

Policy & Governance Meeting Minutes

May 6, 2019

Present: Eric Torres, Charles Vue, and Joe Luginbill.

Also present: Mary Ann Hardebeck, Kay Marks, Patti Iverson-Recording Secretary.

Special Guests: Sarah French.

Chair Eric Torres called the meeting to order at 8:50 a.m.

Public Comment

Sarah French said that the Eau Claire Public Schools Foundation (ECPSF) Board would like to formalize a Memo of Understanding (MOU) between ECASD and the ECPSF that would be drafted by an attorney. The Board's Policy 840 deals with gifts to the ECASD. Ms. French said that pass-through funds have an administrative fee of 5% charged at the end of the quarter on the entire balance. She noted that endowment fees are significantly less.

Eau Claire Public Schools Foundation New Policy

Dr. Hardebeck said that recently there have been donors who have wanted to give money directly to the ECASD and have chose not to go through ECPSF. She said the District encourages donors to go to the Foundation, but sometimes they don't wish to do this. She said this issue came up with the Memorial High School athletic project, the Restaurant Association's donation for equipment, and the Trust Point donation to the ECASD homeless program. She said that from the ECPSF's perspective, it may feel like it is breeding competition, and for the ECASD it is awkward because donors come to ECASD to donate but they don't want to use the Foundation.

Dr. Hardebeck explained that the Board must accept all gifts made to the ECASD. She said if a MOU indicates that all donations to the District must go through ECPSF, the Board would have to revise its policy.

Policy & Governance committee members asked if the hesitancy to go through ECPSF for donations is because of administrative fees. Dr. Hardebeck felt that may be the case and said it may also have something to do with changes in tax donation laws with regards to exemptions.

Dr. Hardebeck explained that the ECASD gives \$50,000 to ECPSF each year, which is primarily used for the Executive Director's salary.

Sarah French said that if someone makes a gift to ECPSF for a specific building, she goes to the principal and tells them of the donation. If money is granted out within the quarter, it is not included in the fund balance at the end of the quarter. Sarah noted that ECPSF's fee schedule is very lean when compared to other foundations.

Dr. Hardebeck said the next step would be to work with the District's attorney and the ECPSF to develop a MOU.

Replacement for Reclassification Policy

Kay Marks, Executive Director of Human Resources, said that she had previously shared information with P & G regarding reclassification. P & G directed her to go back to the Employee Relations Committee (ERC) and come up with a policy that would be more systematic rather than for individual employees. She said that the ERC drafted a policy that would involve the District conducting a systematic review of all positions on a five-year cycle. She shared the review cycle schedule by positions. ECASD would review job descriptions of all positions to make sure the current responsibilities are still accurate and work with a third-party consultant to be sure

the position is in conjunction with labor market standards if it is still placed correctly on the salary schedule. This would apply to hourly and non-affiliated staff; the certified salary schedule is also reflected in the draft policy.

P & G discussed the draft and made some revisions to indicate that adjustments **may** (rather than will) take place on July 1st of the following year, **pending Board approval**. Dr. Hardebeck said this is a systematic review of all positions on a rotating basis and she wondered if there should be language that indicates that the reviews will not be subject to appeal. A sentence was modified to include that reviews shall not be subject to appeal.

In addition to this being a new policy, this language will also be included in the Employee Handbook.

Joe Luginbill moved, second by Charles Vue, to create new policy Job Description and Labor Market Review and bring forward at the next available Board meeting. Carried by unanimous voice vote.

Follow Up on Adding Language for Inclusive Hiring and Recruiting Practices

Ms. Marks said she was asked by P & G to look at adding language for inclusive hiring and recruiting practices to existing policies, job descriptions and hiring and recruitment materials related to culturally relevant practices. A Diversity Committee was established, and three sub-groups were formed: policy and data collection, hiring and recruitment, and partnerships. The sub-groups will meet a few more times and will then meet as a large committee. After that large committee meeting, recommendations will be brought back to P & G. Ms. Marks noted that they have been recruiting volunteers from the community to assist in the process as well.

The P & G Committee was pleased with this initiative.

Salary Placement for Certified Staff

Ms. Marks shared possible modifications to compensation language for certified staff as they are initially placed on the salary schedule. She said the only time she 'negotiates' where staff are placed on the schedule is for hard to fill positions. She explained that if a person is hired for a hard to fill position and offered a higher step on the schedule and then moved back to a non-hard to fill position, they will be moved down on the schedule where they would have been initially placed.

Ms. Marks said this language will go into the compensation document that was created initially with Bob Butler from WASB. It was suggested that this language also be included in the Employee Handbook modifications, and Ms. Marks said she would do that.

Joe Luginbill moved, second by Charles Vue, to include modifications to compensation document as proposed.

Charles Vue moved, second by Eric Torres, to adjourn. Carried by unanimous voice vote.

Meeting adjourned at 10:03 a.m.