



**Kiel Area
School District
Professional
Staff Handbook
2024-25**

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SECTION I. INTRODUCTION

INTRODUCTORY STATEMENT

This Professional Staff Member Handbook has been prepared for professional staff members who, for the purposes of this handbook, are defined as: teachers, school nurse, and psychologist.

It is each professional staff member's responsibility to read and become familiar with this information and with the policies adopted by the Board and/or the administrative guidelines promulgated by the Superintendent that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies and/or Superintendent's administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

DISCLAIMER STATEMENT

This Handbook is provided as a reference document for the Kiel Area School District's (hereinafter referred to as "District") professional staff members.

The contents of this Handbook are presented as a matter of information only. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. The language which appears in this Handbook is not intended to create, nor is it to be construed to constitute, a contract between the District and any of its professional staff members or guaranty of continued employment.

Except as may be provided by a contrary provision in an applicable collective bargaining agreement, an individual written employment agreement approved by the Board, a Board Policy, or a policy contained in this Professional Staff Member Handbook all of the District's professional staff members are employed "at-will", and their employment is not for any definite period. The District's professional staff members employed under individual contracts with the Board may be terminated or non-renewed consistent with the terms of the contract and consistent with Board Policies.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in the Professional Staff Member Handbook may be subject to disciplinary action in accordance with Policy 3139 – Staff Discipline.

This Professional Staff Member Handbook supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to professional staff members, whether verbal or written.

This Handbook is intended to provide professional staff members with information regarding policies, procedures, ethics, expectations, and standards of the District; however, this Handbook should not be considered all inclusive. Copies of Board Policies and Administrative Regulations are available on the district website at: www.kiel.k12.wi.us. It is important that each professional staff member is aware of the policies and procedures related to his/her position. The rights and obligations of all professional staff members are governed by all applicable laws and regulations, including, but not limited by enumeration, the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code, and the policies of the Kiel Area School District's Board of Education.

DISTRICT MISSION STATEMENT

Dedicated to continuous growth for all

DISTRICT BELIEF STATEMENTS

- Everyone deserves the chance to succeed, and there are all kinds of success in life
- Education must be a partnership among families, schools, communities and business, each having unique responsibilities
- Creativity and innovation must be valued and encouraged
- Education must encourage cooperation as well as competition
- People learn in different ways
- Education must be provided in a safe, non-threatening, and supportive environment
- The educational partnership must encourage self-respect, self-discipline, understanding, and respect for all others
- Education should reflect and reinforce our community ethics and values
- Educational programs and practices must be constantly re-evaluated to ensure their effectiveness
- Positive role modeling is important in education
- Everyone must be challenged to reach their full potential
- The educational partnership must address the needs of the whole child
- Everyone has the ability and the right to learn regardless of individual differences
- Learning is a life-long process
- Educational decisions must be student-centered
- Students must be active participants in the learning process
- Schools must prepare students to be productive contributing members of society
- Schools must teach basic skills, critical thinking, problem solving, and conflict resolution
- The student's education must be relevant to the present as well as the future

SECTION II. EMPLOYMENT

CRIMINAL HISTORY RECORD CHECK

Policy 3121

EQUAL EMPLOYMENT OPPORTUNITY

Policy 3122

PROFESSIONAL STAFF MEMBER ANTI-HARASSMENT POLICY

Policy 3362

JOB DESCRIPTIONS

Policy 3120.01

IMMIGRATION REFORM ACT COMPLIANCE

Policy 3122

OUTSIDE ACTIVITIES OF STAFF

Policy 3231

COMMUNICATIONS AND SUGGESTIONS

Policy 3310

POLITICAL ACTIVITIES

Policy 3231

SECTION III. EMPLOYMENT STATUS AND RECORDS

EMPLOYMENT CATEGORIES

Teachers, Psychologist

PERSONNEL RECORDS

The Board will maintain records of each professional staff member as outlined in policy 8320

PERFORMANCE EVALUATION

See Supervision and Evaluation Section

PERFORMANCE EVALUATION CYCLE

See Supervision and Evaluation Section

PROFESSIONAL DEVELOPMENT REQUIREMENTS

All professional staff are required to maintain a current teaching license and provide the district office with a copy. Failure to maintain a current teaching license will result in the contract being void and will lead to immediate termination of employment. Policy 3242

STUDENT SUPERVISION AND WELFARE

Policy 3213

VACANCIES

Policy 3132

ASSIGNMENT AND TRANSFERS

Policy 3130

STAFF DISCIPLINE

Policy 3139

REDUCTION IN STAFF

It is the responsibility of the Board of Education to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically. Policy 3131

TERMINATION

Release from Contract

Professional staff members released from their contracts, at their request, (unless released for pregnancy, illness, or other mutually agreed-upon-reasons) may, at the discretion of the Superintendent, and pending a suitable replacement is hired, have to reimburse the District at the following rates:

First Day of Summer Break to July 15	1% of salary
July 16 to August 31	2% of salary
*September 1 to Last Student Contact Day	3% of salary

Payment of the above amount shall automatically release the professional staff member from his/her individual contract and shall constitute total satisfaction of any liquidated damages.

Release from contract fees will be waived for any individual whose contract was reduced from 100% to 75% or less for the following school year. This fee will only be waived if the individual accepts the District's part-time offer of employment and then secures employment elsewhere prior to the start of the contract reduction.

*Notwithstanding the foregoing, release after September 1st shall be subject to Board discretion and payment of the stipulated sum if the Board approves the release. Policy 3140

SECTION IV. PROFESSIONAL STAFF MEMBER PAY AND BENEFITS

TOTAL BASE WAGES

Upon hire an employee's base wage is determined as: the lowest professional staff base wage in the district minus \$5. All professional staff hired in the same academic year will have the same base wage. All professional staff will be given a non-base building stipend that added with their base will create their total salary amount. This non-base building stipend will be calculated based upon years of experience.

Total base wages will be negotiated on a yearly basis, if required by law. Yearly wage increases will only be applied to the base wage. "If a school board is collectively bargaining with school district employees, the school board must determine the maximum total base wages expenditure that is subject to collective bargaining, calculating the CPI change using the method used by the Department of Revenue (DOR)". See Act 10 for complete details.

PAYMENT SCHEDULE

The Board of Education directs the Superintendent to ensure that deductions are made from a professional staff members' paycheck as required by law (e.g., State and Federal withholding and employment taxes).

A. Pay Periods

Each professional staff member shall have the option of having the contract salary divided into twenty-four (24) equal amounts or twenty (20) equal amounts payable on the fifteenth (15) and thirtieth (30) of each month from August 30th to June 30th regardless of scheduled vacation days. Contract salary completion will be on June 30. When the fifteenth (15) or thirtieth (30) falls on a Saturday or Sunday, payment will be made on the Friday immediately preceding the weekend.

B. Tax Shelter Annuity

Upon prior written authorization from the professional staff member, the Board will deduct a designated amount for a tax shelter annuity program (a maximum of two [2] different programs per person). Professional staff members may revoke, in writing, prior authorizations relative to tax shelter deductions. Such revocations shall only become effective at the next payroll following receipt of the revocation. Professional staff members may change the amount of their deduction or institute a new program at any time.

Payment shall be made to the Tax Shelter Annuity (TSA) provider on the date of the deduction.

