

# 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 MONDAY, FEBRUARY 27, 2012 Orfordville Elementary School-LMC

### Minutes

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

**Others Present:** Steve Lutzke, Elicia Cormican, Jeff Lund

1. MEETING CALLED TO ORDER

5:02 P.M.

2. DEVELOP A DRAFT EMPLOYEE HANDBOOK

- I. The committee reviewed the employee handbook revisions provided by the District's legal counsel and incorporated all of the revisions into the draft.
- II. Steve Lutzke shared that the revisions will be incorporated and the handbook will be sent to the employees for review by Monday, March 5.
- III. The committee discussed a time frame for allowing the employees to review the handbook and a process for providing suggestions to the committee. The committee determined that each employee union should submit one list of suggestions by April 10 to the district administrator. The list should incorporate all the suggestions from their group. A form will be provided with the draft handbook to use to record suggestions. The handbook committee has scheduled a meeting for April 16 at 5:00 in the Little Theater to begin considering the suggestions. The committee would like 2-3 representatives from each union to be present at the April 16 meeting to provide clarification if needed.

3. Set Date and Time for Next Meeting

April 16, 5:00, Little Theater

4. Adjourn

6:25 P. M.