



**Classified Leadership Minutes
Wednesday, April 12, 2023; 1:30 p.m.
Professional Learning Lab**

Present - Superintendent Dr. Marcus Lewton, Assistant Superintendent Keith Harris, Business Manager Stephanie Hunter, Jennifer Wyckoff (Jefferson Elementary), Heidi Smith (Lincoln Elementary), Jo Erickson (Roosevelt Elementary), Kristi Eckes (Dickinson Middle School), Kristi Burbank (Dickinson High School), Jeanette Wyckoff (Heart River Elementary), Kayla Kennedy (Berg Elementary), and Twila Petersen (Central Administration Offices).

Absent – Jeffrey Whitehead (Hagen Building) and Tracy Lauf (Prairie Rose Elementary).

Call to Order – The meeting was called to order by Superintendent Dr. Lewton at 1:30 p.m.

Review and Approval of March 14, 2023 Meeting Minutes – Mrs. Jeanette Wyckoff moved to approve the March 14, 2023, meeting minutes as presented. Mrs. Heidi Smith seconded the motion. A voice vote was taken on the motion. The motion carried unanimously.

Old Business – There was no old business.

New Business

Review of the April 11, 2023, School Board Meeting Agenda – A copy of the agenda from last night's Board meeting was distributed to the committee members. Superintendent Lewton summarized topics from the agenda.

2023-2024 Classified Salary and Benefits Package – At the March Classified Leadership Meeting, administrators requested committee members bring back ideas regarding reducing the amount of classified employee day deducts and also ideas for recruiting new employees and retaining current employees.

Ideas for Reducing Day Deducts –

- Accruing vacation and sick leave for new employees instead of front-loading the leave.
- Consider a probationary period for benefits for new employees. A suggested probationary period was 40 or 45 days. It would be good practice to inform the new employee of the effective date of their benefits.
- A suggestion was to request a doctor's note if an employee was gone for three consecutive days. This might be difficult to enforce if an individual is at home with a sick child, a parent who may have difficulties paying for a doctor's bill, COVID, etc.
- Provide an incentive for attendance. Some attendance incentives shared included providing gift cards or cash for good or perfect attendance. Another suggestion was compensation time. There was a discussion about who would decide if an absence was approved.

- A suggestion was shared to create an attendance policy. This would specify when an employee has been absent without notification from work for several days, i.e., doesn't show up for work, that employee would be considered abandoning their job and grounds for termination. This would provide more control to the building administrator.
 - a. There are many different scenarios related to why a person is or has been absent. It might be difficult to define all the scenarios in an attendance policy.

It was noted that finding employees to fill positions has been very difficult.

Those employees that have been loyal should not be penalized.

Mr. Harris tried to tie back to the District's Strategic Plan. Level 1 HRS is creating a safe, supportive, and positive culture. The culture itself should motivate better attendance. This could be rewarding for good behavior. Ms. Eckes noted that validation goes a long way.

Any additional ideas should be forwarded to the administrators as soon as possible. There could be potential amendments to the Classified Salary and Benefits Package implementing incentives in the 2023-2024 school year.

Recruitment and Retention of Employees – Mr. Harris inquired how the District could do a better job of recruiting and retaining employees. How could the District create a culture where people want to work there? He noted there are many places offering lots of money. It is more powerful when individuals work when money is not the influence. He added the District could never compete with the oilfield pay.

- Sign-On Bonus – Mrs. Erickson explained how this can backfire. Employees leave after getting their bonus. Even if the employee gets a sign-on bonus after three months, they leave after the three months.
- Incremental Personal Days Incentive – Ms. Eckes provided an example where the individual receives an extra personal day after being with the District for three years. Then another day again after being with the District for 5 years, 10 years, etc.
- Inservice for New Employees – An idea shared was a building-specific open house.
- Recruiting – Ms. Eckes provided an idea of a video showing individuals working at their job in the District and loving their job. It would be a great selling feature and could target those individuals searching for a job with a purpose.

A committee member that was newer to the District was asked what motivated her to stay with the District. She responded that money does not necessarily motivate her to stay working in the District. She would like a job that is supportive, friendly, and in a good environment.

Mr. Harris polled the committee members and asked for their approval or disapproval of some ideas shared at today's meeting.

- Accrue vacation and sick leave; the majority approved of this idea.
- A 40-day probationary period for new employees; the majority approved of this idea.
- Incentive for attendance; the majority approved of this idea.
- Sign on bonus; there were mixed reactions to this idea.
- An incentive for incremental personal leave; the majority approved of this idea.

Adjournment – Superintendent Lewton declared the meeting adjourned at 2:21 p.m.