

CR 83-214

STATE OF WISCONSIN
RECEIVED AND FILED

CERTIFICATE

MAY 31 1984

STATE OF WISCONSIN)
) SS
DEPARTMENT OF PUBLIC INSTRUCTION)

4:15 pm
DOUGLAS LA FOLLETTE
SECRETARY OF STATE

I, State Superintendent of the Department of Public Instruction and custodian of the official records of said Department, do hereby certify that the annexed creation of rules relating to qualifications and selection procedures for cooperative educational service agencies (CESA) administrators was duly adopted by this Department on the first day of the month following publication in the Wisconsin Administrative Register.

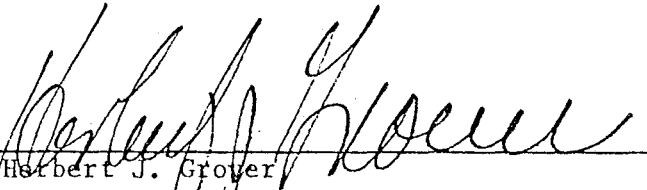
I further certify that said copy has been compared by me with the original on file in this Department and the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department of Public Instruction at 125 South Webster Street, in the City of Madison, this 30th day of May, 1984.

RECEIVED

MAY 31 1984

Revisor of Statutes
Bureau


Herbert J. Grover
State Superintendent
State Department of Public Instruction

8-184

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ORDER OF
THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
CREATING RULES

MAY 31 1984

Revisor of Statutes
Bureau

1 To create PI 15.01 through PI 15.04 relating to qualifications and
2 selection procedures for cooperative educational service agencies (CESA)
3 administrators.

Analysis Prepared by the Department of Public Instruction

This rule establishes qualifications and selection procedures for cooperative educational service agencies (CESA) administrators. The State Superintendent is authorized by s. 116.04(1)(b), Stats., to establish rules in this area.

4 Pursuant to the authority vested in the State Superintendent of
5 Public Instruction by s. 116.04(1)(b), Stats., the State Superintendent
6 hereby creates rules interpreting s. 116.04(1)(b), Stats., as follows:

7 SECTION 1. PI 15 (Title) is created to read:

8 PI 15 COOPERATIVE EDUCATIONAL SERVICE AGENCIES (CESA)

9 SECTION 2. PI 15.01 through PI 15.04 are created to read:

10 PI 15.01 APPLICABILITY. This chapter establishes qualifications

11 and selection procedures for cooperative educational service agency

12 (CESA) administrators pursuant to s. 116.04(1)(b), Stats.

13 PI 15.02 DEFINITIONS. In this chapter:

14 (1) "Cooperative educational service agency administrator" or

15 "CESA administrator" means the administrative head of a

16 cooperative educational service agency.

1 (2) "Cooperative educational service agency board of control" or
2 "CESA board of control" means the governing body of the agency.

3 PI 15.03 CESA ADMINISTRATOR CANDIDATE QUALIFICATIONS. A candidate
4 for appointment as a CESA administrator shall have:

- 5 (1) A minimum of 3 years of local school district administrative
6 experience. Experience as a school district administrator,
7 principal, business manager, or equivalent shall be deemed
8 qualifying experience.
- 9 (2) Demonstrated comprehensive knowledge and skills in the following
10 areas:
- 11 1. School district administration;
 - 12 2. School district management practices;
 - 13 3. Long-range and short-range educational planning;
 - 14 4. Supervision of staff and instructional programs; and
 - 15 5. Oral and written communication.
- 16 (3) Demonstrated comprehensive knowledge and skills in additional
17 administrative criteria submitted by the CESA board of control
18 and approved by the state superintendent consistent with
19 accepted state personnel practices and equal employment
20 opportunity principles.

21 PI 15.04 RECRUITMENT AND SELECTION PROCEDURES. (1) Upon receiving
22 notice of an actual or an impending CESA administrator vacancy, the
23 state superintendent shall:

- 24 (a) Advertise the availability of the position including infor-
25 mation about the position, location, duties, qualifications,
26 salary range and solicit applications and supporting information.
27 Notice shall follow accepted state personnel practices and equal
28 employment opportunity principles.

