

## Oneida Business Committee Agenda Request

1. Meeting Date Requested: 2 / 24 / 16

### 2. General Information:

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

☒ Accept as Information only

☐ Action - please describe:

### 3. Supporting Materials

☒ Report ☐ Resolution ☐ Contract

☒ Other:

1.

3.

2.

4.

☐ Business Committee signature required

### 4. Budget Information

☐ Budgeted - Tribal Contribution

☐ Budgeted - Grant Funded

☐ Unbudgeted

### 5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter:   
Your Name, Title / Dept. or Tribal Member

Additional Requestor:   
Name, Title / Dept.

Additional Requestor:   
Name, Title / Dept.

## Oneida Business Committee Agenda Request

### 6. Cover Memo:

Describe the purpose, background/history, and action requested:

School Board Quarterly report for acceptance and updated ONSS Contract Personnel Salaries and Benefits SOP as an FYI item for review.

1) Save a copy of this form for your records.

2) Print this form as a \*.pdf *OR* print and scan this form in as \*.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org)

# ONEIDA NATION SCHOOL SYSTEM

**Oneida Nation Elementary School**  
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Phone (920) 869-1676  
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**Oneida Nation High School**  
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February 15, 2016

**BOARD:  
MEMBERS:**

Oneida Nation School Board  
Debra Danforth, Chair  
Rhiannon Metoxen, Secretary  
Melinda K. Danforth, Member  
Todd Hill, Member  
Dewain Danforth, Member  
Apache Danforth, Member  
Fred Muscavitch, Member  
Rhiannon Metoxen  
Fawn Billie

**CONTACT PERSON:  
OBC LIAISON:**

**MINUTES:**

November 2015  
December 2015

## UPDATES

15-16 School Year Student Enrollment:      K-8 = 305                      9-12 = 123      Total = 428

The school system students are currently participating in their second set of testing in the MAPS (Measures of Academic Progress) program. Students are tested 3 times during the school year for progress monitoring. These results along with other measurements are sent to the Bureau of Indian Education for determination of Adequate Yearly Progress (AYP).

Dr. Valerie Todacheene, Education Support Specialist with the BIE's Department of Performance and Accountability Office will be at ONSS April 14 & 15, 2016 for a Monitoring Review of our FACE, Title and Special Education Programs.

The school system has 9 staff members who are participating in the Bureau of Indian Education's National Board Certification program for teachers. The Bureau of Indian Education is providing for a monetary bonus to each teacher that successfully completes the program.

The School Board is in the process of scheduling a retreat to review the draft education code which was previously submitted to the LOC.

## GOALS AND OBJECTIVES

Our students continue to increase their knowledge of Oneida language and culture, as they attend language / culture and social dance classes as part of their daily education. Improving daily attendance and raising the reading and mathematics academic levels continue to be the overall goals for this school year.

The FACE program center-based program for the 3 to 5 year olds is currently full and taking names for a waiting list. This literacy based program is growing in popularity and families are referring families due to the success of the early childhood program.

Both schools will be implementing Stage two of the Positive Behavior Intervention and Supports (P.B.I.S.) program.

The Bureau of Indian Education requires quarterly reporting on the Indistar Program, which provides goals and activities for the categories of School Leadership & Decision Making; Curriculum, Assessment and Instructional Planning; Classroom Instruction, which includes parental communication. The annual updates for the Parent Involvement Policy and Home/School/Community Compact have been completed.

### **MEETING REQUIREMENTS**

The Oneida Nation School Board meets the first Monday of every month at 5:00 p.m. in the library at the Elementary School, and meetings are open to the public. Special meetings are called by the School Board Chair when deemed necessary.

<b>ONEIDA TRIBE OF WISCONSIN</b>  <b>ONEIDA NATION SCHOOL BOARD</b>  <b>STANDARD OPERATING PROCEDURE</b>	<b>TITLE: ONSS Contract Personnel Salaries and Benefits</b>	ORIGINATION DATE: 02/06/15  REVISION DATE: 02/04/2016  EFFECTIVE DATE: One week after last signature
SOP NUMBER: 10	<b>APPROVED BY:</b> Oneida Nation School Board	DATE: 02/04/2016
PAGE NO. 1 of 3	<b>REVIEWED BY:</b> Oneida Business Committee	DATE:

## 1. **PURPOSE**

1.1 The General Tribal Council provided for the autonomous administration of the Oneida Nation School System (ONSS) (formerly known as the Oneida Tribal School) through the administration of the Oneida Nation School Board (formerly known as the Oneida Tribal School Board). By agreement with the Oneida Business Committee in the Memorandum of Agreement ("MOA") dated March 21, 1988, the Oneida Nation School Board, in its responsibilities related to all personnel matters, is to ensure that personnel decisions are based upon sound educational administration policies.

