

SPECIALMEETING OF THE PRAIRIE DU CHIEN BOARD OF EDUCATION

Public notice is hereby given as required by law that a Meeting of the Prairie du Chien Board of Education will convene on July 26, 2011 at Bluff View Intermediate School Library, 1901 East Wells Street, Prairie du Chien, Wisconsin, immediately following Meet and Greet with new SWTC President at approximately 2:30 p.m.

CALL TO ORDER

Meeting was called to order by President, Brian Edwards at 3:30p.m.

Achenbach- absent

Atkins-absent

Edwards- present

Quamme- absent

Forsythe-absent

Ruskey- absent

Rutherford-present

DISCUSSION WITH POSSIBLE APPROVAL OF THE EMPLOYEE HANDBOOK PART V- CO-CURRICULAR STAFF (see attachment)

No Action- no quorum

ADJOURNMENT

Meeting adjourned at 3:55 p.m.

Notes taken by Vicki Waller

Brian Edwards, President

**PART V –
CO-CURRICULAR STAFF**

SECTION 1. ATHLETIC AND ACTIVITY ASSIGNMENTS

Letter of Assignment

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- A. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. However, under no circumstances shall a Board member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).
- B. The stipend for extra-curricular activities shall be specified in the letter of assignment.
- C. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees.

Payments

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods.

Work Schedule

Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

Evaluation of Extra-Curricular Assignments

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. When determining the manner and frequency of evaluations, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

Volunteers

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- A. They will not be eligible for salary/wages, stipend, or benefits;

- B. They will be covered by the District’s general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District’s liability insurance policy for claims made against volunteers by other volunteers or District employees;
- C. They will be responsible for their own personal injuries(i.e., ineligible for worker’s compensation);
- D. They must consent to a background check and agree to have a tuberculin skin (TB) test;
- E. They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- F. They accept direct and indirect supervision of the head coach; and,
- G. They may be dismissed at any time without cause.

Extra-Curricular Pay Schedule

Activity	Position	Pay
Football	Head	\$4,225
	Assistants	\$2,641
Basketball	Head	\$4,225
	Assistants	\$2,641
	Jr. High	\$100/week
Wrestling	Head	\$4,225
	Assistant	\$2,641
	Jr. High	\$100/week
Volleyball	Head	\$3,521
	Assistants	\$2,641
	Jr. High	\$100/week
Baseball	Head	\$3,345
	Assistant	\$2,289
Softball	Head	\$3,345
	Assistant (must drive)	\$125
	Assistant	\$2,289
Golf	Head	\$2,641
Soccer	Head	\$2,711
Gymnastics	Head	\$4,225
	Assistant	\$2,641
	Jr. High	\$100/week

Cross Country (B/G)	Head	\$2,817
	Jr. High (combined B/G)	\$100/week
Track (B/G)	Head (combined B/G)	\$3,873
	Assistant	\$2,289
	Jr. High (combined B/G)	\$100/week
Cheerleaders	Fall (HS)	\$1,056
	Winter (HS)	\$2,113
Dance	Fall (HS)	\$750
	Winter (HS)	\$750
Music	Choral	\$880
	Band (HS)	\$1,584
	Band Special HS Groups	\$1,056
	Band (Jr. High)	\$792
Yearbook	High School	\$1,514
Forensics	High School	\$1,232
	Jr. High	\$792
Drama	HS Head (per production)	\$3,169
	HS Assistant (per production)	\$1,761
	Jr. High Head (per production)	\$1,761
	Jr. High Assistant (per production)	\$1,056
FFA	Advisor	\$775
Student Council	HS Advisor	\$1,232
	Jr. High	\$300
Nat'l Honor Society	HS Advisor	\$775
Skills USA		\$1,232
Poli-Sci		\$704
Mock Trial		\$704
Dibels/Homebound/STARRS		\$27.00/hour
Summer AG/FFA	10 days	\$750
	20 days	\$1,500
Summer Band	10 days	\$750
	20 days	\$1,500

Any sport wishing to pool and redistribute the coaching pay for that sport may do so under the following conditions:

1. All coaches in that sport must voluntarily agree to the changes.
2. If any coach in that sport disagrees, then all coaches return to the pay specified in the Extra-Curricular Pay Schedule.
3. The agreed to changes must be presented in writing to the Business Administrator's office prior to the start of that sports season.
4. The agreement must be signed by all coaches in that sport.

ADDITIONAL PAYMENTS FOR EXTRA DUTY ASSIGNMENTS

Assignment	Position	Pay
Game Manager/Clerk of Course		\$40
Line Judge		\$25
Event workers		\$20
Special Track Meets	(Regional, Sectional, Conference, PDC Relays & Invitational)	\$40

