

School District of Rhinelander
Board of Education

BOARD MEETING UPDATE

Regular Monthly Meeting

Monday, March 19, 2018

The Regular Meeting of the Board of Education was called to order on Monday, March 19, 2018 at 6:00 p.m. in the Superior Diesel Advanced Learning Center of Rhinelander High School; located at 665 Coolidge Avenue, Rhinelander, WI.

Ronald Counter, Board President, led the Pledge of Allegiance.

Roll Call

Board Members Present: Judy Conlin, Mary Peterson, Mike Roberts, David Holperin, Dennis O'Brien, Duane Frey, Ann Munninghoff Eshelman, Benjamin Roskoskey, and Ron Counter

Board Members Absent: None

Approximately fifteen guests were present for this meeting, as well as Superintendent Kelli Jacobi and Jamie Taylor of the Northwoods River News.

Declaration of Public Notice

The 'Declaration of Public Notice' was printed on the meeting agenda. This notice identifies the public places at which the meeting agenda was posted and/or shared.

School Board Professional Development

There was no report for this meeting

Report Topics

President's Report

President Counter congratulated the Rhinelander High School Key Club and the League of Women Voters for sponsoring the school board candidate forum, which was well planned and very successful.

President Counter and Vice-President Conlin announced that through letters of nomination that they, other area school district officials, and Sue Makris of the Hodag Schools Foundation submitted to the WI Association of Business Officials, Marta Kwiatkowski, the District's Director of Business Services, has been awarded the state's Business Leader of the Year. Marta will be given the award at the 2019 State Education Convention. All in attendance congratulated Marta on this very prestigious award.

Vice-President's Report

Vice-President Conlin again acknowledged those who were so generous to send letters of recognition for the nomination of Marta Kwiatkowski as Business Leader of the Year.

Superintendent's Report

Superintendent Jacobi has nothing to report.

Student Representative Report

Tyler "Ty" Fredrick, Student Council Representative, reported that the February winter dance had been canceled since there were many students who would be out of the District on the date selected, as well as the low registration. He announced that Council members would be attending the 2018 WI Association of School Council's conference being held in Green Bay and plans are underway for the annual 'Olympics Day' which is held on the same day as the PBIS car drawing.

Professional Staff Report

Martha Knudtson, Pelican Elementary School Principal, and Pelican teachers Danielle Raleigh and Denise Check gave a presentation of the schools 'Cultural Responsiveness' program. This program is about being considerate of all the influences a family encounters and how it shapes the children. It celebrates those influences and uses them as a way to meet a child's need. Families were asked to rank the campaigns that the school has held. The rankings were as follows:

1. Your Student Rocks Postcards (*When staff members see great examples of students following the 4 "Be's" they are inspired to write a personalized message on a postcard. They send it to the student's home for the family to share. This strengthens the relationship between home and school by communicating the positive actions that the child displays.*)
2. Veterans Day (*Students and staff donated their spare change to raise the funds needed for veterans to partake in the "Honor Flight". During an all school assembly, staff and students honored the men and women who have served and are serving to protect the country and our freedom and surprised a veteran with the "Honor Flight" award.*)
3. Tear Down the Wall - Anti-Bullying (*Throughout the month of January, students discussed positive behavior and how to stop bullying. In 'Mindful Morning' sessions, students learned about important historical figures and how they persevered through discrimination. During an all school assembly, students tore a brick off the wall to symbolize breaking down the bullying barriers.*)
4. Handprints Hallways (*The handprints on the hallway walls of the school allowed each student and staff member to contribute to the beauty of the building. The handprints will remain on the walls for years to come and will serve as a reminder of all the members of the Pelican school family, past and present.*)
5. Cultural Diversity Mural (*The mural focuses on themes of cultural diversity and depicts the school's individual strength, challenges, and unity as a Northwoods school community.*)
6. Family Photo Gallery (*The photo gallery represents the partnership the school has with Pelican families. Students enjoy viewing the family photos and recognizing their classmates.*)
7. Heritage Map (*The heritage map serves to showcase the unique make-up of cultural resources found within the Pelican school family. It is a constant reminder of the value that each student and family's cultural background has at the school.*)

Committee Reports

Instruction and Accountability Committee

Judy Conlin, Committee Chair, reported that the Committee met on March 12th and was provided a report by Teri Maney, Director of Instruction, regarding the Achievement Gap Reduction (AGR) data (fall to winter reading and math test comparisons). The District utilizes AGR program funds for instructional coaching and one-to-one tutoring.