1.1.1 The MOA also directed that the Personnel Policies and Procedures system (formerly known as the Oneida Tribal Management System) shall be revised to accommodate the decisions made by the Oneida Nation School Board related to personnel.

1.2 The MOA also provides that the Oneida Nation School Board (hereafter referred to as "School Board") has the authority to enter into contracts, including contracts with personnel, as necessary for the sound educational administration of ONSS.

1.2.1 The MOA further directs that all contracts related to the operation or planning of the ONSS shall be first reviewed, endorsed, and approved by the School Board.



1.2.2 The School Board's initiation, review, endorsement, and approval of contracts, including personnel contracts, shall be presented in writing to the Oneida Business Committee at times consistent with existing Oneida Tribe of Indians Personnel Policies and Procedures or with the ONSS hiring and/or contract renewal timeline.

1.2.3 The MOA provides that the decisions and actions of the School Board shall be followed by the Oneida Business Committee, unless good cause to the contrary is shown.

1.3 This Standard Operating Procedure is enacted for the purpose of promulgating a rule that provides for the School Board's determination and approval of the salaries and benefits of ONSS contracted personnel.

1.3.1 The School Board's decisions for ONSS contracted personnel salaries and benefits shall be based on sound educational administration that considers the professional and educational needs of the ONSS, the School Board's ability to recruit and hire qualified personnel, and any annual funding constraints of the Oneida Tribe.

1.3.2 The School Board has determined that the salaries and benefits for ONSS personnel, who are required to satisfy certain licensing and certification requirements for employment, and the School Board's ability to successfully recruit and hire personnel for the ONSS are market driven by the public, private, and tribal schools within the region and athletic conference of the ONSS, and that it is fiscally responsible to review and determine personnel salaries and benefits on an annual basis to remain competitive in the market place for such personnel, consistent with sound educational administration.

1.3.3 The School Board has determined that certain contracted personnel may be eligible for compensation that exceeds his or her maximum contract salary, which is typically based upon education and experience, under terms and conditions as specifically provided in the personnel contract(s).

## **2. DEFINITIONS**

- 2.1 Blue Book – Oneida Tribe of Indians Personnel Policies and Procedures
- 2.2 Contracted Personnel/Employee– An individual who is issued a contract of employment with the ONSS from the School Board and who has accepted employment with the ONSS.
- 2.3 MOA – March 21, 1988, Memorandum of Agreement between the Oneida Business Committee and the Oneida Nation School Board approved by the General Tribal Council
- 2.4 ONSS – Oneida Nation School System
- 2.5 Salary and Benefits – Financial compensation for work performed under the ONSS personnel contract, such as base salary, and may include, but not be limited to, additional duties compensation, merit pay or bonuses, paid personal leave

time, and health insurance, dental insurance, retirement benefits, life insurance, and short- and long-term disability insurance.

2.6 School Board – Oneida Nation School Board

### **3. WORK STANDARDS**

3.1 The School Board shall make an annual determination of the nature and type of salary and benefits that will be offered to current and new employees under a contract with the ONSS to be issued by the School Board.

3.2 The annual review and determination of the ONSS contracted employees' salary and benefits shall be made in a timely manner and based on sound educational administration practices and market forces related to the recruitment and employment of educational personnel.

3.3 The School Board shall revise the then-current employee contracts based on its annual review, at its sole discretion as it deems necessary, and prior to any employee renewal notification that may be required under the then-current employee contracts.

3.4 The School Board shall determine the salary and benefits terms and conditions that will be offered to contracted personnel, including exceptions to the then-current Blue Book.

3.5 The School Board shall adopt the annual employee contract(s), including the terms and conditions for salaries and benefits, by motion at a properly convened meeting of the School Board.

3.5.1 Supervisors are responsible for monitoring employee vacation/personal time accruals, scheduling employees' working hours and approving or denying time off requests.

3.5.2 Employees are responsible for requesting time off utilizing personal, vacation, banked, and donated hours, if applicable, and shall comply with the procedures established by the ONSS Administration for documentation of the use of personal leave time, including approval.

3.5.3 Trade-back for cash of unused personal leave time shall be governed by the ONSS Standard Operating Procedure Number 8, ONSS Employee Indirection Compensation: Trade Back for Cash.

3.6 Consistent with the MOA, the Blue Book shall be revised to accommodate the decisions made by the Oneida Nation School Board related to personnel, including the ONSS salary and benefit determinations for personnel contracts.

3.6.1 The Oneida Human Resource Department shall process ONSS Contracted Employees' salaries and benefits consistent with the then-current terms and conditions of the ONSS employee contracts.

### **4. REFERENCES**

4.1 Memorandum of Agreement between the Oneida Business Committee and the Oneida Nation School Board, March 21, 1988

4.2 Oneida Tribe of Wisconsin, Personnel Policies and Procedures

4.3 ONSS Employee Contracts

4.4 ONSS Standard Operating Procedure Number 8, ONSS Employee Indirection Compensation: Trade Back for Cash