

**POLICY AND PERSONNEL COMMITTEE
SCHOOL DISTRICT OF BELOIT**

June 14, 2016

1. CALL TO ORDER

The Policy and Personnel Committee was called to order by Nora Gard, Chair at 5:51 p.m. at the Kolak Education Center, Room 106, Superintendent's Conference Room.

Members present: Lisa Anderson-Levy, Pam Charles and Nora Gard. Others present: Dennis Baskin, Shelly Cronin, Kris Klobucar, Shannon Scharmer, Anthony Bonds, Jamie Merath, 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. APPROVAL OF MAY COMMITTEE MINUTES

Anderson-Levy moved approval of the May 10 and May 24, 2016 committee minutes with corrections to the May 10 minutes. Seconded by Charles. Motion carried.

4. POLICIES FOR FIRST READING

Emily Pelz, Executive Director of Student Services, along with Bob Pickett, Youth Development Coordinator presented the revisions for the Alcohol and other Controlled Substance policy rule. Pelz explained that the policy was made more streamlined, made to be less strict with more flexibility. Scharmer discussed items learned about in a recent training that are used for "getting high" such as nutmeg and morning glory seeds and did not see a definition covering these types of items. She asked where in the policy recent district employees who have been trained would fall. The trainer also stated that persons with multiple packages of drugs who would be considered a dealer which should be specifically laid out in policy. She suggested Dr. Pickett may want to review the policy revisions and add training suggestions since he was at the same training recently. Charles asked for clarification on the change from "Shall" to "May" and Pelz explained that it is to allow flexibility and to take into account the age of the student and the intent behind the act. Scharmer stated staff members are concerned about changes with the grant ending next year.

Anderson-Levy moved to recommend the revisions and layover of Policy 443.4 RULE 1 Alcohol and/or Other Controlled Substance Enforcement Regulations to the full Board of Education for first reading with suggested revisions. Seconded by Charles. Motion carried.

Dr. Williams, Assistant Superintendent for Administration, Operations and Equity, presented revisions for visitors in the schools policy and rule. Members asked about parents or guardians for visiting the classroom, as well as informing principal and teacher prior to the visit.

Charles moved to recommend the revisions and layover of Policy 860 Visitors in the Schools and 860 RULE 1 Guidelines for School Visitors to the full Board of Education for first reading with additional revisions. Seconded by Anderson-Levy. Motion carried.

5. POLICIES FOR SECOND READING

Charles moved to recommend the revisions of Policy 143 Official Board Representatives to the full Board of Education for second reading. Seconded by Anderson-Levy. Motion carried.

Charles indicated that she contacted WASB for sample policies on board member compensation and expenses. Her recommendation would be to remove the expenses portion all together and

make the compensation the entire amount of \$475.00 per month. Jamie Merath clarified that the expenses are taxable in lieu of requiring proof of mileage each month. Anderson-Levy indicated that it is okay to have a policy that is different from other districts.

After further discussion, Anderson-Levy moved to recommend the revisions of Policy 164 Board Member Compensation and Expenses to the full Board of Education for second reading. Seconded by Charles. Motion carried. Charles indicated that since it is a decrease it should be effective immediately.

Anderson-Levy moved to recommend the revisions of Policy 171 Regular Board Meetings to the full Board of Education for second reading. Seconded by Charles. Motion carried.

6. 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.

Members discussed how to evaluate the superintendent. Johnson indicated that the WASB workshop on Thursday will address evaluation and suggested holding off until after the workshop. Baskin requested copies of the old strategic plan and administrative goals and stated it is not fair to set goals for Dr. Johnson until then. Scharmer and Anderson-Levy also agreed with Baskin and Johnson to wait for the workshop. Baskin also stated that budget reductions should be tied out to the strategic plan and board goals as well. Gard stated that the reason she has put it on the agenda is due to the conversation in April when the evaluation was being done this year.

7. RESOLUTION AUTHORIZING BOARD HEARING OFFICER/BOARD EXPULSION OFFICER TO DETERMINE PUPIL EXPULSION FOR 2016-2017 SCHOOL YEAR

This resolution complies with Wisconsin State Statute 120.13(1)(e), 1-4 and is effective only in the school year for which it is adopted.

Baskin indicated that he would like to hear more about the expulsion panel versus the current process. Klobucar asked about a place to have a parent sign off that they did not want to attend the hearing. Pelz indicated that the district can make a good faith attempt to have parent/guardian present at the hearing. Klobucar asked if an advocate could be present to represent the child if a parent is unavailable and if that might be a better option. Charles indicated that she did not want a sign off option as it may make the parent feel it's not important. Scharmer asked for clarification about the allocated funds as well as bids and ensuring that policy was followed. Members discussed the process versus the vendor versus bidding. Scharmer suggested waiving the policy requiring bids.

Charles moved to waive Policy 672.1 Purchasing/Bidding Requirements. Seconded by Anderson-Levy. Motion Carried.

Charles moved approval of the Resolution Authorizing the Board Hearing Officer/Board Expulsion Officer to determine pupil expulsion under Wisconsin State Statute 120.13(1)(e) 1-4 effective July 1, 2016 to June 30, 2017. Seconded by Anderson-Levy. Motion carried on a roll call vote 3-0.

8. COMMUNITY RELATIONS AND PUBLIC INFORMATION COORDINATOR JOB DESCRIPTION

Dr.'s Johnson and Wiese explained the job description for the community relations and public information coordinator job description and additional duties assigned to this position. Charles indicated that she would like to see more of the administration communicating with the public.

Anderson-Levy indicated that with the size of the district that is why a person is hired to create the relationship with the public. Cronin asked about salary and if comparable salaries to other districts was sought. Johnson indicated that many other districts are paying \$70,000, \$93,000, etc. Klobucar stressed the importance of the position in terms of marketing the district and changing the culture of the district. Baskin indicated that he is in support of the position and salary with the extra qualifications of grant writing, written and verbal fluency in Spanish. Charles stated that the desirable qualifications should then be required qualifications for the salary. Baskin stated that the benefit of the doubt should be given to the Superintendent. Scharmer stated that the nit picking needs to stop and that the board is its own worst enemy. Gard stated that many of the items being asked of this person could be full time jobs on their own such as the grant writing and the alumni position.

Anderson-Levy moved to recommend the approval of the Community Relations and Public Information Coordinator Job Description to the full Board of Education. Seconded by Gard. Motion carried.

9. COORDINATOR OF FACILITY SERVICES JOB DESCRIPTION

Dr.'s Johnson and Wiese explained the need for a Coordinator of Facility Services with the recommendation of an Executive Director of Business Services and how those duties will differ with the new hire from the previous employee who was able to fill many roles.

Charles moved to recommend approval of the Coordinator of Facility Services Job Description to the full Board of Education. Seconded by Anderson-Levy. Baskin stated that this position fits with the caring of the assets from the referendum. Gard asked clarifying questions. Motion carried.

10. PERSONNEL RECOMMENDATIONS

Dr. Wiese reviewed the revised personnel recommendations for consideration, as well as resumes for administrative positions. Members asked questions regarding licensure and degree for the business candidate. Baskin asked many questions regarding salary and comparable salaries for other districts. Scharmer asked about the director position in curriculum and how that may be filled.

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

11. LABOR LIAISON UPDATES

Charles moved to table. Seconded by Anderson-Levy. Motion carried.

12. LEGISLATIVE UPDATE

Charles moved to table. Seconded by Anderson-Levy. Motion carried.

13. FUTURE ITEMS FOR DISCUSSION

Holiday policy.

14. ADJOURNMENT

The meeting adjourned at 7:47 p.m.