



**Classified Council Minutes**  
**Tuesday, May 15, 2018; 1:30 p.m.**  
**Central Administration Offices**

**Present** - Superintendent Sullivan, Cindy Reiss (Jefferson Elementary), Heidi Smith (Lincoln Elementary), Jo Erickson (Roosevelt Elementary), Courtney Murphy (Prairie Rose Elementary), Laurie Olson (Dickinson Middle School), Heidi Schostek (Dickinson High School), and Twila Petersen (Central Administration Offices).

**Absent** - Paula Penny (Heart River Elementary)

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

**Additions/Deletions to Agenda Items** – Mrs. Smith requested discussion regarding the classified staff pay raises for 2018-2019. Mrs. Schostek requested a discussion regarding busing.

**Review and Approval of April 17, 2018, Meeting Minutes** – Mrs. Schostek moved to approve the April 17 meeting minutes, as presented. Mrs. Smith seconded the motion. The motion carried unanimously.

**Old Business** – There was no old business.

**New Business** –

**Review the May 14, 2018, School Board Meeting Agenda** – Superintendent Sullivan explained the topic from last night’s Board meeting that would draw the most interest from this group would be the 2018-2019 Classified Salary and Benefit Package. This package was presented by Business Manager Anderson to the Board and was approved.

Dr. Sullivan explained there were four revisions to the package that he highlighted. Business Manager Anderson is in the process of drafting a memorandum to be sent out with the classified staff work agreements to provide information regarding the changes to the package.

- a. Classified staff will receive another paid holiday, Presidents’ Day.
- b. Within the sick leave, two days will be converted to personal leave days.
- c. Classified staff must work 20 hours per week to qualify for some benefits.
- d. Vacation leave, personal leave, and sick leave must accrue. Classified staff must earn the leave as they work. The leave will not be provided up front on July 1 as it has been in the past.

Classified Council members had many questions regarding item d, accruing leave. A question was asked if the accruing leave change applied to all employees, no matter how many years they have been with the District, or did it only apply to new employees. Dr. Sullivan responded it applied to all employees. He clarified that each leave accrues separately. Classified Council members shared concerns with not having sick leave up front as many employees, especially new employees, tend to get sick towards the beginning of the school year. The consensus of the Classified Council was they were not in favor of the change to the accrued leave. They preferred to have advanced notice of the change

and to be able to provide input. Mrs. Schostek inquired how it could best be implemented next year. Dr. Sullivan said he would have that conversation. Mrs. Smith recommended some information be shared with the principals so they can explain the changes to the entire classified staff in the building.

Mrs. Reiss said she had heard that it was not a 4% pay raise across the board. She had heard that some individuals may see a 5% pay increase based on merit. Dr. Sullivan responded the Classified Salary Package is based on a satisfactory evaluation. He was not aware of any differentiation. The pay raise is 4% for classified staff, with a satisfactory evaluation, plus the additional paid holiday.

Mrs. Reiss inquired if the rule of 85 (through NDPERS) had changed. Dr. Sullivan could not respond on behalf of NDPERS.

Other – Mrs. Schostek said that she had heard that some employees who have students that go to Lincoln Elementary will no longer have busing after school from Lincoln to Dickinson High School. Dr. Sullivan was not aware of this change and there had been no discussion. He did note that if a parent of an elementary child received notification that their child was being reassigned to a different school, and that parent completed a transfer request, if the transfer request was approved, the parent was responsible for any transportation.

Superintendent Sullivan thanked the Classified Council members for their service.

**Adjournment** – The meeting adjourned at 1:50 p.m.