C. Payroll Deductions

Policy 6520

VOLUNTARY EARLY RETIREMENT

A. Eligibility and Application

1. Any regular professional staff member (hereinafter "Professional staff member") with at least sixteen (16) years of employment in the District is eligible to participate in the early retirement plan described below.
2. Any professional staff member who attains the age of fifty-five (55) as of the day before the subsequent school year begins shall be eligible to participate in the early retirement plan described below.
3. Any professional staff member is eligible to retire effective at the end of the school year only and shall notify the District in writing by February 15th for the subsequent school year of his/her intent to retire.
4. This section shall not apply to any professional staff member who is discharged or non-renewed. Any professional staff member seeking to participate in the early retirement plan will be required to execute an appropriate Retirement Agreement and Waiver in order to receive the benefits.

B. Benefits

Any professional staff member who is eligible and who elects to retire early under this section shall be eligible to receive One Thousand Five Hundred Dollars (\$1,500) for each year of service to the District up to an overall maximum of Forty Thousand Dollars (\$40,000), which shall be contributed to the District's 403(b) plan on behalf of that professional staff member, as an employer contribution. This 403(b) employer contribution shall be made annually in amounts of up to Fourteen Thousand Dollars

(\$14,000) per fiscal year until the entire benefit has been contributed to the District's 403(b) plan. The first 403(b) employer contribution shall be made within sixty (60) days after the successful completion of that professional staff member's final school year. To the extent that IRS limitations or the annual cap on contributions of Fourteen Thousand Dollars (\$14,000) do not allow the full amount to be contributed to the 403(b) plan in the year of retirement, the excess amount shall be contributed in the following District fiscal year within sixty (60) days after the anniversary of the successful completion of that professional staff member's final school year. This annual process of contributing the excess amount of the 403(b) contribution over the IRS limits or the annual cap of Fourteen Thousand Dollars (\$14,000) in the following fiscal year shall continue for up to

five (5) calendar years after the year in which the professional staff member retires, death of the retiree or until the full amount of the District contribution is made, whichever comes first. Any amount not contributed during that period because of IRS limits, the Fourteen Thousand Dollar (\$14,000) annual cap, death of the professional staff member or otherwise shall be paid to the professional staff member or his or her surviving spouse, if applicable, in cash and subject to all applicable payroll tax withholdings.

C. Other Benefits

If a professional staff member receives any unemployment compensation or disability insurance benefits from the District's account during the period of time he/she is receiving benefits hereunder, the benefits associated with this section shall be reduced by the same amount.

D. Re-Employment

A professional staff member electing early retirement under this provision forfeits all re-employment rights with the district.

E. Validity

If any aspect of this section is found to be discriminatory of or in violation of the Age Discrimination in Employment Act, the Wisconsin Fair Employment Act or any other state or federal law by any court of competent jurisdiction or administrative agency, this entire section shall be considered null and void.

ALTERNATE BENEFIT PLAN

The District shall provide an Alternate Benefit Plan (ABP) as an alternative to family health coverage. A single professional staff member may also elect this option if double covered (e.g., a retiree from another job with continuing group insurance, one with military coverage, etc.). Where the District employs both spouses, one spouse will be eligible for participation in the ABP.

Amount Contributed – The District's payments under the ABP for an eligible professional staff member shall equal \$3,000. The \$3,000 will be distributed evenly through each payroll. The \$3,000 is pro-rated based upon FTE percentage.

Professional staff member's Choice – Professional staff members eligible for the ABP may annually choose, consistent with the terms of the cafeteria plan, between:

Participation in the District's health plan, with the commensurate premium payment specified in health insurance benefits section or a taxable cash payout of \$3,000.

Where a professional staff member fails to elect otherwise he/she shall receive family coverage (unless the professional staff member is only eligible for single coverage) under the health plan of the District.

Cash Paid to Professional staff member – The cash compensation amount shall be paid to the professional staff member as additional taxable earnings which are not reportable earnings for the purposes of the Wisconsin Retirement System (WRS) in accordance with WRS rules, with appropriate state and federal taxes deducted from the professional staff member's payroll check.

Elective Deferral Contribution Under 403(b) Plan – If the professional staff member affirmatively elects to make a contribution to the 403(b) Plan with all or a portion of the cash received through this Alternative Benefit Plan, s/he may do so if s/he completes the appropriate portion of the Alternative Benefit Plan Election Form.

Taxes – Amounts received as additional cash compensation shall be subject to all appropriate state and federal income and FICA taxes. Amounts elected by the professional staff member to be contributed to the 403(b) Plan shall not be included in gross income for tax purposes, but will be subject to FICA taxes. For Roth 403(b) contributions, if permitted by the District's 403(b) Plan, all appropriate state and federal taxes, including FICA, will be withheld prior to contribution to the 403(b) account.

A professional staff member whose 403(b) salary reduction exceeds the limitations of the law is ineligible for additional deferrals to the District's 403(b) plan. The amount which would have been contributed to the 403(b) except for the limitations of law will be added to the professional staff members' paycheck as taxable compensation subject to all appropriate state and federal taxes.

Professional staff member Plan Changes – Professional staff members who choose the extra cash compensation have the right to enroll in the health plan at a later date pursuant to the carrier's late enrollment terms, timelines, and conditions for reentry and the cafeteria plan limitations.

Beginning Eligibility Date for Alternate Benefit Plan Payments. New Professional staff members – Payments shall be based on the professional staff member's eligibility date. For new professional staff members, this constitutes the professional staff member's first day of active service. A professional staff member not electing health coverage may elect the ABP cash option prior to the professional staff member's first day of active service, but no later than the end of the pay period that includes the professional staff member's first day of active service. Thereafter, an annual election must be made prior to the beginning of each cafeteria plan year (July 1).

However, the parties agree to use the same rule for contributions as for health insurance payments; if the professional staff member's first date of active service is after the 15th of the month, no ABP contribution is required in that month. If the professional staff member's first date of active service is on the 1st through the 15th of the month, the District will contribute the full month's payment.

An eligible professional staff member who fails to make an election under the ABP will be considered to have elected health insurance and must wait until the next cafeteria plan year to change the election.

Current Professional Staff Members – Current professional staff members electing the ABP cash option when permitted by Internal Revenue Code Section 125 cafeteria plan rules are only eligible to waive coverage for the health insurance and begin the ABP cash option on the first payroll of any month.

Absent a mid-year (July through June) exception permitted by Internal Revenue Code Section 125 (such as professional staff member getting married, loss of spouse coverage, etc.), professional staff members must make a written annual cafeteria plan election prior to January 1 to permit the election of the cash option in the next cafeteria plan year.

A minimum of three professional staff members must switch from the family health insurance plan to the Alternate Benefit Plan for this clause to become effective.

INTERNAL SUBBING

Following responsible efforts to find volunteers for internal substituting, a professional staff member will be assigned to substitute for another professional staff member during a preparation period. That professional staff member will be paid \$30.00 (thirty dollars) per clock hour, prorated on the basis of minutes taught during the internal substitute assignment. Payment in the amount of \$4.00 (four dollars) will be made when a class of students is added to a study hall professional staff member's responsibility.

MENTOR COMPENSATION

A professional staff member who serves as a mentor for a new professional staff member to the District will be compensated \$1,500 per year.

