



MERTON COMMUNITY SCHOOL DISTRICT SCHOOL BOARD COMMUNITY FORUM

June 26, 2023

6:00 p.m.

Merton Intermediate School Little Theater

The public is invited to view the meeting either in person or virtually. The link for the livestream can be found on the Merton Community School District website at www.merton.k12.wi.us.

The Merton Community School District Board of Education will meet in a community forum format to discuss any concerns/topics from community members within the Merton Community School District. To begin the community forum, a Student Showcase will take place.

No action is scheduled to be taken.

Merton District Offices

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BOARD OF EDUCATION MEETING

June 26, 2023

Approximately 6:15 p.m., or after the Community Forum

Merton Intermediate School Little Theater

AGENDA

The public is invited to view the meeting either in person or virtually. The link for the livestream can be found on the Merton Community School District website at www.merton.k12.wi.us.

- 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, May 22, 2023 @ 6:00 p.m. - Open Session](#)
 - B. [Monday, June 12, 2023 @ 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. 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.*
- 2. 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*

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6/26/23

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IX. Administrator's Report

A. Actions

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

B. Information

X. New Business

- A. Discussion and Possible Action with Choice Coaching Consulting for Board development (Action)
- B. Approve 66.03 with Arrowhead Union High School for Math Teacher (Action)
- C. Possible reorganization for CESA #1 Rep (Action)
- D. Approve Technology Fee Policy for 2023-24 School Year (Action)
- E. Approve 2023-24 School Fees (Action)
- F. Final Review/Approval of 2023-24 Employee Handbook (Action)
- G. Approve 2023-24 Teacher Contracts (Action)
- H. Approve District Administrator Contract (Action)
- I. Approve Administrative and Specialist Salaries (Action)
- J. Approve new 6-8 English Language Arts Curriculum (Action)
- K. Approve Proposed Policy 187 Public Participation at Board Meetings (Action)
- L. First Draft/Reading of 2023-24 Student Handbooks (Discussion)
- M. Approve District 2023-24 Staff Professional Development Plan (Action)
- N. Discussion and Possible Action to enter into an agreement with CESA #5 for Business Manager Services (Action)



XI. Future Meeting and Agenda Items

A. July 17, 2023 @ 6:00 (Open Session)

1. Monthly Meeting

B. August 28, 2023 @ 6:00 (Open Session)

1. Monthly Meeting

C. September 12, 2023 @ 7:00 p.m. (Open Session)

1. Budget Hearing/Annual Meeting

XII. Motion to Adjourn

*Agenda topics are subject to change up until 24 hours prior to the meeting.

**Supplemental materials linked to the public agenda and/or Board packet are subject to be added, deleted, or modified up until the time of the meeting.

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MERTON COMMUNITY SCHOOL DISTRICT- *FINANCIAL INFORMATION*

MEETING DATE: June 26, 2023

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

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

[May 19 Payroll](#)

[June 6 Payroll](#)

[June 20 Payroll](#)

[Payroll Wires](#)

[Check Registry](#)

[AP Wire Listing](#)

[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 26, 2023

AGENDA ITEM: *Personnel Actions*

The administration is recommending the board consider offering individual teacher contracts and/or letters of appointments to:

- [Jessica Schroeder](#) to replace Megan Hahlbeck (Math). Jessica comes to us with two years of middle school math experience in Manitowoc.
- [Michele Schaeffen](#) to replace Melissa Smith (Primary School Administrative Assistant) Michelle comes to us with eight years of Administrative Assistant experience in Waukesha.
- Like we have done in other positions, with the hire of Michele Schaeffen, it is recommended to make a corresponding adjustment to our other Administrative Assistants in the District with similar experiences. It is being recommended to update the hourly rate of [Tanya Koike](#) (Increase from \$24.34 to \$24.78).

The administration recommends the Board to accept [Jennifer Sevcik's](#) letter of resignation. We would like to thank Jen for her 3 years of service to our district and community.

The administration recommends the Board to accept [Kelsey Cobler's](#) letter of resignation. Thank you Kelsey for your service.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends the Board make a motion to approve the individual teacher contract for Jessica Schroeder and a letter of appointments for Michele



Schaefgan and Tanya Koike as presented.

