

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

Human Resources Committee Meeting  
Tuesday, January 31, 2012, 5:00 p.m.  
905 Bethel Circle  
Waunakee, WI 53597

MINUTES:

- I. **CALL TO ORDER** -*The meeting was called to order by committee chair, Ms. Hill-Breunig.*
- II. **ROLL CALL** -*Ms. Hill-Breunig, Ms. Ensign, and Mr. Epping were present. Ms. Beth, Mr. Guttenberg, and Mr. Summers were also present.*
- III. **APPROVE AGENDA** - *Motion by Ms. Ensign, seconded by Ms. Hill-Breunig to approve the agenda as amended, adding a closed session to discuss a pressing personnel matter. Motion carried (3-0).*
- IV. **ADJOURN TO CLOSED SESSION – PER WISCONSIN STATUTES 19.85 (1) (f)(g) TO DISCUSS A PERSONNEL INVESTIGATION INVOLVING A STAFF MEMBER AND RELATED ADVICE OF LEGAL COUNSEL** -*Motion by Ms. Ensign, seconded by Ms. Hill-Breunig to adjourn to closed session. Motion carried (3-0). Mr. Guttenberg made committee members aware of a current personnel matter. The committee supported Mr. Guttenberg's approach to resolving the matter.*
- V. **RETURN TO OPEN SESSION** - *Motion by Ms. Ensign, seconded by Mr. Epping to return to open session. Motion carried (3-0).*
- VI. **DISCUSS CONVERSION OF CONTRACTUAL AGREEMENTS TO HANDBOOKS**
  - A. **TEACHERS**
    1. **SALARY SCHEDULE / POINTS SYSTEM** -*Mr. Summers provided the committee with financial information that outlined the cost of potential salary and benefit increases. The committee is not in a position to be able to make any recommendations or decisions at this point, as the WERC has not provided any guidance as to whether the BOE will need to negotiate the distribution of the agreed upon salary increase (up to the CPI).*

*Ms. Beth would like to move ahead with employee handbooks, but will be unable to include salary information at this point in time. There was discussion about having the salary schedule as a stand-alone document.*
    2. **EVALUATION** -*The statewide teacher effectiveness committee continues to work on the evaluation that will eventually be used by all districts in the state. It will not be available for implementation next year, so the committee is comfortable incorporating the evaluation language that currently exists in the Educational Agreement into the handbook.*
    3. **REHIRING RETIRED STAFF MEMBERS** -*The committee recommends adding language to the handbook that stipulates that any employee hired after June 30, 2012 will not be eligible for district provided post- employment benefits if he or she is receiving an annuity from the WRS.*

4. **MEMO FROM TODD SHUCHA** –*In response to Mr. Shucha’s memo, the committee members will review existing BOE policies to see if the language in question is already covered.*

**B. CUSTODIAL / MAINTENANCE STAFF**

1. **SALARY SCHEDULE** - *Mr. Summers provided the committee with financial information that outlined the cost of potential salary and benefit increases. The committee is not in a position to be able to make any recommendations or decisions at this point, as the WERC has not provided any guidance as to whether the BOE will need to negotiate the distribution of the agreed upon salary increase (up to the CPI).*
2. **BEREAVEMENT LEAVE** – *The committee recommends making the handbook language regarding bereavement leave for the custodial/ maintenance staff consistent with other employee groups.*

**V. DISCUSS CHANGE IN PAY DATES** – *The committee was reminded about the change in pay dates that will take effect as a result of Act 10. Mr. Guttenberg will inform staff members about this change in an upcoming memo.*

**VI. DISCUSS HEALTH INSURANCE PLANS** –*Mr. Summers informed the committee that the District’s insurance consultant will be providing the District with information on options regarding the health insurance plans in the event that the BOE decides to move in that direction.*

**VII. DISCUSS CALENDAR** –*Mr. Guttenberg discussed the draft calendars for the 2012-12 and 2013-14 school years. The committee recommends moving the calendars to the full BOE for approval.*

**VIII. ADJOURN** –*Motion by Ms. Ensign, seconded by Mr. Epping to adjourn. Motion carried (3-0). The meeting adjourned at 6:05 p.m.*

<p>“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle, Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”</p>
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