



BOARD OF EDUCATION MEETING

June 29, 2020

6:00 p.m.

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. Public Hearing on Waiver of the requirements of Wis. Stat. 121.02(1)(f) and the administrative rules promulgated by the department of instruction regarding:
 - A. Waiver of required instructional hours for students for the 2019-2020 school year only due to the COVID public health emergency
 1. Administrator informational remarks and resolution review
 2. Public Comment Period, specific to the waiver request
 3. [Resolution to request Waiver of Instructional Hours requirement for the 2019-2020 School Year as per Wisconsin Statute 118.38\(1\)\(b\)](#) (Action)
- V. Approval of Agenda
- VI. Approval of Minutes
 - A. [Monday, May 18, 2020 @ 6:00 p.m.](#) - Open Session
 - B. [Monday, June 22, 2020 @ 5:00 p.m.](#) - Open/Closed Session
- VII. Approval of Financial Report and Bill Listing

Merton District Offices

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VIII. 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 be read to the board, following the allowable comments as indicated in the Board Agenda.*
2. *No personnel/confidential issues can be discussed in 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. Administrator's Report

A. Actions

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

B. Information

X. New Business

- A. Update on Fall Opening of School (Discussion)
- B. Final Review/Approval of 2020-21 Employee Handbook (Action)
- C. Approve 2020-21 Teacher Contracts (Action)
- D. Approve Administrative Contracts (Action)
- E. Final Reading of the District Social Emotional Learning Curriculum (Action)
- F. 2020-21 Open Enrollment Applications (approvals, denials, waitlists)



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(Action)

G. District obligation to intentionally encourage social justice (Discussion)

H. Facility Usage over the Summer (inside/outside facilities) (Discussion)

XI. Future Meeting and Agenda Items

A. July 20, 2020 @ 6:00 (Open Session)

1. Monthly Meeting

B. August 31, 2020 @ 6:00 (Open Session)

1. Monthly Meeting

C. September 9, 2020 @ 7:00 p.m. (Open Session)

1. Budget Hearing/Annual Meeting

XII. Motion to Adjourn

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MERTON COMMUNITY SCHOOL DISTRICT- *FINANCIAL INFORMATION*

MEETING DATE: June 29, 2020

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

[Business Manager Memo](#) and [Voucher Listing](#)

[Payroll](#)

[Payroll Wires](#)

[AP Wire Listing](#)

[Check Registry](#)

[US Bank 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: June 29, 2020

AGENDA ITEM: *Personnel Actions*

The administration would like to thank the following teachers for their years of service to the district and wish them the best of luck in their futures. The following teachers have submitted their letters of resignation: [Lindsay Johnson](#), [Michael Werni](#), [Amanda Venti](#), and [Sherri Macgregor](#).

The administration is recommending the board consider offering individual teacher contracts to [Heather Ertl](#) (Special Education), [Natalie DenBoer](#) (1st Grade), [Ashley Bartlett](#) (1st Grade), [Emily Panaro](#) (1st Grade), [Jennifer Schwingle](#) (Choir), and [Justin Dusso](#) (PE/Health).

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve the letters of resignation for Lindsay Johnson, Michael Werni, Amanda Venti, and Sherri Macgregor.

The administration is recommending the board make a motion to approve the individual teaching contracts for Heather Ertl, Natalie DenBoer, Ashley Bartlett, Emily Panaro, Jennifer Schwingle, and Justin Dusso.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 29, 2020

AGENDA ITEM: *Final Reading/Approval of 2020-21 Employee Handbook (Action)*

Every May the administration recommends to the Board any changes to the district's Employee Handbook. Please see the [2019-20 Employee Handbook](#). Below are the recommendations to the Board by the Policy Committee to consider modifying the Employee Handbook beginning July 1, 2020. Reminder to the Board that requests to change the Handbook can occur at any time as it can be placed on the agenda and then brought to the Board for a full vote. Please see this [document](#) for highlighted recommendations and changes. The highlights are:

1. Probationary Period - Given the change in licensure, our handbook highlights old DPI License language. Recommendation is to have all teacher's hired by the district to have a three (3) year probationary status regardless of DPI license status (provisional vs. life time)
2. Length of time for plan of assistance - Currently the length is three (3) semesters for non-probationary teachers. The recommendation is to reduce this to one (1) semester. Rationale is that given the improvement plan set up of district support, 18 weeks should be enough for a teacher to show improvement to meet district expectations.
3. Change Substitute Teacher Compensation - The District did an evaluation of local school district substitute compensation and found that we are in the middle of the pack. However, given our desire to attract and retain our substitute teachers, the recommendation is being made to increase the 21+ day compensation to \$125 per day and our long term substitute teacher rate to be \$150 per day. In addition, a "retention bonus" of \$100 would be given to substitutes for every 10 days (80 hours) they work with the district. We feel this will hopefully incentivize our substitute teachers to want to continue taking jobs in Merton compared to other surrounding school districts.
4. Insurance Eligibility Language for Part-Time Staff hired before July 1, 2011 - It is



being recommended that all part-time insurance language highlighting “Before July 1, 2011 hires” be removed. This change impacts no current employees and is not consistent with our insurance carrier’s policies.

