

**Minutes of  
C-FC Employee Handbook Sub-Committee of the  
Human Resources Committee  
High School Conference Room  
April 12, 2019  
3:00 P.M.**

**Present:** Kalene Engel, Don Baloun. Tom Hiebert and Michele Butler were present for part of the meeting.

**Call to Order:** Don Baloun called the meeting to order at 3:02 pm

**Conference Call with Scott Mikesh:** Scott reviewed his process for incorporating the C-FC manuals into the WASB Employee Handbook format. He suggested the following:

1. Sub-Committee (small group) should take the handbook by section and incorporate the suggested language to use. He noted that the Board approved manual (by section) can over-rule Board policy until the Board updates the Policy to be in compliance with the Handbook.
2. Board policies should be broad and the Handbook should be specific to the issue/item.
3. He concurred that a smaller group of members would be more beneficial in completing the manual (3 or 4 max.)
4. He has put about 17 hours into the Handbook to date but offers to be available if needed for any subcommittee questions/issues that he could assist on.

**Discussion:**

- Kalene, Michele and Donna were suggested as the small group to tackle the Handbook.
- Start with Section 1 and 2. Section 3 will be the heavy lift.
- Donna will maintain the master copy recording all changes once approved by the Board as a whole.
- Next meeting would be determined by the sub-committee once approved by the Board.

**EH Sections:**

The sub-committee approved to forward to the Board the following sections from the EH:

1. Recommend for adoption Employee Acknowledgement requiring signature as written in the EH.
2. Recommend Pupil Non-Discrimination Statement & Complaint Procedure as written in the EH.
3. Recommend District Mission Statement with the understanding that the Board will review and discuss a new mission statement and develop a vision statement at a forthcoming Board retreat.
4. Recommend for adoption the District Contact List for EH 2019/20 as submitted by Administration.
5. Recommend for adoption the District Emergency Procedures for EH as submitted by Administration.

**Adjourn: 4:00 p.m.**