

**Natrona County School Board Subcommittee  
Human Resources  
December 14, 2009  
1:00-3:00**

**AGENDA**

- |      |                              |         |
|------|------------------------------|---------|
| I.   | Board Topics                 |         |
| II.  | Organizational Assessment    | 10 mins |
| III. | Staffing Calendar            | 25 mins |
| IV.  | Classified Incentive Program | 25 mins |
| V.   | Employees Hired After 12/31  | 25 mins |
| VI.  | Summit Elementary Proposal   | 25 mins |
| VII. | Future Topics                | 10 mins |

**HR BOARD SUBCOMMITTEE  
MINUTES 12/14/09**

**Present:** Rene Rickabaugh, Mike Pyska, Valerie Braughton, Crystal Mueller, Shannon Jackett, Kendra Brazelton, Carol Glasgow, Julie Reichert, Tracylee Anderson, Verba Echols, Cyndee Guthmiller, Kelly Hornby, Cheryl Gettings, Patty Hines, Doreen McGlade, Anne LaPlante, Gayle Schnorenberg, Arlene Steward, Syd Webb, Mark Mathern

**Organizational Assessment**

- Reviewed the new HR Structure chart

**Staffing Calendar**

- Reviewed Staffing Calendar
- Certified and Classified Staffing meeting continue
- Staffing needs to align with budget
- Push staffing allocation back 2 months
- Crystal will take concerns to Cabinet

**Classified Incentive Program**

- Reviewed Board Policy corrections
- Reviewed Administration Regulation corrections

Discussion on #4—is this fair for classified employees?

Workshop fees can be \$200 to obtain college credit

Summer conference for Food Service is \$90 per person

- Time to move this forward
- CIC needs this document next
- Cheryl and Patty working with a lot of information to get this program approved, still in process of defining some of the regs
- Discussion on certified and classified certification as job descriptions regulate
- Still need criteria around all the different scenarios to make this fair
- Should forming a committee be in the regs to help update upgrades?
- Representation from the OD council
- Suggestions on the forms should go to Patty or Cheryl G

**Employees Hired After 12/31**

- Next meeting is tomorrow, 12/15, from 4:00-6:00
- Will report in January

### **Summit Elementary**

- Reviewed Summit costs for starting new school
- Concerns about how to cover school with AMPE, counselor and nurse
- Suggestion: could Crystal be allotted a loose number of FTE to help cover the school as the needs arise?
- Special Ed teacher and assistant might have a deferred cost temporarily
- CJH will be losing one FLS classroom next year
- Anne proposes that she hires an office manager by this Spring and a head custodian
- Verba communicated her experience in relation to opening a new school

### **Future Topics**

Staffing Calendar

Summit Elementary

CCA/FMS employee numbers while they combine

Minutes from Employees Hired after 12/31 (from 12/15/09 meeting)

Certified Staffing - 5 + 1.0  
 Classified Staffing  
 model

# January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 Online Enrollment BEGINS—8am	7	8	9
		←		Winter Bridges/PD		
10	11	12	13	14	15	16
	Star Lane Frontier MS	Evansville North Casper Summit Woods Learning Ctr CY Middle School		OT/Bar Numm/PV Mills/Mt View/PSS/CH Southridge/Park/FCA Cottonwood/UP/MH Sagewood/Willard NC/KW/DM/CJH ----- Online Help Day 8am-8pm		Online Enrollment Help Day 9am-5pm Central Services
17	18	19	20	21	22	23
	<b>HOLIDAY— EQUALITY DAY</b>	CCA Midwest  Online Help Day 8am-8pm	RHS	Verda James Grant Pineview Transitions	Online Enrollment ENDS—12am	
24	25	26	27	28	29	30
	2:00 pm Space Capacity Mtg			<b>FINAL Numbers Confirmed</b>		
31						

# February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
		IN BUILDING REGISTRATION (High School)				
7	8 K-12 Confirmation Letters Mailed	9	10 Secondary (9-12) Schools begin entering data into IC	11	12 Jr High Registration Packets delivered to Elem Schools (by 12pm) Star Lane Registration	13
14	15 <b>P/T Conferences</b>	16	17	18	19	20
		IN BUILDING REGISTRATION (High School)				
21	22 Elementary #s Verification Call Aubrey Whippes <b>5-6 Transition (22-24)</b>	23 Woods Presentation Poison Spider Presentation	24 ELEMANTARY ALLOCATIONS delivered to Schools	25 Elementary Letters read to staff	26 Secondary #s Verification Call Aubrey Whippes	27
			CCA Presentation St. Anthony Reg	DMJH Presentation St. Anthony Presentation	DMJH Presentation FMS Presentation CCA Parent Mtg	DMJH Registration CJHS Registration
28	March 1 SECONDARY ALLOCATIONS delivered to Schools CY Registration	March 2 Secondary Letters read to staff CY Registration	CCA Registration	DMJHI Registration		

