

INTERNAL BOARD POLICIES

Remuneration and Reimbursement

Members of the board shall be reimbursed for all necessary and legal expenses incurred in attending any meeting or in making any trips on official business for the school district.

Board members shall be paid the amount authorized by the annual meeting for all regular and special board meetings, and for all authorized committee meetings attended. The members will receive two payments, to be paid in October and April, following the first monthly board meeting.

Board members shall be paid actual wages lost per day as prescribed by law for loss of wages due to attendance at authorized school related meetings.

In the event that board members are required to use vacation time, or give up other compensation, they are entitled to reimbursement at their daily rate.

Reimbursement for lost wages, vacation time or other compensation is earned income and shall be paid after taxes have been withheld.

Legal Reference: WSA
 120.10 Powers of Annual Meetings (3)(4)

Policy adopted: 11/25/75
Policy revised: 11/27/07
KAG:ems

SCHOOL BOARD
D.C. Everest Area School District
6300 Alderson Street
Weston, Wisconsin 54476

PERSONNEL

Staff Development

I. Administrator Inservice

- A. Development of an effective inservice program will consist of the following:
1. An inservice committee will be formed at the January Administrators' Meeting
 2. A needs assessment survey will be distributed at the February administrators' meeting.
 3. The survey will be collected at the March Administrators' meeting.
 4. At the May Administrator's Meeting time may be set aside to conduct a Nominative Group Process of the administrator's surveys.
 5. The committee will plan a program to include common elements and meet group needs.
 6. The program will include effective use of human resources and a variety of approaches.
 7. Time lines will be developed which will include presentation, practice, coaching, and evaluation.
- B. Each year administrative inservice will be planned to meet needs of the district. Inservice programming will be influenced by:
1. Board of Education goals.
 2. District, building department, unit, and individual goals.
 3. Approval of new instructional skills, curriculum, and/or administrative techniques.
 4. Individual administrator needs (Developmental plan, performance objectives).
 5. Action plans.
 6. DPI requirements.
 7. Administrator's needs for current information.
 8. Other criteria as determined by the superintendent and/or administrators.
- C. Administrators will receive professional growth consisting of the following:
1. District sponsored administrator inservice.
 2. District provided inservice.
 3. C.E.S.A. No. 9 or other C.E.S.A. programs.
 4. College and university courses.
 5. Regional workshops, seminars and conferences.
 6. State and National Conferences.
 7. Resource personnel.
 8. Individual inservice as determined by the superintendent and/or supervisor.

II. Teacher Inservice

- A. The district's teacher staff development plan includes the opportunity for:
1. Individual staff members to annually identify and meet their needs.
 2. Curricular areas to conduct an extensive needs assessment.

3. Each building/department/unit to implement staff development programs.

B. Staff Development - Building/Units/Departments

1. Principals and coordinators work through committees, departments and units to establish goals and to identify staff development needs.
2. Staff development activities within the buildings may result from board goals or action plans.
3. The building/unit/department activities may emanate from individuals or group needs at the building level.

C. Staff Development – Individual

1. Individuals are encouraged to engage in staff development which will enhance their teaching skills or knowledge as determined by self-assessment and/or summative evaluation reports.
2. Staff members with the consent of their supervisor may fulfill district inservice requirements by attending workshops or other appropriate activities outside the scheduled school day.

III. Request for Approval to Attend Professional Meetings

Requests for approval are to be made at least two (2) weeks in advance of registering for the conference or meeting. These requests are to be submitted for all meetings more than 50 miles outside of the district or when the meeting will extend for more than one-half day. Any charges on the form which exceed the budget will need prior approval of the Superintendent. The district's mileage reimbursement rate shall be equal to the mileage reimbursement rate established by the federal government for use in filing For 1040 and shall apply to all mileage reimbursement paid by the district. Advance funds need the prior approval of the Superintendent of Schools.

The Superintendent will inform the Board when he is to attend any national or major conferences.

Rule Approved: 8/26/80
Rule Revised: 11/27/01
RWD:ems

BOARD OF EDUCATION
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10.2.-4

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REQUEST TO ATTEND PROFESSIONAL MEETING

Submit in duplicate to your principal when school district funds and/or time are involved.

Employee making request: _____ Date of Request _____

School or Location _____

Subject and/or title of meeting _____

Date of Meeting: _____ Place of Meeting _____

Account Number: _____

Breakdown of School District Funds requested:

a. Registration fee	_____	_____
b. Lodging	_____	_____
c. Meals	_____	_____
d. Mileage (\$.365/mile if courtesy car is not available)	_____	\$ 0.00
	Est. Mileage	
e. Air Travel	_____	_____
f. Substitute	_____	_____
g. Other	_____	_____
TOTAL		\$ 0.00

Substitute cost allocation:
Building: _____ District: _____ Extracurricular: _____ Project/Grant: _____

Notes:

1. Requests for approval are to be made at least two weeks in advance of registering for conference.
2. Receipts of all expenses of \$5.00 or more are to be attached to your monthly travel expense form and turned in to the Business Office after meeting.

Exception:

Principals, Directors & Asst. Superintendents must be approved by Superintendent:

Funds are available for this meeting and attendance is approved:

Superintendent

Principal

Date

Date

cc: White – Principal's or Superintendent's Office
Yellow – Requestor

Policy Adopted: 8/25/81
Policy Revised: 11/27/01

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