

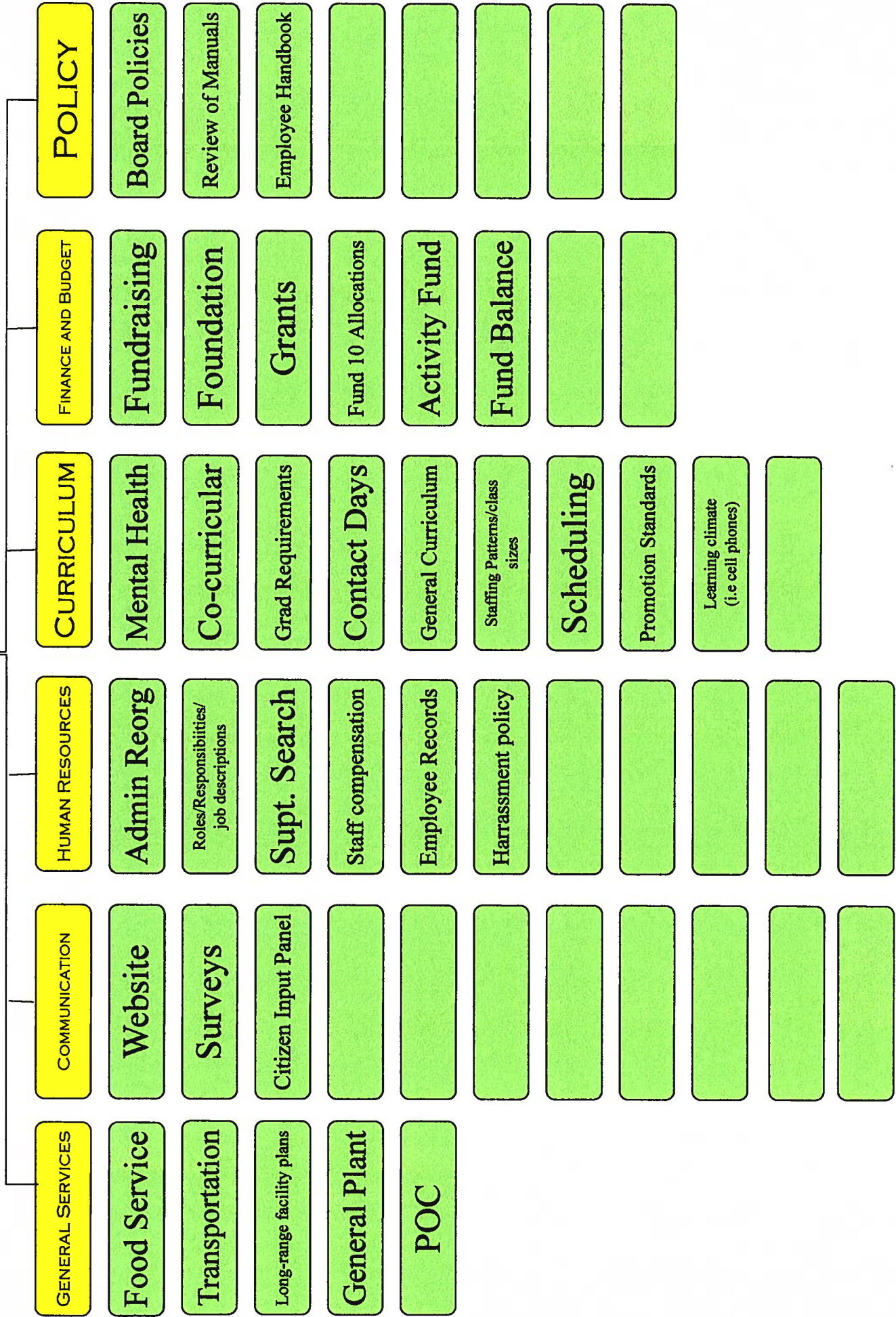
**Human Resources Committee**  
**Recommendations for Board Directives to Administration**

<b><u>Category</u></b>	<b><u>Task</u></b>	<b><u>Deadline</u></b>
Benefits	WRS Pay – investigate what the District is obligated to pay for employer share and report back to the board. Did this recently change? When did that become effective?	
Benefits	Compile a list of all employment benefits that are available to employees at C-FC, i.e. salary, employer’s share of FICA/Medicare, health insurance at XX% paid by district, credit reimbursement, mileage, professional trainings, etc. A chart with categories of employees, i.e. coaches, teachers, administrators, bus drivers might be helpful so that you can simply check the box to indicate whether that category of employee is entitled to that benefit.	
Benefits	Provide a 10 year history of the % of insurance paid by district, % contributed to WRS, sick leave/PTA and changes in other, similar benefits, like HRA over that time span	
Benefits	Using the non-salary benefits, prepare a comparison of C-FC to at least five other area districts with respect to teacher benefits.	
Salary	Draft a narrative description of the history of teacher and support staff compensation at C-FC prior to your arrival and since that time, including major milestones, i.e. salary schedule used, Act 10, 3% raises. Do not simply use bullet points—write out what happened.	
Salary	Provide a proposal regarding what dollar amounts you would assign to additional assignments, such as PLC Training and Leadership, Educator Effectiveness Coach, Committee Member Implementation; Grant Writing; AP Instruction; Areas of Licensure	
Position Descriptions	Draft position descriptions for all job classifications (including advisors and coaches) at C-FC. Position description must include job title, job duties and responsibilities, qualifications, to whom does that person report, length of contract or assignment (180 days v. year-round or other), number of hours per day including time in/out, if feasible and evaluation schedule For year round employees, specify what tasks are to be completed during the summer, when school is not in session.	
Evaluation	Narrative description of evaluation process (including copies of forms used) for all positions at C-FC which includes the frequency of evaluation for each position, who performs the evaluation, what constitutes a satisfactory evaluation and what is done when the evaluation is not satisfactory.	
Org Chart	Create an organizational chart for the district whereby each person (except for the superintendent, who reports to the board) reports to ONLY ONE OTHER person	

