



BOARD OF EDUCATION MEETING

July 20, 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. Approval of Agenda
- V. Approval of Minutes
 - A. [Monday, June 29, 2020 @ 6:00 p.m. - Open 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 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*

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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. Committee Reports

A. Policy Committee

XI. New Business

- A. Approve 2020-21 Academic Standards Declaration (Action)
- B. Approve 2020-21 School Fees (Action)
- C. First Draft of Proposed Policy Changes to meet new Title IX regulations (Discussion)
- D. First Draft of Proposed Employee Handbook Changes (Discussion)
- E. Preliminary Plan of Fall Re-Opening (Discussion)

XII. Future Meeting and Agenda Items

XIII. Motion to Adjourn



MERTON COMMUNITY SCHOOL DISTRICT- *FINANCIAL INFORMATION*

MEETING DATE: July 20, 2020

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

[Voucher Listing](#)

[Payroll](#)

[Payroll Wire Listing](#)

[Check Registry](#)

[ACH Listing](#)

[Credit Card](#)

[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: July 20, 2020

AGENDA ITEM: *Personnel Actions*

The administration is recommending Jennifer Peterson as the District Administrative Assistant. Jennifer is coming to us with 3 years of school experience (special education instructional assistant) and 15+ years as an administrative assistant in the private and public sectors. Please see [Jennifer Peterson's letter of appointment](#).

Last week, a district interview team led interviews to hire a new Business Manager. The committee is recommending April Farley be offered a contract as our new Business Manager. Mrs. Farley has over 3 years of school business office experience and her Master's Degree in School Finance. Please see the [proposed contract](#).

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve the letter of appointment for Jennifer Peterson.

The administration is recommending the board make a motion to approve the contract for April Farley to become the district's Business Manager.



MERTON COMMUNITY SCHOOL DISTRICT- *COMMITTEE REPORT*

MEETING DATE: July 20, 2020

AGENDA ITEM: *Policy Committee*

The Policy Committee met on July 13, 2020 to discuss the following items:

1. 2020-21 [Employee Handbook Review](#) per Legal Counsel's recommendations.
The major changes that were recommended (the other/majority is updating the handbook to be consistent with current legal expectations) are (Yellow means new/deleted. Green is notes information background.):
 1. Making all probation last 3 years regardless of category.
 2. Removing the amount of hours for specialists to work. We have in the past used 28, but what happens if we need to change this based on enrollment, etc... This would be consistent with a "regular" teacher where we do not have prep time defined. We can still use 28 as the percentage to determine FTE now, but that can always be adjusted year to year.
 3. Removing the "teacher hours" from 8:15-4:15. We currently have staff coming in (per the contractual days) early on most Wednesdays throughout the year. This also allows some flexibility when we might need staff on campus, due to this pandemic, to meet specific student needs (IEP's, 504's, etc...).



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: July 20, 2020

AGENDA ITEM: *2020-21 Academic Standards Declaration (Action)*

As part of the approved State of Wisconsin Budget, in accordance to Act 55, all public schools at their first board meeting of the year shall annually identify the pupil academic standards adopted by the school board that will be in effect for the upcoming school year.

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board approve the following statement identifying the Merton Community School District's pupil academic standards for the 2020-21 School Year:

The Merton Community School District is committed to using benchmarked and rigorous academic standards that set the highest expectations for student performance and prepare students in the District for success in college and career development. In creating these standards, the District carefully looks at multiple sources to best prepare our students for future college and career success and then creates standards that best fit the needs of the Merton Community School District students. These sources include the Wisconsin Model Academic Standards, Next Generation Science Standards, Common Core, and other locally developed academic expectations.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: July 20, 2020

AGENDA ITEM: *2020-21 School Fees (Action)*

Please see attached recommendations for [Student Fees and Lunch Fees](#). The Finance Team members and administration are recommending to keep the student fees and lunch fees the same as the 2019-20 school year. The only change would be to have one set lunch price for Intermediate School lunches regardless of meal that is selected.

