credit earned, based on the state board approved certification system. The cost per 12.5 continuing education credits or academic credit will not exceed the maximum per credit amount listed in paragraph one above. The maximum number of credits reimbursed will not exceed seventy-five (75) continuing education credits or six (6) academic credits per two work year period unless the employee is in a Master’s degree program and upon proof thereof, shall be allowed a maximum of seventy-five (75) continuing education credits or six (6) academic credits per work year while in the approved program and the amount reimbursed shall not exceed the actual cost per credit.

The two year period runs from July 1 to June 30 of odd numbered years (example: July 1, 2015 – June 30, 2017).

Adopted: March 26, 1991; Reviewed/Revised: April 2005; Reviewed/Revised: September 20, 2011; Reviewed/Revised: February 17, 2015; Reviewed/Revised: April 21, 2015; Reviewed/Revised: May 19, 2015
3243 – Professional Development

The Board of Control encourages opportunities for staff members to develop increased competence beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings, seminars, workshops or trainings.

The Agency Administrator shall prepare administrative guidelines to implement this policy.

The Agency will reimburse approved expenses incurred in attending approved meetings, seminars, workshops or trainings as defined in Agency procedures.

Wis. Stats. § 118.24(5) (2009-10)

Adopted: September 20, 2011
3310 – Freedom of Speech in Non-Instructional Settings

The Board of Control acknowledges the right of its staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the Agency, however, including matters related to the performance of their job duties or responsibilities, the staff member’s expression must be balanced against the interests of this Agency.

The following guidelines are adopted by the Board to help clarify and avoid situations in which the staff member’s expression could conflict with the Agency’s interests. In such situations, the staff member should:

1. State clearly that his/her expression represents personal views and not those of the Agency;
2. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
3. Not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the Agency;
4. Refrain from making public expressions which he/she knows to be false or are made without regard for truth or accuracy.

This policy includes speech by various means including, but not limited to, written, spoken and electronic means.

 Adopted: September 20, 2011
3362 – Employee Anti-Harassment

CESA 2 is committed to providing a workplace free of harassment on any basis prohibited by law. Our employees are entitled to work in an environment where the conduct of others does not unreasonably interfere with work performance. The authority for the Board of Control to regulate such conduct includes, but is not limited to, Titles VI and VII of the Civil Rights Act of 1964 as amended from time to time, Wisconsin Fair Employment laws and Agency and judicial decisions thereunder, decisions of state and federal appellate courts including the United States Supreme Court and the Wisconsin Supreme Court, and Equal Employment Opportunity commission regulations and guidelines. For purposes of this policy, harassment refers to conduct that is sufficiently severe or pervasive that an abusive or hostile working environment is or could be created. Such conduct may be physical, verbal, or written and includes threats as well as actions.

No employee shall be subject to harassment directed at any of the following categories: sex; sexual orientation; race; national origin; ancestry; color; age; creed; religion; pregnancy; marital or parental status; physical, mental, emotional, or learning disability; arrest or conviction record; membership in the national guard, state defense force, or any other reserve component of the military forces of Wisconsin or the United States; use or nonuse of lawful products on the employer’s premises during nonworking hours; or any other reason prohibited by state or federal law.

Administration is charged with creating and maintaining a workplace free of harassment. In doing so the Agency Administrator may promulgate such rules, guidelines, procedures and directives as determined appropriate.

This rule provides all staff with administration’s process for enforcing the laws regarding workplace harassment and for creating the workplace environment mandated in Board of Control policy.

DEFINITIONS

SEXUAL HARASSMENT
Sexual harassment is a form of sex discrimination. A discriminatorily abusive environment can and often will detract from employees’ job performance, discourage employees from remaining on the job, or keep them from advancing in their careers. Conduct that rises to the level of sexual harassment includes the following:

1. Deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe or pervasive to interfere substantially with an employee’s work performance or to create an intimidating or offensive work environment. Such conduct includes offensive gestures, leering, unnecessary following, sexual comments about an employee’s appearance or body, “dirty jokes” and written or verbal comments about an employee’s personal sex life.
2. Unwelcome sexual advances. Examples of this behavior include patting, pinching, brushing against, hugging, cornering, kissing, fondling, or any other similar, deliberate physical contact that is unwelcome.

3. Deliberate, repeated display of offensive sexually graphic materials. Such materials include photographs, drawings, posters, cartoons, emails, etc.

4. Requests or demands for sexual favors tied to an implied or expressed promise of preferential employment treatment or threat of negative employment consequence.

The conduct described above may be considered to be sexual harassment regardless of whether the parties involved are of the same or opposite gender.

HARASSMENT

A safe and productive work environment must be free of any form of harassment. Conduct that rises to the level of harassment, in addition to that detailed in the above definition of sexual harassment, includes the following:

1. Deliberate, repeated making of verbal or written comments that insult, degrade, or stereotype an employee or group of employees because of sex, sexual orientation, race, national origin, ancestry, color, age, creed, religion, pregnancy, martial or parental status, or physical, mental, emotional or learning disability, arrest or conviction record, membership in the national guard, state defense force, or any other reserve component of the military forces of Wisconsin or the United States, use or nonuse of lawful products off the employer’s premises during nonworking hours, or any other reason prohibited by state or federal law.

2. Striking, shoving, kicking, throwing objects at or any form of physical aggression directed at an employee.

3. Engaging in or threatening to engage in action (verbal, physical or written) that has no legitimate business purpose and which would reasonably cause an employee to fear for his or her physical safety or emotional welfare.

4. Posting or circulating any written or graphic materials, sound or video recordings, or any electronic or other materials that attack, defame, belittle, or show hostility to an employee or group of employees and that have no legitimate business purpose.
COMPLAINT PROCESS

PHILOSOPHY
The complaint investigation and resolution procedure will protect the legitimate interests of both the complaining employee and the party charged with harassment. The process must be conducted in an expedient, fair, thorough and confidential manner.

PROCEDURE
The following procedure spells out the formal process for complaint resolution. Prior to initiating a formal complaint, an employee may first attempt to informally resolve the situation. This could include directly addressing the matter with the harassing party or requesting a conflict resolution. However, informal resolution is not a requirement of this administrative rule, as the following process may be invoked at any time. Employees who wish to file a complaint are urged to do so as promptly as possible. Any employee who believes that he or she is the victim of harassment should follow the steps set forth below:

Step 1 The complainant will inform the Agency Administrator or Board designee of the alleged harassment. The complainant will be provided with a complaint form and statement form which the complainant will complete. Upon receipt of the form, the administrator will investigate the complaint by following the investigation checklist.

Step 2 Within fifteen (15) working days of the receipt of the complaint, but sooner if at all possible, the Agency Administrator will complete the disposition form and inform all parties of the determination.