OVERNIGHT COMPENSATION

Individuals who supervise overnight events (curricular and/or co-curricular) will submit a request to the appropriate building principal, who will forward it on to the Director of Teaching and Learning, to be placed on the next Board agenda. The Board will set parameters for the number of coaches required for the number of students participating in state-sponsored events. Each request must be pre-approved before overnight compensation will be paid. Once overnight compensation is approved, such approval will be ongoing until rescinded. Compensation is \$75 per night. Policy 6510D

EXTENDED CONTRACTS

For employment longer than 9-1/2 months, use the following factors to calculate adjustment on base salary: 10 months - 1.052; 10-1/2 months - 1.1045; 11 months - 1.157; and 12 months - 1.263. Supplemental compensation will not be included in this calculation.

Special education staff required to provide services under an "Extended School Year" (ESY) contract during the summer months, will be paid at the per diem rate based upon the professional staff member's current contract. These could include OT, PT, Speech & Language, and ESL professional staff members. The length of service will be determined by the student's IEP.

SUMMER WORKSHOPS

Payment for summer curriculum workshops will be \$30.00 (thirty dollars) per hour for each workshop participant. Conference attendance and/or summer curriculum workshops outside the normal contracted day will be reimbursed at current curriculum rate for up to eight (8) hours per day. Teachers will be eligible for compensation by submitting their meeting absence in Frontline (AESOP) with administrator approval prior to the workshop. Policy 2210

BENEFITS

Policy 3425

LEAVES OF ABSENCE (EXTENDED LEAVE)

Policy 3430

PROFESSIONAL STAFF MEMBER LEAVES

Policy 3431

Each member of the professional staff employed on a full-time basis shall be entitled to twelve (12) days of authorized leave per year. Professional staff members will have the option each year to either accumulate any unused authorized leave days up to 96 or be paid out \$35 (thirty-five) per day (eight [8] hours equals one [1] day) for up to a maximum of twelve (12) days per year. No leaves may be reclassified after one year from the date of the leave.

BEREAVEMENT LEAVE

Professional staff members are eligible for three (3) days of bereavement leave in the event of the death of the professional staff member's immediate family. Immediate family in this policy shall include spouse, domestic partner, parents, children, step-children, siblings or legal dependents of the professional staff member or the immediate family of the professional staff member's spouse. These days will not be deducted from authorized leave. Any additional days approved by the immediate supervisor shall be deducted from the professional staff member's authorized leave. For absence caused by the death of person(s) (uncles, aunts, grandparents, grandchildren, friend) other than those stated above, the absence will not exceed two (2) days,

and shall be deducted from authorized leave. The building principal shall be notified and the authorized leave provision apply. Policy 3431

MILITARY LEAVE

Staff members will be afforded protected leave from employment to perform their obligations to the United State Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law. Policy 3431

JURY DUTY

Leave may be granted for jury duty or in response to a subpoena. Requests for released time for these reasons are to be made with the Superintendent. Professional staff members who are released to respond to jury duty and/or subpoena shall receive full salary and benefits during the period of absence unless their appearance is proven to be due to their personal misconduct, and provided that the professional staff member shall remit to the Board an amount equal to the compensation paid them for such service. Upon receipt of the initial summons or subpoena, professional staff members will submit a written request for leave and attach a copy of the summons or subpoena to the district office. Days spent in the performance of jury duty or in court in response to a subpoena shall not be deducted from authorized leave. Policy 3431

PERSONAL DAYS

A. Leave with Compensation

1. Each professional staff member will be granted two (2) personal leave days per year. This day is intended to allow professional staff members to conduct personal business which cannot be conducted outside a normal business day. Personal days are not intended to be used as vacation days. When used, this day will be deducted from the professional staff member's accumulated authorized leave. The maximum number of professional staff members who may be absent on personal leave from the District on anyone (1) day shall not exceed four (4) per day district-wide. There will be no bumping of personal leave days. If the professional staff member does not use one or both personal days within a school year, one (1) personal leave day may be carried over for use in the following school year. Up to one (1) carried over personal day can be in a staff member's personnel leave bank at any one time. All other unused personal leave time will remain as the employee's normal accumulated authorized leave time.

Other reasons for authorized leave will need administrative approval in advance. The professional staff members will be notified when a day is deducted from the accumulated authorized leave days.

2. Personal leave days may not be taken during the first five (5) student contact days, last five (5) student contact days of the school year, in-service days, parent-professional staff member conference(s) day(s), or on the last school day before or the first school day after Labor Day, Thanksgiving break, winter recess, spring recess or Memorial Day as scheduled in the calendar. Professional staff members will notify their building principal at least two (2) days in advance of the requested leave day. In an emergency, this two (2) day advance notice may be waived by the building principal.
3. A professional staff member will be provided an additional personal day on their anniversary year (5, 10, 15, etc). If the professional staff member does not use the day within that year, the day cannot be carried over. This day will not be deducted from the employee's accumulated authorized leave days.

B. Leave without Compensation

Personal leave of absence without compensation may be granted.

- 1) Unpaid days may only be approved by the Superintendent.
 - a) An unpaid day could be granted to each staff member and they will pay the sub cost and district's portion of paid health insurance benefits for the day (regardless if a sub is required or not (ex. counselors)).
 - i) Employees receiving cash in-lieu will not pay the health insurance benefits portion.
 - b) No more than two consecutive unpaid days will be approved.
 - c) No staff person can take a second unpaid personal day more than once in a 3 year span (3 years will start after the first unpaid day).
 - i) A second unpaid day would not be approved if all the district's personal days are used for that given day (4).

C. Leave for child's participation at State level events

If school is not canceled for a state competition, staff members who have a child participating in that state competition (that was earned) will be allowed to attend the event without having to take a personal day. The staff would be allowed to attend the state event by meeting the following criteria

- 1) You must be the parent or legal guardian of a child participating in the competition.
 - a) This applies to staff with students in any school district
- 2) You must get permission from the Superintendent
- 3) When getting permission, the time for the event will be discussed so that the least amount of time is missed from the classroom. You will discuss travel time to arrive at the event at the designated start time.

- a) Example: (If the event starts at 7:00 pm and you would need to leave at 2:00 to get there, you would not be allowed the full day, only the actual time needed for travel to arrive on time.)

PROFESSIONAL STAFF MEMBER AUTHORIZED LEAVES

Policy 3432

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Policy 3430.01

INSURANCE BENEFITS

A. Health/Dental

The Board will make available a group health insurance plan for professional staff members who meet the insurer's eligibility requirements. In addition, the Board agrees to make available a dental insurance plan to all professional staff members who meet the dental insurer's eligibility requirements. A professional staff member may select single coverage (coverage for professional staff member only) or single and dependent coverage (coverage for professional staff member and family). The Board will pay eighty-seven and a half percent (87.5%) of the premium for the single or family plan for full-time (100%) contracts. Part-time (75% or greater) professional staff members will be provided fringe benefits on a pro-rata basis equal to the percent of contract held. Precertification and concurrent review are required under the terms of the health insurance policy. The Board may change the insurance carriers, insurance plans, and insurance benefits at its discretion.

B. Life Insurance

The Board of Education will provide a term life insurance policy for each professional staff member. Minimum coverage of \$50,000.

C. Long Term Disability

The Board of Education will provide a long term disability policy for each professional staff member. The plan shall provide for ninety(90) percent of covered salary and a ninety(90) day waiting period.

D. Additional Life & Accidental Death & Dismemberment Insurance

The Board of Education will provide the option of purchasing additional life insurance up to \$300,000 for professional staff member, up to \$150,000 for professional staff members spouse, and up to \$10,000 for professional staff members children. Additional Death & Dismemberment Insurance may also be purchased by professional staff members up to \$300,000 for employee, up to \$150,000 for professional staff members spouse, and up to \$10,000 for professional staff members' children.

