

*Colonial School District  
Human Resources Committee  
Superintendent's Conference Room, District Office  
Meeting Minutes  
August 6, 2009, 12:00 pm*

Committee members present: Hope Luken, Tom Davis

Other Board members present: Gary Johnson, Kelly Jowett, Sue Moore

Administrators present: Dr. Vincent Cotter, Dr. MaryEllen Gorodetzer, Richard Hartz, Leticia Erickson

Mrs. Luken, HRC Committee Chairperson, called the meeting to order at 12:05 pm.

New Benefits Law-Dependent Coverage to Age 30

Richard Hartz informed the Committee of a new state law that provides employers with the option of extending health insurance coverage to dependents up to the age of 30. The intent of the law is to provide another avenue to get more 19-29 year old individuals covered under a health insurance plan. This additional dependent coverage is optional for employers. Employers who choose to participate in this program have the option of picking up the insurance cost or passing the cost on to the employee. A summary of the new law was distributed to committee members. The impact date of this new law for Colonial School District will be at the next health insurance renewal period in July 2010. Mr. Hartz will gather additional information regarding the impact of this law to the district and have a recommendation for the Committee at a later date.

Review FMLA Policies 441 & #541

The Committee reviewed the two proposed FMLA Policies for Professional and Classified staff. Mr. Hartz shared an edit suggestion brought forward by a district administrator pertaining to the limited reinstatement waiver that applies to all administrators returning from leave. Mr. Hartz recommended that the language be removed from the policies. The committee agreed and directed that the revision be made to the policies for the second review at the August Board meeting.

District Privacy Officer Appointments

Mr. Hartz asked the committee to consider formal appointments of the Human Resources Director and the Director of Pupil Services and Special Education as the district's HIPPA Privacy Officers. This responsibility is included in the job description for both positions. The Committee supported this recommendation and will appoint the HIPPA Privacy Officers annually moving forward. The 2009-10 Privacy Officers appointments will be placed as an action item on the August board agenda.

Update on Life & Disability Insurance Plan

Mr. Hartz informed the board that he met with two insurance brokers to review disability and life insurance plans and get rate quotes for life and disability plan coverage for all district employees. Presently, staff members affiliated with the CEA and Teamsters units are self insured by the district for disability insurance. Mr. Hartz shared that we received a quote from one broker and are awaiting a quote from the second broker. Additionally, both brokers will be able to offer some additional services to district employees as part of their overall insurance coverage program. Mr. Hartz will review the two quotes with the committee at an upcoming HRC meeting.

Staffing and Enrollment Update

Leticia Erickson provided the Committee with an update on interview schedules and current vacancies. Mr. Hartz reviewed the August 1<sup>st</sup> enrollment figures. After reviewing the figures, there appeared to be some discrepancies with the reported figures in some schools. Mr. Hartz will request updated enrollment reports from the schools and provide an updated enrollment report to the Board at the August Board meeting.

Proposed 2009-2010 Human Resources Committee Meeting Schedule

Mr. Hartz shared the proposed 2009-10 meeting schedule for the Human Resources Committee. Meeting dates will be 9/3/09, 10/1/09, 11/5/09, 12/3/09, 1/7/10, 2/4/10, 3/4/10, 4/8/10, 5/6/10, and 6/3/10. All meetings will begin at 4:30 pm in the Superintendent's Conference room.

At 12:55 pm, Mrs. Luken requested that the Committee go into Executive Session to discuss confidential negotiations matters.

The meeting adjourned at 1:10 pm.

Respectfully submitted,

Richard Hartz  
Director of Human Resources