Policy Committee Report

Regular Monthly Meeting Report

## Committee Actions:

For Discussion Item:

Update to Policy 12, Holiday and Vacations in Employee Handbook

## Minutes from April 6, 2022 Meeting:

### Attendance and Call To Order: Virtual via Google Meet

Chair: Kari Schwab

Board Members: [Kim Elliott](mailto:kim.elliott@lhuf.org), [Kari Schwab](mailto:kari.schwab@lhuf.org), [Lan Zhu](mailto:lan.zhu@lhuf.org)

Others Present: Denise Kimble

Meeting was called to order at 4:00 and do not represent a quorum of board members.

### Approval of Prior Minutes

No minutes to approve at this time will start with these minutes during the May meeting.

**Policy Committee Responsibilities:**

1. Identify the need for new policies with the Executive Director.
2. Draft and present policies to the full Board for approval that maintain compliance to state and charter law, best practices, and reflect the best interest of Sterling Montessori.
3. Regularly review all policies and procedures and provide updates as necessary.
4. Annually present EHB and Parent Handbook final drafts for the following school year at or before the June LHU board meeting for approval

### Agenda Items

### Proposed Promotion Policy:

DK – Concerns about policy being implemented due to a single promotion that occurred. How it looks in her case, discussion of individual qualifications/experiences during an open board meeting and feelings she experienced during and after that meeting. Promoting internal employees is a positive, ensures retention.

KE – Apologetic of the optics of this situation, this was a catalyst for the board evaluating the need for a policy in relation to internal promotions because the position was not brought to the board prior to the board meeting itself. Due to the turnover of the board every 3 years, best practice may be to have a written policy or process of how new positions are filled.

EU – reiterated KE apologies. Does not feel we need this policy and concerns about pursuing this without the input of the new ED. Feels this is an overstep of the board. Review current policy/ED description to ensure the procedure of how promotions are handled is in that document.

KS – review current EHB and ED description to ensure a process of how the ED presents new hires/approvals/promotions to the board for approval. Ensuring

EU-looking at governance further about the board’s role in regards to this issue.

DK – Reach out to Dave M. regarding board procedures/policies

1. **Policy 12 in EHB regarding holidays:** 
   * 1. Update holidays listed as set vacation days for 10 month employees and 12 month employees. Currently there is no holiday policy specifically for 12 month employees
   1. From March Policy Committee Meeting: Discussed following holidays designated by the **State Personnel Commission for State employees** which includes: New Year’s Day, Martin Luther King Day, Presidents’ Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, and Christmas. (The highlighted holidays would be a change from the original holiday policy. The others are not.)
   2. Decided to eliminate secular holidays from the policy which will eliminate Christmas, we will not follow State Personnel Commission for State employees Holidays.
   3. Sterling policy will include the following holidays for both 10 month employees and 12 month employees: NYD, Martin Luther King Day, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans’ Day, and Thanksgiving. (Eliminated Christmas, Added Juneteenth)
   4. 12 month employees will also include a floating holiday (this needs to go through finance first before added

KS – should we include in this policy 12 for 12 month employees a statement that 12month employees receive vacation during the winter holiday break when school is closed

DK – This is stated in contracts but not the handbook so would be beneficial to include

1. Admin Scale adjustments brought to policy from Finance

Need to re-discuss with finance in relation to the years of experience and how that translates to the scale

Scales can be found on the internal school website

Current policy 46 in employee handbook states that Sterling has an administrator step scale and employee will be placed on appropriate step based on education and experience. Will discuss again in May meeting.

### Closure and Next Steps:

Meeting was adjourned at 4:55pm.

It was noted that \_\_FOLLOW UP ACTIONS\_\_

Review EHB and ED job description to ensure proper wording of process for new hires/promotions/firing is included

Wait for finance confirmation regarding addition of 2 holidays to 12 month employee and 1 holiday to 10 month employee policy 12 to be presented at the next board for approval

Finance will alert policy if additions are needed to policy 46