

**POLICY AND PERSONNEL COMMITTEE  
SCHOOL DISTRICT OF BELOIT  
May 10, 2016**

**1. CALL TO ORDER**

The Policy and Personnel Committee was called to order by Nora Gard, Chair at 5:10 p.m. at Fruzen Intermediate School, Room C129.

Members present: Lisa Anderson-Levy, Pam Charles and Nora Gard. Member absent: Others present: Dennis Baskin, Shelly Cronin, Kris Klobucar, Shannon Scharmer, Anthony Bonds, Janelle Marotz, Emily Pelz, Pam Wiese, Darrell Williams and Tom Johnson.

**2. APPROVAL OF THE AGENDA**

Charles moved approval of the agenda. Seconded by Anderson-Levy. Motion carried.

**3. APPOINTMENT OF VICE CHAIR**

Gard appointed Charles as Vice Chair.

**4. COMMITTEE APPOINTMENTS**

Gard appointed Pam Wiese, Interim Human Resources Assistant Superintendent as the Labor Liaison and Pam Charles as the Legislative person.

**5. APPROVAL OF APRIL COMMITTEE MINUTES**

Anderson-Levy moved approval of the April 12 and April 26, 2016 committee minutes. Seconded by Gard. Motion carried.

**6. OVERVIEW OF POLICY & PERSONNEL COMMITTEE RESPONSIBILITIES**

Gard went over the Master Policy Log, Organizational Chart, Policies relating to Policy/Personnel Committee duties, the Employee Handbook and building staffing.

**7. POLICIES FOR FIRST READING**

Dr. Wiese, Interim Assistant Superintendent for Human Recourses, presented the revisions for the Official Board Representatives Policy 143. She stated that the policy is being updated to reflect the most current board representative positions on committee in the community and district.

Charles moved to recommend the revisions and layover of Policy 143 Official Board Representatives to the full Board of Education for first reading with additional changes. Seconded by Anderson-Levy. Motion carried.

Dr. Wiese, Interim Assistant Superintendent for Human Resources, presented revisions for Board Member Compensation and Expense Policy 164. She stated this policy is being updated to reflect current practice and procedures.

Members discussed whether the expenses should include conference costs, if the amount should be capped or not, persons who work second shift and need to miss work in order to attend board meetings, that members are actually already receiving the \$120 expense reimbursement and the policy just hadn't been updated yet.

Charles moved to recommend the revisions and layover of Policy 164 Board Member Compensation and Expense to the full Board of Education as she presented it with Anderson-Levy's revisions (not the one in the packet) for first reading. Seconded by Anderson-Levy. Motion carried.

Gard, Committee Chair, presented Policy 171 Regular Board Meetings along with Charles. Charles moved to recommend the revisions and layover of Policy 171 Regular Board Meetings to the full Board of Education for first reading. Seconded by Anderson-Levy. Motion carried.

Gard, Committee Chair, presented Policy 172 Special Board Meetings. Charles updated the policy with suggested revisions.

Anderson-Levy had concerns with the calling of meetings and possible abuse, the intention behind the revisions and holding too many meetings and running the administration ragged. Charles felt that it was taken straight from the state statute. She also stated that the attorney at WASB did indicate that it would be best not to tape closed sessions due to creating a record.

Charles moved to recommend the revisions and layover of Policy 172 Special Board Meetings to the full Board of Education for first reading. Due to lack of a second, the motion died.

Anderson-Levy moved to table the policy for review of the State Statute and to gather further information. Seconded by Gard. Motion carried.

## **8. POLICIES FOR DISCUSSION**

Gard is bringing forward Policy 225 Superintendent Evaluation and Policy 225 RULE 1 Superintendent Evaluation Procedures for discussion at the committee meeting. She indicated that this review is so that members can review the policies to better be able to set goals for Dr. Johnson for the coming year, however will bring it forward again at a later date due to time constraints.

## **9. JOB DESCRIPTIONS**

Dr. Wiese, Interim Superintendent of Human Resources brought forward the job description of Director of Facility Services with proposed changes from board members' review. She indicated that it's been difficult to find other district comparables due to changes in the job title, description, duties, etc. Marotz explained the history of the changes in the director position from when she first started in the district. Baskin expressed concern with adding a position that is not currently budgeted for and asked where the funds would be coming from when other staff are being asked to give more out of their pockets. Scharmer and Charles shared similar

concerns while understanding the need for the position should the district not be able to fill the Business Manager position with someone who can fulfill these duties as well.

Charles moved to table the job description for the Coordinator of Facility Services. Seconded by Anderson-Levy. Motion carried.

#### **10. PERSONNEL RECOMMENDATIONS**

Dr. Wiese reviewed the revised personnel recommendations for consideration. Members asked questions regarding the counselor position and retirement of an individual.

Charles moved to recommend to the full Board of Education approval of the revised Personnel Actions, Exhibit A with removal of the retirement of the principal. Seconded by Anderson-Levy. Motion carried.

#### **11. LABOR LIAISON UPDATES**

No update was given.

#### **12. LEGISLATIVE UPDATE**

No update was given.

#### **13. FUTURE ITEMS FOR DISCUSSION**

No new items were requested.

#### **14. ADJOURNMENT**

The meeting adjourned at 6:36 p.m.