

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
- II. MEMORANDUM OF UNDERSTANDING POLICY (action if appropriate)
- 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
 - 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.
- IV. NEW BUSINESS (action if appropriate)
 - A. WASB-policy and resolutions contribution for upcoming 2015 WASB State convention
 - 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.
 - 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

Pre Temporary Language:

7.01 Expense Reimbursement

Forms to be used to report mileage shall be available in all buildings offices.

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.

- D. Search policy as opposed to solely lockers.
- E. Change Policy Fundraising Application Exhibit 462.1b1

1. Remove the Superintendent's Signatures

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

G. PARKING LOT (action if appropriate)

V. ADJOURNMENT