

# Parkview School District

106 W. Church Street – P.O. Box 250  
Orfordville, WI 53576

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## BOARD OF EDUCATION EMPLOYEE HANDBOOK COMMITTEE MEETING WEDNESDAY, DECEMBER 14, 2011 PARKVIEW JR/SR HIGH SCHOOL – Little Theater

### Minutes

**Present:** Ed Bell, Elizabeth Brockwell, Troy Knudson, Jeff Lund, Steve Lutzke, Pat Miller

#### 1.0 MEETING CALLED TO ORDER

5:00 P.M.

#### 2.0 DEVELOP A DRAFT EMPLOYEE HANDBOOK

- The section titled “Probation” was deleted from page 30 on Draft #4
- Under the section titled “Layoff,” on Draft 4, the following sentence was deleted, “The District will make every effort to inform the employee by July 1 as to the status of their employment for the ensuing school year.”
- Page 33-Draft 4: The language for the section titled “Accumulation of Leave” was replaced to match the same intent as is written in the 2011-12 PSEA/AFSCME contracts
- Page 34-Draft 4: The section titled “Leave Incentive” was replaced to match the same intent as is written in the 2011-12 PSEA/AFSCME contracts
- Page 36-Draft 4: In the section titled “Personal Days,” the number of personal days was switched from “two (2)” to “**three (3).**” The word “**sick**” was added before the word “leave”
- The committee spent additional time discussing compensation related issues such as post retirement benefits and the number of leave days awarded during a school year.

The committee will resume reviewing the handbook at the start of Section 13: Compensation & Expense Reimbursement

#### 3.0 SET DATE AND TIME FOR NEXT EMPLOYEE HANDBOOK COMMITTEE MEETING

Thursday, January 19 at 5:00 P.M. in the Little Theater

#### 4.0 ADJOURN

7:00 P.M.