Step 3 If any party is not satisfied with the Agency Administrator’s response, a written appeal may be filed with the Board of Control as well as forwarding a copy of the appeal to the Agency Administrator’s office. The letter of appeal should state why the party is not satisfied with the Agency Administrator’s response. The letter of appeal must be received by the Board of Control within ten (10) working days after notification of the Agency Administrator’s response. The Board shall meet with the party and the administration at the next Board of Control meeting. The Board shall determine whether the disposition stands, the disposition is reversed or whether further action on the part of administration needs to take place. The Board’s written determination will be presented to the party and others affected within ten (10) working days of the Board meeting.

STATE & FEDERAL CLAIMS
Employees who believe they are victims of harassment may also file claims with state and federal agencies. These agencies include the Wisconsin Equal Rights Division, the Federal Equal Employment Opportunity Commission, or the Federal Office of Civil Rights. There are strict deadlines for filing such claims. The deadlines under the laws governing filing of claims in these areas generally run from the last date of an alleged harassing act, not from the date the employer acts on an internal complaint. Employees are encouraged to talk to legal counsel with concerns regarding state and federal claims.
CONFIDENTIALITY
The confidentiality of all parties involved in a harassment complaint investigation shall be strictly respected. Only individuals with a need to know or who are necessary to fully understand the facts will be included in the process. The administration recognizes that in some instances anonymity may be requested. However, in order to conduct a thorough investigation, the identification of individuals may be unavoidable.

RETALIATION
Retaliation against an individual for filing a harassment complaint or for participating in a harassment investigation will not be tolerated and will be grounds for disciplinary action.

DISCIPLINE
An employee who is determined to have engaged in harassment will be subject to discipline. The level of discipline imposed will depend on the facts of the situation. These facts include the amount of harm inflicted, the severity or pervasiveness of the activity, and the employee’s disciplinary record. Discipline may include a reprimand, suspension without pay, or discharge. Record of the discipline will be placed in the employee’s personnel file.

EDUCATION
Awareness of the Board’s policy and this administrative rule is essential to the Agency’s efforts to maintain a working environment that is free of harassment. To that end, the following educational steps will be required:

1. Upon employment with the Agency, each new employee will receive a copy of the Agency’s harassment policy and rules. The employee will sign an acknowledgement of receipt of the policy and rule.

2. The policy and rule will be reviewed annually with all employees in a staff meeting.

3. Administrators will receive an annual overview of the policy, rule, judicial decisions, and applicable legislative changes.

LEGAL REFERENCES:

WISCONSIN STATUTES
Wis. Stat. § 111.31 et. seq.
Judicial and Agency decisions interpreting such Statutes

FEDERAL STATUTES
Title VI and VII of the Civil Rights Acts of 1964
Americans with Disabilities Act
Age Discrimination in Employment Act

Adopted: September 21, 1993
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3362.01 – Threatening Behavior toward Staff Members

The Board of Control believes that a staff member should be able to work in an environment free of threatening speech or actions.

Behavior prohibited by this policy consists of any words or deeds of a threatening, intimidating or bullying nature directed towards a staff member. Any student, parent, visitor, staff member or agent of this Board who is found to have violated this policy will be subject to discipline and may be reported to the appropriate law enforcement authorities.

The Agency Administrator shall notify employees of this policy and develop appropriate procedures for implementation.

Wis. Stat. § 947 (2009-10)

Adopted: September 20, 2011
3362.02 – Workplace Violence Prevention

CESA 2 is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, CESA 2 has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be threatening or dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment and especially harassment that is based on an individual’s sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the local supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the person reporting should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. If an employee sees or hears a commotion or disturbance near his or her work station, he or she should not try to intercede or see what is happening.

CESA 2 will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, CESA 2 may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action up to and including termination of employment.

CESA 2 encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Agency administration before the situation escalates into potential violence. CESA 2 is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

 Adopted: September 20, 2011
3415 – Retirement

Employees may retire from the Agency in accordance with the rules and regulations of the Wisconsin Retirement System and the Social Security System. There is no age designation as to when a person must retire. However, the person must be able to perform his/her duties in a satisfactory manner. Retirees will be recognized for their contributions to the Agency in an appropriate manner. Retirees may continue to participate in the various personal insurance programs of the Agency if eligible in accordance with state and federal law. Premium costs must be paid by the 20th of the month prior to the month of coverage.

Employees desiring to retire at the end of a school year are asked to notify the Agency Administrator by March 1st of that school year.

Adopted: September 20, 2011
3418 – Wages and Working Conditions

Wages will be established by the Board of Control in accordance with state law.

**Payroll**
The payroll of all employees of CESA 2 will be on a bi-weekly basis. The first payroll date for school year employees will be the first pay check in September. Payroll will be distributed through direct deposit.

**Lunch**
All employees are entitled to a thirty (30) minute duty-free lunch.

**Experience Credit**
The Agency Administrator will evaluate experience earned prior to CESA 2 employment. The relevance of such experience will be considered when determining the salary recommendation, as well as determining the amount of years of prior experience to be credited. The salary level will be recommended by the Agency Administrator. If the Agency Administrator feels that there is a shortage of qualified personnel, he or she may recommend a salary beyond the level of experience with the approval of the CESA 2 Board of Control.

Adopted: September 20, 2011
3419 – Grievance

The purpose of this procedure is to provide an orderly method for resolving grievances. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure and there shall be no suspension or interference of work during the proceedings. Unless absolutely necessary, meetings or discussions involving this procedure shall not interfere with professional duties or classroom instruction.

Definition - For the purpose of this agreement, a grievance is defined as any complaint that arises concerning discipline, termination, or workplace safety.

A grievant may be an employee, or group of employees. The grievant(s) must be clearly identified by name(s) at the time the grievance is submitted according to Step One below.

Days as used in this policy shall mean calendar days. Should a grievance deadline fall within an employee’s Christmas or spring break, that deadline shall be extended to five (5) working days following the end of the Christmas or spring break.

Step One – Written Grievance Submitted to Director: The grievant shall submit the grievance in writing to the CESA 2 director within 14 days from the time the individual knew or should have known of the incident giving rise to the grievance.

a. At the grievant’s request, a meeting will be held with the CESA 2 director to discuss the written grievance. The meeting will be held within five (5) days of the filing of the grievance at the CESA 2 director’s office at a time mutually agreeable to the grievant and the CESA 2 director.

b. The CESA 2 director shall answer the grievance in writing within 14 days of the date the written grievance was received.

Step Two – Written Grievance to the Agency Administrator: If not satisfied with the written answer, the grievant may appeal the grievance in writing to the CESA 2 Agency Administrator within 14 days of receipt of the response.

a. At the grievant’s request, a meeting will be held with the CESA 2 Agency Administrator to discuss the written appeal. The meeting will be held within five (5) days of the filing of the grievance at the CESA 2 Agency Administrator’s office at a time mutually agreeable to the grievant and the CESA 2 director.

b. The Agency Administrator shall answer the grievance in writing within 14 days of receipt of the appeal.

