

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION**
Human Resources Committee Meeting
Tuesday, July 26, 2011 10:00 a.m.
District Administrative Center
905 Bethel Circle
Waunakee, WI 53597

MINUTES

- I. CALL TO ORDER** –*The meeting was called to order by Ms. Hill-Breunig at 10:00 a.m.*
- II. ROLL CALL** –*Ms. Hill-Breunig, Ms. Ensign, and Mr. Epping were present. Mr. Guttenberg, Ms. Beth and Mr. Summers were also present.*
- III. APPROVE AGENDA** –*Ms. Ensign made a motion to approve the agenda. Mr. Epping seconded the motion. The motion carried (3-0).*
- IV. ADJOURN TO CLOSED SESSION – PER WISCONSIN STATUTES 19.85 (1) (E).**
Ms. Ensign made a motion to adjourn to closed session. Mr. Epping seconded the motion. The motion carried (3-0).
- A. DISCUSS LAYOFF PROCEDURES**
- 1. USE OF EVALUATIONS** –*Ms. Beth provided an update on the progress of the evaluation committee. Because there is a statewide committee working on an evaluation that will eventually be mandated for teachers and principals, the local committee work is “on hold” until October when more information will be available. Given the fact that a new evaluation will not be in place for this coming school year, and the existing evaluation is not feasible for use in making layoff decisions, administration and the HR Committee are comfortable using seniority as a basis for layoff decisions during the 2011-12 school year if necessary.*
 - 2. CONSIDERATION OF OTHER FACTORS** –*As we move forward beyond the 2011-12 school year, we need to decide and articulate what factors other than the new evaluation will be considered in layoff decisions if necessary. The HR Committee acknowledges that seniority will be one factor. The HR Committee and administration agree that a representative committee should work collaboratively and provide the BOE with a recommendation.*
 - 3. CLAIMS UNDER THE CONTRACT** –*As we move forward through the 2011-12 school year we need to make sure that actions taken in planning for the future do not create any claims under the current contract.*
- V. RETURN TO OPEN SESSION** –*Ms. Ensign made a motion to return to open session. Mr. Epping seconded the motion. The motion carried (3-0).*
- A. REVIEW PROVISIONS OF ACT 10** – *Ms. Beth reviewed the provisions of Act 10 as described below.*
- 1. GRIEVANCE PROCEDURE**- *Act 10 requires local governmental units, including school districts, to establish a civil service system or grievance procedure to address employee terminations, employee discipline, and workplace safety. This system or procedure must be in place by October 1, 2011. This requirement applies even to those employees who have collective bargaining agreements in place beyond June 30, 2011.*

The HR Committee reviewed a draft of a grievance procedure (attached) that was provided by attorney Kirk Strang, the District's legal counsel. A couple of changes were made and the HR Committee will request approval of the draft from the full BOE at the August regular meeting.

- 2. CERTIFICATION ELECTION** –*Act 10 also requires the Wisconsin Employment Relations Commission to conduct an annual election to certify that the representative of a collective bargaining unit continues to have majority support (at least 51% of the votes of the entire bargaining unit). Regardless of whether the collective bargaining agreement has expired or has been extended, the union certification vote must now occur on or before October 1, 2011.*
- 3. PROHIBITION OF BARGAINING** –*Act 10 prohibits bargaining over anything except wages. Wage increases for employees in a collective bargaining unit will be limited to the increase in the CPI.*

B. DISCUSS EMPLOMENT GUIDELINES / HANDBOOKS – *Ms. Beth and Mr. Guttenberg discussed the options listed below for use in creating employment guidelines / handbooks for the WTA and AFSCME, once the existing contractual agreements expire. The HR Committee and administration recommend option 4, starting with the existing contractual agreements, and revising them as appropriate to convert them into handbooks. The HR Committee will review the work along the way, and legal counsel will be consulted as necessary. The full BOE will approve the final drafts.*

- 1. WASB OPTION**
- 2. LAW FIRM OPTION**
- 3. USE POLICY**
- 4. CONVERT CONTRACTS**

C. COMMUNICATION TO STAFF –*As we navigate through all of the changes that have occurred with the passage of Act 10, we believe it is extremely important to keep all staff members informed. Mr. Guttenberg will be drafting a letter for approval of the full BOE. Ms. Hill Breunig made a motion that the letter include information about the evaluation committee, the layoff process, continuing post-employment benefits, the teacher salary schedule, and converting existing contracts to handbooks. The motion was seconded by Mr. Epping. The motion carried (3-0).*

VI. SET ADDITIONAL MEETING DATE(S) –*No additional meetings were set.*

VII. ADJOURN – *Mr. Epping made a motion to adjourn the meeting. Ms. Ensign seconded the motion. The motion carried (3-0). The meeting adjourned at 11:55 a.m.*

“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.”