# March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 SECONDARY ALLOCATIONS delivered to Schools CY Registration	2 Secondary Letters read to staff CY Registration	3 Secondary IN-building Transfers FMS Registration Poison Spider Reg Woods Registration	4 CY/DM Make-up Registration	5 Qtr Ends— Elem Postings fax to HR by 12pm	6
7	8 Elem Postings created by HR	9	10	11	12	13
14	15 Secondary Postings Mtg 9-11am	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Displaced Teachers Mtgs. Secondary 9-11am Elem 3-4:30pm	31	April 1 Displaced Teachers PLACED	April 2 HOLIDAY— GOOD FRIDAY	

Spring Break

2 Week Interview Period  
(March 16-26)

2 Week Interview Period

# April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Displaced Teachers PLACED	2 <b>HOLIDAY— GOOD FRIDAY</b>	3
4	5 Hiring OPEN to NON-DISTRICT Applicants	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 High School Transition SOPHOMORES	7	8
9	10	11	12	13 High School Transition FRESHMAN	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 LAST DAY OF SCHOOL	29
30	31 HOLIDAY— MEMORIAL DAY					

## Hiring After December 31 Discussion

**Attendance:** Lynn Kahler, Ada Haller, Connie Bower, Doreen McGlade, Crystal Mueller, Cyndee Guthmiller

**Absent:** Gayle Schnorenberg, Mike Pyska, Mike Jennings, Arlene Steward

**Should employees receive benefits after December 31? And if so, what benefits should they receive?**

- Need work agreements
- Statement from benefits Dec. 31 deadline
- What defines continuing position?
- Difference between OYO before and after Dec. 31?
- Interest focus why benefits for continuing contract
- Cost difference between before Dec. 31 and after Dec. 31
- When is start date for after Jan 1
- How many continue to work next year?

### Story

- 2 years ago hire 4 certified tutors
- hired 1 certified teacher 2 years ago
- if take sick day - full dock
- 1 could use sick bank
- TED has no exception
- Employee hired into continuing position can get benefits
- OYO sign agreement know not getting benefits
- OYO hired before Dec. 31 get benefits
- Only changed 5 ½ years ago
  - OYO got benefits
  - Temporary classified did not get benefits
- Practice perhaps has been out of compliance with TED
- Generalist goes through list of benefits with employee if hired after Dec. 31
- New hire that work with children are exposed to “bugs” and germs and get sick need to make decision whether to come in to work or not
- District encourage employees to stay home if sick
- In building shortage of subs force people to work sick
- Sub shortage perception is reality
- Have in conjunction with insurance
- benefits is every beyond salary
- employee don't have insurance but have leave

- misconception of insurance and benefits
- 1 to 10 hrs. get leave
- leave – annual , sick PDL, bereavement, sub-dock, military, jury, sick bank, legal proceedings and political activity
- not across board standard
- insurance is part of benefit package but not everyone gets the same package
- other benefits – LTD, dental, life, workers, comp, PD, wellness, mileage, secondary insurance
- other teachers offered to give sick days but can't
- 17.5 hrs get insurance, 30 hrs a week for LTD
- continuing positions
- not work one full semester they don't get credit for steps (certified)
- classified need to start before March 1, get step in July if board approves
- extended leave of absence requires cont. cont status for a minimum of one semester
- calendar has changed
- if start Jan. 1 they get 1 full semester
- employees have started Jan. 31
- employees start last contract day in Dec so they have benefits
- according to TED: terms and conditions of employment contrary to the TED may be made if the employee and board or designee agree in writing and the NCEA president is notified
- NCEA president has never been given notice of exceptions to the TED
- We can't change dates around parameters of the insurance benefit
- How do we know spec. ed positions continue but not 2<sup>nd</sup> grade teacher
- Sometimes a position is being held as continuing and sometimes it is not
- Sometimes it is about position and sometimes it's the person
- If you are a 260 day employee you get annual leave
- Leave typically accrues on a monthly basis – according to days of the contract
- Leave can be taken before it is actually earned (sick leave with permission)
- 260 day employees receive holiday pay also 10 month employees (7) (classified) 260 day get 12 holidays, 10 month receive pro rated holidays
- 9 days sick leave for classified that work less than 188 days, if greater than 188 days they can earn from 10-12 days sick leave
- in classified agreements employees starting after Dec. 31 receive ½ day PDL for that year
- leave was not discussed in detail at CIC