E. Health Savings Account / Flexible Benefits Plan

The Section 125C is a pre-tax, payroll deduction, account that allows the employee to set aside money for dependent, child or adult care and for additional medical, dental, or vision expenses not covered by insurance. The maximum annual amount is set by the federal government and can change annually in January each year. An annual election is made with a July 1 through June 30 benefit period for the Flex Spending Account. Election for a Health Savings Account can be changed at any time during the year as long as you don't exceed the annual maximum set by the Federal Government. Claims can be made during the benefit year and up to ninety (90) days after for the expenses paid by the individual during the previous calendar year.

PRIVACY PROTECTION OF SELF-FUNDED GROUP HEALTH PLANS

Policy 3419.01

SECTION V. WORKING CONDITIONS AND HOURS OF WORK

SCHOOL WORK DAY HOURS

A regular full time work week at school will generally be from 7:30-3:30 (Monday, Tuesday, Thursday, Friday) and 7:30-3:45 (Wednesday). This provision should not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District. It is also expected that professional staff will spend the time necessary to perform the expectations and obligations of their respective positions.

CALENDAR

2023-24 School Year Calendar

INCLEMENT WEATHER

Staff and students shall not make up the first snow day but shall make up all other snow days.

STAFF DRESS AND GROOMING

Policy 3216

CASH HANDLING PROCEDURES

The goal of the Kiel Area School District (KASD) is to provide uniform cash handling procedures to be used by all staff members which will provide the necessary paper trail to safeguard our employees.

MISCELLANEOUS FUNDRAISING (Field Trips, etc.)

1. **Record Keeping:** To record when and how students pay have a spreadsheet, class roster, or list that shows each student involved in the activity.

2. **Safeguarding Money until it's deposited:** You may want to turn your money in at the end of the fundraiser, and if you do that, you **MUST** put your money in the school vault daily until that time. The office has envelopes you can put it in which can be picked up anytime during office hours.
3. **Completion of Activity Collection/Depositing of Money:** Record the amount of money handed in by each student on the spreadsheet. You'll need to count the money to make sure it matches the same amount as the cash column from the spreadsheet/roster total. Following verification of all money you need to provide the money and spreadsheet/roster to the office. The office staff will place the money in a locked bag and send it to the business office for deposit.
4. Please contact the business office if you are in need of assistance or have questions.

CONCESSIONS

1. Buying food items can be handled a couple of ways.
 - a. You may charge your purchases at K&M Piggly Wiggly, simply tell them it's for KASD so sales tax won't be charged. You'll need to sign the slip and tell them which fundraising account it's for. You'll turn this slip into the office and attach it to a "Request for Payment" form which will go to the athletic director for payment approval. We'll issue a check to K&M and take the money out of your activity fund account.
 - b. You can shop at Wal-Mart and charge it, but you'll need to contact the business office (ext 2115) to get a Wal-Mart charge card to take along. Follow the same procedure as above in (a) for turning in the charge slip.
 - c. If you decide to shop at Sam's Club you'll need to take a KASD check along as they won't allow us to charge. For more information on this method or any other method, please call ext 2114, 2115 or 2113.
2. **Start-up Change:** Contact the business office with the dollar amount you need and we'll cut you a check made payable to Bank First National. Being an employee of the district, you'll be able to cash it there.
3. **End of Concessions:** Count the amount of cash in your box (including the start-up change) and complete a "Student Activity Account" form and turn it into the office.

RECORD KEEPING: The business office takes care of recording the deposits and the checks for your fundraising and will issue you a monthly statement showing you the net profit your

group earned. Please check this statement and compare it to your records and call ext 2114 with any discrepancies or questions.

ATTENDANCE AND REPORTING ABSENCES

Policy 3432

PROFESSIONAL DEVELOPMENT TIME

The purpose of Professional Development Time is to provide planning time during the regular school day for professional staff to work together as Professional Learning Communities.

Students will be dismissed at approximately 2:00 p.m., on each Wednesday of the school year. Professional Development Time will begin at 2:15 p.m. and run until 3:45 p.m.

FULL-TIME, PART-TIME, AND OVERLOAD EMPLOYMENT

In general, a professional staff member's in school work time is computed by adding together the professional staff member's instructional time, non-instructional duty time, and preparation time. All of these times are based on averages over an entire school year.

Professional staff contracts will be calculated using the following formula.

- Add daily instructional minutes assigned to calculate total instructional minutes for the week.
- Divide the total instructional minutes for the week by 5 to get the average instructional minutes per day.
- Multiply the average instructional minutes per day by 1.6 for total contract time.
- Take the total contract time and divide by 450 to get your contract percentage.
- Take the contract percentage and multiply by 45 to obtain available prep time.

Overloads would be figured the same way, treating it as a full-time 450 and then adding the extra percentage by using the above method.

A. Definition of Full-time

A professional staff member is full-time if the average instructional time is at least 265 minutes (94% contract) per day, and if his/her total work time is at least 7.5 hours per day.

B. Definition of Part-time

If a professional staff member is assigned to less than 265 minutes of instructional time and less than 7.5 hours total work-time, the professional staff member is part-time.

The rate of pay for a part-time professional staff member will be determined by multiplying the salary at the professional staff member's appropriate step on the salary schedule by the percentage of his/her teaching contract.

C. Definition of Overload

If a professional staff member's instructional time is more than 280 minutes per day the professional staff member is considered to have an overload assignment.

The rate of pay for an overload for the professional staff member will be determined by multiplying the professional staff member's base salary by the percentage of his/her teaching contract. Supplemental compensation will not be included in this figure.

When the administration realizes that a part-time or overload contract will be issued, the professional staff member will be informed immediately.

If a professional staff member realizes s/he has been overloaded, but has not been notified by the administration, said professional staff member shall bring it to the attention of the administration for appropriate action.

Professional staff member assignments will be as equitable as possible.

D. Definition of Instruction Time, Non-Instructional Duty Time, Prep Time

1. Instruction time is defined as time the professional staff member is assigned to actual teaching of a class. It does not include time the teacher may be available before or after the regular work day for individual instruction.
2. Non-instructional duty time is defined as assigned student contact time beyond actual teaching. Extra duties such as study hall, hall patrol, morning duty, noon duty, lunch duty, and other non-instructional duties are to be assigned within each school building. Non-instructional duties do not require a specific teaching certification. Non-instructional duty time may be substituted for instruction time. When a professional staff member teaches in more than one building, travel time between buildings will be calculated at 20 minutes and as non-instructional duty time.
3. Preparation time is defined as other time in the work day which is specifically allocated to prepare for instruction by professional staff members.

E. Calculation of Preparation Time

In general, a regular in school work day consists of 450 minutes plus a duty free lunch of 30 minutes for a total of 480 minutes. A professional staff member's total work time is based on a regular 7.5 hour (450 minutes) work day.

