

JOHNSON CREEK SCHOOL DISTRICT
Personnel Committee Meeting Minutes
Thursday, March 15, 2018
District Board Room
6:30 p.m.

Committee Chair Kellie Loeb called the meeting to Order.

Members present: Duane Draeger, Kellie Loeb, Mark Siewert, and President Rick Wensch

Also present: Superintendent Michael Garvey

Dr. Garvey verified that the meeting was posted pursuant to § 19.84(1) Wis. Statutes.

Motion by Wensch/Siewert to approve the agenda as posted. Motion carried.

Dr. Garvey led the Committee through a series of contract considerations.

Dr. Garvey shared that he has made minor changes to the administrative position descriptions and that Mrs. Blakeley has created a position description for a school social worker position. He will e-mail those to committee members and requested that committee members review the descriptions and respond back to him with questions and comments prior to seeking Committee approval.

Motion by Draeger/Siewert to recommend the following for Board approval:

1. Increase the base teacher pay to at least \$38,000 and increasing the rest of the schedule by 3% (\$1090).
2. Clarify the VIP points system in the salary and stipend guide to state that the \$1,000 VIP salary stipend is good for 3 years and add "write and receive a grant" into the VIP points chart, granting 1 point for each \$1,000 received.
3. Issue 2018-19 teaching contracts to the current fulltime teaching staff as listed.
4. Make changes to the administrative retirement language regarding the post employment 403b (TSA) stipends to match the formula used for the teachers who were hired after 1997, maintaining the current years of service and age requirements in the administrative contracts. These benefits would be offered to the administrative team.

Specifically:

Percentage of salary contributions to a post employment 403 (b) plan shall be calculated as follows:

- a. Multiply: (base salary of year of retirement) by 15%. This is the "**Annual Percentage of Salary Contribution**" amount.
 - b. Divide the "Annual Percentage of Salary Contribution" amount (determined under a.) by 12 to obtain the "**Monthly District Contribution amount**"
 - c. The District shall contribute the "Monthly District Contribution amount" for 48 months.
5. Set the 2018-19 pay for administrators, district office staff, and supervisors as follows:

| Pay 17-18 | Recommended |
|--------------------|------------------------------|
| NAME | 18-19 Contract |
| Blakeley, Kristine | \$106,090.00 |
| Fischer, Daniel | \$52,430.00 |
| Garvey, Michael | \$144,200.00 |
| Hayes, Chad | \$63,040.00 |
| Lemminger, Cassidy | \$45,000.00 |
| O'Connell, Neil | \$90,230.00 |
| Krohn, Lisa | \$98,365.00 |
| | |
| Moke | \$25/hour (remove longevity) |
| Stewart | \$36,000.00 |

6. Add a section to the Employee Handbook clearly stating the procedure to follow in order to request unpaid leave other than medical leave.
7. Set the 2018-19 substitute pay at \$115 for certified substitutes who sub for teachers and paraprofessionals.

Motion Carried.

The Committee set aside to the next meeting:

2018-19 support staff wages and letters of agreement
Handbook changes addressing support staff starting wage schedule
Issuance of 2018-19 extracurricular contracts and the extracurricular pay schedules

At the request of Personnel Committee Chair Loeb, Dr. Garvey shared the process of coaches' evaluations with the Committee. He explained the following process:

- Head Coaches evaluate their assistant coaches and turn those into the athletic director.
- The athletic director prepares the Head Coach evaluations.
- The Principal reviews all of the evaluations and makes adjustments where he sees fit.
- The Principal meets individually with the Head Coaches to present the evaluations.
- The head coaches meet with their assistants to go over their evaluations.

Motion by Wrench/Draeger to adjourn. Motion Carried.

Respectively submitted,

Michael P. Garvey, Ph.D.
Superintendent