Step Three – Appeal to Impartial Hearing Officer: If the grievance is not resolved in Step Two, the employee must notify the CESA 2 Agency Administrator within five (5) days after receipt of the Agency Administrator’s answer or if no response is provided within 10 days of the deadline for the response, if he or she intends to process the grievance to an impartial hearing officer.
Step Four – Grievance to the CESA 2 Board of Control: If not satisfied with the written answer, the grievant may appeal the grievance in writing to the Board of Control within 14 days of the answer from the Agency Administrator.

a. The Board of Control shall consider the grievance at the next regularly scheduled Board meeting and shall answer the grievance in writing within 7 days. The Board’s decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Wisconsin’s Open Meetings Law.

The time limits set forth in this section shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in this section shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by the mutual consent of CESA 2 and the grievant. The parties may, through mutual consent, agree to start the grievance at a higher step if it is initially filed in a timely manner pursuant to the timelines that are set within this section. If the grievance is with either a CESA 2 director or Agency Administrator, the grievant may initiate the grievance at the level above the person with whom he or she has the grievance.

Adopted: September 20, 2011
3420 – Benefits

Eligibility
CESA #2 employees who work an average of 30 hours per week or more (as defined in the Affordable Health Care Act) are eligible for the health insurance provided by CESA #2.

CESA #2 employees who work an average of 20 hours per week or more are eligible for dental insurance, life insurance, long-term disability insurance, sick days, vacation days, personal days and holiday pay. Employees who work 50% of time (minimum of 20 hours per week) to 79% of time will receive prorated sick days, vacation days, personal days and holiday pay based on the percentage of time worked. Substitutes and limited term employees are not eligible for fringe benefits.

For new hires, health and dental benefits will start thirty (30) calendar days after the employee’s first day of work.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Reviewed/Revised: July 17, 2012
Reviewed/Revised: June 17, 2014
3420.01 – Medical / Dental Insurance

CESA #2 employees who work an average of 30 hours per week or more (as defined in the Affordable Health Care Act) are eligible for the health insurance provided by CESA #2.

The CESA #2 Board of Control will determine the percentage of CESA #2’s contribution to healthcare premiums prior to July 1st of each year. The choice of provider will be at the Board’s discretion.

An open enrollment period will be held each year for employees. Employees will be notified each year of the annual open enrollment period. Coverage for employees who enroll in this time period will begin January 1st.

Employees who work 50% (20 hours per week) or more are eligible for dental insurance. CESA #2 will pay the percentage of the premium for dental insurance equal to the percentage employed of the employee.

Those employees hired prior to January 1st, 2015 who qualified for insurance under the previous Board of Control Policy (3420 – Benefits) will continue to be "grandfathered" under the policy until the expiration of their current employment contract.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Reviewed/Revised: June 17, 2014
Reviewed/Revised: January 13, 2015
Reviewed/Revised: August 18, 2015
3420.02 – Option Plan

Employees covered by another Health Insurance Plan may have the maximum of $1,500 ($3,000 if hired before July 1, 2002) contributed to a tax sheltered annuity or receive the cash value through payroll check. The option plan will go into effect thirty calendar days after the employee’s first day of work.

This option will be phased out in 2013/2014.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3420.03 – Long Term Disability Insurance

The Agency will provide its employees with long term disability insurance coverage to provide income protection in the event of a disability. The Agency has the right to select the carrier for that policy. CESA 2 will pay 100% of the premium, unless otherwise determined by the CESA 2 Board of Control.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3420.04 – Group Life Insurance

CESA 2 will provide life insurance for all eligible employees. The eligibility requirements for the life insurance plan follow the Wisconsin Retirement System eligibility requirements. Life insurance coverage begins six months after the first day of work for new employees.

**Basic Plan:** Provides coverage in the amount of the employee’s total yearly wages and is paid 100% by the employer.

**Additional Coverage:** Provides one additional unit or two additional units of coverage and is paid 100% by the employee.

**Spouse and Dependents:** Unit 1 - Provides $10,000.00 coverage for spouse and $5,000.00 for each dependent and is paid for by the employee. Units I and II - Provides double the coverage of unit 1 and is paid for by the employee.

Employees not desiring coverage must file a waiver of participation.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Reviewed/Revised: July 17, 2012
Reviewed/Revised: May 19, 2015
Revised: September 15, 2015
3420.05 – Wisconsin Retirement System

The employee will pay the employee share of retirement. CESA 2 will pay the employer share of retirement for eligible employees. The Wisconsin Retirement System (WRS) requires that employees work 1200 hours of work per year or 2/3 of full time contract to be eligible for coverage.

Employees who have worked more than five (5) years for CESA 2 shall, commencing with their 6th through 10th year of employment, receive an additional one (1) percent contribution to the Wisconsin Retirement System. Employees who have worked more than ten (10) years for CESA 2 shall, commencing with the 11th through 15th year of employment, receive an additional one (1) percent contribution to the Wisconsin Retirement System, thereby bringing the total additional contributions to two (2) percent. Commencing on the employee’s 16th year, they will receive an additional one (1) percent contribution to the Wisconsin Retirement System, thereby increasing the total additional contributions to three (3) percent. Employees who have worked more than twenty (20) years for CESA 2 shall, commencing with their 21st year of employment, receive an additional one (1) percent contribution to the Wisconsin Retirement System, thereby increasing the total additional contributions to four (4) percent, in addition to the required employer and employee contributions. Such additional contributions shall be made subject to the rules and regulations of the Wisconsin Department of Employee Trust Funds.

The employee will pay the actuarially determined employee share of all such additional contributions.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Reviewed/Revised: March 19, 2013
Reviewed/Revised: June 17, 2014
3420.06 – Social Security and Medicare Taxes

CESA 2 employees are covered by Social Security, which is paid by both the employee and employer.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3430 – Family and Medical Leave

Federal and state FMLA laws permit eligible employees to take unpaid leave in certain circumstances:

1. For the employee’s own serious health condition.
2. For a serious health condition involving the employee’s parent, child or spouse.
3. The birth, adoption or under federal law, foster placement of a child.

The federal FMLA also permits eligible employees to take unpaid leave in certain circumstances:

1. A spouse, son, daughter, or parent on active duty or call to active duty in the National Guard or Reserves in support of a contingency operation for certain qualifying exigencies;
2. To care for a covered service member.

The state FMLA also allows FMLA for a serious health condition involving the employee’s domestic partner or the parent of the employee’s domestic partner.

The state law covers employees who have worked for at least one (1) year (does not have to be consecutive months) and 1000 hours (worked or otherwise paid) in the preceding twelve (12) months. The federal law also has a one (1) year qualification period, but specifies 1250 hours actually worked as the minimum requirement.

The state benefit is based on a calendar year and is

1. 2 weeks for the employee’s own serious health condition.
2. 2 weeks for a serious health condition involving the employee’s parent, child or spouse.
3. 6 weeks in case of birth or adoption (foster placement is not covered).

The federal law allows a total of 12 weeks per twelve month period (calendar year), except that up to 26 weeks of leave is allowed during a single 12 month period to care for a covered service member. The military caregiver leave is available during a single 12 month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

CESA 2 uses a calendar year to calculate federal FMLA leave. Where a leave is covered by the state and federal law, state leave runs concurrently with federal law.

