

Policy Committee Meeting
July 11, 2018, 8:30 a.m. -Room 101
Minutes

The meeting was called to order at 8:37 a.m. by Laurie Wohlfiel. Present at the meeting were Jeff Weiss, Cindy Bubolz, Cindy Milgram, and Laurie Wohlfiel. Jeff Weiss indicated the meeting had been properly posted.

Jeff Weiss left the meeting at 8:46 a.m. and returned at 8:47 a.m. He left at 9:05 a.m. and rejoined the meeting at 9:08 a.m. and he left at 10:05 a.m. and rejoined the meeting at 10:08 a.m.

The minutes from the previous meeting were reviewed.

Employee Handbook Review

Those in attendance discussed information researched and gathered by Jeff Weiss pertaining to questions brought up at the previous meeting concerning gifts to employees (page 24) and domestic partners (page 40). It was recommended to work on Policy #840 - Gifts to the School - at a future meeting and adjust the handbook to request employees work with the district administrator when gifts exceed \$25. It was also suggested to replace the words “domestic partner” with “significant other” and list this new term behind “spouse” in the definitions.

Besides grammar adjustments, punctuation adjustments, and changes for consistency, the following items were discussed that were not reviewed in the previous meeting:

- Research and discuss the possibility of including donated leave in the future, although not this coming school year
- Verification of why it states “102%” for health benefits (page 50) is requested
- An explanation for the difference in dates for life insurance, health insurance, and long term insurance when an employee resigns or is terminated (Pages 57 and 58)
- Work stoppage clarification (page 59) and request for further information from the attorney pertaining to this topic
- Verification of when pay starts at the long-term rate pay for long-term substitutes

The Compensation Plan needs to go through the Personnel Committee before it can be presented as part of the staff handbook. A meeting will be held in the near future. The first read of the handbook will happen without the compensation plan.

Strategic Plan Review

After a discussion of the Strategic Plan, it was decided to bring the plan to the full board for further discussion concerning the direction of this item.

District Goal Review

After a review of the District Goals, it was suggested the goals should be rewritten in SMART format to include clear expectations concerning measurement and data and more specifics concerning the goals.

Laurie Wohlfiel motioned to adjourn the meeting. Cindy Milgram seconded. The meeting was adjourned at 10:50 a.m.

Respectfully submitted, Laurie A. Wohlfiel, Chairman , School Board Clerk