

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Policy Committee Meeting Minutes
Friday, March 21, 2014

Committee Members Present: Tina Rossmiller, Jerry Roth, and Sandi Spanton Nelson. Others in attendance: Doreen Treuden.

Motion by Ms. Spanton Nelson, seconded by Mr. Roth, moved to adjust the agenda order to accommodate staff who are here, move number 4 – Review Employee Handbook Proposed Change Forms Received by Staff and Board Members, before number 2 – Policies From Board Meetings to Review. Motion carried, 3-0 (voice vote).

Approve Minutes: Motion by Ms. Spanton Nelson, seconded by Mr. Roth, moved to approve the February 17 minutes as presented. Motion carried, 3-0 (voice vote).

Review Employee Handbook Proposed Change Forms Received by Staff and Board Members: Ms. Rossmiller presented employee handbook proposed changes for July 1, 2014, from staff. The suggested changes were reviewed individually and voted on by Committee Members.

Entire Handbook – first seven requests, majority were due to policies being removed from the Policy Manual. Policy Committee agreed to suggested changes to:

Sub-On-Line to T.O.C.; 3 yes, 0 no

Remove policy 513-Personnel/Payroll Management, discussion to consider as a policy again; 2 yes, 1 no (Spanton Nelson)

Remove policy #522.8-Staff Dress; 3 yes, 0 no

Remove policy #529.3-Bereavement Leave; 3 yes, 0 no

Remove policy #529.45-Personal Leave; 3 yes, 0 no

Remove policy #534-Substitute Teacher; 3 yes, 0 no

Remove policy #536-Reduction in Work Force; 3 yes, 0 no

Part 1, All Employees – Pay Periods, Section 5, 5.01, five requests – Ms. Spanton Nelson would like pay periods changed and did not understand the costing. Discussion: meetings in 2012; letter received from Union and Mr. Roth; Board's decision; issuing teacher contracts; teacher contracts language takes precedence over Employee Handbook; contact lawyer for clarification on contract language to pay periods; to have staff who submitted proposed changes to clarify their suggested revision at next board meeting; being in compliance with the law; and offering three choices to pay periods. Policy Committee agreed to suggested changes to:

Gary Feldt; 1 yes, 2 no (Rossmiller, Roth)

Dave Kopf; 1 yes, 2 no (Rossmiller, Roth)

Beth Oswald; 1 yes, 2 no (Rossmiller, Roth)

Doug Schwenn; 1 yes, 2 no (Rossmiller, Roth)

Jerry Roth submitted request, asking to remove language. Discussion: would be a payroll decision and no need to address; should resolve this matter before make

decision; labor law and not needed in the Employee Handbook. Policy Committee agreed to suggested changes: 2 yes, 1 no (Spanton Nelson).

Part 1, All Employees – Bereavement Leave, Section 10 – Removing from two sections in the Handbook to this section, as is same for all; 3 yes, 0 no.

Part 2, Certified Staff – IEP Meetings, Section 1.02 – issue raised due to teachers work hours of 7:45 – 3:45. Discussion: language needs to be cleared up; District does not pay teachers when Administrator holds a meeting until 4:00; we don't pay staff for leaving early on Fridays, this is good will; do daily operations have to be in Handbook?; this was CBA language; what about people who abuse the working hour?; and would rather work with leadership to work on and bring forward; 0 yes, 3 no (Mr. Roth will discuss with Mr. Redders and Ms. Katzenmeyer to bring forward next year.)

Part 2, Certified Staff – Language clarification, Section 6, 6.01, B, 3 – would like to include “letters of discipline” to Section 6. 3 yes, 0 no.

Part 3, Support Staff – Language clarification, Section 1, 1.01 – would like to clean up the language and process for school year staff and new hires. 3 yes, 0 no.

Part 3, Support Staff – Section 1.03 – issue raised on custodian night premium. Discussion: Handbook is silent, gives flexibility; this group still has CBA language; this falls under Compensation Committee work; and this is operational. 0 yes, 3 no.

Part 3, Support Staff – Section 8, 8.01, C, 4 – administrative assistants' number of holidays is incorrect. Discussion: staff agree. 3 yes, 0 no.

Part 3, Support Staff - Section 11.02, B, two requests – HRAs for all staff. Discussion: this group did not have this benefit prior to the Handbook; was lengthy discussion during Handbook development; chart shows estimated cost to add benefit; not sure how feel as custodians and administrative assistants have 12 month contracts; needs to be prorated and based on number of months you work; not in favor of moving same as a 12 month employee. 1 yes, 2 no (Rossmiller, Roth).

Part 5, Co-and Extra – Add new section – add language to what the District has been doing. Discussion: coaches get a letter of assignment; this is a perk and should not be in handbook; we always do this; did for only teaching coaches; we made support staff taker personal time off; varsity coaches should get to go; and should be included in letter of intent. 3 yes, 0 no.

Part 6, Substitute – Section 2.02 – remove this section as we do not hire teachers. 3 yes, 0 no.

Part 6, Substitute – Section 3 – change title and remove support staff in entire section. Make changes due to substitute change. 3 yes, 0 no.

Part 6, Substitute – Section 4 – due to change in substitute. This section will become Section 3. 3 yes, 0 no.

Employee Acknowledgement – update as suggested by lawyer. Discussion: first strikeout was suggested by lawyer, which does not change the intent; second strikeout suggested as the District does not send other policy changes and District may forget to do, and this is considered a policy change; staff may be upset; the changes come before the Board and diligence is there on their side. 2 yes, 1 no (Spanton Nelson).

Policies From Board Meetings to Review: Policy #851 – Advertising in the Schools – Ms. Treuden provided information from Fort Atkinson School District who have had sponsorships for about 18 months. The revenue received is not counted and not in aid formula. We would need to keep in mind that Fund 21 comes into play. Mr. Roth suggested a Committee be formed to do the work, a Sponsorship Committee. Will review this again in January and review the materials at that time.

Policies to Review: Policy #343.42-Co Op Work and Youth Options Program – Policy reviewed and suggested changes to go to Board for a second reading.

Policy #343.43 – Cooperative Education (Co-Op) – Suggested new policy. Discussion: if guidelines are not clearly defined by the program director, we need the details in this policy; suggestions to change sentences; juniors should not be participating in this program, this should be a senior perk; and does current teacher support this? Policy to come back to Policy Committee.

Set Date of Next Meeting: Next meeting is Thursday, April 17, at 7:00 am.

Adjourn: Motion by Mr. Roth, seconded by Ms. Spanton Nelson, moved to adjourn the meeting. Meeting adjourned at 8:36 am.

Submitted by Kelly Mosher, District Administrative Assistant

Approved: 4/17/14