The average daily assignment (based on a year) of a full-time professional staff member will be structured as follows:

1. A maximum of 280 minutes of instruction
2. Professional staff members will be provided a minimum of 225 minutes of preparation time during the work-week. Part-time teachers will receive a pro-rata share of prep time.
3. 123 minutes of additional duties to be assigned by the building administrators, as necessary and appropriate, to include team meetings, supervision, conferences, in-service programs, and other meetings. Use of this time may or may not be directed or assigned on a daily basis. When not directed, the remaining part of the unassigned 123 minutes may be used by the faculty members for work related activities.
4. Part-time professional staff members may be assigned available non-instructional duty time as needed per the building principal and every effort will be made so that no part-time professional staff member will be assigned more than 50 (fifty) percent of that professional staff member's total work time in non-instructional duties. This professional staff member may become a full-time professional staff member if sufficient non-instructional duty time within the building is available. Other part-time professional staff members within the same building may be assigned available non-instructional duty time within that building likewise until all available non-instructional duties within that building as determined by the principal have been assigned. The assignment of non-instructional duties to part-time professional staff members will be attempted to be limited to the building(s) in which the part-time professional staff members have been assigned instructional duties, subject to the needs of the district.
5. Special consideration to the above provisions may be made where a part-time professional staff member is the only professional staff member in the Kiel Area School District who is certified to teach a particular subject area. In such cases, the District may assign available non-instructional duties to this professional staff member. If more than one (1) subject area qualifies for this exception and there is not enough non-instructional time to fill all the qualified subject area professional staff members, the Superintendent reserves the right to select which of the qualified professional staff members will receive non-instructional duties first.

JOB SHARING

A. Purpose

Job-sharing as defined in this section is a voluntary program providing two (2) or more professional staff members the opportunity to share one (1) full-time equivalent teaching

position without loss of benefits. Where applicable, wages, fringe benefits, leave accrual, unless specifically otherwise noted, and all other benefits shall be prorated on the basis of the time worked as a percentage of a full-time equivalent position.

B. Approval

Job-sharing must be jointly approved yearly by the Board and the professional staff members involved.

C. Eligibility

Except as otherwise determined by the District, all professional staff members employed in the District at least three (3) years under a regular teaching contract shall be eligible for job-share, except professional staff members in areas of shortage where acceptable replacements cannot be hired.

D. Application Process

1. Applicants for job-share must apply, in writing, to the District by March 15 of the year prior to initially participating in the job-share program.
2. Applicants for job-share must apply as a team.
3. Depending on the availability of existing positions, the Board will consider whether the professional staff member applicants can return to their previous status if:
 - a. The shared position is discontinued.
 - b. One of the participants in a shared job is unable to continue in the shared assignment, and an eligible replacement cannot be found.
 - c. One of the participants in a shared job is laid off, and an eligible replacement from among the professional staff members then employed by the District cannot be found.
4. Each applicant for a job-sharing position must be certifiable to teach those subjects/grade levels in the shared job.

E. Employment of Applicants

1. Successful professional staff member applicants shall be employed pursuant to an individual contract identifying the FTE percentage within the job share. with “x” percent of said full-time employment being designated leave and “x” percent being designated as teaching.
2. Job-share professional staff members may be reassigned out of a job-share position to a vacancy within the building(s) based on the needs of the district.

F. Written Requests

Copies of written requests for job-sharing shall be sent to the Board.

G. Number of Positions

The number of positions for job-sharing professional staff members shall be limited to five (5) positions; ten (10) professional staff members.

H. Coordination Responsibilities

Any time necessary for coordination of teaching assignment responsibilities shall be performed on the job-share professional staff members' time and not the District's.

When professional staff members have responsibility for the same students, there will be an overlapping planning period of a minimum of fifteen (15) minutes per day; and both professional staff members must attend parent-professional staff member conferences.

I. Attendance at Meetings

Both members of a job-sharing team must attend their pro-rata share of all meetings and staff development activities, as required by administration.

J. Work Schedule

The work schedule for job-sharing professional staff members may be flexibly rearranged to meet the varying needs of the job-sharing professional staff members and the District. Such rearrangement shall have prior approval from the job-share professional staff member's immediate supervisor.

TRAVEL EXPENSES

A. Use of School Vehicle/Mileage Rate

Whenever possible, school vehicles will be used by all professional staff members. No compensation will be made for professional staff members who use their personal vehicle when a school vehicle is available. When mileage is reimbursed, it will be at the rate established by the Internal Revenue for the preceding calendar tax year. The newly established rate will take effect on January 1 of the calendar year.

SECTION VI. SAFETY AND HEALTH

PHYSICAL EXAMINATION

Policy 3160

DRUG-FREE WORKPLACE

Policy 3122.01

SECTION VII. PROFESSIONAL STAFF MEMBER COMMUNICATION AND TECHNOLOGY

TECHNOLOGY PRIVACY

Policy 7540.01

STAFF AND STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Policy 7540.03

PERSONAL USE OF DISTRICT TECHNOLOGY

Policy 7540.01A

EMAIL

Policy 7540.06

SOCIAL MEDIA

Policy 3310

PERSONAL ELECTRONIC DEVICES

Policy 3281

BOARD-STAFF COMMUNICATION

Policy 3112

SECTION VIII. PROFESSIONAL STAFF MEMBER CONDUCT AND DISCIPLINARY ACTION

STAFF DISCIPLINE

Policy 3139

GRIEVANCE PROCEDURE

The Superintendent will determine if a dispute can be grieved based upon policy 3340

DRUG AND ALCOHOL USE

Policy 3122.01

STAFF ETHICS

Policy 3210

SECTION IX. CO-CURRICULARS

Co-curriculars:

Payment for the duties of Leadership Team Member:

LEADERSHIP TEAM MEMBERS

Payment

High School (7 members)

7 MEMBERS	\$302.50
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Middle School (7 members)

4 GRADE TEAM LEVELS (5-8)	\$302.50
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SPECIAL ED	\$302.50
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EXPLORATORY	\$302.50
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COACH/INTERVENTIONIST	\$302.50
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Elementary (8 members)

6 GRADE TEAM LEVELS (4K-4)	\$302.50
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SPECIALS AREA	\$302.50
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The duties of leadership team members are to work with the principal in coordinating and implementing various activities and initiatives. These initiatives/activities may be related to both building and district activities. Leadership team members will help facilitate information to their respective team/department members as directed by the principal.

Co-Curricular Activities and Payment Schedule

Increments are calculated at 5% of base. Payment for all co-curricular activities shall be made at the pay period following the conclusion of the activity and authorization by the appropriate supervisor. Maximum number of increments is 15. The Board approved a 10% salary increase to the schedule on October 4, 2023.

CO-CURRICULAR PAYMENT SCHEDULE

ADDITION OF CO-CURRICULAR ACTIVITIES

There may be instances when additions to the co-curricular schedule are desired. In an attempt to establish a procedure for such additions, the following has been created:

1. Discussion with the appropriate building level administrator has taken place and the professional staff and the building administrator agree that the addition is warranted.
2. The staff member will attempt to determine the level of student interest in the new program, the nature and scope of the activity, and the potential for growth.

3. The new program will then be matched up with those existing programs in terms of length of season, number of participants, travel and/or competition involved, etc.
4. The new activity with the gathered information will be presented to the Superintendent/School Board for approval on a trial basis not to exceed one year. Salary for the position will be set at 75% of the salaries for comparable activities.
5. Nearing the end of the trial period, a decision will be made whether to continue the activity and add the position to co-curricular at 100% of the salary for similar activities.

EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

Policy 3120.08

APPOINTMENT OF PERSONNEL TO COMPENSATE CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Policy 3120B

SECTION X. SUPERVISION, EVALUATION COMPENSATION

TEACHER EVALUATION/COMPENSATION SCHEDULE

Rationale:

Teacher compensation is designed to reinforce quality instruction. Quality instruction requires continuous improvement to adapt to ever-changing situations and expectations. This compensation schedule incentivizes continuous improvement for every teacher and rewards actual improvement.

Basic Premise:

- The evaluation schedule promotes and contributes to a professional organizational culture that emphasizes collegial feedback, collaboration and incentive for growth.
- Promotions must be earned based upon successful three year summative evaluations.
- Increases in pay must be earned by demonstrating quality performance and student progress through the evaluation process.
- Incentive opportunities for advanced degrees are included to promote a culture of continuous learning and professional growth.
- A communication structure is included in the evaluation model so that teachers are given consistent and immediate feedback on performance.
- The evaluation increase is intended to reinforce and reward quality instruction.
- The Board will continue to review increases associated with the evaluation/compensation schedule to ensure that it is affordable and can be sustained over time.

Evaluation Process:

All teachers will participate in the evaluation process every 3 years. The evaluation process will continue and the evaluation increase will be provided until the teacher reaches the top of the compensation schedule.

New Teachers

Teachers new to the District begin their three year probationary period as well as participate in the evaluation process. Upon successful completion of their probationary period and evaluation they will be eligible for a \$3,000 increase. The evaluation process will continue and the evaluation increase will be provided until the teacher reaches the top of the compensation schedule.

Existing Teachers

Teachers will participate in the evaluation cycle and after successful completion will be eligible for a \$3,000 increase and then begin the next evaluation cycle. The evaluation process will continue and the evaluation increase will be provided until the teacher reaches the top of the compensation schedule. Once a teacher is within reach of the salary cap, a percentage of the increase will be added to meet the salary cap limit; the remainder will then be paid out in a one-time payment at the end of the evaluation year. If a teacher is already at the salary cap limit, then they will receive the full amount as a one-time payment at the end of the evaluation year. For staff that are retiring at the end of their evaluation year, regardless of whether they are at the salary cap, they will receive this one-time payment at the end of the evaluation year.

Evaluation Compensation

1. The Supervision and Evaluation section outlines the required procedure for advancement on the evaluation schedule.
2. If a teacher is on a Plan of Improvement there will be no advancement on the evaluation cycle until removed from the plan. The teacher would be evaluated annually until removed from the Plan. Removal from a Plan of Improvement must be approved by the Superintendent.
3. If the teacher earns a score between basic and distinguished on 20 out of 22 components of the Danielson domains during the evaluation, that teacher will receive a \$3,000 increase.
4. New teachers will go through the 3 year probationary period prior to receiving the evaluation increase. Salary placement on the compensation schedule for new teachers is determined by the Superintendent.

Proficiency Rating

The teacher evaluation measurement requires that individuals achieve an overall score of 90% proficiency across all domains to receive the 3 and 6 year stipend. 90% proficiency is based upon **earning a score between basic and distinguished on 20 out of 22 components of the**

Danielson domains. A teacher will not advance with more than 2 unsatisfactory ratings of the 22 Danielson components.

Continuous Improvement

Continuous Improvement is the goal. If 90% is not obtained on the third year summative evaluation, the teacher will continue to be evaluated the following year until progress toward 90% proficiency is reached or until a formal plan of improvement is recommended.

TEACHER COMPENSATION SCHEDULE

TEACHER SALARY PLACEMENT SCHEDULE

2025-26 School Year

Level (Step)			
1	\$51,518	10	\$75,298
	\$51,518		\$75,298
	\$51,518		\$75,298
Summative Evaluation		Summative Evaluation	
2	\$54,162	11	\$77,940
	\$54,162		\$77,940
	\$54,162		\$77,940
Summative Evaluation		Summative Evaluation	
3	\$56,758	12	\$80,536
	\$56,758		\$80,536
	\$56,758		\$80,536
Summative Evaluation		Summative Evaluation	
4	\$59,446	13	\$83,135
	\$59,446		\$83,135
	\$59,446		\$83,135
Summative Evaluation		Summative Evaluation	
5	\$62,086	14	\$85,730
	\$62,086		\$85,730
	\$62,086		\$85,730
Summative Evaluation		Summative Evaluation	
6	\$64,682	CAP	\$88,418
	\$64,682		
	\$64,682		
Summative Evaluation			
7	\$67,369		
	\$67,369		
	\$67,369		
Summative Evaluation			
8	\$70,015		
	\$70,015		
	\$70,015		
Summative Evaluation			
9	\$72,612		
	\$72,612		
	\$72,612		
Summative Evaluation			

**Each individual teacher will participate in an evaluation every 3 years until the teacher reaches the cap on the compensation schedule. Once capped, the 3-year evaluation will continue, however, there will be no further increases associated with proficient reviews.

Employee portal – Salary and benefit information can be obtained by accessing your employee portal on the staff webpage.

Education/Professional Development Compensation

Obtainment of advanced education/professional development, will result in an annual education stipend increase thereafter until resignation, retirement or termination. Professional staff will be able to obtain a \$6,000 max educational stipend increase that can be built in any combination of below or advanced education and/or professional development.

\$3,000

- Per graduate degree (masters, Ed.S., doctoral, national board, etc)
- Additional teaching licensure/educational or content specific certifications that allow the school district to move to the next level (AP/Dual credit) and/or more flexibility in scheduling/utilizing a teacher
 - Subject areas/grade level licensures
 - Bachelor/Associates degrees/ AP/Dual credit certifications allowing district students to reach the next level

Obtaining a graduate degree and/or additional teaching licensure/educational or content specific certifications will receive a stipend of \$3,000 the first year and that stipend will be reduced to \$2,000 each year thereafter..

\$1,000

- Certificates/Technical Diplomas/Credentials/other programs that enhance professional practice/or curricular offerings/abilities (established sequence of courses usually equitable to 8-12 credits)(Non licensure/non-degree) obtained after hire and implementation by the Kiel Area School District School Board of July 12, 2023. Below are some examples, but not an exhaustive list.
 - Instructional design (UW Stout)
 - Instructional Technology (various)
 - Teaching English as a second language (UW Stout)
 - Math specialists (UW Stout)
 - Reading specialists (various)
 - STEM for teaching (UW SP)
 - Equity and Inclusion in Education (UW SP)
 - Classroom assessment (UW O)
 - Creative writing (UW O)
 - Educational coaching (UW O)
 - Literacy coaching (UW O)
 - Reading Intervention (UW O)
 - Foundations of education (UW GB)

- Mentoring (UW GB)
- Content area specific programs
 - Certified Weld Inspector
 - SACA certified instruction
 - Technical program

Teachers will be eligible for the Advanced Education/Professional Development compensation by completing the following steps:

- 1) Complete the Education/Professional Development form and submit it to the Superintendent for approval.
- 2) Upon completion of the program, submit official documentation identifying completion of program/degree/credential/certification to the district office by September 30th in order to receive the increase for the current school year. The increase will be reflected on the October 15th paycheck. Paperwork submitted after September 30th will be compensated the following October 15.

Teachers hired prior to the implementation of the new compensation schedule (Board approved 5/16/2012) were previously compensated for their advanced degrees. They would be eligible for a second advanced degree and would need to complete the same steps identified above.

