

WILLIAMS BAY SCHOOL
BOARD OF EDUCATION
PERSONNEL COMMITTEE MEETING
Tuesday, March 30, 2021

Board Members Present: K. Nelson and D. Ripple

Absent: None

Administration Present: District Administrator Dr. W. White
Business Manager B. Prather

Guests: None

I. CALL TO ORDER

The meeting was called to order at 9:00 a.m.

II. DISCUSSION ITEMS

A. Discuss Administrative Contracts

The committee reviewed the draft templates drafted by Brian Goodman, Attorney from Boardman and Clark and compared those templates to the current administrative contracts for the Special Education Director, Business Manager and the two Building Principals. The committee focused on clauses related to duration, number of contracted days, vacation days, payouts for unused vacation days, and liquidated damages. The committee agreed that the contracted language in the administrative contracts should be more uniformed. The committee will recommend to the whole Board that liquidated damages be \$3000 in all the contracts and there would be no payouts or carryover of unused vacation days. The Business Manager would be contracted for 260 days and the remaining administrators would be contracted for 220 days.

The committee then discussed administrative salaries recommendations presented by Dr. White. The committee reviewed salary data from surrounding and comparable districts for the four administrative position listed above. The committee agreed that a closed session would be scheduled with the entire Board to review the salary data and Dr. White's recommendations.

B. Review and discuss the Professional Educator and Support Staff Handbooks

Dr. White shared drafts of the professional educator and support staff handbooks with the committee members. He shared that his plan would be for the committee members to meet and confer with the Williams Bay Teachers Union on the professional educator handbook. He asked the committee members to read the handbook closely prior to the next meeting. Once the Board restructures, an additional meeting will be scheduled to review the handbook and make any changes the committee would like before meeting

with the union. Dr. White will also have Brian Goodman conduct a preliminary review prior to the meeting with the union representatives.

The goal is to complete the Professional Educator Handbook prior to meeting with support staff representatives to begin work to finalize that handbook. There is still a lot of work and revising needed on the Support Staff Handbook before it is ready for review with those representatives.

III. SET DATE AND TIME FOR NEXT FINANCE COMMITTEE MEETING

The committee did not select a date of the next meeting. The next meeting will take place after the Board restructures on April 26th.

IV. ADJOURN

The meeting was adjourned at 10:28 a.m.