

School District of Rhinelander
Board of Education

Operations and Strategic Planning Committee
Monday, February 11, 2019

Meeting Notes

The meeting of the Operations and Strategic Planning Committee was called to order at 5:00 p.m. on Monday, February 11, 2019 in the Professional Development Center of the Administration Center, 665 Coolidge Avenue-Suite B, Rhinelander.

The Pledge of Allegiance was led by Mike Roberts, Committee Chair.

Committee Members Present: David Holperin and Mike Roberts
Committee Members Absent: Benjamin Roskoskey

Also present were Superintendent Kelli Jacobi and Eileen Persike of the North Star Journal.

Comments/Report by the Chairperson and/or Superintendent/Administration

Superintendent Jacobi reported that while at the State Education Convention in January, Governor Evers spoke of the Blue Ribbon Commission for School Funding and the Commission's recent proposals and actions to better fund education (i.e. special education reimbursement increase, sparsity aid, equalized funding formula)

Citizens/Delegations

No citizens/delegations wished to address the Committee.

Committee Meeting Minutes

The Minutes of the October 8, 2018 Committee meeting were accepted.

Discussion and/or Action Topics

Budget Status Report

Marta Kwiatkowski, Director of Business Services reviewed the October, November, and December budget status reports with the Committee.

Purchase of Wall and Floor Tile for the Mike Webster Stadium Concession/Team Room/Restroom Facility

In early January, Administration sent a 'Request for Proposal' (RFP) to the following contractors in an effort to receive quotes for furnishing and installing floor and wall tile for the new concession/team room/restroom facility at Mike Webster Stadium:

- Carpetiers of Rhinelander
- Carpet City of Rhinelander
- Eagle Floor Covering Center, Eagle River, WI
- Tomahawk Flooring & Decorating, Tomahawk, WI
- Resch's Tile, Inc., Birnamwood, WI
- Greenfire Management Systems, Wausau, WI

Interested contractors were provided with a sample of the tile that was selected for the facility and had an opportunity to meet with Jeff Zdroik, Supervisor of Plant Operations, to measure the floor and wall areas to be tiled. The following two proposals were received:

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| ▪ Carpetiers of Rhinelander | \$38,175.00 |
| ▪ Resch's Tile, Inc., Birnamwood, WI | \$29,500.00 |

With a substantial difference in the cost, Administration recommended that the proposal from Resch's Tile be accepted. Administration explained that the reason for the difference in cost may be due to Carpetiers not having the number of employees needed for installation within a certain timeline, which would increase labor/time costs. Resch's already has the tile in stock, saving ordering and delivery costs and also has a greater number of employees to complete the installation in less time. Tile has been selected for the floors rather than concrete since it is much easier to clean after use of the facility.

The District has worked with Resch's in the past and has been very satisfied with the labor and products it has provided. The Committee recommended Board acceptance of the proposal from Resch's Tile.

Renewal of the Northwoods Community Elementary School (NCES) Charter Contract

The NCES charter contract ends with the current school year. A new contract was drafted and the Committee recommended its approval. The contract will be for the next five years (2019-20, 2020-21, 2021-22, 2022-23, and 2023-24), but can be terminated prior to the end of five years if agreed to by all parties.

Revision to Policies Relating to Programs

NEOLA, the District's policy consulting firm, has recommended revisions to policies related to educational programs. The following explanations were given for the revisions:

- Policy 2131, Educational Goals and Expectations - Revised to provide the accurate wording that reflects the legislative amendment to the academic standards and guidelines pertaining to personal health.
- Policy 2271, Early College Credit Program - Revised to note that the District is responsible for payment and materials of 18 post-secondary credits and that notice of Early College Credit Program (ECCP) options must first be provided to 8th-11th grade students, although participation is limited to high school students.
- Policy 2412, Homebound Instruction - Revised to reflect current law and standards as they relate to homebound instruction. (The last revision made to this policy was February 2005.)

The Operations and Strategic Planning Committee recommended approval of the revisions as proposed so that the District is in compliance with state and federal requirements, as well as Board-approved practices.

Revised Policies Relating to Professional Staff

NEOLA also recommended revisions to the following policies relating to professional staff:

- Policy 3120.04, Employment of Substitutes - Revised to allow for either the employment of or the contracting with a service to provide substitute teachers, and to account for the ever-expanding types of licensure available. The District's interest is in having substitutes that are properly certified and preferably grade level and subject matter certified, but must retain flexibility to use any various mechanisms for certification.
- Policy 3160, Physical Examination - Revisions make it clear that the job performance language is related to professional staff and not the Superintendent. Two more statutes are also cited.
- Policy 3230, Conflict of Interest - Revised to clarify the prohibition on providing tutoring services for a fee. Many school district employees, particularly teachers, serve as private tutors for students arranged outside of school and on their own time. Provided that these paid services are truly outside the scope of the regular duties of the individual and are not a requirement of any program, class, or project, this can be permitted.
- This policy has also been revised to clarify the scope of the conflict of interest laws, particularly as it pertains to situations when there is a conflict or a potential conflict, and to clearly identify that the conflict may not harm the interests of the District.
- Policy 3430.01, Family and Medical Leave of Absence (FMLA) - Revised to include more specific information relating to a professional employee taking Family and Medical Leave of Absence (FMLA) pursuant to state and federal guidelines.

The Committee recommended Board approval of the revisions.

Revised Policy 6152, Student Fees, Fines, and Charges

Proposed revisions to Policy 6152, Student Fees, Fines, and Charges reflect the current process used for student fees, fines and charges; particularly food service fees. The revisions also reflect that waiving fees must be approved by the Director of Business Services. This policy has not been updated since 2010. The Committee recommended approval of the proposed revisions as shown below.

Student Fees, Fines, and Charges

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

After application by the parent/student for free/reduced lunch status, and if the student qualifies for free lunch the student school supplies fees will be waived. If the student qualifies for reduced lunch status, the student school supplies fees will be

reduced by fifty percent (50%) of the cost. After free/reduced lunch application is submitted, **a 'Shared Information Form' must be submitted to the school office or the Food Service Director by December 1st.** ~~no additional application/waiver form will be necessary for the waiver/reduction of student fees.~~

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the building principal's office with an accurate accounting of all transactions.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees or fines collected by members of the staff are to be turned in to the building principal's office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Director of Business Services to take the student and/or his/her parents to small claims court or a collection agency for collection.

Any fee waived must be approved by the Director of Business Services.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records as required by state and federal laws.

First Reading of New Policies

NEOLA recommended adoption of three new policies. One policy, #2461, Recording of Individualized Education Program (IEP) Team Meetings, which relates to student programs, was proposed to address the tape recording of IEP meetings in an effort to implement parental rights under IDEA (Individuals with Disabilities Education Act), Section 504 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act.

Policy 3120.10, Job Sharing, (for professional staff) was developed to provide direction for consideration of job share requests. There are staff members who may not be able to work on a full-time basis, but could work part-time through a job-sharing process. This policy gives Administration direction on implementation of the program.

Policy 5720, Student Activism, addresses a concern relating to students who wish to express their opinions and/or take a stand on an issue.

After review of the new policies, the Committee recommended Board approval of a first reading.

Adjournment

The meeting adjourned at 5:25 p.m.