The administration recommends the Board make a motion to approve the letters of resignation by Jennifer Sevcik and Kelsey Cobler as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- NEW BUSINESS

MEETING DATE: June 26, 2023

AGENDA ITEM: *Discussion and Possible Action with Choice Coaching Consulting for Board development (Action)*

At last month's Board meeting, the Board asked the administration to ask Choice Coaching Consulting for a proposal for the Board to consider based on an hourly rate so they could possibly build their own development based on the feedback from the Board.

Here is the [new proposal](#) from Choice Coaching Consulting. Krista Morrissey will be present at the meeting to answer any questions.

ADMINISTRATIVE RECOMMENDATION:

The administration does not have a recommendation as it will be developed by the Board. The administration supports the Board continuing to develop themselves like all of our professional staff does throughout the year.

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MERTON COMMUNITY SCHOOL DISTRICT- NEW BUSINESS

MEETING DATE: June 26, 2023

AGENDA ITEM: *Approve 66.03 with Arrowhead Union High School for Math Teacher (Action)*

Like we have done in the past, our District would like to contract with Mrs. Naomi Fulton (replacing Mr. James Hessler who retired), an Arrowhead High School math teacher, to teach our 8th Grade Geometry course. By having Mrs. Fulton teach the course, our students will earn high school transcribed credit. The [proposed 66.03](#) with Arrowhead includes salary and related benefits and taxes (FICA, WRS, etc...) that are part of the proposed salary.

Arrowhead Union High School's Board of Education will also have to approve the 66.03.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends the board make a motion to approve the 66.03 Agreement with Arrowhead High School to share Naomi Fulton as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *Possible reorganization for CESA #1 Representative (Action)*

Board member Cotton would like to see if another Board member would be interested in replacing her as the District's CESA #1 representative.

ADMINISTRATIVE RECOMMENDATION:

The administration has no recommendation as the Board will decide if it will make a motion.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *Approve Technology Fee Policy for 2023-24 School Year (Action)*

At the Policy/Personnel Committee on May 19, 2023 and the Board meeting on May 22, 2023, the administration presented a District Device Fee Policy to begin in the 2023-24 school year. Please see the information shared with the committee and the full Board.

- [Proposed Policy Device Fee Policy 656.1](#)
- [Student Learning Device Handbook](#)
- [Research](#)

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the Board make a motion to approve [Policy 656.1 Device Fee Policy](#) that has been recommended by the policy committee and provided to the full board for its consideration and action effective July 1, 2023.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *Approve 2023-24 School Fees (Action)*

The Finance Committee met on May 19, 2023, and is recommending an increase of \$5 for Merton Primary School (\$80 to \$85) and Merton Intermediate School (\$90 to \$95). Please see the attached [chart](#) with a 5 year history. Merton Intermediate School fee is slightly higher due to the nature of the curricular programming compared to Merton Primary School and the increase is due to the new required explore courses in the area of manufacturing and family consumer education.

The recommendation is to raise the Athletic Fee \$5.

The Technology Fee, if approved in the meeting, would be set at \$25 for grades 2-4 and \$40 for 5th grade.

Lunch Fee Proposal - After meeting with Chartwells (the district's food service provider), we have looked at a projected total cost per meal at both buildings. Please see the [recommended](#) food service prices for the 2023-24 school year. The recommendation is to increase meal prices by \$0.15.

ADMINISTRATIVE RECOMMENDATION:

The administration and Finance Committee recommends the board make a motion to approve the 2023-24 School Fees and Lunch Prices as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- NEW BUSINESS

MEETING DATE: June 26, 2023

AGENDA ITEM: *Final Reading/Approval of 2023-24 Employee Handbook (Action)*

The Policy Committee met on May 19th and June 5th. The Board was presented the first draft on Monday, May 22nd to discuss any potential Employee Handbook changes for the upcoming year.