## Interests

- Fairness and equity for all employees
- Recruiting the best candidates
- Consistency; treat everyone the same
- What is a reasonable benefit an employee should expect?
- Fiscal responsibility
- Balancing fiscal responsibility with the realities of working with children
- Being able to do this within our computer systems
- Having all employees feel valued
- Following the work agreements
- Clarity of communication and understanding of the benefits package
- Aligning benefits

Who is missing?

Mike Pyska, Gayle Schnorenberg, Mike Jennings (secondary rep)

Set another date: **December 15<sup>th</sup> from 4:00 p.m. to 6:00 p.m.**

#### **Agenda:**

Get answers to all the questions

Continue to go through work agreements

Cost difference between last years positions and this year

Classified with benefits/classified without benefits

Certified days gone why hired

Options

Evaluating options to interests

Plus

- Good that we have lots of questions
- Have a lot of passion for the issue
- Story identified some of the concern, the complexity

Delta

- came late
- Phil lied, deeper subject than started with
- Need to be at another meeting

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IMPROVEMENT INCENTIVE FOR CLASSIFIED PERSONNEL

1. Credits must be helpful to the position held or to qualify for a better position within the District. Human Resource Services will validate whether or not the skills obtained through the training qualify per current or potential job-alignment. ~~Examples of courses that may be taken are as follows: computer course work, Seven Habits of Highly Effective People, ADHD training, Boys Town, CPR and First Aid, Teaching Assistant for Paraprofessional Program courses, education related courses, etc.~~ All courses must be college hours and transcript credit, or if college transcript credit is not available for skill-based learning, Continuing Education Units (CEUs) may be earned as approved by Human Resource Services (15 contact hours = 1 CEU).
2. If training schedule will impact the employees regular work day, approval for courses must be obtained from the immediate supervisor. Human Resource Services personnel will determine eligibility of courses in the event of questionable application. An appeal can be made to ~~the Executive Director for Human Resource Services.~~
3. Pay increases will be awarded upon the successful completion of college transcript credit or CEU equivalent (a "C" or better or an "S" grade). A pay increase of \$375.00 per year will be awarded upon receiving eight (8) credits/CEUs. An additional pay increase of \$375.00 will be awarded upon receiving an additional seven (7) credits/CEUs, making a total of \$750.00 per year for fifteen (15) credits/CEUs. An additional pay increase of \$750.00 per year will be awarded for each fifteen (15) credits/CEUs earned thereafter up to a total of \$2,250.00 per year for the completion of forty-five (45) credits/CEUs.
4. Credits/CEUs must be earned while in the employ of the Natrona County School District. ~~and~~In order to receive incentive pay, credit/CEU cost must be paid by the employee. However, if there is no charge for CEU credit, the employee must pay the workshop fees to qualify for incentive pay. No college transcript credit will count prior to July 1, 1997 and no CEU credit will count prior to July 1, 2009
5. ~~The yearly increment will be added twice each year.~~ Application for the incentive may be made twice per year, once in the first semester effective the fifth student contact day of school in the fall or the first student contact and once in the second semester effective the first student contact day of the semester, provided the coursework has been completed and the request has been received ~~in the Executive Director of~~ by Human Resource Services on or before either of those dates. Incentives added for the second semester will be prorated to the first student contact day of the semester.
6. It is the responsibility of the individual employee to ~~make the request in writing for the upgrade, and to present all transcripts to the Executive Director for Human Resources~~ apply for the incentive by submitting a completed Classified Incentive Request form to Human Resource Services by the semester deadline dates. The individual employee must

also submit all documentation for completed coursework (official college transcripts and/or CEU verification) to Human Resource Services ~~in a timely manner~~ within the same semester of application.

