

SLMC Meeting - Minutes
Human Resources Conference Room
May 25, 2017 - 9:00 a.m. – 10:30 a.m.

Attendees:

	Carol Mahan		Maria Peluso
X	Dan Bienkowski	X	Nicole Rosaschi for Michael Juric
X	Debbie Shepherd	X	Stacie Post-Sheffer
X	Kimberly Vallee	X	Steve Herrington
X	Mandy Corbin		

Guests:

Item/Owner	Time (Mins)	Abbreviated Minutes	Next Steps
Greetings – All	5	Once around the table. New Employee IT additions are great additions. Retirements resulting in lots of department changes. Special Ed had teacher retirement party. This are going well for Kim. Business Services gearing up for year end closing. ESS looking forward to 17-18 and still hiring for Event Planner. Dr. Herrington is working on evaluations and roll out plan for Orientations. August will be busy. HR has lots of department changes.	N/A
Revisit SLMC Purpose - MJ	5	Report out from this topic with the Negotiations team	Ask Michael if this should come to the next meeting.
Operational Updates - Dept. Reorganization	5	See check in above. Seating movements in Special Ed and HR (remember to include IT about moves in advance). Youth Workability (YWE) being merged with Business Services.	Carry this item forward in case there are future updates.

Refrigerators in staff room (Ice)	5	Complaint from an employee when all ice is used for events. Consider an ice machine when we remodel staff room. Be considerate not to take all the ice for events; leave some for employees.	Dr. Herrington or J. Laughlin or K. Ricketts to suggest an ice machine when it's time to consider remodeling of the two kitchens.
Parking during construction and after	5	The plan is to use the overflow when the remainder of the parking lot is full. (Will lose about 15 spaces when construction is complete).	
Pending Reorganization of SELPA by superintendents - SH		Supt Council runs SELPA. Considering pursuing developing as a stand alone agency...they wouldn't be SCOE employees. SELPA plan says employees of SELPA are employees of SCOE. It would have to go to all 40 school boards to change it.	
Front Desk Coverage Plan - SP	5	Letter from Jill McIntyre. The employee is entitled to breaks. In the past the breaks were covered by rotation. For a total of 1.5 per day, it would be difficult to find someone. Discussion about reason for the coverage needed and impact on departments for this.	
Flex Time vs Comp Time vs Overtime - SP	5	Confusion about using these. Flex time has to be determined in advance. Discussion about a document as a reference for employees. Maybe HR can look at this memo from 2012 and see if this information can be shared at the time of reviewing documents with new hire?. Also, Michael should bring to Managers. Especially new Managers should be informed. Also a suggestion to send it around as a refresher.	Stacie to convert memo to Google Doc and share with Business Services and HR. To be revised and addressed to all employees. HR to implement into new hire paperwork and Michael to share with Managers.

Next Meeting:	Future Items for Discussion
June 29, 2017	Future Meeting Dates