Evaluations	For every employee at CFC, list the date of the last two evaluations that have been performed and by whom.	
Personnel File	Provide a listing of the documents that could be contained in a personnel file at C-FC by document type including those that are contained in EVERY file (i.e. resume, job application, transcript, etc.) plus those that are contained only in some files (i.e. disciplinary letter from admin, complaint letter from parent; appreciation letter, etc).	
Personnel File	Provide a narrative of the procedure/processes that are used in handling/accessing the personnel files at C-FC (ie. How are they started, who starts them, what is put in them, where are they kept, what happens to applications for persons not hired, how can they be accessed and how is that tracked, when/how does an employee request access to them)	
Personnel File – attendance	Provide a narrative of the process for maintaining employee absence/sick day/tardy records. Who takes attendance, where is it recorded, how is it verified—especially on days when there are no children in the school.	
Professional Dvlpt	Provide a 10 year history of the # of teacher contract days each year, as well as the number of days that were designated as Professional Development or Inservice Days that year (or whatever other name you refer to them as—they are they days for which the teachers are contracted to be present, but school is not in session)	
Professional Dvlpt	Provide attendance records for teaching staff and administration for the past two years (11/30/16 through 11/30/18) for any Professional Development or Inservice Days (or whatever other name you refer to them as—they are they days for which the teachers are contracted to be present, but school is not in session)	
Professional Dvlpt	Provide the professional development agendas for the past two years (11/30/16 through 11/20/18) for any Professional Development or Inservice Days (or whatever other name you refer to them as—they are they days for which the teachers are contracted to be present, but school is not in session)	
Professional Dvlpt	Develop a survey to be given to the professional staff regarding staff development days. The survey should include the statement that the Board is considering making any salary increases contingent upon their attendance at ALL staff development days that are scheduled in the future. The purpose of the survey is to gauge how useful the staff believe those days to be—the rationale being that if they DO NOT find them useful and know that they WILL BE required to attend them to get raises, will that cut down on the number of days that they were SUPPORT/WANT. The survey should be designed to determine (a) how many they attend of those that are scheduled each year (b) why they do not attend, if they have not attended (c)	

	what they use the staff development days for (d) what kind of topics they would find useful and really any other questions that would help elicit the true value to the staff of these 15+ days per year.	
Compensation	What add-ons or extra assignments are currently being authorized by administration outside of those that are included on the schedule in the Employee Handbook? i.e. how much extra for an overload, how much extra for an AP class; how much for door monitor; how much for covering for a class in the morning if the teacher is late.	
Compensation	CLOSED: Provide a list of all “additional contract days or additional assignments with dollar amount paid” that have been assigned/provided/awarded to C-FC employees, above and beyond the job for which they are receiving a base pay. This includes additional summer contract days, sporadic assignments/pay for things like writing grants, door monitor pay, activity assignments, refereeing, etc. Provide W-2 and 1099 earnings for each employee.	
Compensation	CLOSED: Provide a list of all overtime pay provided to any CFC employees over the last two years by month by employee, specifying the month in which the pay was received and for what	
Employee Handbook	EMPLOYEE HANDBOOK-Take the provisions of the current employee handbook and match them up to the provision of the WASB handbook. A literal cut and paste job will suffice, but obviously an electronic “comment with word bubble or highlighting the old handbook in a difference copy would be preferred. This will allow the board to assess the current handbook in light of attorney reviewed and approved handbook provisions to review any areas of legal deficiency and to assess what provisions can stay as is or should be changed.	

SCHOOL BOARD



GENERAL SERVICES

Food Service

Transportation

Long-range facility plans

General Plant

POC

COMMUNICATION

Website

Surveys

Citizen Input Panel

HUMAN RESOURCES

Admin Reorg

Roles/Responsibilities/  
job descriptions

Supt. Search

Staff compensation

Employee Records

Harrassment policy

CURRICULUM

Mental Health

Co-curricular

Grad Requirements

Contact Days

General Curriculum

Staffing Patterns/class  
sizes

Scheduling

Promotion Standards

Learning climate  
(i.e cell phones)

FINANCE AND BUDGET

Fundraising

Foundation

Grants

Fund 10 Allocations

Activity Fund

Fund Balance

POLICY

Board Policies

Review of Manuals

Employee Handbook