7. A pay increase of \$800 per year will be awarded upon proof of National Board Certification in your professional area and/or validation of advanced proficiency, excluding required licensure. (This statement was originally included on an Administrative Regulation Code 4230 document with a revision date of September 1, 2002).
8. The Board reserves the right to revoke or make exceptions to any of the above stated criteria.

Revised: August 20, 1998

Reviewed: June 1, 2000

Readopted: October 23, 2000

Revised: August 20, 2001

Reviewed: November 30, 2009

Revised:

DRAFT

IMPROVEMENT INCENTIVE POLICY FOR CLASSIFIED PERSONNEL

The Natrona County School District Board of Trustees recognizes that continued training and education is important to all employees. To support this goal, the District administration is authorized to develop guidelines and procedures for implementing an adequate financial incentive for additional college training or continuing education units (CEUs).

To this end, the District authorized Human Resource Services ~~the Personnel Department~~ to implement procedures to recognize additional training and supervise the incentive awards for employees.

For the purposes of this policy, training is defined as transcript college courses or CEUs helpful to the position held or useful to qualify for a better position within the District.

Adopted: June 11, 1984  
Revised: April 25, 1988  
Revised: October 23, 1989  
Revised: June 23, 1997  
Reviewed: June 1, 2000  
Readopted: October 23, 2000  
Revised:

# NATRONA

## COUNTY SCHOOLS

970 North Glenn Road  
Casper, WY 82601  
(307) 253-5226

### CLASSIFIED INCENTIVE CONTINUING EDUCATION UNIT (CEU) PAYMENT VERIFICATION FORM

This form is **only** required when a Classified employee is applying for an incentive increase and a class or classes were completed for CEUs. **Please complete one form for each course and attach CEU certificate. The employee must complete sections A, B & D. The Instructor must complete section C. Note: signature is required by both Employee and Instructor (see below).**

A. Employee Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Job Title \_\_\_\_\_ Location \_\_\_\_\_

B. List below the course you have completed   
Institution \_\_\_\_\_ Location \_\_\_\_\_  
Course No. \_\_\_\_\_ Course Name \_\_\_\_\_  
Number of CEUs Earned \_\_\_\_\_

Employee's Method of Payment:  Paid for CEUs Earned \$ \_\_\_\_\_  
 Paid for Workshop Fee \$ \_\_\_\_\_

C. Instructor's Name \_\_\_\_\_ Phone No. \_\_\_\_\_

The following signature verifies that the student successfully completed all coursework requirements and components and paid applicable workshop or CEU fees:

Date coursework completed \_\_\_\_\_ CEUs Earned \_\_\_\_\_  
Instructor's Signature \_\_\_\_\_

D. Employee Signature \_\_\_\_\_

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#### HUMAN RESOURCE USE ONLY

Received and approved by Human Resource Services  Initials Dated \_\_\_\_\_

# NATRONA

## COUNTY SCHOOLS

Central Services Facility - Human Resource Services  
 970 North Glenn Road, Casper, WY 82601  
 (307) 253-5226

### Classified Incentive Request Form

Date of Request: \_\_\_\_\_

Worksite/Location: \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID: E0 \_\_\_\_\_

I am requesting a pay incentive for the  first semester  second semester of \_\_\_\_\_ school year.

**TRANSCRIPT CREDIT**

**CEU CREDIT (15 contact hours = 1 CEU)**

I have completed a total of  transcript credits

My transcript(s) will be arriving from:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have completed a total of  CEU credits.

My verification documentation is included from:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Employee Printed Name

\_\_\_\_\_  
 Employee Signature

**HUMAN RESOURCE USE ONLY**

**INCENTIVE DOCUMENTATION**

Request received by deadline date

Supervisor approval received (if applicable)

Transcript(s) received

CEU verification(s) received

**INCENTIVE LEVEL**

Eight (8) credits      \$ 375.00 annual benefit

Fifteen (15) credits      \$ 750.00 annual benefit

Thirty (30) credits      \$1,500.00 annual benefit

Forty-five (45) credits      \$2,250.00 annual benefit

**INCENTIVE ADDENDUM COMPLETED**

Initials \_\_\_\_\_ Date: \_\_\_\_\_

Copy submitted to HRIS Dept.

Initials \_\_\_\_\_ Date: \_\_\_\_\_

Copy submitted to PAYROLL Dept.

