

BOARD OF EDUCATION  
COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT  
Employee Handbook Sub-Committee Meeting  
(Human Resources Committee)  
High School Conference Room  
April 12, 2019  
3:00 p.m.

Committee Charge: The Employee Handbook (EH) Sub-Committee is charged with consolidating all of the District Manuals/Handbooks (Employee, Substitute Teacher, Volunteer, Bus Driver, and Staff Operations & Procedures Manuals) into the EH. The sub-committee shall review the WASB manual and edits making a final recommendation for the EH to the Board.

1. Call to Order
2. Attendance: Members Kalene Engel, Don Baloun, and Bonnie Breza
3. Conference Call with Scott Mikesh, WASB to review his work on the EH and answer sub-committee questions.
4. Appoint/recommend to Board a Sub-committee Chair to replace Don Baloun.
5. New Business – Review (if time allows):
  - Approve/recommend Employee Acknowledgement requiring signature.
  - Approve/recommend Pupil Non-Discrimination Statement & Complaint Procedure.
  - Approve/recommend District Mission Statement and Vision Statement??
  - Approve/recommend District Contact List for EH 2019/20.
  - Approve/recommend District Emergency Procedures for EH.
6. Schedule Next meeting Date
7. Adjourn