

MIDDLETON-CROSS PLAINS AREA SCHOOL DISTRICT

**Teacher Employee Handbook Meeting
District Administrative Center
7106 South Avenue, Middleton, WI 53562**

**Committee Meeting Minutes
Thursday, August 7, 2014**

The meeting began at 5:25 p.m.

Present: Brenda Weis, Sarah Pflasterer, Jerry Moen, Tricia Rodey, Tabatha Gundrum, Don Johnson, Kari Weiss, George Mavroulis, Kellie Collins, Jessie Moore, Sue Malliet, and Board Representatives Annette Ashley, Bob Green, and Paul Kinne

Not Present: Joellen Pauls

1. Review of Revised Items from Previous Meeting

The committee reviewed the list from last night's meeting where there was consensus on the wording changes. Several members asked about the use of email and the application of the salary schedule. There was some discussion centered around both these items. Don will check with legal counsel about use of email and bring that back to the group. Don explained some of the thoughts and processes behind the salary application. Several members of the committee were concerned about this being equitable and the committee discussed several scenarios. Temporary contract clarifications were also discussed.

The filling of vacancies was an item that was brought back from the August 6 meeting. Administration had conversations with principals today regarding this topic. Don and Tabatha highlighted some of the concerns from the committee and stated that the principals were fine with giving interviews to all current staff and feedback on the outcome. Both sides shared their thoughts and concerns. Administration will develop language to clarify this further and will discuss this again at an upcoming meeting.

Link: https://www.youtube.com/watch?feature=player_detailpage&v=DN6XBWGx_pM#t=35

2. Review and Discussion of New Items

The committee moved on to the discussion of new items. Below are the sections that were discussed:

- 5.10 Personnel Files
- 5.13 Parent Teacher Conferences
- 5.15 Homework Help
- 6.5 Additional Class
- 6.11 Sub Teacher Assignments

- 6.12 Compensation Time
- 6.20 Department of Workforce Development/OSHA Environmental Training
- 8.3 FMLA
- 8.4 Pregnancy Leave
- 8.5 Child Rearing Leave
- 8.6 Unpaid Medical Leave
- 8.7 Insurance During Unpaid Leave
- 9.4 Salary Payments
- 5.6 Teaching Load

Link: https://www.youtube.com/watch?feature=player_detailpage&v=DN6XBGx_pM#t=6899

The above items involved little or no changes. Item 6.22 Classroom Moving was discussed due to the change in the stipend. The committee asked that administration check with other districts to see what their stipends are. Tabatha will gather that information and bring that back to the committee.

Link: https://www.youtube.com/watch?feature=player_detailpage&v=DN6XBGx_pM#t=8355

Item 7.2 Insurance involved several suggested changes. There have been some major changes to insurance due to the Affordable Care Act. The district is increasing eligibility for insurance to 30 hours from 20 hours. The rest of the changes are removals of the contract language or old documents/titles, and several other minor changes. The TSA information was rewritten to clarify that section better but no changes have been made to the program.

Link: https://www.youtube.com/watch?feature=player_detailpage&v=DN6XBGx_pM#t=8567

Several of the appendix items were discussed. The reassignment and transfer information was struck through and the committee will work to recreate this item when it is clarified. Dental coverage was the other appendix item. This item will be removed because all the information is available in the dental plan document that the district provides and does not need to be repeated in the handbook.

Link: https://www.youtube.com/watch?feature=player_detailpage&v=DN6XBGx_pM#t=9477

The Normal Work Day and Teaching Hours sections were discussed. The times were revised due to the change in our schedules. Administration shared the wording changes for staff meeting requirements. The parent teacher conference language in this section is also different. The district would like to make it equitable across all levels.

Link: https://www.youtube.com/watch?feature=player_detailpage&v=DN6XBGx_pM#t=9612

The only item that was not discussed on the list was the side letter for the MHS Advisory program. This will be discussed at the next meeting.

The meeting ended at 8:21 p.m., Cheryl Janssen, Board Secretary