

Manitowoc Public School District
Manitowoc, Wisconsin

Board of Education Personnel Committee Meeting Minutes
December 29, 2014

The Manitowoc Public School District Personnel Committee met on Monday, December 29, 2014 at 2:45 p.m. Committee members Dave Nickels, Dave Longmeyer, Keith Shaw and Barb Herrmann were present. Also present was Linda Gratz, Board President. Superintendent Marcia Flaherty, Business Director Ken Mischler and Human Resources Director Andrea Holschbach were present for Administration.

The meeting was called to order at 2:45 p.m.

1. Discussion Regarding Plan Design Change Process and DMIC's Role

Andrea shared with the committee the direction that was given to Administration in February and March of 2014.

Excerpt from the February 19, 2014 Personnel Committee meeting minutes:

The first agenda item was to discuss a referral made to the Policy and Personnel Committee regarding spouses taking the Health Risk Assessment (HRA). Discussion was held regarding whether health plan changes should continue to be made by the District Medical Insurance Committee or if all changes need prior approval from the Board. The Committee members determined the Board should be made aware of DMIC decisions by receiving printed copies of the DMIC minutes following each meeting as part of the board packet. Large impact items, with significant costs attached would continue to be brought to the Board for approval. The committee members were comfortable with continuing with the current process of the DMIC discussing plan design changes because ultimately the Board can make a different decision if it is something the Board did not support. The rest of the meeting was discussion on policy updates.

Excerpt from the Personnel committee report at the March 11, 2014 School Board meeting:

“Dave Nickels, chairperson of the Policy/Personnel Committee, reported on the February 19, 2014, meeting. Committee members clarified that health plan changes would continue to be made by the District Medical Insurance Committee, with the Board receiving copies of DMIC minutes. Large impact items with significant costs attached will continue to be brought to the Board for approval. The remainder of the meeting was spent discussing policies.”

Linda Gratz discussed that the Board is responsible for financials and policy and she felt that insurance things such as % premium contribution, HRA's and who is required to participate, what doctors people can go to, co-pays, etc. are all things that the Board should be involved in deciding. She explained that she is hearing from people in the community and being asked about the role the Board has and if they are involved with these types of changes.

Dave Longmeyer thought there should be more definition around “large impact” and “significant cost” because both these things could be open to interpretation.

Ken Mischler explained the history and the purpose of DMIC. The committee felt that the DMIC was a good way to get staff input and buy-in. The committee felt that disbanding the DMIC would not be in the best interest of the District.

It was decided that potential changes to the insurance plans will continue to be discussed at DMIC meetings. Ken will present updates and proposed plan changes to the Personnel Committee. Recommended changes will then be forwarded from the Personnel Committee to the Board for action.

2. Policy Updates

1422/3122/4122 Nondiscrimination and Equal Employment Opportunity – there are protected classifications (transgender, sexual orientation, change of sex or gender identity) that are not specifically identified in statutory language, but the enforcing agencies interpret them as byproducts of statutory protected classifications. NEOLA feels failure to include them in the policy could lead to adverse investigatory results. Complaint procedure added to policy per US Dept. of Education suggestion.

1623/3123/4123 Section 504/ADA Prohibition against Disability Discrimination in Employment – complaint procedure added to policy.

1662/3362/4362 Employment Anti-Harassment - there are protected classifications (transgender, sexual orientation, change of sex or gender identity) that are not specifically identified in statutory language, but the enforcing agencies interpret them as byproducts of statutory protected classifications. NEOLA feels failure to include them in the policy could lead to adverse investigatory results. Complaint procedure added to policy per US Dept. of Education suggestion.

2260 Nondiscrimination and Access to Equal Educational Opportunity - complaint procedure added to policy.

2260.01 Section 504/ADA Prohibition against Discrimination Based on Disability - complaint procedure added to policy.

3120/4120 Employment of Professional Staff/ Employment of Support Staff – has been revised to identify specific employment classifications. NEOLA is suggesting not listing our specific job titles so the policy does not need to be changed each time there is a job title change. There is also a clarification of conflict of interest. There was a mistake on the draft. The second paragraph should read “All employees other than the District Administrator or Support Staff Member (Policy 0100-Definitions) are considered Professional Employees.” The Committee also recommended deleting the change on the bottom of page 2 that referenced the requirement that all K-6 teachers have to be certified to teach phonics. This is a state requirement and will be handled at the program completion level.

3236/4236 Receipt of Legal Documents by District Employees – these are being deleted in the employee sections and being renumbered to 8325.

3340 Grievance Procedure – eliminating reference to collective bargaining agreement. It is also being revised in reaction to two court cases in the state regarding the definition of termination. Termination

does not include position elimination due to a reduction in force but it does include non-renewal if for misconduct or performance reasons. The Committee recommended adding Immediate Supervisor to A. on the top of page 2 so it would read Immediate Supervisor/Principal.

5320 Immunization – more details provided to reflect the immunization program requirements in state law.

5330 Administration of Medication/Emergency Care – exception made to the requirement that medications be kept in secured location for emergency medications.

5335 Care of Students with Chronic Health Conditions – seizure disorder added, also reference to the lists being non-exhaustive.

5517 Student Anti-Harassment - there are protected classifications (transgender, sexual orientation, change of sex or gender identity) that are not specifically identified in statutory language, but the enforcing agencies interpret them as byproducts of statutory protected classifications. NEOLA feels failure to include them in the policy could lead to adverse investigatory results. Complaint procedure added to policy per US Dept. of Education suggestion.

5517.01 Bullying – expand some definitions concerning bullying type activity that should be prohibited. There was discussion about why Guardian was removed from the policy when it had previous said Parent and/or guardians. It was researched after the meeting and the definition of Parent is “The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student.”

7540.01 Technology Privacy – reflects newly created statute section 995.55 which prohibits employers from requiring employees to provide passwords to personal social media or other similar internet accounts.

8210 School Calendar – reference to 180 days is being removed because 2013 WI Act 257 eliminated minimum student contact days.

8325 Receipt of Legal Documents by District Employees – renumbers from 3236/4236. Also NEOLA revised it to be more easily understood and followed.

There was a motion by Keith Shaw and seconded by Barbara Herrmann to bring all the policies discussed and listed above as first reads at the January 13, 2015 Board meeting.

3. Referendum Discussion

This committee meeting was originally scheduled for December 1st and at that time each committee was going to be discussing the referendum as well as any budget ideas. Since that time there has been quite a bit of discussion around this topic at Board meetings. Linda Gratz asked if there was any more information about the Benefits Survey. The deadline has been extended to January 9th due to low participation but we do have 2013 data and that was shared with the Finance Committee. Ken will make sure it is shared with the rest of the Board. There was nothing else added to the discussion.

There was a motion by Keith Shaw and seconded by Dave Longmeyer to adjourn the meeting.
The meeting was adjourned at 4:15 p.m.
The next Personnel Committee meeting will be February 4, 2015 at 4:00 p.m.