Supervision and Evaluation – Overview

The Kiel Area School District recognizes the need to make continued improvements in the process of teacher supervision and evaluation. We continue to embrace a system where supervision and evaluation are a collaborative effort between administration and teachers. This system, based on the Charlotte Danielson Frameworks for Teacher, which is the state adopted Educator Effectiveness Model. The KASD Evaluation Committee has worked to develop a system incorporating supervisory options connected to personal growth in a collaborative environment. Good evaluation practice involves more than just clinical classroom observation. Evaluation starts with the hiring process and extends throughout the career of every teacher. Every observation (both formal and informal), every discussion, and every interaction that an administrator has with a teacher is evaluative to one extent or another.

One of the goals of teacher evaluation is to assist in the process of informed decision-making. Decisions related to staff retention must be based on good evaluation data. Teacher evaluation also provides information to assist in the staff development process. Information collected during teacher observation and teacher self-evaluation can and should result in individual and district efforts towards effective staff development.

SUPERVISION AND EVALUATION FRAMEWORK

KASD Three-Tiered System of Staff Assessment

Kiel Area School District's Three-Tiered System of Staff Evaluation provides evaluative components that address staff assessment for three categories of teachers in the school district:

- (1) New Educators
- (2) Experienced Educators
- (3) Educators in Need of Assistance

Educators in Need of Assistance

The first step in the process is an initial conversation between the supervisor and educator outlining areas of need. If it is determined that an Experienced Educator needs to be placed on a plan of assistance the educator will be notified of this status in writing. As the result of being identified as an "Educator in Need of Assistance," measures of support may be provided.

Administrators placing a teacher on a plan of improvement will provide appropriate documentation to support that position.

A specific Plan of Improvement will be developed for the Educator in Need of Assistance. This plan will outline the deficiencies found that results in the Educator in Need of Assistance status, and will identify actions and results that will constitute progress towards being removed from that status. Non-compliance on the part of the Educator in Need of Assistance or lack of adequate growth as outlined in the Plan of Improvement may result in non-renewal of the educator's teaching contract with the school district.

Non-renewal

Teachers may be non-renewed consistent with the terms of their individual contracts and consistent with board policies.

EDUCATOR EFFECTIVENESS (EE)

Below is the process used by the Kiel Area School District for supervision and evaluation of professional staff members.

Educator effectiveness profile contains the following items:

- Teacher Self-Review (all staff)
- Educator Effectiveness Plan (EEP) SLO
- Educator Effectiveness Plan (EEP) PPG

Teacher Self-Review

- Optional for staff

Educator Effectiveness Plan (EEP)

SLO – Student Learning Objective

PPG – Professional Practice Goal

Year 1 and 2

Complete SLO and PPG and share with a Peer

Probationary and Year 3

Complete SLO and PPG and share with evaluator

The SLO and PPG will be reviewed with your evaluator in fall, winter and spring (end of the year interval)

Educator Effectiveness (EEP) (Probationary and year 3 share with evaluators)

- All staff completes a Professional Practice Goal (PPG) and Student Learning Objective (SLO)
 - If your PPG and SLO goals are aligned, how are they related
 - Identify related Danielson framework for teaching domain/component(s)
 - Describe applicable instructional or non-instructional activities
 - Identify resources and support your need to achieve this PPG and SLO
 - Identify baseline data
 - Identify targeted growth

Mid-year review of progress (Probationary and year 3 share with evaluator)

- Describe your progress toward achieving the goal
- Summarize the evidence of progress
- Articulate strategies/modifications to address barriers (if necessary)
- Describe key next steps

End of year review of progress (Probationary and year 3 share with evaluator)

- What is the status of your PPG and SLO at the end of the year
- Discuss the evidence you gathered throughout the year
- What did you learn that would inform future PPG/SLO processes, plans, or goals

Teacher Practices

Formal observation (Probationary and year 3 work collaboratively with evaluator)

- Pre-observation (teacher)
- Observation (evaluator)
- Observation Reflection Form (teacher)

2 Mini observations (Probationary and year 3)

Artifacts (Probationary and year 3 and shared with evaluator)

- Domain 1 (2 artifacts)
- Domain 4 (2 artifacts)
- Domain 2 and 3 (profile will up updated by the evaluator through mini and announced observations)

Final Summative Self Evaluation (Probationary and year 3 share with evaluator)

ELEMENTS OF STATE ADOPTED EVALUATION MODEL

Domain 1 – Planning and Preparation

Domain 2 – The Classroom Environment

Domain 3 – Instruction

Domain 4 – Professional Responsibilities

Within each domain exists specific components that describe elements of practice within that domain:

Domain 1: Planning and Preparation**Component 1a: Demonstrating Knowledge of Content and Pedagogy**

- Knowledge of content and the structure of the discipline
- Knowledge of prerequisite relationships
- Knowledge of content-related pedagogy

Component 1b: Demonstrating Knowledge of Students

- Knowledge of the child and adolescent development
- Knowledge of the learning process
- Knowledge of students' skills, knowledge and language proficiency
- Knowledge of students' interests and cultural heritage
- Knowledge of students' special needs

Component 1c: Setting Instructional Outcomes

- Value, sequence, and alignment
- Clarity
- Balance
- Suitability for diverse learners

Component 1d: Demonstrating Knowledge of Resources

- Resources for classroom use
- Resources to extend content knowledge and pedagogy
- Resources for students

Component 1e: Designing Coherent Instruction

- Learning activities
- Instructional materials and resources
- Instructional groups
- Lesson unit and structure

Component 1f: Designing Student Assessments

- Congruence with instructional outcomes
- Criteria and standards
- Design of formative assessments
- Use for planning

Domain 2: The Classroom Environment**Component 2a: Creating an Environment of Respect and Rapport**

- Teacher interaction with students
- Student interactions with other students

Component 2b: Establishing a Culture for Learning

- Importance of the content
- Expectations for learning and achievement
- Student pride in work

Component 2c: Managing Classroom Procedures

- Management of instructional groups
- Management of transitions
- Management of materials and supplies
- Performance of non-instructional duties
- Supervision of volunteers and paraprofessionals

Component 2d: Managing Student Behavior

- Expectations
- Monitoring of student behavior
- Response to student misbehavior

Component 2e: Organizing Physical Space

- Safety and accessibility
- Arrangement of furniture and use of physical resources

Domain 3: Instruction

Component 3a: Communication with Students

- Expectations for learning
- Directions and procedures
- Explanation of content
- Use of oral and written language

Component 3b: Using Questioning and Discussion Techniques

- Quality of questions
- Discussion techniques
- Student participation

Component 3c: Engaging Students in Learning

- Activities and assignments
- Grouping of students
- Instructional materials and resources
- Structure and pacing

Component 3d: Using Assessment in Instruction

- Assessment criteria
- Monitoring of student learning
- Feedback to students
- Student self-assessment and monitoring of progress

Component 3e: Demonstrating Flexibility and Responsiveness

- Lesson adjustment
- Response to students
- Persistence

Domain 4: Professional Responsibilities

Component 4a: Reflecting on teaching

- Accuracy
- Use in future planning

Component 4b: Maintaining Accurate Records

- Student completion of assignments
- Student progress in learning
- Non-instructional records

Component 4c: Communicating with Families

- Information about the instructional program
- Information about individual students
- Engagement of families in the instructional program

Component 4d: Participating in a Professional Community

- Relationships with colleagues
- Involvement in a culture of professional inquiry
- Service to the school
- Participation in school and district projects

Component 4e: Growing and Developing Professionally

- Enhancement of content knowledge and pedagogical skill
- Receptivity to feedback from colleagues
- Service to the profession

Component 4f: Showing Professionalism

- Integrity and ethical conduct
- Service to students
- Advocacy
- Decision making
- Compliance with school and district regulations

Wisconsin Educator Standards – Teachers

Ten Standards for Teacher Development and Licensure

To receive a license to teach in Wisconsin, an applicant shall complete an approved program and demonstrate proficient performance under all of the following standards:

1. Teachers know the subjects they are teaching.

The teacher understands the central concepts, tools of inquiry, and structures of the disciplines she or he teaches and can create learning experiences that make these aspects of subject matter meaningful for pupils.