Initials \_\_\_\_\_ Date: \_\_\_\_\_

Incentive Packet Filed in Personnel File

Initials \_\_\_\_\_ Date: \_\_\_\_\_

# NATRONA

## COUNTY SCHOOLS

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### National Board Certification CLASSIFIED STAFF Award for Achieving National Board Certification in Professional Area

Date of Request: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant (employee) ID No: \_\_\_\_\_

Location: \_\_\_\_\_ Phone No: \_\_\_\_\_

I request the following award for achieving National Board Certification in my professional area through the following organization: \_\_\_\_\_.

- A yearly award equivalent to \$800 for the life of my certificate as long as I am employed by the District.

Certification Life: Initial Certification Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Note 1:** It is the responsibility of the employee to maintain certification. If certification expires without renewal, the award will be forfeited. Only one National Board Certification will be awarded per year.

**Note 2:** This award is treated as salary and is included in your earnings from the District. This is an acceptable retirement salary for Wyoming Retirement.

Please attach the following documentation with this request:

- A copy of your correspondence with the certifying organization verifying your achievement of becoming a National Board Certified individual in corresponding professional area
- A copy of the certificate earned from the organization
- A copy of the certifying organization's guidelines, syllabus, and certification requirements for the purpose of providing evaluation documentation by Human Resource Services

As a National Board Certified staff member, may we use your name for publicity purposes? Yes \_\_\_ No \_\_\_

Applicant Signature (signature verifies information is valid and true) \_\_\_\_\_ Date \_\_\_\_\_

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#### FOR HUMAN RESOURCE SERVICES USE ONLY

Application Approved Signature: \_\_\_\_\_ Date \_\_\_\_\_

Application Denied Signature: \_\_\_\_\_ Date \_\_\_\_\_

Reason for approval or denial: \_\_\_\_\_

Copy submitted to Payroll - Date \_\_\_\_\_ Original Filed - Date \_\_\_\_\_ Initials

# NATRONA

## COUNTY SCHOOLS

Central Services Facility - Human Resource Services  
970 North Glenn Road, Casper, WY 82601  
(307) 253-5231

### Supervisor Approval Form Classified Incentive Courses

Date of Request: \_\_\_\_\_ Worksite/Location: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: E0 \_\_\_\_\_

Position/Job Description Title: \_\_\_\_\_

Regular Work Days/Hours: \_\_\_\_\_

Name/Location of Organization Teaching Course: \_\_\_\_\_

Course Number \_\_\_\_\_ Course Name \_\_\_\_\_

Date(s) of Course: \_\_\_\_\_ Time of Day: \_\_\_\_\_

Supervisor Plan (How will you cover while employee is gone?):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature \_\_\_\_\_


Date of Signature \_\_\_\_\_

#### HUMAN RESOURCE USE ONLY

Form received Human Resource Services

Date: \_\_\_\_\_



From: Anne LaPlante December 8, 2009 7:48:28 AM   
Subject: Summit Start-up Costs - Part 2  
To: Mike Bond Mark Mathern Drew Walker Crystal Mueller  
Steve Hopkins Mike Rodell Mark Antrim Scott Honken  
Jason Gutierrez Dennis Bay  
Cc: Summit Team Cabinet

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Good morning,

I woke up in the middle of the night and realized that the Summit Team may not have included some items in our start-up costs. Many of these things we considered technology but Drew may not be thinking along those lines. That being said, I'm developing a list of technology and equipment for consideration in the budget.

- copy machines (3 or 4) - one per house and one in office
- printers (several per house, in library, and large one in office)
- scanners (4; one per house and one in office -- unless included in copier)
- fax machine (for office)
- mail meter (for office)
- dye cutter (for office)
- walkie talkies (for office)
- shredder (1 or 2)
- elmos/ document cameras (1 per classroom and one for office area)
- laminators (2) one small, one large
- comb binder (one)
- paper cutters (two)
- computers for principal and office staff
- computer for security system

I don't know what the costs for some of these items are (copiers, for example). We haven't had time to get exact prices. In addition, I am working with Jason and Dennis to develop a list for custodial supplies and equipment that are not included in FF&E. Anyone know the official name for 'throw-up sawdust?' :-)

I'd like to caution everyone that we are 'creating this as we go' and there may be items that we have yet to remember and/or learn that we need. I hope you will help us when you notice something important missing. In return, we'll create a list of stuff for the next 'new' school so that they are ahead of the game. Thanks everyone for your continued support.

Anne