

# Prairie du Chien Area School District

Innovation for Success™

## POLICY COMMITTEE MEETING OF THE PRAIRIE DU CHIEN BOARD OF EDUCATION

Public notice is hereby given as required by law that a Meeting of the Prairie du Chien Board of Education will convene on **March 28, 2016** in the Prairie du Chien High School Library Conference Room 125B, 800 East Crawford Street, Prairie du Chien, Wisconsin, 6:00 p.m. Matters to be taken up, discussed and acted upon at this meeting are as follows:

### I. CALL TO ORDER

*Meeting was called to order by Christine Panka at 6:00 p.m.*

#### Present BOE Members:

Nick Gilberts  
Cassie Hubanks  
Lynn O'Kane  
Christine Panka  
Duane Rogers

#### Absent BOE Members:

Kyle Kozelka  
Devan Toberman

### II. OLD BUSINESS (action if appropriate)

- A. English Language Learners policy; Board President Panka has worked on draft language

*Christine moved to bring to the next regular board meeting, second by Devan; passed unanimously*

- B. Remove PRAIRIE DU CHIEN SCHOOL DISTRICT Policy 739.1 LEAVES WITHOUT PAY and add the following language to the Staff Handbook (this does not change any practice, only clarifies and places the information in the handbook for ease of employee access)

#### Leaves Without Pay:

It is the philosophy of the Board of Education that employees have a primary commitment to the agreed upon workdays. Therefore, requests for unpaid leave time should only be approved by supervisors on highly unusual or a unique major life event; these leaves should generally be less

than five days. Abuse of leave without pay will constitute disciplinary action and/or dismissal. This policy does not apply to unpaid leaves required by the law; e.g., Family and Medical Leave Act.

For Leaves Without Pay, the employee's gross salary and total compensation, i.e. health insurance, will be docked for the time the employee is absent from their job, thereby reducing the employee's annual total compensation; the deduction will be made on the next payroll or, with the approval of the District Administrator or designee, additional payrolls. Upon commencement of the leave of absence, the employee may continue insurances by remitting the full premium amounts to the District for each day of leave or a deduction will be made on the next payroll.

The Board retains the right to grant or deny a sabbatical for leaves well beyond five days. A sabbatical must be of an educational nature beneficial for the staff member and the District. A sabbatical results in a leave without pay.

*Christine moved to bring to the next regular board meeting, second by Duane; passed unanimously*

- C. Change High School Handbook and Junior High Handbook, for courses taken in 7th and 8th grade, to reflect the State recommendation:

The Department of Public Instruction recommends that high school courses taken in 7th or 8th grade should be so noted on the transcript along with the grade received; however, the grade/s received should not be factored into the high school grade point average. The reasoning behind that recommendation is that students might shy away from taking a more challenging course because of future implications on their overall grade point average.

Source: <http://dpi.wi.gov/cal/middle-school-credit>

*Christine moved to bring to the next regular board meeting, second by Lynn; passed unanimously*

- III. NEW BUSINESS (action if appropriate)
  - A. Review bereavement leave

*Discussed and decided no change was necessary at this time*

- IV. PARKING LOT (action if appropriate)
  - A. Wellness policy rewrite

- V. ADJOURNMENT

*Motion by Devan and seconded by Lynn to adjourn meeting at 6:21 p.m. Passed unanimously with all in favor. Meeting Adjourned.*

A handwritten signature in blue ink, appearing to read "Chris Paul", written over a horizontal line.

*President*

*Notes taken by Drew Johnson*