2. Teachers know how children grow.

The teacher understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.

3. Teachers understand that children learn differently.

The teacher understands how pupils differ in the approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of pupils, including those with disabilities and exceptionalities.

4. Teachers know how to teach.

The teacher understands and uses a variety of instructional strategies, including the use of technology, to encourage children's development of critical thinking, problem solving, and performance skills.

5. Teachers know how to manage a classroom.

The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

6. Teachers communicate well.

The teacher uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the classroom.

7. Teachers are able to plan different kinds of lessons.

The teacher organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.

8. Teachers know how to test for student progress.

The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the pupil.

9. Teachers are able to evaluate themselves.

The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on pupils, parents, professionals in the learning community and others and who actively seeks out opportunities to grow professionally.

10. Teachers are connected with other teachers and the community.

The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support pupil learning and well-being and acts with integrity, fairness and in an ethical manner.

Kiel Area School District

Advanced Education/Professional Development Approval Form

Employees who are requesting compensation for a graduate degree/additional teaching licensure/certificates/technical diplomas/credentials must complete the Advanced Education/Professional Development form and submit it to the Superintendent for approval prior to the start of coursework.

Employee's Name: _____

Name of Program: _____

Type of Program (check one):

☐

Graduate Degree

☐

National Boards

☐

Technical Diploma

☐

Additional Teaching License

☐

Other Certifications/Credentials

What pillar(s) and key focus area(s) of the Strategic Plan does your program tie to (list all that apply)

How does this program relate to the District's Strategic Plan and the pillar/key focus area(s) you noted above?

Approved: Yes _____ No _____

Superintendent's Signature: _____ Date: _____

KIEL AREA SCHOOL DISTRICT
Kiel, Wisconsin 53042
920/894-2266

ADVANCED DEGREE COMPENSATION FORM

Professional staff members are eligible for advanced education/professional development compensation will result in an annual education stipend increase thereafter until resignation, retirement or termination. Professional staff will be able to obtain a \$6,000 max educational stipend increase that can be built in any combination of below advanced education and/or professional development options.

This is to officially notify the Superintendent that I have received my:

_____ Graduate Degree/National Boards Certification - \$3,000 (official transcript attached)

_____ Additional teaching licensures/educational or content specific certifications that allow the school district to move to the next level (i.e. AP/Dual credit) and/or more flexibility in scheduling/utilizing a teacher - \$3,000

_____ Certificate/Technical Diplomas/Credentials/other programs that enhance professional practice/curricular offerings/abilities (established sequence of courses usually equitable to 8-12 credits). (Non-licensure/non-degree) obtained after hire and implementation by the Kiel Area School District Board on July 12, 2023 - \$1,000 (This would need to be obtained after hire).

Upon completion of the program, submit official documentation identifying the completion of program/degree/credential/certification to the district office by September 30th in order to receive the increase for the current school year. The increase will be reflected on the October 15th paycheck. Paperwork submitted after September 30th of a school year; will be compensated the following school year on October 15.

(Print/Type Name)

(Professional Staff Member's Signature)

(Date)

(Superintendent's Signature)

(Date)

KIEL AREA SCHOOL DISTRICT
Professional Growth

Use this form for Professional Growth Plans. This form must be completed and on file in the District Office prior to the start of any course work. A copy will be returned to you following the Superintendent's approval.

Upon completion of the course(s), submit a transcript or grade report for payment. A grade of B or better must be obtained in order to receive payment. A payment of \$300 per credit (maximum) or actual cost of credit, whichever is less – up to a career max/cap of \$10,800. Tuition reimbursement will not exceed 12 credits per fiscal year.

The teacher will sign an Memorandum of Understanding (MOU) if applying for credit reimbursement. If the teacher resigns from position within a specific timeframe outlined on the MOU after reimbursement; teacher will pay the District a percentage of tuition that was reimbursed. If the District reduces a full-time contract teacher is not responsible for reimbursing for credit(s).

Name: _____

Provide a statement as to how this course(s) would apply to the Strategic Plan/benefit the district. Include the Strategic Plan pillar and key focus impacted by this coursework.

Attach a description of the course(s) for which you are making an application (i.e., catalog description, course syllabus, flyer, etc.).

Location where credits will be obtained	Course #	Course Title	Credits	Price/Credit

Date Course to Begin: _____ Date Course to End: _____

Yes _____ No _____	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Principal's Signature	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date
Yes _____ No _____	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Superintendent's Signature	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date

Date Transcript Returned: _____ Date Entered: _____ Date Paid: _____

Amount Paid: (Credits) _____ x (Rate) _____ = (Total) \$ _____

Superintendent's Signature	Date

PROFESSIONAL GROWTH PROCEDURES

No compensation will be given for more than twelve (12) credits earned in one (1) year.

Employees planning to take credits must have them approved, in writing, by the Superintendent, prior to beginning the coursework. Approval will be granted for courses that apply to the Strategic Plan or benefits the district. Credits will be reimbursement at \$300 per credit (maximum) or actual cost of credit, whichever is less; up to a career max/cap of \$10,800. Payment will be made only for credits with prior approval and successfully completed (B or higher for a final grade). These credits may be earned during the school year or during summer school. Payment shall be made upon the presentation of an official transcript/grade report indicating successful completion.

**Memorandum of Understanding
Credit/Tuition Reimbursement**

This Memorandum of Understanding is entered into by and between the Kiel Area School District ("the District"), and ("Teacher") _____. The parties have reached the following understanding which they have reduced to writing:

_____ has an interest in taking college classes for tuition reimbursement that apply to the Strategic Plan and/or benefits the district.

The District agrees to compensate _____ up to \$300.00 per credit or the actual cost of credits whichever is less up to a career maximum of \$10,800 in tuition reimbursement. _____ will not be reimbursed for more than 12 credits per fiscal year.

Should _____ resign from their position with the Kiel Area School District:

- Within years one and two of reimbursement, teacher will pay the District 100% of the tuition paid to the teacher by the district
- Within year three of reimbursement, teacher will pay the District back 75% of the tuition paid to the teacher by the district
- Within year four of reimbursement, teacher will pay the District back 50 % of the tuition paid to the teacher by the district
- After four years has passed since a tuition reimbursement, the teacher shall not be required to reimburse the District should they leave

The penalty amount paid, as outlined above, will be in addition to any penalty outlined in the teacher's handbook related to breaking of the teaching contract at specified times of the year.

This Memorandum has been executed on the date as specified and the persons so executing the Memorandum represent by their signature that they have read the agreement, understand its terms and have full authority to enter into the agreement contained within this memorandum.

If the Board of Education reduces a full-time teaching contract that teacher is not responsible for reimbursing the tuition paid by the district.

Dated this ____ day of _____, _____.

Teacher

Dr. Brad Ebert, Superintendent