Ms. Maney reported that the reading and math data from the Crescent and Pelican elementary schools for kindergarten through grade 3 indicates a 91% overall improvement rate in reading (student growth in 29 out of 32 areas) and an 87% overall improvement rate in math (student growth in 45 out of 52 areas). The results show that the coaching and tutoring programs in the schools are very successful toward student achievement.

The District plans to continue the supports for the remainder of the 2017-18 school year and student supports for the 2018-19 school year will be planned, but funding from the state will be decreased for next year so plans will be made accordingly.

Operations and Strategic Planning Committee

Mike Roberts, Committee Chair, reported that the Committee met on March 12th and made recommendations for Board approval of the 201819 CESA 9 Shared Services Contract and revisions to various policies, as well as a first reading of a new policy.

Employee Relations Committee

Committee Chair Duane Frey reported that the Committee met just prior to this Board meeting and recommended approval of revisions to the professional employee handbooks and approval of the proposed 2018-2019 salary increases for professional and support personnel.

Capital Projects Ad Hoc Committee

Mike Roberts, Committee Chair, reported that pursuant to a meeting held on February 19th, the full school board met for a special meeting on March 12th at which the topic of the possible purchase of the Nativity of Our Lord North/St. Joseph's school and church property was discussed. The Committee will meet on April 9th to consider proposals for softball fields.

CESA 9 Report

CESA 9 Board of Control Representative Duane Frey reported that at the March 7th meeting, CESA 9 Director Karen Wendorf-Heldt thanked our District for its invitation to attend the Dr. Mohammad presentation. She reported to the Board of Control some of the presentation highlights.

Oneida/Vilas School Supt.-Board Report

Superintendent Jacobi reported that the Oneida/Vilas group has not recently met.

Citizens/Delegations

No citizens/delegations wished to address the school board.

Action and/or Discussion Topics

Meeting Minutes

The minutes of the February 19, 2018 regular monthly meeting were approved.

Payment of January Claims and Services

The Board approved the February 2018 payment of claims in the amount of \$912,244.11 and the February 2018 payment of contracted services in the amount of \$383,619.55 as printed.

Gift/Donation Acceptance

The following gifts/donations were accepted with sincere appreciation:

- o 1,500 pounds of scrap metal, valued at \$750, from Northstar Steel Fabricating, Inc. of Rhinelander *(For use by students in the metals program at the high school)*
- o Simple machine system of weights, pulleys, and cords, valued at \$250, from an anonymous donor *(for curriculum use at the Cedric A. Vig Outdoor Classroom site)*
- o \$100 from CoVantage Credit Union of Antigo, WI *(to be used toward the needs of the Robohodags Robotics Club)*
- o \$200 from William and Mary Padgett of Rhinelander *(used toward the Mardi Gras performance by the high school band)*
- o \$125 from Kirk and Winona Ritchie of Rhinelander *(used toward the Mardi Gras performance by the high school band)*
- o Donations to be used toward the travel expenses for the RHS Dance Team to compete at national competition:
 - > \$100 from Affinity Anesthesia LLC (Thomas Boostrom) of Rhinelander
 - > \$100 from Microblading by Christina Boostrom RN (Christina Boostrom) of Rhinelander
 - > \$100 from Leisl Warnecke-Koch of Harshaw, WI
 - > \$100 Robert and Amy Swearingen of Rhinelander
 - > \$100 from STP Plumbing LLC of Rhinelander
 - > \$100 from Printpack of Atlanta, GA
 - > \$100 from Park City Credit Union of Merrill, WI
 - > \$150 from Leslie Stilin Schmidt of Rhinelander
 - > \$150 from Indravadan Kansariwala of Rhinelander
 - > \$195 from Northern Shores Resource Management (Matthew Tormohlen) of Tomahawk, WI

2018-19 CESA 9 Shared Services Contract

The Board approved the 2018-19 CESA 9 Shared Service Contract as proposed. The services will include the following:

