Tuesday Tips will be published the first Tuesday of each month. We hope it will have timely resources for WASSA members. If you have an idea for a tip, please email me at esuckow@dce.k12.wi.us.

ELECTIONS

November is the beginning of the election cycle in Wisconsin. Here are some resources you will find helpful:

- The Wisconsin Association of School Boards has many resources. Your district must be a WASB member to access the materials. [https://wasb.org/legal-human-resources-services/school-board-elections-resources/](https://wasb.org/legal-human-resources-services/school-board-elections-resources/)
- The Wisconsin Elections Commission has all the forms for school district elections at (608)266-8005, elections@wi.gov, [https://elections.wi.gov/forms](https://elections.wi.gov/forms). (Be sure to download forms specifically for school districts when possible.)
- The Wisconsin Ethics Commission has campaign finance information at (608) 266-8123, CampaignFinance@wi.gov, [https://ethics.wi.gov/Pages/CampaignFinance/CampaignFinance.aspx](https://ethics.wi.gov/Pages/CampaignFinance/CampaignFinance.aspx)
- The Election Administration Manual for Wisconsin School District Clerks is long but has details at [https://elections.wi.gov/resources/manuals/election-administration-manual-wisconsin-school-district-clerks](https://elections.wi.gov/resources/manuals/election-administration-manual-wisconsin-school-district-clerks)

**November 28** is the deadline for the newspaper publication of the Type A Notice of Election. Be sure to submit this early enough to meet the publication deadline of your local papers.

It is also time to prepare your candidate packets. These should contain:

- Campaign Finance Registration Statement (Form CF1L or CF-1)
- Declaration of Candidacy for School District Candidates (Form EL-162sd)
- Nomination papers, if required by your district (Form EL-169)
- 2024 Ballot Access Checklist (ELIS-5)
- It is recommended to include the Campaign Finance Overview for Local Candidate Committees (Sept. 2023) (Ethics Commission)
- Incumbents have the option of filing the Notification of Non-Candidacy, so I include that in their packets.

Other optional items to include:

- WASB’s guide for candidates
- A cover letter detailing deadlines for the forms, where to file, where to find district information like finances, policies, school board, and general district information on the district website.

OTHER REMINDERS

Violence drill reports need to be approved by your Board before you file them. This is usually done in a Closed Session. (Depending on your District and cycle, it may be time to approve updated School Safety Booklets too.)

Five Year Non-Discrimination Report deadline was moved to January 31, 2024. [https://dpi.wi.gov/sped/pupil-nondiscrimination-reports-new-submission-date-and-office-hours#:~:text=Section%20PI%209.06%20of%20the%20Department%20of%20Public%20Instruction](https://dpi.wi.gov/sped/pupil-nondiscrimination-reports-new-submission-date-and-office-hours#:~:text=Section%20PI%209.06%20of%20the%20Department%20of%20Public%20Instruction)

“WASSA Members” Facebook Page is a hidden gem for quick answers from other Superintendent’s Assistants.

QUOTE TO MAKE YOU THINK, LAUGH, OR BOTH!

“This is how it is today: The teachers are afraid of the principals. The principals are afraid of the superintendents. The superintendents are afraid of the board of education. The board is afraid of the parents. The parents are afraid of the children. The children are afraid of nothing!” Milton Berle, comedian from the 1930’s to 2002.