

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 **July 28, 2014** in the Prairie du Chien High School Library Conference Room 125B, 800 East Crawford Street, Prairie du Chien, Wisconsin, 6:30 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 6:36 p.m.

Present BOE Members:

*Lonnie Achenbach Mark Forsythe Lynn O'Kane
Christine Panka Devan Toberman*

II. MEMORANDUM OF UNDERSTANDING POLICY (action if appropriate)

This is to be added to Policy Committee Parking Lot

III. OLD BUSINESS (action if appropriate)

- A. Change Policy Field Trip Application Exhibit 975 and 976.1
 - a) Remove the Superintendent's and BOE Signatures

This is to be added to next regular meeting to change.

- B. Staff Complaint Procedure (as proposed on June 30,2014 policy meeting)
Request to move item forward for approval by full board for inclusion in this year's Employee Handbook.

This is to be added to next regular meeting to change.

IV. NEW BUSINESS (action if appropriate)

- A. WASB-policy and resolutions contribution for upcoming 2015 WASB State convention

This is to be added to next regular meeting to give President Panka authority to bring forth resolutions; example of possible early school start with 75% AP participation.

- B. Building leadership teams for the upcoming school year.
 - 1. This group to help with policy reviews as well as other leadership roles at their site.

This is to be administratively put into practice with reports to Board.

- C. Meal and Travel Reimbursement (temporary travel reimbursement rates end on August 30, 2014. Policy reverts back to handbook language)

SECTION 7. COMPENSATION AND EXPENSE REIMBURSEMENT APPLICABLE TO ALL DISTRICT EMPLOYEES

7.01 Expense Reimbursement

~~Forms to be used to report mileage shall be available in all buildings offices and on district website at http://www.pdc.k12.wi.us/dist_expensereport.cfm.~~

All employees are required to enter requisitions in Skyward and receipts must be attached.

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received. The District reimbursement schedule is listed below. Employees will be reimbursed at the following rates, or actual cost, whichever is less.

Breakfast	\$8.00	Lunch	\$10.00	Dinner	\$12.00
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Meals are not allowed if included in the cost of registration fees or included in the cost of hotel/motel or airfare. To be allowed reimbursement for breakfast, the employee must leave PdC before 6:00 am; lunch, departure must be before 10:30 am and return after 2:30 pm; dinner, return must be after 7:00 pm to PdC.

Lodging	Administrative Approval
Registration	Administrative Approval
In Town Mileage	IRS Rate
Out of District Mileage	50% of IRS Rate (unless no school vehicles are available)

No travel time is paid for professional or salaried staff.

Pre Temporary Language:

7.01 Expense Reimbursement

Forms to be used to report mileage shall be available in all buildings offices and on district website at http://www.pdc.k12.wi.us/dist_expensereport.cfm.

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received to exceed the amounts. The District reimbursement schedule is listed below. Employees will be reimbursed at the following rates, or actual cost, whichever is less.

Breakfast	\$5.00	Lodging	Administrative Approval
Lunch	\$6.00	Registration	Administrative Approval
Dinner	\$12.00	In Town Mileage	IRS Rate

Out of District Mileage 50% of IRS Rate (unless no school vehicles are available)
No travel time is paid for salaried staff.

Temporary Language (summer 2014 only):

SECTION 7. COMPENSATION AND EXPENSE REIMBURSEMENT

7.01 Expense Reimbursement

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received to exceed the amounts. The District reimbursement schedule is listed below. Employees will be reimbursed at the following rates, or actual cost, whichever is less.

All employees are required to enter requisitions in Skyward and receipts must be attached. Mileage chart is available on the district staff resource web page.

Lodging Administrative Approval
Registration Administrative Approval

Meal In-State Out-State
Breakfast \$8.00 \$10.00
Lunch \$10.00 \$15.00
Dinner \$20.00 \$25.00

Meals are not allowed if included in the cost of registration fees or included in the cost of hotel/motel or airfare To be allowed reimbursement for breakfast, the employee must leave home before 6:00 am; lunch, departure must be

before 10:30 am and return after 2:30 pm; dinner, return must be after 7:00 pm to home or headquarters city, whichever is earlier.

Travel time for teachers is paid at \$27.00 per hour based on Google Maps travel time.

This is to be added to next regular meeting to change proposed language below.

D. Search policy as opposed to solely lockers.

Administration to bring specific items forward if needing language changes, otherwise put into best practice.

E. Change Policy Fundraising Application Exhibit 462.1b1
1. Remove the Superintendent's Signatures

This is to be added to next regular meeting to change.

F. Graduation requirements:
1. Review current graduation requirements (Diploma, On-Line, GEDO)
2. Initial discussion on future ideas
3. Discussion on State Law change on potential credits earned in grades 7-8 and how that will affect graduation requirements.

This was a first discussion on this topic; continue to discuss as we move through the school year; add physical activities for additional credit discussion.

G. PARKING LOT (action if appropriate)

V. ADJOURNMENT

Meeting Adjourned by consensus 7:45 p.m..



President

Notes taken by Drew Johnson