



BOARD OF EDUCATION MEETING

March 22, 2021

6:00 PM

Merton Intermediate School Little Theater

AGENDA

In light of the COVID-19 virus precautions, the public is invited to participate/view the meeting either in person or virtually. The link can be found on the Merton Community School District website at www.merton.k12.wi.us. If you are attending virtually and want to be part of “Delegations to be Heard,” please see the directions in the agenda.

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcement of Notice of Open Meeting Publication
- IV. Approval of Agenda
- V. Approval of Minutes
 - A. [Monday, February 22, 2021 @ 6:00 p.m. - Open Session](#)
 - B. [Monday, March 15, 2021 @ 5:00 p.m. - Open/Closed Session](#)
 - C. [Tuesday, March 16, 2021 @ 5:00 p.m. - Open/Closed Session](#)
- VI. Approval of Financial Report and Bill Listing
- VII. Delegations to be Heard

The purpose of this part of the agenda is to allow a citizen or citizens, who have asked to be placed on the agenda, an opportunity to speak. It is important to remember the following:

1. *Delegations can be done both in person and email comments that are to be sent to the District Administrator (russr@merton.k12.wi.us) during the first 5 minutes of the board meeting (6:00-6:05). All email comments will*



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be read to the board, following the allowable comments as indicated in the Board Agenda.

2. *No personnel/confidential issues can be discussed in the open session of the board. These types of concerns must be brought forth through board adopted procedures.*
3. *The school district has adopted policies and procedures for dealing with problems/complaints. These procedures provide for discussion and resolution of concerns, with board involvement if necessary, as certain steps are followed. The board is prohibited from becoming involved outside of the adopted procedure*

IX. District Administrator's Report

A. Actions

1. Acceptance of Donations (Action)
2. Personnel Actions (Action)

B. Information

1. District Administrator Report

X. Committee Reports

A. Student Achievement Committee

XI. Reports and Updates

A. Principal Report

XII. New Business

- A. Discussion about Virtual Educational Options for 2021-22 (Discussion)
- B. Approve Intermediate School Remodel (Action)
- C. Approve Asbestos Abatement for the Remodel (Action)
- D. 2021-22 Student Calendar Changes (Discussion)

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XIII. Future Meeting and Agenda Items

A. April 26, 2021 @ 6:00 p.m. (Open Session) - Monthly Meeting

B. May 24, 2020 @ 6:00 p.m. (Open Session) - Monthly Meeting

XIV. Motion to Adjourn

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MERTON COMMUNITY SCHOOL DISTRICT- *FINANCIAL INFORMATION*

MEETING DATE: March 22, 2021

AGENDA ITEM: *Approval of Financial Report and Bill Listing AND Donations (Action)*

[Business Manager Memo](#) and [Voucher Listing](#)
[February 19th Payroll](#)
[March 6th Payroll](#)
[Payroll Wire Listing](#)
[AP Wire Listing](#)
[Check Registry](#)
[Credit Card Listing](#)
[ACH Listing](#)
[Donations](#)

ADMINISTRATIVE RECOMMENDATION:

The administration recommends making a motion to approve the check registry and donations.

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MERTON COMMUNITY SCHOOL DISTRICT- ADMINISTRATOR'S REPORT

MEETING DATE: March 22, 2021

AGENDA ITEM: *Personnel Actions*

We would like to thank Ashley Cabunac for her work and efforts with our children. Please see her [letter of resignation](#).

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve the Ashley Cabunac's letter of resignation as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *COMMITTEE REPORTS*

MEETING DATE: March 22, 2021

AGENDA ITEM: *Student Achievement Committee*

The Student Achievement Committee met on Monday, March 15th to discuss:

1. Recommended [6-8 Science Adoption](#) details
2. [Recommended](#) content instructional minutes for Merton Intermediate School during the 2021-22 School Year

ADMINISTRATIVE RECOMMENDATION:

This is for informational purposes only



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: March 22, 2021

AGENDA ITEM: *Discussion about Virtual Educational Options for 2021-22 (Discussion)*

This past year, we offered two different educational options for families (virtual or 5 days per week Face to Face). As we continue to prepare for the 2021-22 school year, the district will need to make a decision if both options will be available for the upcoming year.

At this time, we have less than 5% of our student population in grades 4K-7th. This represents 35 students from 28 families. Many local school districts have not made a decision on what they will be offering.