Any accrued paid vacation which the employee elects to use and for which the employee is eligible will be credited against unpaid leave allowance. Employee may be required to use accrued paid vacation for federal FMLA leave, which will be counted against the unpaid federal leave allowance.

Employees requesting family or medical leave should give as much advance notice as possible of the need for the absence. A 30 day notice is required when leave is reasonably foreseeable.

If FMLA leave is for birth and care or placement of a newly placed child for adoption or foster care, use of intermittent leave is subject to the employer’s approval, except as may be allowed by the Wisconsin FMLA. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.
Employees on a federal or state approved family or medical leave may be required to provide medical certification of the need for the leave as well as the employee’s fitness to return to work, as applicable.

During an approved state or federal family or medical leave, CESA 2 will continue to provide group health insurance, for up to the maximum FMLA leave, on the same terms and conditions as provided in accordance with applicable state and federal law.

Employees returning from an approved state or federal family or medical leave shall be reinstated to their former position or equivalent position in accordance with applicable state or federal law. Additional information regarding the state FMLA law is available upon request. Additional information regarding the employee’s rights and responsibilities under the federal FMLA is available upon request.

Family or medical leaves are only available up to the time periods specified by state and federal laws, unless the employee contacts CESA 2 and obtains special approval for an extended leave of absence without pay. If the employee does not return to work following the conclusion of FMLA leave or an otherwise approved leave, the employee will be considered to have voluntarily resigned.

Adopted: March 17, 1998
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3430.01 – Unpaid Leave of Absence

The CESA 2 Board of Control believes that both school year and full year employees have a primary commitment to duties and responsibilities. Therefore, requests for unpaid personal leave time shall only be approved by the Agency Administrator or designee based on highly unusual mitigating circumstances.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3430.02 – Military Leave

Military leave needs to be requested through the Agency Administrator. The Board of Control will determine if such a leave will be granted, as well as the length of any such leave granted. All such leave requests and granted leaves will conform to federal and state laws.

Adopted: September 20, 2011
Cooperative Educational Services Agency
2 Board of Control Policy

3430.03 – Vacation and Paid Leave Benefits

Year-round employees are entitled to paid vacation time. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

1. For the first four years of employment, the employee is entitled to ten (10) vacation days each year.
2. For the fifth year, the employee is entitled to fifteen (15) vacation days each year.
3. At the sixth year and thereafter, the employee is entitled to add one (1) vacation day per year up to twenty (20) vacation days.

Employees must work 50% of time or 20 hours per week to be eligible for this benefit. Employees who work 50% to 79% of time will receive the benefit prorated based on the percentage of time they work.

Vacation days must be taken during the fiscal year or by August 31st of that calendar year. All vacations shall be scheduled with the Agency Administrator’s office to ensure the Agency’s ability to conduct business.

Employees in the Orientation Period
If CESA 2 employment ends prior to the conclusion of the orientation period, vacation time will be prorated according to the length of employment. Vacation that has already been used beyond the prorated amount will be deducted from the employee’s final paycheck.

Employees Resigning or Terminated
A maximum of ten (10) days’ vacation will be paid out to an employee who is leaving CESA 2.

Sick Leave
Year-round and school year employees are entitled to ten (10) days of sick leave per year (pro-rated for part-time employees) accumulating to one hundred and twenty (120) days. Sick leave may be used to care for a spouse, domestic partner, parents or in-laws, as well as for child(ren) and the employee.

Employees must work 50% of time or 20 hours per week to be eligible for this benefit. Employees who work 50% to 79% of time will receive the benefit prorated based on the percentage of time they work.

Personal Days
Year-round CESA 2 employee shall be allowed two (2) days of personal leave each year without accumulation, not to be deducted from sick days.

School year employees shall be allowed two (2) days of personal leave each year without accumulation. Personal leave shall not be taken on in-service, professional, or workshop days immediately following or preceding school vacations, holidays, or during the last two weeks of school, unless approved in advance by the local CESA 2 director.

Employees must work 50% of time or 20 hours per week to be eligible for this benefit. Employees who work 50% to 79% of time will receive the benefit prorated based on the percentage of time they work.
Personal leave requests should be filed with the Agency Administrator or supervisor 48 hours prior to
the leave. Personal days must be taken before June 30th of that fiscal year.

Emergency Leave
Employees are entitled to three days of emergency leave per year with the approval of the Agency
Administrator. These days are deducted from sick leave. An emergency is defined as either a critical
illness in the immediate family, serious property loss, or unforeseen circumstances which would prevent
the performance of duties.

Employees must work 50% of time or 20 hours per week to be eligible for this benefit. Employees who
work 50% to 79% of time will receive the benefit prorated based on the percentage of time they work.

Funeral Leave
CESA 2 full-time employees may take up to three (3) days paid funeral leave per death of members of
the employee’s immediate family. Additional paid leave days may be granted at the discretion of the
Agency Administrator. Immediate family shall include spouse, domestic partner, children, stepchildren,
parents, step-parents, parents-in-law, brothers, sisters, brothers-in-law, sisters-in-law, grandparents,
grandparents-in-law, or grandchildren. CESA 2 full-time employees may take one (1) day of funeral leave
per death of an aunt, uncle, niece or nephew. Paid funeral leave for any other person than those listed
above shall be granted at the discretion of the CESA 2 Agency Administrator.

Requesting Leave
Employees can use the Employee Service Portal to request leaves electronically.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Reviewed/Revised: May 19, 2015
Reviewed/Revised: August 18, 2015
Reviewed/Revised: September 20, 2016
Reviewed/Revised: June 20, 2017
3439 – Holidays

CESA 2 will grant time off to eligible employees on the holidays listed below as approved by the Board of Control.

Employees must work 50% of time or 20 hours per week to be eligible for this benefit. Employees who work 50% to 79% of time will receive the benefit prorated based on the percentage of time they work.

**Paid Holidays - Full-time Twelve Month Employees**

Full-time twelve-month employees shall receive holiday pay for the following:
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day
- New Year’s Day
- The Friday before Easter
- Memorial Day
- The 4th of July

Full-time twelve-month employees shall also receive holiday pay for one floating holiday to be taken at the employee’s discretion with prior written approval of the employee’s supervisor and with forty-eight (48) hours’ notice. If full-time twelve-month employees want days off between Christmas and New Year’s Day, they must use vacation time. The floating holiday must be taken before June 30th of that fiscal year.

If Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, or the 4th of July fall on a Saturday or Sunday, the closest Friday or Monday shall be considered the holiday instead. If both Christmas holidays fall on the weekend, the preceding Friday and the following Monday shall be holidays.

