

**MINUTES OF BOARD OF EDUCATION  
SCHOOL DISTRICT OF ARCADIA  
SPECIAL MEETING  
SEPTEMBER 6, 2017**

A special meeting of the Board of Education of the School District of Arcadia was held in the high school room 219 in the City of Arcadia, County of Trempealeau, Wisconsin, on Wednesday, September 6, 2017. The meeting was called to order at 7:00 p.m. by Board President, Loren Wolfe. Board members present were Loren Wolfe, Randy Nilsestuen, Rodney Walters, Dana Conrad, Brian Steinlicht, and Paul Servais. Mike Edmunds was absent. Also present was Louie Ferguson.

President Loren Wolfe called the meeting to order at 7:00 pm

The board discussed changes to be made to the 2017-18 Employee Handbook.

It was the consensus to leave the retirement provisions alone.

The changes agreed are listed below:

- a. Grievance Procedure - replaced as written – see attached.
- b. FMLA Policies - Title of person who will be responsible for administering policy: District Administrator. Questions about FMLA will be directed to District Administrator. Calculation of FMLA will be a 12 month rolling period measured forward from first date an employee takes FMLA. Notification, please see district administrator for FMLA request forms. District may provide the employee with a leave request form to fill out and return to district administrator.

Intermittent leave-Employees may also take intermittent FMLA leave for birth, adoption or foster placement of a child during the federal-only portion of their FMLA leave.  
Benefit Accruals - Employees should check with District Administrator regarding other benefit continuation provisions.

Returning to Work - If employee returns to work before leave ends, employee must notify District Administrator at least 2 days prior to desired return date.

District must have current posters up to date posted for employees.

- c. Prep Periods/Overload Pay: Leave as is but change compensation to \$25.00 for the period
- d. Overload Adjustment: Strike out prep. adjustment but make it \$2,000.00 per class per semester and \$1,000.00 per study hall/supervision per semester.
- e. Discipline/Discharge: Leave in “without good and sufficient reason.”
- f. Performance/Evaluation: Leave as written.

- g. Layoff: Change end to “The following criteria may be considered in determining which teacher recommend to the Board for reduction within a sup-group.
  1. Qualifications of the teacher, including certification
  2. Performance of the teacher, based on performance evaluations
  3. Input from direct supervisors,
  4. Evidence of professional growth
  5. Years of service
  
- h. Medical Leaves of Absence: Strike because covered under ADA and FMLA policy  
 Bone Marrow or Organ Donor Policy: Employees who have worked for the District for more than 52 consecutive weeks and worked at least 1000 hours during preceding 52 weeks are eligible for leave to be a bone marrow or organ donor pursuant to Board policy. Leave under this policy is unpaid, but employees may substitute paid or unpaid time of any other type provided by the District.
  
- i. Equivalency Time: Make it equivalent to 2 regular workdays.

A motion was made by Brian Steinlicht and seconded by Paul Servais to move into closed session at 8:26 p.m. Roll call vote: 6-0.

Open session reconvened at 9:02 p.m.

A motion was made by Dana Conrad and seconded by Rodney Walters to approve the AEA negotiation/compensation package as follows: 2017-18 salary scheduled attached, payout for unused sick leave will be \$40.00 per day upon retirement up to 112 days, new miscellaneous leave policy as attached, and compensation for National Board certified teachers will be \$1,500.00 per year. Roll call vote: Conrad-yes, Nilsestuen-abstain, Servais-yes, Wolfe-yes, Walters-yes, Steinlicht-yes. Motion carried 5-0-1.

A motion was made by Randy Nilsestuen and seconded by Dana Conrad to approve the support staff compensation package as follows: each support staff employee to receive a .50 cent/hour raise, add 10 days to secretaries contract if needed, the three 3 secretaries who call subs will receive \$1,000/ school year increase in salary, new miscellaneous leave policy as attached, and payout for unused sick leave will be \$40.00 per day upon retirement up to 112 days. Roll call vote: Steinlicht-yes, Walter-yes, Wolfe-yes, Servais-abstain, Nilsestuen-yes, and Conrad-yes. Motion carried 5-0-1.

A motion was made by Paul Servais and seconded by Rodney Walters to approve a 2% salary increase for the Technology Director-Tom Nelson, District Bookkeeper-Chris Hannon, Middle School Principal- Michele Butler, Elementary Principal-Paul Halverson, Transportation Director-John Krett, Superintendent-Louie Ferguson, Instructional Technology Integrator-Sue McKay, District Administrative Assistant-Dana Hoesley, for 2017-18 year. Roll call vote: Dana Conrad-yes, Randy Nilsestuen-yes, Paul Servais-yes, Loren Wolfe-yes, Walters-yes, Steinlicht-yes. Motion carried 6-0.

A motion was made by Dana Conrad and seconded by Paul Servais to approve a salary of \$92,000 for the high school principal, Alan Herman, for the 2017-18 school year. Motion carried 6-0.

A motion was made by Rodney Walters and seconded by Paul Servais to approve the retirement package for the district administrative assistant, Dana Hoesley, as follows: for purposes of retirement, years of service will be considered at the first day she began employment in the school district and will be at the annual contribution of \$1,000 to the HRA. Amount will not be prorated for years of service as elementary secretary at the support staff rate plus the district administrative secretary will receive the 4th of July as a paid holiday. Motion carried 6-0.

A motion was made by Randy Nilsestuen and seconded by Dana Conrad that the district bookkeeper, Chris Hannon, will be given an extra day of vacation each year until she reaches 25 days. Motion carried 6-0.

A motion was made by Randy Nilsestuen and seconded by Paul Servais to adjourn at 9:10 p.m. Motion carried 6-0.

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Brian Steinlicht, Acting Clerk