



BOARD OF EDUCATION MEETING

May 24, 2021

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. 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 open session of the board. These types of concerns must be brought forth through board adopted procedures.*
- 3. The school district has adopted policies and procedures for dealing with problems/complaints. These procedures provide for discussion and resolution*

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of concerns, with board involvement if necessary, as certain steps are followed. The board is prohibited from becoming involved outside of the adopted procedure

VI. New Business

- A. Discussion and Possible Action on Staff and Student Masking Policy and COVID Mitigations including but not limited to quarantines due to possible COVID exposure. (Possible Action)

VII. Approval of Minutes

- A. [Monday, April 26, 2021 @ 5:30 p.m. - Closed/Open Session](#)
- B. [Monday, April 26, 2021 @ 6:00 p.m. - Open Session](#)
- C. [Monday, May 10, 2021 @ 5:00 p.m. - Closed/Open Session](#)

VIII. Approval of Financial Report and Bill Listing

IX. District Administrator's Report

A. Actions

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

B. Information

- 1. Intermediate School Elective Update
- 2. End of Year Update

X. Committee Reports

- A. Finance Committee
- B. Policy Committee

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XI. New Business

- A. 2021-22 Preliminary/Proposed Budget Presentation (Discussion)
- B. Adoption of 2021-22 Proposed Budget (Action)
- C. Final Reading of new 6th-8th Science Curriculum (Action)
- D. 2021-22 Employee Handbook Revisions - Draft 1 (Discussion)
- E. Approve 2021-22 Letters of Appointments (Action)
- F. Approve 2021-22 Administrative Salaries (Action)
- G. Re-Approve 66.03 with Arrowhead Union High School for Math Teacher (Action)
- H. Open Enrollment Student Approvals and Waitlists (Action)

XII. Future Meeting and Agenda Items

- A. June 21, 2021 @ 6:00 p.m. (Open Session)
 - 1. Monthly Meeting
 - a) Approve 2021-22 Open Enrollment Seats
 - b) Approve 2021-22 Employee Handbook
 - c) Approve 2021-22 Teacher Contracts
 - 2. Need to set a a closed session time for District Administrator Evaluation (either before or after the open session)
- B. July 2021 TBD @ 6:00 p.m (Open Session)
 - 1. Monthly Meeting

XIII. Motion to Adjourn



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: May 24, 2021

AGENDA ITEM: Discussion and Possible Action on Staff and Student Masking Policy and COVID Mitigations including quarantines due to possible COVID exposure.

(Possible Action)

Please see the [District's COVID Summary](#) for this past year.

The administration is recommending that the board keep the masking policy as is throughout the rest of the school year. Our rationale is:

- We have 9 days left of school and our students and staff have come accustomed to wearing masks
- The disruption to classrooms and schools cannot be predicted.
- Families who have a strong desire to keep their children masked may move to virtual learning causing disruption to our in person classrooms. This also does not allow families to plan their professional lives.
- Will allow for the best possible end of year as this routine has been established
- Compulsory attendance for students (students must attend school), compared to summers school when it is optional

The administration is recommending the board make masks “recommended” beginning on June 10, 2021. Our rationale is:

- Vaccinations of all staff and students over 12 are available
- Attendance is not mandatory

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- Local and regional data shows currently that the spread of COVID in schools was very low if any.
- Community exposure and spread is considered “low”
- Summer School is optional for families
- Will keep full ventilation of schools

If the board would like to remove the mask mandate, the administration is asking the board to then remove the quarantine requirement of coming into contact with a COVID positive individual for all students (masked or unmasked). Currently the Waukesha County Health Department is recommending quarantines for those not wearing masks.

Also, if the board makes the recommendation not to require masks the rest of the year, I am asking the board to give families and districts time to plan. Ideally this date would be June 1st. This creates 3 more days of the masking policy as there is no school on May 28th or 31st.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends that the 8th Grade Graduation ceremony on Tuesday, June 8th be a “mask recommended” event. The reason for this recommendation is that this event is optional. Students will still be separated from each other 3 feet throughout the ceremony per health department recommendations. We have plans for 4 tickets per graduate and allowing families to sit where they feel comfortable.

The administration recommends the board make a motion to repeal the mask



requirement beginning June 10, 2021; and make masks recommended beginning June 10, 2021. This motion would cover the beginning of the school year and the board could make any new motions prior to the start of the 2021-22 school year.

The administration recommends the board make a motion to have no quarantines related to direct contact with a COVID positive individual on school grounds.

NOTE: At this time, it is federal law to keep face coverings (masks) on School Busses. This is not subject to local control.