Every May the administration recommends to the Board any changes to the district's Employee Handbook. Please see the [2022-23 Employee Handbook](#). Below are the recommendations to the Board by the Policy Committee to consider modifying the Employee Handbook beginning July 1, 2023. 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 with two readings. Please see this [document](#) for proposed recommendations and changes that had come from committee meetings and Board feedback during the first reading.

This would be the final reading of the proposed Employee Handbook for 2023-24. The Handbook can be changed throughout the year if needed by board action.

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve the 2023-24 Employee Handbook as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *Approve 2023-24 Teacher Contracts (Action)*

Please see the [attached list of teacher contracts](#) for the 2023-24 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 2023-24 Teacher Contracts as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *Approve District Administrator Contract (Action)*

Please see the [District Administrator's](#) contract that has been discussed in closed sessions.

ADMINISTRATIVE RECOMMENDATION:

The Board will make the recommendation.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: Approve 2023-24 Administrative/Specialist Salaries (Action)

Please see the attached list of recommended [Administrative/Specialist salaries](#) as discussed in closed session on June 12, 2023.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends the board make a motion to approve the administrative and specialist salaries for 2023-24 as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *Approve new 6-8 English Language Arts Curriculum (Action*

Please see the attached [English Language Arts \(ELA\)](#) proposal for grades 6-8 beginning in the 2023-24 School Year. The curriculum was reviewed by the Student Achievement Committee and the full board (first review) on May 22, 2023. There have been no changes/edits since it was first presented to the full board.

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the Board make a motion to approve the proposed 6-8 English Language Arts curriculum as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *Approve Proposed Policy 187 Public Participation at Board Meetings (Action)*

Policy 187 Public Participation at Board Meetings has been presented to the Policy Committee on May 19th and for first review to the full board on May 22, 2023. Please see the proposed [Public Participation at Board Meetings Policy 187](#).

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the Board make a motion to delete [Policy 1005](#) and replace Policy 1005 with the [Policy 187 Public Participation at Board Meetings](#) that has been recommended by the policy committee and provided to the full board for its consideration and action effective July 1, 2023.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *First Draft/Reading of 2023-24 Student Handbooks (Discussion)*

The administrative team Reviewed 2023-24 Student and FAMILY Handbooks

- [Proposed 2023-24 Primary School Handbook. \(Changes are highlighted in Yellow\)](#)
- [Proposed 2023-24 Intermediate School Handbook \(Changes are highlighted in Yellow\)](#)

The Principal's recommendation for changes only involve tweaking the communication to families after five (5) and eight (8) days of absences. The rest is recommended to roll forward into this school year.

ADMINISTRATIVE RECOMMENDATION:

This item is for discussion only. Final approval will be made at the July Board meeting.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *Approve District 2023-24 Staff Professional Development Plan (Action)*

In the May Student Achievement Committee, the administration presented the proposed [2023-24 Staff Professional Development Plan](#). This document is a fluid document and is our “best guess” right now. This will be a fluid document and possibly changing based on staff and/or student needs.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends the board make a motion to approve the 2023-24 Staff Professional Development Plan Framework as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: June 26, 2023

AGENDA ITEM: *Discussion and Possible Action to enter into an agreement with CESA #5 for Business Manager Services (Action)*

The administration has been unsuccessful in securing a new full time Business Manager. The administration is recommending the District enter into an agreement with CESA #5 for Business Manager services. Please see the [proposed agreement](#).

ADMINISTRATIVE RECOMMENDATION:

The administration recommends the Board make a motion to approve the proposed CESA #5 agreement for Business Manager services.

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

MEETING DATE: June 26, 2023

AGENDA ITEM: *Future Agenda Items and Meetings*

Upcoming Meetings:

- July 17, 2023 @ 6:00 p.m. (Open Session)
 - Monthly Meeting
- August 28, 2023 @ 6:00 p.m. (Open Session)
 - Monthly Meeting
- September 12, 2023 @ 7:00 p.m. (Open Session)
 - Budget Hearing/Annual Meeting
- September 25, 2023 @ 6:00 p.m. (Open Session)
 - Monthly Meeting

ADMINISTRATIVE RECOMMENDATION:

No action necessary.

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