

Parkview School District

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

BOARD OF EDUCATION EMPLOYEE HANDBOOK COMMITTEE MEETING THURSDAY, FEBRUARY 9, 2012 PARKVIEW JR/SR HIGH SCHOOL – Little Theater

Minutes

Committee Members Present: Ed Bell, Elizabeth Brockwell, Troy Knudson,

Others Present: Steve Lutzke, Elicia Cormican, Wendy Cramer, Cindy Roth

1. MEETING CALLED TO ORDER

5:00 P.M.

2. DEVELOP A DRAFT EMPLOYEE HANDBOOK

The following revisions were reviewed and accepted:

- I. Page 29- Release from Contract was removed because liquidated damages is a contract issue. The issue of liquidated damages will be added to each individual teacher contract.
- II. Page 29-30-Layoff-A sentence was added to clarify that we will comply with state law regarding teacher and administrator layoff (i.e. non-renewal law). Applicable state laws will be followed as they relate to reducing teacher or administrator positions.
- III. Page 41-Salary Advancement consistent with P.I. 34- A teacher can get a 10 year license if they become a master educator. Allowing the PDP for a master educator to be counted in year 1 and 6 over the 10 year period would be consistent with the teachers that have to renew the PDP every 5 years. A PDP that results in a Master Educator (10 year) license can be used at year one and year six of the licensure for advancement on the salary schedule.
- IV. Page 44-Premium Contributions-I added language to explain which employees would be eligible for health and dental insurance. Certified employees, current hourly employees that receive benefits and hourly employees that are hired to work 40 hours per week are eligible for the following health and dental benefits.

- V. Page 47-Alternative-Benefit Plan-An alternative benefit of \$500.00 was added for an employee that waives dental insurance. \$500 is about 1/3 of the cost of the premium for a family plan. The \$6,000 that we provide to an employee that waives health insurance is also close to 1/3 of the premium cost for a family plan.
- VI. Page 27-Outside Employment-The following sentence was revised as follows:
“Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with the assigned school duties or reflect negatively on the district as determined by the District.
- VII. Page 37-Military Leave- In the first sentence, the words “without pay” were removed
- VIII. Page 38-Unpaid Leave- The sentence “A “once in a life time” situation is not a sale on vacations to the Bahamas, a spouse’s vacation not coinciding with your vacation, etc.” was removed from the document.
- IX. Page 42-Salary Adjustment- Bullet #3 was changed to say “If the above deadlines are not met, the teacher will miss the salary adjustment for the semester or year.”

3. Set Date and Time for Next Meeting

A date/time was not set for a future meeting

4. Adjourn - 6:05 P. M.