ADMINISTRATIVE RECOMMENDATION:

The administration and Finance Committee are recommending the board make a motion to approve the 2020-21 School Fees as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: July 20, 2020

AGENDA ITEM: *First Draft of Proposed Policy Changes to meet new Title IX regulations (Discussion)*

The state of Wisconsin has changed its policies focusing around Title IX compliance. This includes harassment, reporting, investigations, etc...School Districts are required to adopt policies meeting the new regulations. Dr. Russ has been working with WASB (legal council) to develop these policies to meet the new regulations. Dr. Russ will be finalizing these on Monday with Bob Butler. WASB just finished up their recommendations for districts to adopt.

Full policy will be shared with the board prior to the meeting, and placed in this document for public viewing. The policies that will be presented will represent compliance with the new laws. Final approval will have to be done prior to August 14, 2020.

Inserted 5:45 PM, July 20, 2020

[Administrative Procedures/District Response](#)
[District Policy](#)
[Title IX Notice](#)

ADMINISTRATIVE RECOMMENDATION:

This is the first draft/reading of the policy changes. The final policy will be brought to the board August 3rd for full approval, which will meet the August 14th deadline.



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: July 20, 2020

AGENDA ITEM: *First Draft of Proposed Employee Handbook Changes (Discussion)*

The Policy Committee met and reviewed 2020-21 [Employee Handbook Review](#) per Legal Counsel's recommendations.

The major changes that were recommended (the other/majority is updating the handbook to be consistent with current legal expectations) are (Yellow means new/deleted. Green is notes information background.) and these are supported by the Policy Committee:

1. Making all probation last 3 years regardless of category.
2. Removing the amount of hours for specialists to work. We have in the past used 28, but what happens if we need to change this based on enrollment, etc... This would be consistent with a "regular" teacher where we do not have prep time defined. We can still use 28 as the percentage to determine FTE now, but that can always be adjusted year to year. The recommended change would say: The calculation will be determined by administrative directive.
3. Removing the "teacher hours" from 8:15-4:15. We currently have staff coming in (per the contractual days) early on most Wednesdays throughout the year. This also allows some flexibility when we might need staff on campus, due to this pandemic, to meet specific student needs (IEP's, 504's, etc...). The actual workday for each building shall be established via administrative directive.

The Board at this time is to comment or ask any questions they may have regarding the proposed changes.

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ADMINISTRATIVE RECOMMENDATION:

This is the first review of the proposed changes. A final review will be made at an upcoming board meeting.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: July 20, 2020

AGENDA ITEM: *Preliminary Plan of Fall Re-Opening (Discussion)*

Please see the following [information](#) regarding our Fall Reopening Plans for Merton Primary School and Intermediate School.

Here is the [Parent Survey Results from July 14th](#).

Also, here is the [district website](#) that was created as a resource and one spot for families to find this information and more.

ADMINISTRATIVE RECOMMENDATION:

This is the first review of the plan of fall reopening. A final review and approval will be upcoming in a future meeting.

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

MEETING DATE: July 20, 2020

AGENDA ITEM: *Future Agenda Items and Meetings*

Upcoming Meetings:

- A. July 27, 2020 @ 6:00 (Community Forum around Fall Reopening)
- B. August 3, 2020 @ 6:00 (Possible meeting to approve Fall Reopening Plan, Employee Handbook Changes, and Student Handbooks)
- C. August 31, 2020 @ 6:00 (Open Session)
 - 1. Monthly Meeting
- D. September 9, 2020 @ 7:00 p.m. (Open Session)
 - 1. Budget Hearing/Annual Meeting
- E. September 28, 2020 @ 7:00 (Open Session)
 - 1. Monthly Meeting

ADMINISTRATIVE RECOMMENDATION:

No action necessary.

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