

Mr. Rasmus called the Millville Area School District Policy Committee Meeting to order at 6:05 p.m.

Those present in the library were Joseph Rasmus, Whitney Holloway, Brynn Clark, Greg Hemsarth, Matthew Mills, and Chelsea Rosenberger

MASD POLICY 350 – TIME CLOCK PROCEDURES

- Mr. Rasmus began by explaining the need for this new policy with the introduction of Frontline: Time and Attendance as a means to track and record employee hours with fidelity.
- Mrs. Holloway explained that the current system for tracking employee hours is on the honor system whereby employees input their own time. Supervisors are responsible for signing off on employee time that they may or may not be able to corroborate because they are not necessarily available or in the building at the times when those employees arrive.
- Mr. Rasmus commented that in order to implement the Frontline system, the district needs to have a policy in place to substantiate and enforce this change in procedure.
 - Ms. Rosenberger added that this implementation would be happening soon and that she would be meeting with a small “test group” to start using the system to work out some issues and concerns before implementing with all employees.
 - Mr. Hemsarth commented that there may need to be consideration given for employees who have different rates of pay for different jobs they undertake in the district.
 - Mrs. Holloway answered that we do not have many employees where that would be the case. Employees who have different functions are generally under the same rate of pay. They simply change the “job type” they are doing for the time they are working.
- Mrs. Holloway then addressed the issue that this proposed policy did not deal with professional staff.
 - Mr. Hemsarth asked if that was necessary, as it would be based off stipends.
 - Mrs. Holloway answered that there are times when professional staff are working outside of contracted time on an hourly basis, and that would need to be recorded in Frontline.
 - Mr. Hemsarth asked if they would be required to use this daily as with the hourly staff.
 - Mrs. Holloway answered that the topic was broached in the Safety Committee as a concern so that we would be aware of who is in the buildings at any given time for cases of emergency.
- Mrs. Clark asked what happens if an employee has an issue where they have to punch in early or late for the day as the proposed policy states a grace period of 5 minutes.
 - Ms. Rosenberger answered that for the time being, there was no early or late warning in the system because we did not put in any information as to employee start times yet.
 - Mr. Rasmus answered that this language in the policy would be helpful if employees are trying to clock in before their scheduled start time.
- Mrs. Clark then asked about supervisor approval and how difficult it would be for the supervisors to keep track of the employees in their purview.
 - Ms. Rosenberger answered that this system will be more automatic than the previous system for both the supervisor and the employee.
- Mr. Hemsarth asked if it would be possible to use the FOB system to track this.
 - Mr. Rasmus answered that this was part of the previously purchased Frontline system, so it was not an additional cost to the district.
- Mrs. Holloway asked if the language could be changed to include extra hours for professional staff.
 - Ms. Rosenberger commented that the language could simply be encompassing all “salaried staff.”
 - The Committee discussed proposed language changes to include extra hours for professional staff and made the changes to the proposed policy per the discussion.
- Mrs. Holloway then brought up the discussion about lunch break time. Currently, hourly staff can remove their lunch break in their timesheet, at their own discretion. Under this new system, that would no longer be the case, and she wanted to clarify the language about this time.
- The Committee was amenable to this additional change of language.

MASD POLICY 815.1 – DISTRICT-ISSUED DEVICES: USE, RIGHTS, AND RESPONSIBILITIES

- Mr. Rasmus then introduced the Committee to this second new policy dealing with devices issued to students and expectations for their use, explaining that we have incurred great expense for district-issued devices with no ability to enforce anything in absence of this policy.
- Mr. Rasmus reviewed the language in the policy, including expectations, proper storage, appropriate supervision of the device, etc. He explained that we are looking into potential insurance or a fee that everyone pays to offset the costs in tandem with this policy.
- Mrs. Holloway explained the previous procedure with computer deposits and that the district has not been collecting them for a few years.
- Mr. Hemsarth asked if there could be language about keeping the device in the case as well as language about the replacement of accessories.
 - The Committee discussed language to clarify the accessories policy language and edited the proposed policy per the discussion. They also clarified language about the expectations of the parent and student when the district-issued is broken or misplaced as well as the plan to inform the school in an appropriate manner.
 - The Committee then discussed language defining “accessories” covered under this policy. Additionally, they wanted to add language clarifying the difference between accidental and intentional damages.
- Mrs. Holloway commented that we should have a public notice of repair cost, replacement parts, etc. on our website once this policy is approved. The Committee agreed that this should be posted.
- Mr. Rasmus asked if this could be placed on the agenda for the upcoming meeting. The Committee agreed to put it on the agenda for the Board’s approval.

ADJOURNMENT

Mr. Rasmus adjourned the meeting at 7:23 pm.

Chelsea Rosenberger
Assistant Board Secretary