

**GRAND FORKS SCHOOL BOARD  
CLASSIFIED EMPLOYEES MEET & CONFER COMMITTEE  
GRAND FORKS PUBLIC SCHOOL DISTRICT #1  
MEETING MINUTES  
September 12, 2018**

A meeting of the Classified Employees Meet & Confer Committee was held on Wednesday, September 12, 2018, at the Mark Sanford Education Center with Jody Thompson presiding.

**Committee Members Present:** Chris Douthit, Cynthia Shabb, Matt Spivey, Terry Brenner, Jody Thompson, Ed Gerhardt, and Tracy Abentroth.

**Committee Members Absent:** None.

**Others Present:** Human Resources Director Tracy Abentroth, Classified Employees Laurie Holcomb, Kelly Neis and Brian Strom, and Meeting Secretary Cindy Johnson.

**Call to Order.** The meeting was called to order at 5:15 p.m.

Committee members met to discuss and provide a background for responses to considerations that were made at the August 8 meeting.

Holcomb, Neis, and Strom joined the meeting at 5:45 p.m.

**Approval of Minutes.** It was moved by Douthit and seconded by Spivey to approve the minutes of August 8, 2018 as written. Motion carried unanimously.

**Meet and Confer Session for the Classified Personnel Policy Manual.** Committee members provided the following responses to considerations that were made at the August 8 meeting:

1. The 30-hour per week employee threshold to be eligible for life insurance and retirement benefits is already in place due to the Affordable Care Act and upon recommendations of the District's health insurance benefits consultant. No change will be made.

2. The request to increase the employer contribution to the retirement account will not be acted upon at this time. The retirement program for classified employees will be a part of the pending employee benefit study.
3. The request to consider participation in North Dakota PERS will not be acted upon at this time. This will be a part of the pending employee benefit study.
4. Upon consultation with various supervisors, it was determined that no change will be made to the additional family illness leave benefit. Classified employees have three days of family illness leave available for eligible family members and may request up to three additional days per fiscal year.
5. Classified employees would have to give back the extra day of sick leave that was approved last year in order to gain one day of vacation leave this year. Holcomb stated that they did not want to make this change.
6. A salary chart that depicted 9-month employees who work less than 40 hours per week was provided.
7. A list of positions and their categories was provided.
8. The number of classified employees currently in Step 11 is 165.
9. The request to add a longevity stipend or a new Step 12 would increase the budget beyond the proposed salary increase and is not supported.
10. The time clock procedures that are in place for short-term leave assure principals are aware of the leaves and that coverage for students will be provided. No change will be made.
11. The proposed salary increase is to add 3% to each cell in the salary schedule, plus movement in the Step, which is an additional 2% (approximately) for classified employees in Steps 1-10.

Additional discussion took place on communication practices to all classified employees.

The proposed salary increase and language changes to the *Classified Personnel Policy Manual* as discussed at the August 8 committee meeting will be forwarded to the School Board on October 8 with a unanimous recommendation for approval.

**Adjournment.** There being no further business, the meeting was adjourned at 6:08 p.m.

**APPROVED** \_\_\_\_\_  
(Date)

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Jody Thompson, Committee Chair