5. Make Confidential Staff Insurance Eligibility match other Employee Groups - The minimum hours of insurance eligibility is being recommended to match that of the other employee groups. This change impacts no current employees.

6. Update and change dates.

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve the 2020-21 Employee Handbook as presented.

In July, the administration will present our legal counsel’s recommendations to the Policy Committee for first review, then final review in August.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 29, 2020

AGENDA ITEM: *Approve 2020-21 Teacher Contracts (Action).*

Please see the [attached list](#) of teacher contracts for the 2020-21 school year for our returning staff. All full time contracts are to be renewed as they were not “non-renewed” per Wisconsin Statute 118.22.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends the board approve the 2019-20 Teacher Contracts as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 29, 2020

AGENDA ITEM: *Approve Administrative Contracts (Action)*

The following contracts have expired and will need to be extended through the 2020-22 School years. These contracts were not “non-renewed” hence the extension per 118.22. These are two year contracts. Please see the following contracts for [Jay Posick](#), [John Netteshiem](#), and [Lori Larsen](#).

ADMINISTRATIVE RECOMMENDATION:

The District Administrator is recommending the board approve the administrative contracts for Jay Posick, John Netteshiem, and Lori Larsen.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 29, 2020

AGENDA ITEM: *Final Reading of the District Social Emotional Learning Curriculum (Action)*

Please see the [attached proposed](#) student SEL Curriculum.

ADMINISTRATIVE RECOMMENDATION:

This is the final reading of the curriculum. The Student Achievement Committee is recommending the board approve the SEL Student Curriculum as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 29, 2020

AGENDA ITEM: *District obligation to intentionally encourage social justice (Discussion)*

This agenda item was requested by Board Member, Phil Spindler. This is a follow up to a previous conversation that the board had earlier in January of the 2019-20 school year. The question wanting to be discussed is if as a district we feel obligated to actively encourage social justice and advocate for the underrepresented people in our actions and curriculum.

ADMINISTRATIVE RECOMMENDATION:

This item is for discussion only.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 29, 2020

AGENDA ITEM: *Open Enrollment Student Approvals and Waitlists (Action)*

This year's Open Enrollment period has ended and now the district is required to approve, deny, or waitlist students who are electing to possibly participate in the state's Open Enrollment program. Below is the chart which includes the grade level and assigned seats by the board with the number of students applying into the district. The administration is recommending the board accept all OE applications of students without IEP's (except for speech only) as in January the board declared our Special Education program to be full.

| Grade Level | #of Seats Approved | #of New Applicants | Administrative Recommendation |
|-------------|--------------------|--------------------|--|
| 4K | Unlimited | 6 | Approve them all |
| 5K | Unlimited | 5 | Approve them all |
| 1st | Unlimited | 1 | Approve |
| 2nd | 2 | 4 | Approve them all (these students have siblings that are also applying, our OE policy says they are to be accepted) |
| 3rd | Unlimited | 2 | Approve them all |
| 4th | Unlimited | 0 | |
| 5th | Unlimited | 4 | Approve them all |
| 6th | Unlimited | 1 | Approve |



| | | | |
|-----|-----------|---|------------------|
| 7th | Unlimited | 1 | Approve |
| 8th | 5 | 3 | Approve them all |

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve all open enrollment applications not incoming with an expulsion order or an IEP not covering Speech only services.

The administration is recommending the board make a motion to approve all students who have applied out of the Merton Community School District. (required) (24 students from 16 families, however all of these will be counted to our enrollment counts regardless of where they attend public school)

Please note that only three of these students currently attend Merton Community School District. Two of the families have requested to virtual school districts.



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

MEETING DATE: June 29, 2020

AGENDA ITEM: *Future Agenda Items and Meetings*

Upcoming Meetings:

- July 20, 2020 @ 6:00 (Open Session)
 - Monthly Meeting
- August 31, 2020 @ 6:00 (Open Session)
 - Monthly Meeting
- September 9, 2020 @ 7:00 p.m. (Open Session)
 - Budget Hearing/Annual Meeting

ADMINISTRATIVE RECOMMENDATION:

No action necessary.