<u>Cost Service</u>	<u>Budgeted Cost</u>
School Improvement Services	\$21,816.00
Instructional/Educational Materials Service (via CESA 12)	\$2,792.00
Library Media Specialist Network Meetings	\$200.00
LVEC/Career & Technical Education Consortium	\$4,441.00
Technology Coordinator Network Meetings	\$200.00
Parent Liaison Services	\$6,930.00
Virtually Impaired Services	\$12,650.00
Administration	\$20,512.00
Carl Perkins Grant Consortium	\$2,234.00
CESA Facility Maintenance and Operations Services	\$1,150.00
E-Rate Application Service	\$2,909.00
Environmental Services (MACNEIL)	\$8,446.00
TEACH Grant Consortium Membership	<u>\$500.00</u>
Cost (approximate) =	<u>\$83,780.00</u>
	<u>No Charge / Purchase Order</u>
Early Childhood Services - IDEA Preschool Discretionary Grant	No Charge
PBIS (Positive Behavior Intervention Support) Grant	No Charge
Regional Service Network Grant	No Charge
Regional Support Systems Project	Per Purchase Order
SALT Transcription (\$50 per tape)	Per Purchase Order
Star Lab Services	Per Purchase Order

Title I Network Services	No Charge
Transition Planning Technical Assistance	No Charge
WI Digital Learning Collaborative-Blended Learning Live	Per Purchase Order
WI Virtual School	Per Purchase Order
WSPEI (WI Statewide Parent Educator Initiative) Grant	No Charge
Speech Clinician Services	Per Purchase Order
Cooperative Purchasing Service - CESA 2 Program	No Charge
Excellence in Teaching Program (Alternative Licensure)	No Charge
School Based Services (Medicaid Billing @ \$3.50 Per Claim)	Per Purchase Order

Revised and New Policies

The following revised policies were approved, new policy 8320.01, Unauthorized Acquisition of Staff Personnel records, was approved for a first reading, and new Policy 6605, Crowdfunding, was approved for a second reading and adopted:

- Policy 1630.01, Family and Medical Leave of Absence (FMLA) (Administration)
This policy, which was approved by the Board in November 2017, has been further revised to inform staff members of the process for their return to work prior to the expiration of leave, and that the reinstatement, if approved, will not occur until the 3rd business day following the staff member’s notification of wanting to return to work. The revisions also include a statement indicating that the staff member must receive certification that he/she has been released to return to work and to provide information on any limitations of his/her ability to perform required duties.

- Policy 5771, Search and Seizure (Students)
This policy includes an additional paragraph which reads, “The school official may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe that the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the results indicate a violation of school rules as described in the student handbook, the disciplinary procedure described in the handbook will be followed.”

The Operations and Strategic Planning Committee had questioned the wording “individualized reasonable suspicion” and also asked if students can refuse to take a breath test. The concerns were referred to the high school liaison officer for a response. He responded that he is not familiar with the term “individualized reasonable suspicion” so the word “individualized” has been deleted from the statement. He also stated that students do have the right to refuse a breath test.

- Policy 8320, Personnel Records (Operations)
This policy has been revised to reflect the legal/required process for requests of personnel records for those persons participating in Wisconsin’s ‘Safe at Home/Address Confidentiality Program’.

- Policy 8330, Student Records (Operations)
This policy has been revised to address the legal/required process for requests of student records for those students participating in Wisconsin’s ‘Safe at Home/Address Confidentiality Program’ as required by law.

- Policy 8350, Confidentiality (Operations)
This policy has been revised to reflect that the District will comply with the requirements of the ‘Safe at Home/Address Confidentiality Program’ as required by law.

NEW POLICY - 1ST READING

Policy 8320.01, Unauthorized Acquisition of Staff Personnel Records (Operations)

NEOLA has recommended adoption of this new policy (see below) for the purpose of providing direction for keeping personnel records and access to the records.

2ND READING AND ADOPTION OF NEW POLICY

Policy 6605, Crowdfunding (Finance)

This policy was approved for a first reading by the Board at the January regular monthly meeting. The purpose of this policy is to allow the use of an online service or web-based platform to help finance or fund-raise for projects.

Professional Employee Handbook Changes

Pursuant to the recommendation of the Employee Relations Committee, the Board approved the following changes to the professional employee handbooks:

**ADDITION TO
ARTICLE V - PROFESSIONAL LICENSURE**

The following language is proposed as an insertion into the handbooks after the section entitled Definition of Credits:

Master's Degree Earned During the School Year/Salary Increase Approval

When a professional employee earns his/her master's degree mid-year of a school year, the following process is required for the employee's increase in salary:

1. The professional employee must submit an official transcript to the Personnel Office.
2. Upon receipt, the official transcript will be submitted to the Director of Business Services for approval of a salary increase.
3. The Director of Business Services will notify the Personnel Office administrative assistant and payroll clerk of the approved salary increase.
4. The approved salary increase will be prorated for the remainder of that school year and will begin with the next reasonable payroll after approval.

