

**School District of Shell Lake  
School Board Meeting  
Monday, Sept. 19, 2011**

The meeting called to order by President Jeri Bitney at 6:00 p.m. Roll call found these board members present: Jeri Bitney, Mary Ann Swan, Tim Mikula, Phil Holman, Linda Nielsen, and Stu Olson. Wendy Muska was absent. Also present: Jim Connell, Don Peterson, Kim Osterhues, Patti Naglosky, Sage Dunham, Kristine Fisher, Pam Brown, Phyllis Bergeron, Jim Campbell, Laurine and Bob Forsythe, David Langham, and Tom Sauve.

There were no public comments.

Patti Naglosky gave a student council update. Because of an extensive calendar of events planned for the upcoming year and low amount of funds in the student council account, the request was made to transfer funds from the student activity account to the student council account. Mr. Mikula moved to approve a transfer of \$1,000.00 from the student account interest earnings into the student council account, seconded by Mrs. Swan. The motion carried.

David Langham and Kristine Fisher gave an update on the Upward Bound program.

Athletic Director report – Jim Campbell gave an update on the 8 man football program which some of the schools in conference are participating in. Shell Lake will need to decide whether to become an eight man team or will be moved into the Large Lakeland Conference for the upcoming school year.

Tom Sauve spoke about a baseball fundraiser where businesses would pay to advertise their business on signs which will be put up on the outfield fence. Mr. Mikula moved to approve baseball sign space sales as a fundraiser for the baseball program, seconded by Mr. Olson. The motion carried.

Mrs. Nielsen moved to accept consent agenda items a-c, seconded by Mr. Holman. The motion carried.

Mr. Connell went over the Budget Review.

Mr. Connell went over Open Enrollment numbers for the Third Friday count. Not all the information for the count had been gathered by the date of this meeting.

**Administrative reports**

Kim Osterhues

- There are several people that are interested in volunteering at the school. A letter has been created and will be sent out to recruit volunteers.
- New Promise Award – Mrs. Osterhues, Corrie Behling and Carrie Herman will go to Madison to accept The New Promise Recognition Award on October 12, 2011

Don Peterson

- The school year has started out well and teachers and students were praised for their positive efforts.
- WKCE testing will start in October.

### **Jim Connell**

- Mr. Connell spoke about the perceptions survey.
- Shell Lake Education Foundation's Community Homecoming event will be held in the commons after the football game on September 23.
- Mr. Connell was at the WASDA Convention and will be talking with staff about items of interest from the convention.
- Mr. Connell spoke of the possibility of an electronic sign along the highway near the school.

### **Unfinished Business**

School bus Lemon Law update - Mr. Connell has heard from Weld, Riley that Bluebird and perhaps Cummins who may be willing to negotiate on a lesser settlement.

Washburn County Alternative School update – There is a half-time teacher at the Alternative School. Jody Sampson's schedule has been adjusted so that she can help with students at our school who would be going to Alternative School but are able to stay at the Shell Lake School.

Mr. Holman moved to change employee handbook language as presented<sup>1</sup>, seconded by Mrs. Swan. The motion carried.

### **New Business**

Mr. Peterson gave an update on the data analysis retreat held on August 17 and 18, 2011.

Mrs. Swan moved to approve the Annual Meeting agenda as proposed<sup>2</sup>, seconded by Mrs. Nielsen. The motion carried.

Mr. Olson moved to approve Jeri Bitney as WASB delegate and Mary Ann Swan as alternate delegate for the 2012 convention, seconded by Mr. Holman. The motion carried.

Mr. Olson moved to approve the forensics program and to hire an advisor, seconded by Mrs. Nielsen. The motion carried.

Mr. Mikula moved to approve the increase of the lunch prices by .5c (five cents) effective January 1, 2012, as required by federal law, seconded by Mr. Holman. The motion carried.

The School Board Retreat will be on Friday, January 13, 2012 from 8:15 – 2:15 at WITC.

Mr. Olson moved to approve the adjustments to staff travel as proposed<sup>3</sup>, seconded by Mr. Holman. The motion carried.

First reading of Policy 341.34, Nutrition.

First reading of Policy 342.3, Gifted & Talented.

First reading of 345.1, Grading.

First reading of Policy 345.4, Promotion and Retention.

First reading of Policy 341.4, Drivers Ed.

First reading of Policy 347, Student Records.

