

School District of Gibraltar Area
Fish Creek, Wisconsin
Special Meeting of Gibraltar Board of Education
Minutes of *Monday, May 20, 2013*
Community Room #266
4:00 p.m.

Call to Order

President Anderson called meeting to order at 4:01 p.m.

Roll Call

Present: Suzanne Brennan, Lynnea Hickey, Martha Luber Pelrine, Fred Anderson, Sally Pfeifer, Mark Weborg

Excused: Mike Peot

Also Present: Tina Van Meer, PK-5 Principal/Superintendent; N. Keehan, Administrative Asst./Board Secretary; 15 visitors

Discussion on Employee Handbook

Anderson, Brennan, and Luber Pelrine served on board committee that developed Employee Handbook and met last week to discuss revisions and amendments. Changes to Handbook include pieces that have changed in last year, inadvertent omissions, and portions of agreements with GEA and support staff unions. Intent is to turn committee's work over to school attorney to refine language and then present to school board for two readings as a policy update.

Board reviewed the following proposed revisions and amendments:

- Section II D *Director of Learning* was added as confidential employee.
- Section II F *Full-time* was added to Regular Employee.
- Section II G *Regular Part-time Employee* definition was added as language from support staff contract. Mike Scoville questioned what "regular" means.
- Legal reference of Section 118.13, Wis. Stats. was added on page 5. Board policy also needs to be updated with this reference.
- Section IV Grievance Procedure will become the grievance procedure for *all* employees on *July 1, 2013*.
- Section VI A *The board shall set the annual work calendar and The typical work day will be defined by your supervisor* were added.
- Section VI D was added giving all regular part-time and full-time school year employees 7 paid holidays.
- Sections VIII A and B were revised to carry existing health and dental insurance benefits for regular full-time calendar and school year employees and all regular part-time employees into Employee Handbook.
- Section X A Paid Time Off was revised.

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- Section XI Retirement Planning was revised describing health, dental, and life insurance benefits for teachers who retire with at least 10 years of service. For those teachers retiring with less than 10 years of service, board will make a non-elective contribution to district's 403(b) plan on teacher's behalf.

Middle School Spanish Teacher

Moved Pfeifer/Brennan to accept administrative recommendation and approve employment of Katie Rozas Fahrenkrug as Middle School Spanish Teacher for 2013-14. Aye – All. Opposed – None. Motion carried.

Second Reading 7.04(23)

Moved Brennan/Luber Pelrine to approve second reading of revised board policy 7.04(23) Job Description – Director of Learning with change of *Coordinator* to *Director*. Discussion: This position will provide reports to school board on a schedule to be determined. Aye – All. Opposed – None. Motion carried.

Second Reading 7.04(27)

Moved Pfeifer/Hickey to approve second reading of new board policy 7.04(27) Job Description – Elementary Reading & Math Coach as written. No discussion. Aye – All. Opposed – None. Motion carried.

Job Posting

Moved Luber Pelrine/Weborg to approve job posting for Elementary Reading & Math Coach position for 2013-14. Discussion: This is a school-year position that may require an extended contract. Aye – All. Opposed – None. Motion carried.

Adjourn

Moved Weborg/Pfeifer to adjourn at 4:50 p.m. Aye – All. Opposed – None. Motion carried.

Respectfully submitted,
Nancy Keehan
Admin. Asst./Board Secretary