Master's Degree Earned During the Summer Months/Salary Increase Approval

When a professional employee earns his/her master's degree during the summer month, the following process is required for the employee's increase in salary:

1. The professional employee must submit an official transcript to the Personnel Office.
2. Upon receipt, the official transcript will be submitted to the Director of Business Services for approval of a salary increase.
3. The Director of Business Services will notify the Personnel Office administrative assistant and payroll clerk of the approved salary increase.
4. The salary increase will be effective with the employee's contract for the new school year and will be included in the 1st payroll for professional employees; or will be retroactive if the official transcripts are not received in time for the salary increase to be approved and included in the 1st payroll.

DELETED AND ADDED LANGUAGE TO
ARTICLE XXI - LIQUIDATED DAMAGES

It is agreed by the professional employee who is employed under a continuing contract and who submits a written request to be released from his/her individual contract, that the following process will be followed:

1. The written notice of resignation should be given at least three (3) weeks prior to its effective date.
2. The administration must provide a written response to the professional employee acknowledging receipt of their notice of resignation.

The professional employee will be subjected to liquidated damages in the amounts listed below.

A.	A notice of resignation between when school is out and before July 1	\$ 500.00
B.	A. A notice of resignation on July 1 and before August 1	\$1,500.00
C.	B. A notice of resignation on August 1 and before the start of the school year	\$3,000.00
D.	C. A notice of resignation effective during the school year	\$4,000.00

"School year" in this Section is defined as those dates as designated on the Board-approved school year calendar.

The liquidated damages for part-time professional employees will be prorated according to their FTE (full-time equivalent) contract.

This provision does not apply to professional employees retiring from the District at the end of a semester under a District retirement benefit, provided they comply with the requirements pertaining to retirement and notification of retirement to the District during the school year for the upcoming school year, and individuals terminating their contract because of losing long-term disability status.

It is understood that the Board may waive any or all of the liquidated damages costs to the professional employee in extenuating circumstances. Liquidated damages not waived must be paid back to the District prior to receipt of the professional employee's last pay check or employee agrees that the payment will be deducted from his/her last pay check.

NEW ARTICLE

ARTICLE XXXII
TECHNOLOGY RESOURCES / DISTRICT PROPERTY

All District technology resources are the District's property and are intended to be used for business purposes. Pursuant to Policy 7540.01, Technology Privacy, the Board retains the right to access and review all information resources, including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system/network, telephone system, electronic mail system, and voice mail system.

Professional employees resigning or retiring from the District are not allowed to delete information resources (i.e. Google Drive, T Drive, other shared resources) that have been or are being used for District and/or instructional purposes. Resigning or retiring staff members who delete such information resources will be required to compensate the District for any and all staff time and equipment costs necessary to retrieve such deleted information. Costs for such retrieval of information will be deducted from the staff member's last salary payment.

2018-19 Professional and Support Employee Compensation

Pursuant to the recommendation of the Employee Relations Committee, the following 2018-2019 salary increases were approved for professional and support personnel:

Professional Employees

Note: When Act 10 went into effect, the District was not able to adjust employee salaries. In 2017-18, the District had energy exemption revenues, which were used to fund employee salary increases.

There are currently 14 steps that professional employees can reach.

- Move those professional employees that are currently on the correct step up one step, and move those professional employees who are behind up two steps depending on their date of hire, or their step on their date of hire. Those employees already at Step 14 and above will receive 2.13% (Consumer Price Index)

Total Cost: \$382,548.10 - 3.86% of total

- Move all professional employees with supervisory responsibilities that are currently on the correct step up one step, and move those professional employees who are behind up two steps depending on their date of hire, or their step on their date of hire. Those employees already at Step 14 and above will receive 2.13% (Consumer Price Index)

Total Cost: \$10,923.56 - 2.67% of total

Total Professional Employee Cost: \$393,471.66

A professional employee on a plan of improvement would not move ahead on the compensation plan until the year following successful completion of the improvement plan.

Support Employees

An increase of 2.13% (Consumer Price Index). Total: \$46,800.22

Enter Closed Session

The Board entered closed session to consider the retirement/resignation of professional employees and to consider the expulsion of high school students.