- 1 (b) Determine a date for return of applications and supporting
2 information.
- 3 (c) Appoint a screening review committee using accepted equal employ-
4 ment opportunity principles. The committee shall consist of at
5 least one school board member, one school district adminis-
6 trator, one board of control member and one higher education
7 representative.
- 8 (d) Within 30 days of the date for return of applications and
9 supporting information, convene a meeting of the screening
10 review committee. The state superintendent shall inform
11 the committee of accepted equal employment opportunity
12 principles to be used when screening candidates. The
13 committee shall:
- 14 1. Recommend to the state superintendent a list of
15 qualified candidates for the CESA administrator
16 vacancy.
- 17 2. Maintain confidentiality of materials and dis-
18 cussions during and following the review process.
- 19 (e) Provide a list of at least 3 qualified candidates to the
20 CESA board of control for possible appointment as agency
21 administrator.
- 22 (f) Provide, upon request of a CESA board of control, names
23 of 3 additional qualified candidates for possible appoint-
24 ment as agency administrator.
- 25 (g) Maintain a file of applications of qualified candidates which
26 shall expire 1 year from the date of advertisement of a
27 vacancy. Persons who have submitted applications previously

1 may notify the state superintendent of their interest in later
2 vacancies and may update their application materials as
3 necessary.

4 (2) Each CESA board of control having or anticipating an administrator
5 vacancy shall:

6 (a) Notify the state superintendent in writing of the vacancy.

7 The notification shall include information about the posi-
8 tion, location, duties, qualifications, and salary range.

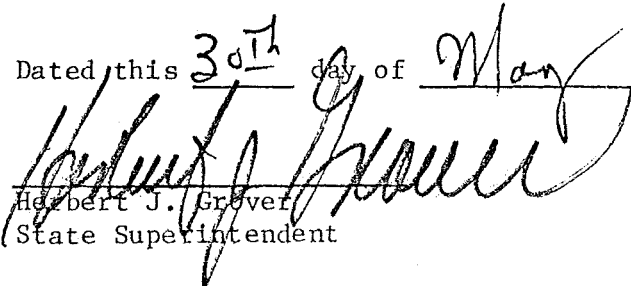
9 (b) Review the applications of the qualified candidates
10 provided by the state superintendent. The board may
11 request the names of 3 additional qualified candidates.

12 (c) Contract with the candidate selected.

13 (d) Notify the state superintendent of the appointment.

The rules contained in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register as provided in s. 227.026(1)(intro.), Stats.

Dated this 30th day of May, 1984.


Herbert J. Grover
State Superintendent

ORIGINAL UPDATED
 CORRECTED SUPPLEMENTAL

Subject: Qualifications and selection procedures for CESA administrators

Fiscal Effect

State: No State Fiscal Effect

Check columns below only if bill makes a direct appropriation or affects a sum sufficient appropriation.

Increase Existing Appropriation Increase Existing Revenues
 Decrease Existing Appropriation Decrease Existing Revenues
 Create New Appropriation

Increase Costs - May Be Possible to Absorb Within Agency's Budget Yes No
 Decrease Costs

Local: No local government costs

1. Increase Costs
 Permissive Mandatory
2. Decrease Costs
 Permissive Mandatory

3. Increase Revenues
 Permissive Mandatory
4. Decrease Revenues
 Permissive Mandatory

5. Types of Local Governmental Units Affected:
 Towns Villages Cities
 Counties Others School
Districts

Fund Sources Affected

GPR FED PRO PRS SEG SEG-S

Affected Ch. 20 Appropriations

Assumptions Used in Arriving at Fiscal Estimate

Under proposed administrative rules PI 15.01 through PI 15.04, the state superintendent would establish qualifications, and recruitment and selection procedures for CESA administrators pursuant to s. 116.04(1)(b). DPI staff in the Bureau for Personnel Services will conduct an initial review of applicants' credentials, license, and of all materials sent in.

