

River Ridge School District
Staff Employee Relations Committee Meeting Minutes
Monday, May 23, 2016

The Staff and Employee Relations Committee (SERC) met Monday, May 23, 2016 in the Superintendent's Office at the EL/MS/HS building.

Jason Cathman offered to serve as committee chair and the other members consented to Cathman as chair.

- I. **Call to Order** – J. Cathman called the meeting to order at 4:32 pm.
- II. **Roll Call** – The following board committee members were present: Jason Cathman, Ken Nies and Kerri Schier. The following school personnel were also present: Dr. Athey, Carol Harris, and Shawn Chatfield.
- III. **Proof of Giving Public Notice of the Meeting** – Jason Cathman stated that the notice of meeting was posted at 10:30 am on May 20, 2016. Ken Nies moved to recognize the meeting as properly posted. Kerri Schier seconded the motion. The motion carried by voice vote.
- IV. **Appearances** – No one signed in to speak during the public participation portion of the meeting.
- V. **Long-Range Plan: Communications/Community Relations** - the Committee discussed the recommendations that had been made to the full board in February, 2016 by a citizen task force involved in the district's long-range planning project.
 - a. **Recommendation 1 "Communications with the Community"**
 - i. **Action 1: Weekly review from administrator's office in paper** - SERC recommends that the superintendent prepare an article for the district's webpage every two weeks and that the article focus on the RRSD schools/kids.
 - ii. **Action 2: Update website, newsletters, school district Facebook page** – SERC recommends that district website information be updated more frequently and that outdated information be removed. J. Cathman asked whether we have the ability to track visits to the website and website pages. J. Cathman noted that the Board has approved purchase of a LCD screen for placement in the entry hall of the MS/HS for electronic postings of school events, awards and other school news and photos.
 - iii. **Action 3 – Develop student newsletter completed by students** - SERC recommends that Dr. Athey determine whether RRSD student newsletters are currently being produced and that he report back to the Board at the June 1 meeting.
 - b. **Recommendation 2 "Improve communications regarding board meetings"**
 - i. **Action 1: Financial reports printed and made available with the agenda at every meeting eliminating duplicate readings** – SERC recommends that meeting packet documents be projected to a screen during meetings for public viewing. Regarding hard copies, SERC recommends the district continue its policy of making financial records available under the open records law and continue charging a 10 cent fee per copied page.
 - ii. **Action 2: Video recording of all meetings** – SERC recommends videotaping board/committee meetings and posting a link to the recordings on the district website. Dr. Athey will confer with a) Tina Dilley regarding the necessary videotaping equipment, b) Troy Marshall about set-up and storage of equipment, and c) the office staff about posting video links to the website. NOTE: The district needs to determine who will record the meetings and whether the individual(s) will be paid.

- iii. **Action 3: Boxholder mailing detailing expenses at each school site** – SERC made no recommendation regarding this suggestion.
- iv. **Action 4: Having public speaking and participation at the beginning and end of the meeting** – SERC noted that this is currently being practiced.
- v. **Action 5: Explore application of moving to a five man board** – SERC made no recommendation regarding this suggestion.
- vi. **Action 6: Board needs to follow Attorney General’s rules of order** – SERC made no recommendation regarding this suggestion.
- vii. **Action 7: All Committee meetings should be dismissed and be a board agenda item (except Policy Committee)** – SERC made no recommendation regarding this suggestion.

Related to “Improve Communications” SERC talked about “chain of command” and recommended that staff and members of the public go to the staff member or supervisor closest to an issue for answers and information as opposed to contacting board members. SERC also recommended that Administrators Athey and Koenig continue their “open door” policy of being approachable in responding to questions and concerns from staff, parents and others.

VI. **Appearances** – There were no comments made under the public appearances item.

VII. **Member Suggestions and Recommendations for Future Items** – Dr. Athey recommended SERC meet for the purpose of identifying an evaluation instrument and process for the Superintendent’s evaluation. He noted that K. Nies has recommended SERC propose an instrument and process to the Board prior to the July Board meeting.

VIII. **Adjournment:** Kerri Schier moved to adjourn. Ken Nies seconded the motion. The motion carried on a voice vote. The meeting adjourned at 6:11 pm.