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MERTON COMMUNITY SCHOOL DISTRICT- *FINANCIAL INFORMATION*

MEETING DATE: May 24, 2021

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

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

[Payroll](#)

[Payroll Wire Listing](#)

[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: May 24, 2021

AGENDA ITEM: *Personnel Actions*

The administration is bringing forward two individual teacher contracts for board consideration. We are recommending Joy Buntrock for the additional 2nd grade section for next year and Kelly McCourt for the 1st grade opening to replace Angela Loch who is going to be an interventionist next school year. Mrs. Buntrock has been with the district for the past several years as a long term substitute teacher and interventionist. Mrs. McCourt is coming to us with several years of teaching in the West Allis West Milwaukee School District. Finally, we are recommending Erin Sanger as a Reading/Language Arts teacher at Merton Intermediate School. Erin is coming to us from the Elmbrook School District with 3rd-8th grade experience as a classroom teacher and ELL specialists. Please see the proposed Individual teacher contracts for [Joy Buntrock](#), [Erin Sanger](#), and [Kelly McCourt](#).

New May 24, 2021 - The administration would like to recommend Alexis Fait as our new 3rd grade teacher. She is coming from us via UW-Oshkosh with an elementary major and math minor. Please see proposed individual contract for [Alexis Fait](#).

Patrick Middleton, Intermediate School Special Education teacher, has submitted his retirement letter. A big thank you to Patrick for his past 6 years of service to our community! Please see his [letter of resignation](#).

ADMINISTRATIVE RECOMMENDATION:

The administration recommends the board to approve the individual teacher contracts



for Joy Buntrock, Erin Sanger, Alexis Fait, and Kelly McCourt as presented.

The administration recommends the board approve the letter of resignation by Patrick Middleton as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- COMMITTEE REPORTS

MEETING DATE: May 24, 2021

AGENDA ITEM: *Finance Committee*

The Finance Committee met on Thursday, May 13th with the following agenda items:

1. Preliminary Budget
 - a. [Presentation](#)
 - b. [Revenue Limit Worksheet](#)
 - c. [Proposed budget summary](#)

These items were discussed in detail and will be presented to the board later during this meeting.

ADMINISTRATIVE RECOMMENDATION:

This is for informational purposes only.



MERTON COMMUNITY SCHOOL DISTRICT- COMMITTEE REPORTS

MEETING DATE: May 24, 2021

AGENDA ITEM: *Policy Committee*

The Policy Committee met on Wednesday, May 13th 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 [2020-21 Employee Handbook](#). Below are the recommendations to the Board by the Policy Committee to consider modifying the Employee Handbook beginning July 1, 2021. 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. Please see this [document](#) for highlighted recommendations and changes. The highlights are:

1. Part I - Section 1. Insurances:
 - a. 1.01 Dental Insurance(A) Eligibility (3): Add statement: "If the spouses choose to elect a family plan instead of two single plans, cash in lieu compensation will not be provided to the spouse not electing the family plan".
 - i. This is already stated for Health Insurance Eligibility but adding it to the Dental as well
2. Part I - Section 8. Worker's Compensation: 8.1 Worker's Compensation Coverage and Reporting Responsibilities: remove the last sentence "The employee shall fill out an accident report form" and replace with "The employee,



with their immediate supervisor or another administrator if immediate supervisor is not available, will call the injury in to Medcor's EMC On Call Nurse hotline to document the injury at 844-322-4668."

3. Part I Section 12. Personal leave:

- a. 12.1(a): Add to part D (same section): If an employee terminates their employment or is terminated for any reason, personal days will be accrued as follows: one (1) day will be accrued between September 1 and December 31 of the current year, and the second day of the allocation will be accrued between January 1 and June 30 of the following year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.
 - i. We have this statement for Sick Days, so we are also adding to the personal leave as well.

4. Part I Section 15. Benefits Applicable to All Employees: Add 15.2 Health Savings Account (HSA): The district may supply employees who elect and qualify for a high deductible health plan, an HSA may be supplied at the district's discretion.

5. Part II Section 9 Professional Compensation

- a. 9.5: Master's Degree Compensation: Update to add "Any teacher who has received their master's degree **while working for the Merton Community School District** after July 1, 2011 will receive an increase of six thousand dollars (\$6,000) annually.

6. Part VII Non-Represented Employees- Confidential Positions:

- a. Edit Confidential Positions to reflect current job titles/positions. Eliminate District Literacy Coordinator, Literacy Specialist, and District Math



Coordinator. Replace with “Instructional Specialists”. Add: Business Office Assistant. The Business Office assistant meets all criteria of the confidential position and should be reclassified as such.

7. Part 1, Section 12.3 Personal Leave Day Restrictions
 - a. Add no approved personal leave requests in June.
 - b. Change limit of personal days to 2 (instead of 3) per day per building

ADMINISTRATIVE RECOMMENDATION:

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: May 24, 2021

AGENDA ITEM: *2021-22 Preliminary/Proposed Budget Presentation (Discussion)*

April Farley, Business Manager, will be presenting the preliminary 2021-22 Budget to the Board.

Please see attached [presentation](#).

ADMINISTRATIVE RECOMMENDATION:

This item is for information only. Later in the meeting the administration will be asking the board to approve a preliminary budget based on this presentation.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: May 24, 2021

AGENDA ITEM: *Adoption of 2021-22 Proposed Budget (Action)*

This month the board previewed the 2021-22 Proposed Budget. We would like to board to approve a preliminary budget to begin spending July 1, 2021.

