

Board Meeting Update

July 20, 2015

The following items were approved during open session of the July 20, 2015 Board of Education meeting.

- 1) Employee Handbook proposed changes with exception of 7.3 Wages items. (See attached)
- 2) Approve line of credit for 2015-16 through First National Bank of Park Falls to use as needed.
- 3) Approve of minutes from June 15, 2015
- 4) Approve bills for June 2015

The following items were approved following executive session of the July 20, 2015 Board of Education meeting:

Approval of personnel report

- a) Approve non-faculty fall season coaches (Kristi Speer, cross country; BJ Bolz, Steven Precour, and Trent Ballerstein, football; Jeff Jasurda, soccer; Jodi Podmolik, volleyball)
- b) Hire Michelle Gautsch, elementary special education teacher
- c) Hire Krystle Schmidt, elementary teacher, grade 1
- d) Move Vicki Spacek from special education teacher to grade 4 teacher
- e) Recruitment of varsity and junior varsity girls basketball coaches and continued recruitment of world language teacher
- f) Approve resignation from Susan Jackson, grade 4 teacher (19 years)
- g) Approve resignation from Sarah Reese-Socha, girls varsity basketball coach (15 years)
- h) Approve resignation from Donna Lind, girls junior varsity basketball coach (1 year)

Employee Handbook Revisions Proposed for 2015-16

Section 3 General Policies

3.1 Workplace Policies-General

3.1.1 Emergency Closings

The Superintendent or designee shall confer with the appropriate supervisor(s) and/or area emergency management representatives to make the emergency closing determination. Upon making the decision to cancel school for instruction and/or activities or the closing of the school facilities, the Superintendent or designee shall follow the specified procedure for notification of all represented media and school district employees.

Cancellation of School for instruction and/or activities: When the decision to cancel school for instruction and/or activities is made and it is determined that the school districts facilities are to remain open, all employees are expected to report to work for the regular scheduled work day. Immediate supervisors may modify the start and end time of the work day on an individual or group basis or determine an alternative work day. The Superintendent may determine that an entire school day must be rescheduled on an alternative date in order to comply with state law or Department of Public Instruction guidelines.

Employees who do not report to work and have not secured an agreement on an alternative work day will be required to complete the employee leave request procedure and select the appropriate leave available.

Emergency Closing of School Facilities: In conjunction with local health and/or public safety authorities, the District may decide to close a work site or take other emergency measures in order to safeguard the health and welfare of employees and the public. Under such circumstances, the District may authorize paid leave status for employees.

EMPLOYEE HANDBOOK PROPOSED REVISIONS

Section 4 Employee Benefits-Applicable to all Employees

4.5 Family and Medical Leave - State/Federal

This section will be updated to match state and federal language. Current language is from 1994.

4.10 Paid Leave Provisions

4.10.2 Bereavement

In the event of the death of a member of an employee's immediate family, employees who are scheduled to work will be granted consecutive days of paid leave in order to make necessary funeral arrangements, family decisions related to the deceased and/or attend the funeral. For the purposes of this provision, "immediate family" shall be defined as including husband, wife, father, mother, child, sister, brother, grandparents, grandchild of the employee or spouse including step and in-law or any other member of the family unit living in the same household.

Bereavement leave is not deducted from current or accrued PTO days. The following guideline will be applied to all employees:

All employees expected to work 186 or more full days receive four (4) Bereavement days.

All employees who are less than full time will receive two (2) Bereavement days.

The District understands that "immediate family" may not recognize people whom we care deeply about. In these instances, other forms of paid or unpaid leave may be available for use. Please see your supervisor to discuss any requests.

(New Section)

4.11 Unpaid Leave Provisions

4.11.1 Employee Unpaid Leave Request

In the event an employee has exhausted all available leave options, said employee may request unpaid leave. Unpaid leave requests must be in writing and will be granted at the discretion of the Superintendent and the availability of a suitable substitute. All unpaid leave will require the employee to reimburse the District the prorated portion of all benefits accrued by the employee during the unpaid leave portion of the employees contracted days of employment. The District office will calculate the cost of maintaining benefits pertaining to the unpaid leave request in advance of the request if submitted two days prior to the start of the leave. The district payroll clerk will schedule the payroll deduction of the prorated portion to be executed on the first payroll after the utilization of the unpaid leave days. The employee may request to have the balance of the payroll reduction amount spread out over remaining pay periods, however, the payroll reduction must be accounted for within the fiscal year the unpaid leave was taken.

Section 7 Compensation

7.1 Retirement

7.1.1 Early Retirement - Certified Personnel

Sections A - C

.... once they attain the age of 57....

change to:

.... once they attain the age of 55....