# MERTON COMMUNITY SCHOOL DISTRICT
# Board of Education
# Monday, November 27, 2023
# Immediately after the Community Forum, approximately 6:00 p.m.
# Merton Intermediate School Little Theater

President Dobbertin called the meeting to order at 6:05 p.m. The Pledge of Allegiance followed. Dobbertin announced the meeting was properly posted. Board members in attendance were Dobbertin, Imes, Lehman, Cotton, and Andersen. District Administrator Russ was in attendance. There were no reporters and approximately 15 citizens in attendance.

**Approval of Agenda**
Motion by Lehman, second by Imes to approve the agenda. Motion carried 5-0.

**Approval of Minutes**
Motion by Lehman, second by Imes to approve board meeting minutes from Monday, October 23, 2023 @ 6:15 p.m., Open Session. Motion carried 5-0.

Motion by Lehman, second by Imes to approve board meeting minutes from Friday, October 27, 2023 @ 7:00 a.m., Open Session. Motion carried 5-0.

Motion by Lehman, second by Cotton to approve board meeting minutes from Monday, November 20, 2023 @ 7:00 p.m., Open Session. Motion carried 5-0.

**Approval of Financial and Bill Listing**
Motion by Imes, second by Lehman to approve the amended voucher listing of September 21, 2023-October 17, 2023. Direct Deposits #900060660-900060774 in the amount of $174,081.12. Wire Transfers for Payroll Liabilities #202300068-202300081 in the amount of $263,261.66. Accounts Payable Checks #56099-56151 in the amount of $164,079.99, AP Wire Transfers #202300071-202300072 in the amount of $446.28 and #202300082-202300085 $7,432.10. Credit Card Transaction #82123 in the amount of $67,554.37, Credit Card Transaction 92023 in the amount of $36,737.61, and ACH/Direct Deposit #232400025-232400034 in the amount of $1,112.73. Total Accounts Payable $277,363.08. Total Disbursements in the amount of $714,705.86. Motion passed 5-0.

Motion by Imes, second by Lehman to approve the voucher listing of October 18, 2023-November 21, 2023 Direct Deposits #900060775-900060890 in the amount of $180,218.28, Direct Deposits #900060891-900061008 in the amount of $171,159.35, and Direct Deposits #900061009-900061126 in the amount of $183,956.36. Wire Transfers for Payroll Liabilities #202300087-202300121 in the amount of $452,979.98. Accounts Payable Checks #56152-56212 in the amount of $138,719.64, AP Wire Transfers #202300095-202300097 in the amount of $460.89 and AP Wire Transfers #202300110-202300112 in the amount of $7,962.50. Credit Card Transaction 102023 in

the amount of $58,398.67. ACH/Direct Deposit #232400035-232400046 in the amount of $2,411.63. Total Accounts Payable $207,953.33. Total Disbursements in the amount of $1,196,267.30. Motion passed 5-0.

**Delegations to be Heard**

Megan Cole asked questions about the proposed budget deficit and open records technology availability to help alleviate administrative time to complete the records.

**Administrator's Report**

**1. Acceptance of Donations (Action)**

Motion by Imes, second by Cotton to accept the donation of playground balls from the Radcliff family. Motion passed 5-0.

**2. Personnel Actions (Action)**

Motion by Lehman, second by Cotton to approve the appointment of Dianna Van Mullem. Motion carried 5-0.

Motion by Cotton, second by Imes to accept the resignations of Rachael Hicks and Alison Nielsen. Motion carried 5-0.

**Open Records Update**

Dr. Russ shared an update on Open Records requests. In the last month one request has been fulfilled while the district is still working on another. Estimated staff time over this period was 4-5 hours for Jim Binney and an additional hour for Dr. Russ. Estimated costs over this period of time for outside legal counsel were $10,000, the hourly rate is $290.

**Committee Reports**

**A. Student Achievement Committee**

Dr. Russ gave an update that there was a committee meeting just prior to the board meeting where great news was shared about the district's school report card. Merton is ranked 6th in the state of Wisconsin, and 4th amongst K-8 districts.

**B. Policy/Personnel Committee**

Dr. Russ updated the board about the last committee meeting on November 21, where three bids were shared for healthcare plans. Two of those bids saw an increase of 50% in premiums, while the third saw a decrease in premium as well as the elimination of deductibles offering two networks in a self-funding approach.

**C. Finance Committee**

Dr. Russ updated the board about the last committee meeting on November 20. The district is projecting a $140,000 shortfall that may be covered through the use of fund balances. Dr. Russ shared there were increased costs that were not anticipated in special education as well as a decline in funding of open enrollment.

## New Business

**A. Public Board Packet to include new contracts/letters of appointment and letters of resignation (Discussion)**

There was discussion about the pros and cons of including new contracts/letters of appointment and letters of resignation in board packets. The board felt this was a way for employees to highlight successes/show gratitude as well as voice concerns in resignation letters. There was discussion of some of the negative repercussions of including them and balancing them out with the positives. The practice of publishing new employee contracts/letters of appointment and resignation letters will continue.

**B. Final Approval of 2023-24 Budget (Action)**

Motion by Imes, second by Lehman to approve the 2023-24 budget as presented. Motion carried 5-0.

**C. New Policy Approval and Old Policy Deletion - 823 Policies that were first presented at the October 23, 2023, Board Meeting (Action)**

Motion by Lehman, Second by Cotton to adopt Policy 823, Access to Public Records that has been recommended by the policy committee and provided to the full board for its consideration and action. Motion carried 5-0.

Motion by Lehman, Second by Cotton to adopt Policy 823.1, Records Management and Retention that has been recommended by the policy committee and provided to the full board for its consideration and action. Motion carried 5-0.

Motion by Lehman, Second by Cotton to adopt Rule 823.1R, General Record Schedule that has been recommended by the policy committee and provided to the full board for its consideration and action. Motion carried 5-0.

Motion by Lehman, Second by Cotton to adopt Policy 823.2, Access to Public Records: Public Records Notice and Fee Schedule that has been recommended by the policy committee and provided to the full board for its consideration and action. Motion carried 5-0.

Motion by Lehman, Second by Cotton to adopt Rule 823.2R, General Procedures for Handling Public Record Requests Policy that has been recommended by the policy committee and provided to the full board for its consideration and action. Motion carried 5-0.

Motion by Lehman, Second by Andersen to delete Policy 4012.2, Notice to the Public of Access to Public Records as it has already been replaced by policies 823, 823.1, 823.1R, 823.2 and 823.2R. Motion carried 5-0.

**Future Meeting and Agenda Items**

- December 18, 2023 @ 6:00 p.m. (Open Session)
    - Monthly Meeting w/Community Forum to begin the meeting
- January 29, 2023 @ 6:00 p.m. (Open Session)
    - Monthly Meeting w/Community Forum to begin the meeting
        - Declare Open Enrollment Seats
- February 26, 2024 @ 6:00 p.m. (Open Session)
    - Monthly Meeting w/Community Forum to begin the meeting

Motion by Lehman, second by Imes to adjourn at 7:18 p.m. Motion carried 5-0.

Respectfully submitted,
Nicole Cotton, District Clerk