Attached is the [2021-22 Proposed Preliminary Budget](#)

Attached is the [2021-22 Proposed Revenue Limit Worksheet](#)

ADMINISTRATIVE RECOMMENDATION:

The administration is looking for a recommendation to approve the proposed Preliminary 2021-22 Budget as presented.



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: May 24, 2021

AGENDA ITEM: *Final Reading of new 6th-8th Grade Science Curriculum(Action)*

Please see the [attached Science Standards proposal](#) for grades 6-8 beginning in the 2021-22 School Year.

5K-5th Grade will be reviewed this upcoming school year.

ADMINISTRATIVE RECOMMENDATION:

This is the final reading of the proposed 6th-8th Grade Science Curriculum. The administration is recommending the board make a motion to approve the new 6th-8th Grade Science Curriculum as presented.

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MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: May 24, 2021

AGENDA ITEM: *First Reading of 2021-22 Employee Handbook (Discussion)*

The Policy Committee met on Wednesday, May 13th 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 [2020-21 Employee Handbook](#). Below are the recommendations to the Board by the Policy Committee to consider modifying the Employee Handbook beginning July 1, 2021. 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. Please see this [document](#) for highlighted recommendations and changes. The highlights are:

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- a. Add no approved personal leave requests in June.
 - b. Change limit of personal days to 2 (instead of 3) per day per building

ADMINISTRATIVE RECOMMENDATION:

This is the first reading of the 2021-22 Employee Handbook. The board will approve the handbook in June.



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: May 24, 2021

AGENDA ITEM: 2021-22 Letters of Appointment (Action)

The administration is presenting the Board with the Letters of Appointment (LOA) for the 2021-22 School Year. These LOA's cover both year round and school year employees.

Please see the attached [spreadsheet](#) with the individual's position, hourly wage/salary, and total hours/days. The board has indicated an approximate 1.5% increase to hourly/salary employees for this upcoming year. Each individual will receive their own Letter of Appointment once the board approves their assignment and details.

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve the 2021-22 Letters of Appointments as presented.



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: May 24, 2021

AGENDA ITEM: 2021-22 Administrative Salaries (Action)

Please see the attached [spreadsheet](#) with the recommended administrative salaries for 2021-22 . The board met in closed session to review administrative compensation in April.

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve the 2021-22 administrative salaries as presented.



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: May 24, 2021

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

Arrowhead's administration made some recommendations for changes after reviewing the full financial analysis. The one that was approved last was short benefit costs when originally shared with Merton (WRS, non-health insurances, FICA, etc...) as well as an approved salary with Mr. James Hesler.

[Attached is the proposed 66.03](#) that the Arrowhead School Board has signed and is being proposed to the Merton School Board.

ADMINISTRATIVE RECOMMENDATION:

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



MERTON COMMUNITY SCHOOL DISTRICT- *NEW BUSINESS*

MEETING DATE: May 24, 2021

AGENDA ITEM: *Open Enrollment Student Approvals and Waitlists (Action)*

This year's Open Enrollment period has ended and now the district is required to approve, deny, or waitlist students who are electing to possibly participate in the state's Open Enrollment program. Below is the chart which includes the grade level and assigned seats by the board with the number of students applying into the district. The administration is recommending the board accept all OE applications of students without IEP's (except for speech only) as in January the board declared our Special Education program to be full.

Grade Level	#of Seats Approved	#of New Applicants	Administrative Recommendation
4K	Unlimited	9	Approve them all
5K	Unlimited	6	Approve them all
1st	Unlimited	2	Accept one Deny one due to IEP requirements
2nd	Unlimited	5	Approve them all
3rd	Unlimited	2	Approve them all
4th	Unlimited	2	Approve them all



5th	Unlimited	2	Approve them all
6th	Unlimited	6	Approve them all
7th	Unlimited	5	Approve them all
8th	Unlimited	4	Approve them all

ADMINISTRATIVE RECOMMENDATION:

The administration is recommending the board make a motion to approve all open enrollment applications not incoming with an expulsion order or an IEP not covering Speech only services.

The administration is recommending the board make a motion to approve all students who have applied out of the Merton Community School District. (required) (14 students from 11 families, however all of these will be counted to our enrollment counts regardless of where they attend public school)

Please note that only one of these students currently attends Merton Community School District.



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

MEETING DATE: May 24, 2021

AGENDA ITEM: *Future Agenda Items and Meetings*

Upcoming Meetings:

- June 21, 2021 @ 6:00 p.m. (Open Session)
 - Monthly Meeting
 - Approve 2021-22 Employee Handbook
 - Approve 2021-22 Teacher Contracts
- July TBD, 2020 @ 6:00 p.m. (Open Session)
 - Monthly Meeting

ADMINISTRATIVE RECOMMENDATION:

For information only.