SCHOOL DISTRICT OF HOLMEN
Personnel and Governance Committee
Wednesday, March 11, 2015 7:00 p.m.
District Office Board Meeting Room

MEETING NOTES

01. **Call to Order** – Meeting was called to order by Cheryl Hancock at 7:00 pm.

02. **Roll Call and Notice of Quorum** – Present: Cheryl Hancock, Anita Jagodzinski, Lisa Kosin, Joni Wittwer, Jay Clark, Dale Carlson, Melissa Kaatz
Guest: Alex Aakre

03. **Approval of Agenda**
Approved by consensus

04. **Public Participation** – None

05. **Approval of Meeting Notes** of 2-11-15
Approved by consensus

06. **Health Insurance Update**

- Jay Clark shared presentation made to School Board on March 9, 2015 focusing on the most recent claims information for the year including comparison between the two plans currently in place.
- Potential changes consistent with the multi-year direction the District has been moving to were shared including the introduction of a Plan 2B that would include an increase in both deductible and out-of-pocket expenses coupled with an increase in the HRA reimbursement as part of the wellness incentive.

07. **Teacher Compensation Model Examination Update**

- Dale Carlson shared update from March 4 Committee meeting. Committee reported out on examination of five models currently in place by applying a checklist crafted by the committee
- The committee will be revising the checklist and applying to future model reviews

08. **Board Policy / Administrative Rule Consideration/Review**

- BP 441.2 Student Representation of the Holmen Board of Education (Board Review 2-23-15)
  - Student on Board Representative Alex Aakre was present to share his thoughts on possible changes to BP 441.2. Concerns expressed included a definition of "ex-officio" and the ability of the student representative to second a motion. Alex also shared information about the Principal's Advisory Council.
  - Discussion by the committee included making the current policy more clear regarding responsibilities of the student representative and also parameters placed on the student when it comes to functions as part of the Board of Education.
  - There will be further follow-up with Principal Bob Baer and potential recommendations for changes in the policy will be brought back to the committee.

- AR 377.1 State Tournament / Clinic Attendance (Board Review 12-10-12) – Dale Carlson presented a recommended revision to the current administrative rule.

Recommendation included striking currently language where the High School would be closed if 51% of the student body were to attend a state tournament competition during the school day. By closing school for a day or part of a day, instructional minutes missed would not be able to be counted toward the state's requirement of minimum number of instructional minutes. Concerns continued to be expressed about effectiveness of instruction if majority of students were absent. Alternative activities would likely be planned.

- Also associated with AR 377.1 is state tournament/clinic attendance by coaches and advisors. Dale reported on costs related to sending coaches/advisors to tournaments and/or clinics. Administration's recommendation is for no changes to this part of the administrative rule.
- Dale will visit further with the High School administration regarding closing of school during tournament competition and report back at future committee meeting.

09. Data Request Form

- Cheryl Hancock reviewed with the committee the Board approved data request form to be used at the committee level.

10. Employee Handbook Language Examination

- Part 1,2,3,4: Post-Employment Benefits – Consensus of committee to advance to School Board for consideration as presented by administration.
- Part 3, Section 4: Employee Resignation – Consensus of committee to advance to School Board for consideration as presented by administration.

11. District Administrator Search – Cheryl Hancock updated committee on process. Tentative interview dates of April 8 and 9 were shared. Committee members are invited to attend the planned community session as part of the interview process. Committee members were also invited to forward to Cheryl questions.

12. Next Agenda: April ~~8~~ 22, 2015 at 7:00 pm – Cheryl will work with Dale to plan agenda.

01. **CALL TO ORDER** by Committee Chair Cheryl Hancock at 7:00 p.m.
02. **ROLL CALL**
    __ Cheryl Hancock, __ Anita Jagodzinski, ___ Kari Treadway, ___ Lisa Kosin, ___ Joni Wittwer, __ Dale Carlson, __ Jay Clark, ___ Melissa Kaatz
03. **APPROVAL OF AGENDA**
04. **PUBLIC PARTICIPATION**
    Is there anyone who wishes to address the Committee relative to an agenda item at this time? We ask that a five-minute time limit per person be followed. Please state your name, address, and topic to be addressed.
05. **APPROVAL OF MINUTES 3-11-15**
06. **HEALTH INSURANCE UPDATE**
07. **TEACHER COMPENSATION MODEL EXAMINATION UPDATE**
08. **DATA REQUEST FORM**
09. **POLICY CONSIDERATIONS**
    a. BP 441.2 Student Representation of the Holmen board of Education (Board Review 2-23-15)
    b. AR 377.1 State Tournament / Clinic Attendance (Board Review 12-10-12)
    c. AR 174(a) Administrative Organization Plan (Board Review 9-22-14)
    ~~d. BP 710 Emergency Nursing Services (Board Review 11-25-13)~~
    e. Hiring Process
    f. AR 815 Volunteer (Board Review 3-25-13)
    g. BP 153 Board Evaluation & Assessment (Board Review _____)
10. **EMPLOYEE HANDBOOK LANGUAGE EXAMINATION**
    a. Part 1, Section 9 - Paid Leave
    ~~b. Part 1, Section 3 – CPR / First Aid / AED~~
11. **DISTRICT ADMINISTRATOR SEARCH UPDATE**
12. **NEXT AGENDA : May 13, 2015, 2015**
13. **ADJOURNMENT** Personnel & Governance Committee meeting of April ~~8~~ 22, 2015 adjourns at _____ p.m

13. Adjournment -- Personnel & Governance Committee meeting of March 11, 2015, adjourned at 8:41 pm.

Vision: Educating every student to achieve global success.

Committee Purpose: Provide guidance and direction on negotiations for school personnel, Employee Handbook development and revisions, contracted services, and any other personnel or governance related ideas, policies and proposals to improve the effectiveness and efficiency of the school District. Conduct regular review of policies in the areas of personnel and general governance of School District operations.