**Paid Holidays - Hourly School Year Employees**

Paid holidays for all hourly employees on a ten (10) month contract shall include:
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year’s Day
- The Friday before Easter
- Memorial Day

If the holiday falls on a weekday when the employee normally works, the employee shall be paid for his or her normal number of hours of work on that day of a regular workweek. If the employee’s daily hours vary during the five-day workweek, and he or she does not normally work on that day of the workweek
when the holiday falls, the employee will not receive holiday pay. If a holiday falls on a weekend or when school is not in session, the employee’s daily holiday pay will be the average of his or her daily hours of work for a normal five-day workweek.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
Reviewed/Revised: July 17, 2012
Reviewed/Revised: May 19, 2015
3440 – Expense Reimbursement

CESA 2 staff shall be reimbursed upon presentation of an itemized expense voucher for approved actual travel expenses as per contractual agreement or by authorization and direction of the Agency Administrator. All vouchers must be accompanied by supporting itemized receipts. Said expenses will be reimbursed by the school entering into a contract with the Agency or from the funding source. The Agency Administrator shall be empowered to allow CESA 2 directors and consultants to attend out-of-state meetings related to present or future CESA 2 projects, provided adequate funding is available. The Board of Control Chairperson shall approve the Agency Administrator’s travel expenses.

Mileage will be paid for approved travel required as part of the employee’s work responsibilities for CESA 2. Such reimbursement will be at the prevailing IRS rate in effect. Mileage will not be paid for travel to and from an employee’s home and regularly scheduled place of work. When employees must begin or end their work day at a location other than their regularly scheduled place of work, mileage may be claimed for that distance which exceeds the distance between the employee’s home and regular place of work. When special circumstances arise, such as significant increases or decreases in fuel costs or an adjusted IRS rate, the CESA 2 Board reserves the right to adjust the reimbursement rate during the fiscal year.

Mileage for itinerant staff will be reimbursed for any miles accrued during travel between schools during the work day. Mileage from home to work and work to home will be calculated and reimbursed as the sum of mileage from home to the first school and mileage from the last school to home minus 40 miles. Specifically identified staff may be offered the option of the use of a leased car with a gas card.

Pre-approved expenses for district-related attendance at conventions, conferences, seminars, etc., for professional growth shall also be reimbursed.

Adopted: February 20, 1990
Reviewed/Revised: August 2008
Reviewed/Revised: September 20, 2011
Revised: September 18, 2012
Revised: June 18, 2013
Revised: November 14, 2017
3500 – Return of Property

Upon resignation, retirement or termination, employees shall return all digital devices, equipment, technology, and software issued by CESA 2. Employees may have the option to purchase such digital devices, equipment, technology, and software at the discretion of the Agency Administrator.

Adopted: September 20, 2011
3501 – Use of Agency Property for Personal Use

Agency owned or leased property should not be used for personal use except upon full and accurate advance disclosure by the employee and with specific authorization by the Agency Administrator or designee.

Adopted: March 20, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
3502 – Leased Vehicles

CESA 2 may provide leased vehicles for specific members of staff to use for business purposes. Only approved drivers may operate a CESA 2 leased vehicle. Drivers of the leased vehicles must possess a valid United States driver’s license issued by the Department of Motor Vehicles from the driver’s state of residence, relevant for the lawful operation of the particular vehicle to be used, that has not been suspended or revoked within the prior three years.

Drivers shall operate leased vehicles in accordance with applicable state and federal laws. Drivers shall disclose any temporary medical conditions (e.g. broken limbs, sprained joints, concussion, influenza) that may impair the individual’s ability to drive safely. Drivers shall disclose any instances of driving violations or changes to driving status.

Drivers shall agree that all traffic violations and citations are the sole responsibility of the driver except for citations relating to safety equipment repair order. Drivers shall not text, email, or use a hand-held telephone or communications device while using a CESA 2 leased vehicle.

Failure to adhere to the policy for leased vehicles will result in the suspension or termination of driving privileges for CESA 2 leased vehicles. Any CESA 2 employee who knowingly violates federal laws will be immediately terminated and the Agency may pursue available civil remedies.

Stolen Vehicle
If the Agency provided vehicle is stolen, report the theft immediately to the local police and to the Executive Director of Financial Services. Obtain a copy of the police report filed.

Any attempted break-in or theft of items from an Agency vehicle must be reported to the local police department. The Agency requires that the following information be provided to the Executive Director of Financial Services:

- The name, badge and precinct number of the police officers responding to your call.
- A list by model and serial number of any equipment which was stolen.
- The date and location of where the theft occurred.

Approved: January 15, 2013
Revised: November 14, 2017
3600 – Inclement Weather and Other Emergencies

The Agency Administrator and/or designee has the sole authority to close the business operations of the Agency, including satellite offices, due to inclement weather or other emergencies. Delayed openings of the office may occur up until 10:00 am. If the office is not opened by 10:00 am, it will be closed for the entire day.

Employees will be notified of Agency office closures via a telephone-calling tree, electronically or by local designated media.

**If the Agency Administrator closes the CESA 2 office:** Staff will be compensated for their time, if they are scheduled to work that day. Compensation for an inclement weather or emergency day will be granted according to the employees’ percentage of employment.

A CESA 2 employee who has previously requested and been granted paid leave status in accordance with CESA 2 policy for such snow or emergency time will maintain his or her leave time for the time of such closure.

**If an employee does not report to work because of inclement weather:** It is the responsibility of the employee to notify the Agency Administrator. All employees scheduled to work less than 2080 hours will not be compensated unless the time is made up. Twelve-month employees working 2080 hours shall work or use emergency, personal, or vacation days to be compensated.

When a school district cancels school due to inclement weather or other emergency conditions for either a full or partial day, CESA 2 employees shall work the days as scheduled by local districts. If local districts schedule make-up days, CESA 2 employees are required to work the make-up days.

Adopted: April 17, 1990
Reviewed/Revised: April 2005
Reviewed/Revised: September 20, 2011
School - Community Relations

4000 – Access to Public Records

The CESA 2 Board of Control will comply with state laws and regulations relating to access to public records consistent with the conduct of Agency business. The denial of access to public records will be considered contrary to the public interest and may only be done in accordance with state law.

The legal custodian of all records of the Agency and its satellite offices shall be the Agency Administrator or designee. The legal custodian shall cause to be kept and maintained all records of the Agency and shall in every manner be vested with full legal power and render decisions and carry out the duties of all Agency authorities.

Legal Reference: Subchapters II & IV Chapter 19 Wisconsin Statutes Section 120.13(28)

Adopted: March 17, 1998
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
4000 – Guidelines for Access to Public Records

Individuals may have access to public records maintained by the Agency and its satellite offices in accordance with state law and the procedures outlined below. These procedures do not apply to student records or other records specifically exempt from disclosure by state and federal law.

A. Access to Records

1. The public may obtain information and access to public records, make requests for records or obtain copies of records at the CESA 2 Agency Office, 1221 Innovation Drive, Suite 205, Whitewater, WI 53190 between the hours of 8:00 a.m. and 4:00 p.m. on all days other than holidays, Saturdays and Sundays.