The committee and president's reports were given.

Mr. Holman moved to suspend the regular meeting to convene an executive session in accordance with Wisconsin Statutes 19.85(1)(c) to discuss administration insurance deduction percentage and 19.85(1)(e) to discuss legal options regarding the bus Lemon Law, seconded by Mr. Olson at 9:45 p.m. Roll call found all members present voting aye. Wendy Muska was absent. The motion carried.

Mr. Holman moved to adjourn the executive session and reconvene into open session, seconded by Mr. Mikula. The motion carried.

Mr. Holman moved to amend the administrator's contracts to change insurance percentages paid by the administrators to be adjusted to 10.3%, seconded by Mr. Mikula. The motion carried.

Mr. Mikula moved to adjourn the meeting, seconded by Mr. Holman. The motion carried.

The meeting was adjourned at 10:00 p.m.

## Addendums

<sup>1</sup> Take elementary wrestling, cheerleading and elementary coaches out of the handbook, give non-certified employees two weather related paid days the same as certified staff, add language that automatically excludes retirees from staying on the school health plan once eligible for Medicare, adjust the pay for double header athletic events to say \$45.00 for scorers, timers, and ticket takers, require that new 2012-13 teachers get their checks the 5<sup>th</sup> and 20<sup>th</sup> of the summer months, and to adjust the amount that married couples pay for health insurance to 3.15% for each employee.

<sup>2</sup> Annual Meeting to be held on Monday, September 26, 2011 at 7:00 p.m. in the 3-12 school library.

### <sup>3</sup>School District of Shell Lake Staff Travel

Recommended changes are in

1. INSTRUCTIONAL AND NON- INSTRUCTIONAL STAFF:
  - 1.1 Budget realistic amount for staff development
  - 1.2 A minimum of classroom time will be missed by staff
2. THE FOLLOWING EXPENSES QUALIFY AS REIMBURSEMENT ITEMS:
  - 2.1 Meal Allowance - To include tax and tip
    - 2.11 Breakfast - when out of the district before 6 a.m. - \$7 maximum
    - 2.12 Lunch - when out of district between 11 a.m. and 1 p.m. - \$10 maximum
    - 2.13 Dinner - when out of district before 5 p.m. and after 7 p.m. - \$15 maximum
    - 2.16 Students qualifying for State activity will be given a straight \$20.00 per day meal allowance.
  - 2.2 Room allowance at single rate
    - 2.21 The Superintendent/Principal will approve all overnight travel
    - 2.22 District will pay the full cost of the rate, when staying at the same site of workshops and clinics
    - 2.23 Maximum room allowance is \$100per person per night in other situations
    - 2.24 When making room reservations, request "State Rate".
  - 2.3 Transportation
    - 2.31 Request School Vehicle for all out of district travel. If school vehicle is not available, reimbursement will be as per.
    - 2.32 Car pool travel when possible
    - 2.33 Staff may opt to use own vehicle with only gas usage reimbursed
3. PREPAID EXPENSES - THE FOLLOWING ARE ALLOWED:
  - 3.1 When the registration form includes registration fees, materials, meals, etc.
  - 3.2 Check request procedure must be followed
  - 3.3 Motel room - when an administrator has approved the room
  - 3.4 No other pre-paid
4. MISCELLANEOUS
  - 4.1 Cancellations must be timely so penalty payments are at a minimum or you may be liable
  - 4.2 Spouses Expenses
    - 4.21 No expenses paid by district
    - 4.22 Attendee pays for difference of single and double motel room rate
  - 4.3 No entertainment expenses reimbursed by district
  - 4.4 Honorariums - if school district pays for expenses, including a paid workday, then honorariums must be refunded to the district or take personal day option
5. REIMBURSEMENT PROCEDURE SHALL BE:
  - 5.1 Submit a completed Expense Voucher
  - 5.2 Attach all receipts for reimbursement - hotel room, meals, etc
  - 5.3 Qualifying expenses will be reimbursed
  - 5.4 Any expense - personal or for your spouse - must be deducted from Expense Voucher
  - 5.5 Staff is responsible for all non-approved expenses
6. EXPENSE VOUCHER MUST BE SUBMITTED BY THE END OF THE MONTH WHICH EXPENSES ARE INCURRED OR MAY NOT BE APPROVED

Revised on January 12, 2007, September 2011