

Cochrane-Fountain City School District
Human Resource Committee Minutes
May 27, 2020

Karen Knospe, chair of the committee, called the meeting to order at 4:00 p.m. in the High School Library. Committee members present were Karen Knospe, Lynn Doelle and Rita Greshik. Others present included Michele Butler, Kalene Engel, Larry Cyrus and Tom Hiebert. Areny Bork joined at 5:45.

The Committee's Charge-The Human Resources Committee is charged with providing recommendations concerning the recruiting, hiring, training, compensating, and retaining a highly qualified and diverse staff.

Agenda Requests-Michele Butler requested we move retirement benefits and Teacher salaries out of close into open and talk in generalities not specific names. It can also stay in closed if need be.

Review Employee Handbook changes-The committee reviewed a number of handbook changes which the staff requested the board to look over. These changes will come before the full board for approval soon.

Review Compensation Plans

- a. **Spring Coaches-**The committee reviewed various ways to pay Spring Coaches. Lynn Doelle made a motion to pay spring coaches 25% of their scheduled contracted amount with an additional 10% to those that already started their season and an additional 15% for those who continued to provide fitness training during the closure. Seconded by Rita Greshik. Motion carried.
- b. **Extra-Curricular & Coaches** This will be tabled until summer
- c. **Retirement Benefit-** Superintendent Butler presented a plan -This was tabled.
- d. **Teacher Salary-** The plan Michele has been working on was presented and will come before full board in the future.

Closed Session-Pursuant to Wisconsin State Statute Section 19.85(1) (c) for the purpose of considering staffing over which the School Board exercises responsibility. Motion was made by Lynn Doelle, seconded by Rita Greshik on a roll call vote all committee members present voted yes. Motion carried. Larry Cyrus, Areny Bork, and Michele Butler were also present.

The following topics were discussed.

- a. Recommendation for non-teaching staff pay increases
- b. Personnel Updates
- c. Summer Staff Plans/Projects.
- d. Retirement Benefit
- e. Teacher Salary

Adjourn- Lynn Doelle made a motion to adjourn at 7:15 p.m., seconded by Rita Greshik. Motion carried.

Employee Handbook Revision Requests

The following items listed below were brought up at the handbook feedback meeting on Wednesday, October 23rd.

Handbook Feedback List

Pg. 17 Section 2.01 C. Delete sentence. "Students who are issued a textbook must sign his/her name..." This is not always feasible.

Pg. 18. Section 3.04 Change "no more than three consecutive days" for announcements to five days. Sometimes an announcement needs to be run for a full week. Change three to five.

Pg. 18 Section 3.10 Change "No personal long-distance calls may be billed to the school." Due to lack of cell reception, this is sometimes unavoidable. Example: Need to make a medical appointment. Recommend that we re-word: "Please refrain from making personal long-distance calls that are billed to the school unless it is unavoidable."

Pg. 26. Section 7.03 C. Change wording. Instead of "off color language" use "inappropriate language".

Pg. 30 Section 8:10 A. Remove sentence "Using food as a learning or behavior incentive should be kept to a minimum." This is already implied in the previous sentence.

***Pg. 34 Section 11.05 B 3.** There is confusion from the wording "up to a maximum of an additional 160 hours." Recommend re-word: "up to a maximum of 240 hours."

***Pg. 34 Section 11.05 E.** Change from one-hour increments to half-hour increments. This is needed because some of our staff are scheduled for 7.5 hours (half-hour increments apply).

Pg. 40. Section 13.10 C. 1. Donna has asked that we reduce the maximum number of days be changed from 50 to 30. The bank has been drawn down significantly in the past few years. We are currently getting about 28 new days each year. Recommend that we change the number from 50 to 30.

Pg. 43 Section 4.01 Please include a date (May 15 for Wis.Stats. 118.22) in addition to any legal reference. Recommend that we add the date for section 4.01 because it is an actual legal requirement.

Pg. 46 Section 10.01 B. Can flexible work day change throughout the year. Does it always have to be from 7:30 to 3:30 or 7:45 to 3:45? Why not allow this to be flexible on a daily basis? Recommend re-word: "Teachers are expected to be in or near their classrooms by 7:45 a.m. each day and remain until 3:45 p.m. each day. Teachers may choose to flex the workday to a 7:30 a.m. until 3:30 p.m. schedule as needed unless this conflicts with assigned duties. Administration may require a teacher to report earlier or remain later than the normal workday to attend professional meetings."

2020 Spring Coaches Pay Recommendation

The Human Resources Committee recommends paying spring coaches 25% of their scheduled contracted amount, with an additional 10% to those that had already started their season and an additional 15% for those who continued to provide fitness training/support during the closure.

HS TRACK

Jon Schultz – \$1125 (25%) + 450 (10%) = \$1575 (Jon has refused payment.)

Micah Warning – \$500 (25%) + 200 (10%) = \$700

Josh Jarpey – \$500 (25%) + 200 (10%) = \$700

HS Baseball

Bill Wilhelmi – \$875 (25%)

Jesse Cyrus – \$450 (25%)

HS Softball

Steve Lyga – \$875 (25%)

Brian Killian – \$450 (25%)

HS Boys Golf

Danny Piel – \$875 (25%)

JH Track

Kennedy Dinges – \$450 (25%) + 270 (15%) = \$720

Garek Barum – \$450 (25%)

JH Golf

Brian Holt – \$450 (25%)

HS/JH Trap

Melissa Mikelson - \$450 (25%)