2. The legal custodian shall provide any person authorized to inspect or copy a record with facilities comparable to those used by employees to inspect, copy and abstract the record during regular office hours.

3. The legal custodian may impose reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

B. Requests for Access to Records

1. All requests to inspect or copy a public record shall be made to the legal custodian.

2. A request is deemed sufficient if it reasonably describes the requested record or the information to be requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under state law.

3. Except as otherwise provided by state law, no request may be denied because the person making the request is unwilling to be identified or state the purpose of the request.

4. Except as otherwise provided by state law, no request may be denied because the request is received by mail, unless payment of a fee is required.

5. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.

6. The legal custodian shall, on a case-by-case basis, determine whether inspection of public records is allowed. The custodian shall consider provisions outlined in state law when making such determinations and must weigh the competing interests involved.
and determine whether permitting inspection would result in harm to the public interest which outweighs the public interest in allowing access.

7. The legal custodian shall, upon request for any record, as soon as practicable and without delay, either fill the request or notify the requester of his/her denial of the request in whole or in part.

   a) If a request is made orally, the legal custodian may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial.

   b) If the legal custodian denies a written request in whole or in part, the requester shall receive from the legal custodian a written statement of the reasons for denying the written request.

Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under state law or upon application to the Attorney General or a district attorney.

C. Fees

1. The legal custodian may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record unless a fee is specifically otherwise established or authorized to be established by law.

2. Except as otherwise provided by law or as authorized to be prescribed by law, the legal custodian may impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the custodian provides a photograph of a record, the form of which does not permit copying.

3. Except as otherwise provided by law or as authorized to be prescribed by law, the legal custodian may impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct costs of location, if the cost is $50 or more.

4. The legal custodian may impose a fee upon a requester for the actual, necessary and direct costs of mailing or shipping any copy or photograph or a record which is mailed or shipped to the requester.

5. The legal custodian may require prepayment by a requester of any fee or fees imposed if the total exceeds $5.

6. The legal custodian may provide copies of a record without charge or at a reduced charge where the legal custodian determines that waiver or reduction of the fee is in the public interest.
7. Elected officials and Agency employees shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

8. The legal custodian may not sell or rent a record containing an individual's name or address of residence unless specifically authorized by state law. The collection of fees as outlined above is not a sale or rental under these procedures.

Adopted: March 17, 1998
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
4000 – Notice of Access to Public Records

The Agency and all its satellite offices shall prominently display and make available for inspection and copying in the CESA 2 Agency Office at 1221 Innovation Drive, Suite 205, Whitewater, WI, the following notice:

NOTICE OF ACCESS TO PUBLIC RECORDS

The CESA 2 Board of Control, representing a seven county area consisting of Green, Dane, Rock, Jefferson, Walworth, western Racine and Kenosha counties, gives notice to the public as follows:

The legal custodian of all records of the Agency and Agency satellite offices is the Agency Administrator whose office is located at 1221 Innovation Drive, Suite 205, Whitewater, WI 53190, or his/her designee.

The public may obtain information and access to public records, make requests for records or obtain copies of records at the CESA 2 Agency Office, 1221 Innovation Drive, Suite 205, Whitewater, WI 53190, between the hours of 8:00 a.m. and 4:00 p.m. on all days other than holidays, Saturdays and Sundays.

The cost of obtaining copies of records shall be determined by the legal custodian. Fees may not exceed the actual, necessary and direct cost of reproduction and transcription of the record unless a fee is otherwise specifically established or authorized to be established by law. The legal custodian may impose a fee upon a requester for the actual, necessary and direct costs of mailing or shipping any copy or photograph of a record which is mailed or shipped to the requester. If the cost to locate a document is $50 or more, the legal custodian may impose a fee for such location that does not exceed the actual, direct and necessary cost of locating the record. Prepayment of fees may be required if the fees exceed $5. The legal custodian may provide copies of a record without charge or at a reduced charge where the legal custodian determines that waiver or reduction of the fee is in the public interest.

Any person requesting access to a public record of the Agency need not give his/her name or state the reason for his/her request. The request, however, must reasonably describe the requested record and contain a reasonable limitation as to subject matter or length of time covered by the record. While a request may be made orally, in order to be enforceable under state law, a request must be submitted to the legal custodian in writing. No request may be denied because the request was received by mail, unless prepayment of a fee is required.

As soon as possible, and without delay, the legal custodian must either fill the request or notify the requester of the decision to deny access, giving the specific reasons for the decision. If the request is made orally, the legal custodian may deny the request orally unless a demand for a written statement of the reasons for denying the request is made by the requester within five business days of the oral denial. If the request is in writing, the legal custodian must provide a written statement of the reasons for denial. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under state law or upon application to the Attorney General or a district attorney.

Adopted: March 17, 1998
Reviewed/Revised: January 2006
Reviewed/Revised: March 19, 2013
Appendix
Agency Administrator Evaluation Form - Board of Control

2012-2013

Please rate the performance of the CESA 2 Agency Administrator in the following areas. In the comments section, please include strengths, weaknesses and suggestions for improvement when appropriate.

1. Implements Agency goals as approved by the Board of Control: increase visibility among CESA 2 school boards.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

2. Implements Agency goals as approved by the Board of Control: improve the level of communication among superintendents.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

3. Implements Agency goals as approved by the Board of Control: advance the vision of CESA 2, specifically the Education Initiatives/Collaborations model.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

4. Provides leadership for continual improvement of services through the application of innovative, constructive ideas to improve existing services and for the development of new services.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

5. Evaluates the performance of all personnel for whom he/she has supervisory responsibilities and directs Agency performance appraisal systems.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

6. Initiates and guides the development of appropriate polices for Board consideration.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

7. Keeps the Board of Control informed on issues, needs, and operations of the Agency.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

8. Guides the process of fiscal planning and budgetary development and interpretations.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

9. Oversees and administers the use of all Agency facilities, property, and funds to obtain maximum efficiency.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:
10. Ensures that the yearly audit is completed.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

11. Participates as a member of associations likely to enhance professional/personal growth.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

12. Selects and attends professional activities related to individual and Agency goals.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

13. Plans well-defined agendas that facilitate accomplishment of Agency’s goals.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

14. Offers appropriate recommendations to the Board of Control on items requiring Board action
   after thorough study and analysis.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

15. Develops and maintains a harmonious working relationship with the Board of Control.
   Poor Performance  Below Expectation  Expected Performance  Above Expectation  Outstanding Performance  N/A
   Comments:

________________________________________________________________________
Signature of Agency Administrator

________________________________________________________________________
Signature of Board of Control Chairperson

________________________________________________________________________
Date Evaluation Completed
Bylaws of the CESA Statewide Network Council

ARTICLE I
Name

Section 1. This organization shall be known as the Cooperative Educational Service Agencies Statewide Network Council (hereinafter referred to as the CSN Council).