ADMINISTRATIVE RECOMMENDATION:

This item is for discussion only.



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: March 22, 2021

AGENDA ITEM: *Approve Intermediate School Remodel (Action)*

District staff have been working closely with EUA and CG Schmidt to plan for the upcoming remodel of the Intermediate School. All of the construction bids have come in, 5% contingency, architecture fees determined, construction management fees determined, furniture has been selected and bid out, and equipment has been bid out or priced out. The entire project is just below 2.3 million dollars. The beginning goal of the project was 2.0 million dollars.

The district worked very hard with CG and EUA to get a great remodel at the 2 million dollar total. However, through the project planning we found that we needed a new fire alarm system for the area, greater abatement of asbestos than expected, as well as some increased pricing of materials.

The recommendation is to authorize the project to move forward as planned and have the remodel to cost no more than 2.3 million dollars. The plan was to utilize 2.0 million dollars of our fund balance, Fund 41, and Fund 46. The district plans to utilize approximately \$75,000 from Fund 50 (food service) and to have approximately \$25,000 in donations. This leaves the district allocating 2.2 million dollars, or an increase of \$200,000.

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This additional \$200,000 can come from our fund balance. It is anticipated that we will not utilize all of the \$300,000 allocated from fund balance for this year's budget. In addition, the district is set to receive at least \$400,000 in ESSER II and ESSER III funds. These reimbursements will be made from the 2020-21 budget expenditures already completed, meaning that these reimbursements will become cash flow for future use. Given past year's cash flow throughout the year, the administration is very confident that the district will not need to short term borrow and/or use a line of credit with the drawdown of fund balance or Fund 41.

In April, the Finance Committee will meet to determine which funds are best utilized for this project.

Moving forward, the administration would like to discuss with the board how to move forward with authorizing expenditures. With the entire project, items or work over the \$5000 will be competitively bid. For those authorizations, how does the board like to move forward? Options:

- Dr. Russ approves the purchase or expenditure within the remodel scope and sequence.
- The items are brought forward to the Facility Committee and/or the representatives of the committee for authorization by Dr. Russ
- All items are brought the full board



ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve the authorization of 2.3 million dollars from Funds 10, 41, 46, and 50 to complete a remodel of Merton Intermediate School.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: March 22, 2021

AGENDA ITEM: *2021-22 Student Calendar Changes (Discussion)*

There could be a possible opportunity if the board wanted to change the start date of the 2021-22 school year. Per state statute, schools are not allowed to start prior to September 1st without a valid reason (construction or special circumstances). The state legislature is beginning to discuss and possibly allow districts to start prior to September 1st given COVID 19. The purpose is to get kids into school as quick as possible to stop learning loss.

[Please see the approved student calendar for the 2021-22 school year.](#)

This year September 1st is on a Wednesday. If the board would decide to move to an earlier start, the earliest I would recommend would be Monday, August 30. If we start one to two days early, we would then look to replace one or two days in the current calendar. Possible options would be

- End school on Friday, June 3rd
- Take December 22 (longer Holiday Break) and May 27 (Friday before Memorial Day) off.

ADMINISTRATIVE RECOMMENDATION:

This is for discussion only. The state has not made the decision

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: March 22, 2021

AGENDA ITEM: *Approve Asbestos Abatement for the Remodel (Action)*

The start of the remodel requires the removal of asbestos in the area. This will occur in two phases (one during Spring Break and the other after school is out). We worked with EMC to create the scope of the work needed and collect bids. Please see [attached bids](#) that came back.

The low bid and the recommendation is to award Integrity Environmental Services the contract.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends the board make a motion to approve Integrity Environmental Services to complete the asbestos abatement for the Intermediate School Remodel.

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MERTON COMMUNITY SCHOOL DISTRICT- *FUTURE AGENDA ITEMS AND MEETINGS*

MEETING DATE: March 22, 2021

AGENDA ITEM: *Future Agenda Items and Meetings*

Upcoming Meetings:

- April 26, 2021 @ 6:00 p.m. (Open Session)
 - Monthly Meeting
 - First Reading of 6-8 Science Curriculum Review
 - Board Reorganization
- May 24, 2021 @ 6:00 p.m. (Open Session)
 - Monthly Meeting

ADMINISTRATIVE RECOMMENDATION:

For information only.