This fiscal note assumes that:

- the average review committee is comprised of five (5) members.
- the average time needed to review credentials of twenty (20) applicants and recommend three (3) names to the agency head is one day.
- one vacancy will occur annually.
- the average cost of reimbursement for the review committee's expenses will be \$170.00 for lodging; \$157.00 for food; \$277.00 for mileage; \$850.00 for advertising and printing; and \$625.00 for honorariums. The total average cost imposed by these rules will be \$2,079.00.

Long-Range Fiscal Implications

None.

Agency/Prepared by: (Name & Phone No.)

Department of Public Instruction

Authorized Signature/Telephone No.

Debra J. Byars
Debra J. Byars 266-1966

Date

12/9/83

FISCAL ESTIMATE WORKSHEET

1983 Session

Detailed Estimate of Annual Fiscal Effect

ORIGINAL UPDATED
 CORRECTED SUPPLEMENTAL

LRB or Bill No./Adm. Rule No.
 PI 15.01 - PI 15.04

Amendment No.

AD-MBA-22 (Rev. 11/82)

Subject: Qualifications and selection procedures for CESA administrators

I. One-time Costs or Revenue Fluctuations for State and/or Local Government (do not include in annualized fiscal effect):

-0-

II. Annualized Costs: Note: Treat fiscal costs like a "checkbook"; increased costs reduce available funds (-); decreased costs increase available funds (+).

Annualized fiscal impact on State funds from:

A. State Costs by Category

	Increased Costs	Decreased Costs
Salaries and Fringes	\$ -	\$ +
Staff Support Costs	-	+
Other State Costs	-	+
Local Assistance	- -0-	+ -0-
Aids to Individuals or Organizations	-	+
TOTAL State Costs by Category	\$ -	\$ +

B. State Costs by Source of Funds

	Increased Costs	Decreased Costs
GPR	\$ - 2,079.00	\$ +
FED	-	+
PRO/PRS	-	+
SEG/SEG-S	-	+

C. FTE Position Changes

	Increased Pos. + ()	Decreased Pos. - ()

III. State Revenues-Complete this only when proposal will increase or decrease state revenues, such as taxes, license fees, etc.

	Decreased Rev.	Increased Rev.
GPR Taxes	\$ - -0-	\$ + -0-
GPR Earned	-	+
FED	-	+
PRO/PRS	-	+
SEG/SEG-S	-	+
TOTAL State Revenues	\$ -	\$ +

Net Annualized Fiscal Impact on State & Local Funds

State	Annual Increases	Annual Decreases	Local	Annual Increases	Annual Decreases
Total Costs	\$ -	\$ +	Total Costs	\$ -	\$ +
Total Revenues	+	-	Total Revenues	+	-
NET Impact on State Funds	\$ (+) or (-)	-0-	NET Impact on Local Funds	\$ (+) or (-)	-0-

Agency/Prepared by: (Name & Phone No.)

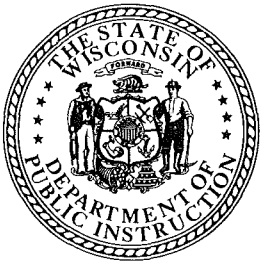
Authorized Signature/Telephone No.

Date

Department of Public Instruction

Debra Byars/266-1866

12/9/83



THE STATE OF WISCONSIN • DEPARTMENT OF PUBLIC INSTRUCTION

125 South Webster Street • Box 7841 • Madison, Wisconsin 53707

Herbert J. Grover, State Superintendent / B. Dean Bowles, Deputy State Superintendent

May 31, 1984

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MAY 31 1984

Gary Poulson, Assistant Revisor
Revisor of Statutes Bureau
411 West, State Capitol
Madison, WI 53702

Revisor of Statutes
Bureau

Dear Mr. Poulson:

Enclosed are copies of CHR 83-214 CESA administrator qualifications and selection procedures which was filed with the Secretary of State on May 31, 1984.

Sincerely,

A handwritten signature in cursive script that reads "Dianne E. Reynolds".

Dianne E. Reynolds
Administrative Rules Coordinator

DER:db

Enclosure