ARTICLE II
Purpose

Section 1. The purposes of the CSN Council shall be:
- To govern the activities of the CESA Statewide Network and develop policies that assist in governance responsibilities of the Network and guide the Commissioner in the administration of the Network
- To ensure alignment of those activities with the best interest of the governing boards of each of the twelve (12) CESAs in Wisconsin and the districts and schools they serve per Chapter 116 of Wisconsin Statutes
- To promote excellence in education through the quality services provided by its member CESAs
- To assist school districts in improving student performance in each region of the system and improve Wisconsin’s educational system
- To enable school districts to operate more efficiently and economically
- To consider proposals for initiatives for statewide or regional implementation
- To approve a budget by June 30 of each fiscal year
- To appoint a commissioner to carry out duties and transact business as determined by the Council and its bylaws (see attached job description)

ARTICLE III
Values

Section 1. The members of the CSN Council adopted common values expressed as commitments to its purpose:
- Quality and excellence – We are committed to quality and excellence in all products and services that come from the CESA Statewide Network.
- Fairness and honesty – We are committed to fairness and honesty in business partnerships and relationships.
- Benefit – We are committed to producing cost-effective solutions and educational benefits to our clients and mutual benefit among ourselves.
- Equitable access – We are committed to equitable access for all school districts to essential services through the CESA Statewide Network.
- Relationships – We believe that relationships are critical to our work with clients and among ourselves. Strong positive relationships build loyalty and trust.
- Respect – We are committed to respect for group processes and collective decisions.
ARTICLE IV
Membership

Section 1. Membership in the CSN Council shall be limited to the Agency administrators of the Wisconsin CESAs of which there are twelve (12) as of the date of the adoption of these bylaws.

Section 2. Membership in the CSN entitles the Agency administrator of each cooperative educational service Agency to one (1) vote on any issue before the Council.

Section 3. Membership in the CSN Council shall be for the fiscal year (July 1 – June 30) and shall be contingent upon annual payment of dues for each CESA. Membership shall automatically terminate in the event dues are not paid within 60 days of the mailing of invoice for such dues to the member.

Section 4. The CSN Commissioner shall be considered an ex officio member of the Council and shall have executive secretary duties related to Council meetings as set forth in Section 7 of Article V.

ARTICLE V
Officers

Section 1. Officers. The officers of the Council shall be the Chair, Vice Chair, Past Chair, Secretary and Treasurer.

Section 2. Election. The Vice Chair and Treasurer shall be elected by the Members at the annual meeting of the CSN Council. The Chair shall be elected at every other annual meeting of the CSN Council or at the annual meeting immediately following the death, resignation or removal of the previously elected Chair. Each officer shall hold office until such officer’s successor shall have been duly elected and qualified, or until such officer’s death, resignation or removal by the Council.

Section 3. Chair. The Chair shall be elected to serve one two-year term. The Chair shall preside at all general membership meetings and all Executive Committee meetings. The Chair shall appoint members as liaisons to statewide committees. The Chair shall be the chief administrative officer of the Council and shall have such duties, responsibilities and powers as may be necessary to carry out the directions and policies of Council or prescribed in these Bylaws or otherwise delegated by the CSN Council. The Chair may sign and execute, in the name of the CSN Council, any instrument or document consistent with the foregoing general delegation of authority or any other instrument or document specifically authorized by the members of the CSN Council.

Section 4. Vice Chair. The Vice Chair shall preside in the absence of the Chair and, in general, assist the Chair in CSN Council work. In the absence or disability of the Chair, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on the Chair. Should the Chair for any reason resign or become permanently unable to perform the duties of the office, the Vice Chair shall become Chair.

Section 5. Past Chair. In the absence or disability of both the Chair and the Vice Chair, the Past Chair shall perform the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on the Chair. A Chair shall become Past Chair upon the election of his or her immediate successor to office.
Section 6. Treasurer. The CESA from which the Treasurer is elected shall become the fiscal agent for the CSN Council. The Treasurer shall have performed under the Council’s direction the following functions:

a) Have charge and custody of, and be responsible for, all funds of the CSN Council, including but not limited to the collection of dues, and deposits of all such funds in the name of the CSN Council in such depositories as shall be selected by the membership.

b) Keep and maintain adequate and correct accounts of the CSN’s properties and business transactions, including account of its assets, liabilities, receipts, disbursements, gains, losses, capital and surplus.

c) Render interim statements of the condition of finances of the CSN Council to the membership upon request, and render a full financial report at the annual meeting of the members.

d) Receive, and give receipt for, moneys due and payable to the CSN Council from any source whatsoever.

e) In general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the members of the Council.

Section 7. Secretary. In addition to such duties assigned to him or her as Commissioner of the CSN Council, the Commissioner shall serve as the Secretary of the CSN Council. As Secretary, the Commissioner shall perform or have performed under his or her direction the following functions:

a) Certify and keep at the principal office of the CSN Council the Bylaws of the CSN Council as amended or otherwise altered to date.

b) Keep at the principal office of the CSN Council or such other place as the Members may direct, a book of minutes of all meetings of the CSN Council Members and committees thereof, with the time and place of holding, whether regular or special and, if special, how authorized, the notice thereof given, and the names of those present at the meetings.

c) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

d) Be custodian of the records of the CSN Council.

e) See that the books, reports, statements and all other documents and records required by law are properly kept and filed.

f) In general, perform all duties incident to the office of Secretary, and other such duties as from time to time may be assigned by the CSN Council.

ARTICLE VI
Dues

Section 1. Annual dues for members of the Association shall be established by the members at the meeting of the CSN Council to be held in March of each year. Dues will be invoiced in June and payable in sixty (60) days.

ARTICLE VII
Membership Meetings

Section 1. Annual Meeting. An annual meeting of the CSN Council members shall be held each year during the month of June, at such time or place as may be designated by the Chair, or by any Vice Chair if the Chair is unable to act, for the election of officers and the transaction of such other business as may properly come before the meeting. In the event of failure, through oversight or otherwise, to hold the
annual meeting of members in any year during the months herein provided therefore, the meeting, upon waiver of notice or upon due notice, may be held at a later date, and any election had or business transacted at such meeting shall be as valid and effectual as if had or transacted at the annual meeting during the months herein provided.

Section 2. Regular meetings. A calendar of regular meetings will be established no later than June prior to the start of each fiscal year. Such calendar of meetings shall be approved by a majority of the members present at the regular meeting at which the calendar is presented for consideration.

Section 3. Special meetings. Additional meetings of the CSN Council shall take place at the call of the Chair or upon request of at least three (3) members of the Council.

Section 4. Notices. With the exception of the regular meetings as set forth in Section 2 above of this Article, notice of any meeting of the CSN Council members, in each case specifying the place, date and hour of the meeting, shall be given to each member by delivering notice, orally or in writing, not more than sixty (60) days prior to the date of the meeting, but at least five (5) days before the time set for such meeting if notification is by mail, or at least two (2) days if such notice is by electronic delivery such as email or facsimile. Neither the business to be transacted at, nor the purpose, of any meeting of the CSN Council needs to be specified in the notice or waiver of notice of such meeting.

