

5/12 ICP Meeting Minutes

Attending: Jamie, Tim, Erik, Karen, Dave, Barb, Dan, Melissa, Kelly, Leann

Public Comment: None

Approval of the minutes from April: All voted approved, all 5s

Discussion went straight to salaries

Referring to Karen's email, confirming that we are not going to guarantee 3% raise each year, the steps will be redone each year and printed with starting wage and the steps.

Next year some teachers will have a huge raise and some will have none, we will not redo anything to make more even, the teacher who is not getting much of a raise says it is ok, members feel the teachers should be satisfied with this because the staff themselves created this step schedule .

Discussion about making sure this schedule will work in future years-

What about the years when there will not be a 3% raise? Board members want to make sure everything is calculated right. This system is not what some members would do but they will not disagree. For example, what happens when the steps get smaller? Some members want to use the amount available for salaries in the budget each year and divide it among the staff rather than starting with steps and going to monies available. What happens if we get a "Rock Star" applicant in future? Their experience will count but only half.

All members agree on schedule as is, on its fairness and that staff now knows where they are and where they are heading although there is no predictability on what pay will be each year. Non-teaching staff was brought up and fairness for them. They have been put at a comparable rate to the district.

Motion for salary schedule approval- Tim abstains from voting for reasons of not feeling informed enough, Erik moves approval, Dave seconds, approved with a 3 and a 4 with the rest 5s.

PTO

Jogathon this coming week, campout on 11th and 12 of June.

Dan Report

Refers to his written report for details.

Incident where a teacher had to teach more than one class, equaling 37 kids. Does this violate class size rules? Members decided not an issue unless it were to happen a lot.

Admin- now salary issue fixed, confirming salaries will be 80% of budget.

Dan confirming that he has always preferred that there be a music program and even teachers that didn't want music before, now do because of some program changes. There is lots of praise.

There will not be an assistant in the K classroom anymore and the teacher doesn't want one anyway. The special Ed student coming next year will have a special assistant. So there will be 4 plus testing assistant, not counting special assistant.

3 items stressed in general policies:

Trans gender students and bathrooms- must declare gender and use that restroom.

Sick leave- whether to use the front load vs. accrual method of calculation, have been using front load and giving 40hrs to both part and full time, is this too much for PT?, thinking about now going to accrual. Some employees were changed to salaried because of front load. Could go back to hourly and use accrual so that each hour worked gets a certain amount of leave, 1hr /30hr, resets each year. Could add hours if an extension is needed. Decided will continue with front loading and can change if future issues arise.

Insurance- had to change, because of HRA as discussed at last meeting. There is an agent helping figure it all out. 1/2 time and up used to get some HRA and those. Looking for some other benefit to give in its place. Offer a certain amount of benefit dollars in the form of life insurance, disability, hospitalization, Aflac-type insurance, etc . Employees can then chose different policies with all getting same amount of money. Even offering all these choices, there may be a savings. Members want to still give something to replace those benefits. Teachers and Admin Assist are only ones given medical insurance. Will look into adding dental and vision choices.

There are some staff stating that family insurance is top priority for them- will look into family policies for all staff, choice of a lower insurance type or can buy up, ie add a spouse. Sometimes with Obamacare a spouse addition may be too much, so if it is not affordable we can ask the agent and possibly get something else.

Leann will look into other things to add to offer employees, mostly dental and vision, Provincial maybe not necessary.

Smart boards were installed, all happy. Training will be happening in Aug.

3 positions need to replace for coming year

Counselor- looking at certified position as salaried vs. behavioral manager which would be classified and hourly. Dan wants to advertise for both and position will be filled by one or other. Members are in agreement. Present counselor not a member of admin team now, so new hire may not be either.

Members want policy stated to keep a 3 legged admin (counselor, head teacher, ED).

Also, need policy or unspoken agreement that teachers will receive more advance information on incoming special needs students. Make it policy that all students will be evaluated or will wait to attend for a few days after enrollment.

Teacher- will advertise asap.

ED- present ED will resign at end of this school year. He will be transitional as long as needed. We might have candidates already. An educator is needed, maybe retired, someone that can work with the district. This will create a big budget change. Find this person by networking as a retired person won't necessarily be looking at job ads. What pay and hours? What job description, i.e. -4hrs, \$20-40K + benefits. This budget change may affect benefits offerings line in budget.

Subject of our board working more closely with the district in the future.

One member suggests giving up on counselor for now to concentrate on ED. Board says no, must go for all three

Committees are needed for these hires. Open each job for two weeks or until filled, with salary range indicated. Barb will head ED hiring committee. Need hiring coordinator, need screening committee for candidates before interview. The board will be involved with the ED position, mostly. Maximum of 3 for screening committee, Barb will be on that committee and can have up to two board members. Hiring committee will have 5-7members. Jamie and Kelly volunteer. Tim wants Dan to help put together committee and Barb will help.

Erik **motions** to approve going ahead with hiring of the three positions: Initiate the hiring procedure for a teacher, ED and counselor/behavioral manager, Melissa 2nds, approved all 5s.

Erin still wants to be on the board but is very busy. Avie wondering about being on board and doing only fundraising. Members think if joining should be at meetings and vote. Tim will extend his membership to the start of the next school year. This is Melissa's last meeting.

Dave and Barb have been meeting, discussing volunteers for the school, giving parents a choice of volunteering or giving money, using a points program.

District report

Received permission to go to 115 students. A sibling wants to enroll, should we raise the student # just for them? Members say no.

Facilities

Roof bid- two bids, \$28,600K(up from 26K last year) vs. \$18K bid with bad reviews. Members agree go with higher.

Move to approve this bid Dave, Jamie 2nd, approved all 5s.

People want our stove and freezer. They have value so they will make a donation to the school. Same with the boiler. Asbestos in boiler joints only so can be removed safely. \$5K to remove asbestos in main hall.

Financials, Leann report

There are many unknowns right now while trying to balance the budget.

The budget has been updated after drafting the bonus payroll due to HRA in April. Received help with this.

Raising the testing budget and the HRA change have added to the monies spent.

Inputting new staff salaries still works with the budget, below 80%. Even with \$15K counselor, 4X .5 time staff and ED at Dan's level.

Wanting to find some other plan for IT. A second person with minimum hours? Will come back to this subject after the school year.

When can we approve the budget? A budget has not been put together because of unknowns in insurance, etc.

Can we approve parts of the budget? Letters of employment for those with medical, (other staff don't specify), cannot be given out until we have budget approval.

We have \$500K+ for staffing, \$15K for counselor and Dan's pay in this Budget A.

Motion to approve the payroll portion of version A : 80%

MCCS calendar for 2016/17 matches district in that we will have the periodic 2hr early release days.