

MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

Teacher Employee Handbook Meeting Middleton High School – Upper LMC 2100 Bristol Street, Middleton, WI 53562

Committee Meeting Minutes Tuesday, August 19, 2014

The meeting began at 8:38 a.m.

Present: Don Johnson, Tricia Rodey, Stephanie Spence, Jerry Nicholson, Sue Malliet, Jessie Moore, JoEllen Pauls, Brenda Weiss (left after lunch), Jerry Moen, Sarah Pflasterer, Tabatha Gundrum, Pete Kechele (arrived after lunch), and Board Representatives Ellen Lindgren, Paul Kinne, and Diane Hornung

Not Present: Kari Weiss, Kellie Collins, and Board Members Bob Green and Annette Ashley

1. Approval of Minutes from August 14, 2014 Committee Meeting

MOVED by Paul Kinne **SECONDED** by Diane Hornung to approve the minutes of August 14, 2014.
Motion carried unanimously, 12-0.

The committee agreed that they need to work on a statement for the beginning of the handbook which discusses the collaboration, timeline, and how changes are handled by the administration, the board, and the committee. Don reviewed a possible timeline for the process each year.

In the near future, the board and administration will begin work on the salary schedule and VER for the employees.

The committee started work on the table labeling items as consensus, need more info or hold, and no consensus. The committee also marked items as critical or that they can be rescheduled for a later date. **(Exhibit A)**

2. Review of Revised Items from Previous Meetings

The committee shifted from the review of the language to discuss the special education language presented last night. Jerry reviewed some background behind the changes that are proposed. This led to review and agreement process for these items in the handbook.

3. Review and Discussion of New Items

Charter School – This information is spelled out in the Statutes. CSCS and eSchool will follow the same provisions. The committee asked to spell out language for charter school employees. Everything with statutory language will be added in with the Title and the Statute number.

Certification and Qualifications – This language is the same but the association language was removed.

Health Examination – This language will be removed but will list the information with the State Statute.

Contract Year – Administration did not change the language but just the format of the information. Also, the superintendent with the board will change the calendar, if need be, due to weather issues.

Professional Development – The committee removed CRT and MEA specific language. Tabatha asked for suggestion on language. List expectations:

- five days for regular teachers and eight days for new teachers
- collaboratively planned
- generally but not specifically focused on district or school goals
- differentiated when possible and practical to meet needs of different teachers

Traveling Teachers – Removed the language to be more responsive to travel time.

Administration/principal will work with the teacher and their schedule to figure out a practical plan. This will be collaboratively decided between administration/principal and teacher.

Statements of Credits and Placement – This language is not accurate anymore and updated with Employee Access in Skyward.

Professional Advancement Requirements – The language is essentially the same with one change to remove language on MCPASD professional development credit.

Deficiencies – The language is the same other than a change in the written notice date which aligns with State Statute.

Part Time Employment Credit – The language is not required any longer.

Worker's Compensation – Nothing has changed with the Worker's Compensation program. Tabatha copied the language from the support staff handbook for the proposed language.

Catastrophic Sick Leave Bank – Administration modified the language to remove MEA references. Legal counsel verified that the donating employee does not have to pay tax on the donated days but the employee receiving it must pay tax on the donated days.

Extended Leave of Absence – The committee removed the professional and sabbatical leave language and replaced with a simpler language. The committee requested to add language about the conditions of return.

Breach of Contract – No changes to the language and this will be brought back to the committee at a later time for more discussion and review.

Layoff and Recall – The committee removed the language because the Statute does not provide for an option of layoff. Non-renewal and resignation would be the only options for reductions in this process. The committee will review this in the future.

The committee recessed for lunch from 11:15 a.m. to 1:15 p.m.

Several qualifying questions were asked by the committee before the meeting ended.

The meeting ended at 5:07 p.m.

Cheryl Janssen, Board Secretary