Section 5. Quorum. A majority of the members of the CSN Council voting at any meeting shall constitute a quorum for the transaction of business in all matters. Voting via electronic means (e.g., teleconference) will be recognized as a valid voice when conditions require such participation.

Section 6. The Executive Committee shall meet at the call of the Chair.

ARTICLE VIII
Committees

Section 1. Nominating Committee. The Past Chair, the Chair, and the Vice Chair shall serve as the nominating committee for purposes of identifying nominees for the office of Chair. The Nominating Committee shall convene no later than spring of the last year of the current Chair’s term in office. The Chair-Elect will be elected by written ballot of the members if there is more than one nominee for office at the annual meeting of the members. The Chair-Elect shall assume her or his office on July 1. The recommendations of the Nominating Committee shall not be binding. Nominations for the Chair-Elect may be made from the floor.

Section 2. Executive Committee. The Chair, the Vice Chair, the Past Chair and the Treasurer shall comprise the Executive Committee of the CSN Council. The Executive Committee shall exist to formulate recommendations on key issues to be presented to the Council but may not act on behalf of the CSN Council. The Executive Committee shall also serve as the Budget Committee. The Commissioner shall serve as an ex officio member of the committee.

Section 3. Ad Hoc Committees. Ad hoc committees may be appointed and their purposes determined at the discretion of the Chair or by a majority vote of the Council. Members of the CSN Council may authorize, and appoint or remove members (whether or not members of the CSN Council), of standing and/or temporary committees to consider appropriate matters, make reports to the Chair and/or CSN
Council, and fulfill such other advisory functions as may be designated. The designation of such standing and/or temporary committees, and the members thereof, shall be recorded in the minutes of the meetings of the members.

ARTICLE IX
Order of Business

Section 1. The order of business at each meeting of the CSN Council shall be as follows unless an alternative agenda is adopted by majority vote of the members present at such meeting: Roll Call, Minutes, Treasurer’s Report, Chair’s Report, Committee Reports, Commissioner’s Report, Center Reports, Unfinished Business, New Business, and Adjournment.

ARTICLE X
Amendments

Section 1. Any proposed amendments to these Bylaws must be submitted in writing to the CSN Network Council not less than sixty (60) days prior to the June meeting. The proposed amendment must be mailed to the Chair, to the Agency administrators and to the Commissioner.

Section 2. A proposed amendment shall become part of these Bylaws effective upon its adoption or such later date as may be specified in the proposed amendment if adopted by a two-thirds vote of the total membership of the CSN Council at a duly called membership meeting. Copies hereof shall be circulated to all members in advance of said meeting.

ARTICLE XI
Miscellaneous Provisions

Section 1. Fiscal Year. The fiscal year of the CSN Council shall begin July 1 and end June 30.

Adopted on January 18, 2011

CSN Commissioner Responsibilities

The Commissioner shall serve the CESA Network Council and shall work to achieve the purpose of the CESA Statewide Network and each individual CESA in Wisconsin.

Responsibilities include:

1. Prepare the meeting agenda with input from the Chair and meet, physically or electronically, with the CESA Network Council monthly or more frequently as may be necessary.

2. Make the arrangements for CSN Council meetings.

3. Take CSN Council minutes and distribute them to the members.
4. Screen and schedule vendors who request time to address the CSN Council membership at our regularly scheduled meetings.

5. Coordinate consolidated meetings.

6. Serve as the liaison with DPI.

7. Regularly meet with DPI executive team to report on progress of Network activities related to DPI projects.

8. Communicate to the Network Council new projects or initiatives the Department wants considered by the CSN.

9. Prepare budgets and schedules for DPI initiatives undertaken by the Network.

10. Serve as the contact person for people or groups outside the CESA Statewide Network.

11. Serve as the point of contact for Kohl Scholarship awards/events.

12. Update Bylaws and other working documents.

13. Advocate on behalf of CESAs and the CESA Statewide Network.

14. Maintain positive relationships with clients and partners.

15. Serve as primary contact person for portal to CESA Statewide Network.

16. Propose and submit an annual administrative budget for the ensuing school year based on actual and projected funding of initiatives.

17. Perform such duties and provide such reports as designated by the CESA Network Council (e.g., dashboard of measurements).

18. Conduct meetings of network staff/clients/partners as may be necessary to coordinate, direct, manage, communicate and supervise initiatives, engaging the leadership of the CESA Statewide Network Council as may be necessary.

19. Ensure that network priorities are accomplished per project timelines.

20. Coordinate directors of initiatives operated by the statewide network.

21. Manage the day-to-day operations of the statewide network while administering the policies and carrying out the decisions of the CESA Statewide Network Council.

22. Monitor and assess the effectiveness of initiatives in terms of school improvement and student achievement, making recommendations to the Council related to continuous improvement of the network’s operations and services.
23. In collaboration with the fiscal agent, arrange for and conduct interviews for prospective directors working on behalf of the CESA Statewide Network.

24. Advise the CESA Network Council on all matters pertinent to and of interest to the CESA Statewide Network.

25. Communicate to Agency personnel the annual goals and priorities of the network and prepare an RFP related to these priorities.

26. Assist individuals or groups within the agencies to develop business plans related to their project idea.

27. Bring project plans forward to the Network Council with analysis and recommendations.

28. Evaluate potential business partners and prepare reports to the Network Council regarding these proposals.

29. Attend meetings, gather information and communicate with associations, groups and governmental agencies on issues and problems in public education that may have implications for the CESA Statewide Network.

30. Administer and manage property and equipment assigned to the CESA Statewide Network.

31. Execute all contracts, agreements, grants involved in services provided by the CESA Statewide Network, as approved by the Council.

32. Other duties as assigned/negotiated relative to compensation.

This is a one-year appointment which will be reviewed annually.
Citizen Form for Reconsideration of Materials

Title _______________________________________________
Author _____________________________________________
Publisher ____________________________________
Request by ________________________________
Address ____________________________________________
City ____________ State __________ Zip ____________
Telephone _____________ Email ________________________

1. What is your objection regarding this work and why? (Please be specific.)

2. For what age group would you recommend this work?

3. Is there anything positive about this work?

4. Did you read, view or listen to the entire work?

5. Are you aware of any professional reviews of this work?

6. How does this work fit into the context of the curriculum/lesson?

7. What would you like the CESA 2 Professional Resource Center to do about this?
   □ Do not lend to our school district.
   □ Return it to the CESA 2 Professional Resource Center Consultant for reevaluation.
   □ Other ____________________________________________

8. If this work were to be removed, what work would you recommend that would convey as valuable a picture and perspective of the subject?

9. Are you aware of the Wisconsin Statutes which state in part that “all students shall be provided access to a current, balanced collection of books, basic reference materials, texts, periodicals, and audio visual materials which depict in an accurate and unbiased way, the culture, diversity, and pluralistic nature of American society?”

Signature: ___________________________ Date: ____________
Department of Public Instruction

Wisconsin Records Retention Schedule for School Districts