

St. Matthew Parish
Personnel Committee Meeting Minutes
3/6/2007

Attendance: Father Steve Stradinger, Tom Schneider, Al Hobbs, and Cathy Cramer.

- I. Meeting started at 6:30 p.m. with the question of the week and an opening prayer.
- II. Minutes from the December 9 meeting were reviewed and approved.
- III. Budget Update: Tom Schneider provided updates on the 2007-08 budget development assumptions.
 - A. Health Insurance: Rate projection currently at 0% with adjustments for increases due to employees needing family health insurance. Committee previously agreed to remain at 27% of co-pay instead of 30% due to not including salary increases at this time.
 - B. K4 Teacher: Currently budgeted with family insurance and at Step 1 of the salary schedule.
 - C. Principal Replacement – budgeted at average salary for similar positions with family insurance (school enrollment projected to increase by 6).
 - D. Financial Stewardship Update: Remaining at budgeted level for current year.
 - E. Draft Teacher Schedule: Recommended maintaining current Step 1 with a freeze on the schedule for preliminary planning. It is hoped that staff can be moved up to at least receive scheduled step increases if current budget assumptions are improved when additional information becomes available. The guiding principles for the salary schedule were updated based on current budget assumptions.
- IV. Status of Grievance Process: The process and status for the grievance was reviewed. The committee's recommendation will be forwarded to Father by the end of the week.
- V. Principal Hiring Process: Father Steve provided an update on the posting and hiring process for the school principal.
 - A. The interview committee is made up of Dan Duchniak, Father Steve Stradinger, Sheri Riemer, Sue Chilson and Shelly Madden. It was suggested that Erv Nowak be contacted to provide a school administrator's perspective.
 - B. The posting has gone out and it is planned that interviews will be held the week of March 12 and March 19, with the hope of an offer being extended the week of March 26.
 - C. Interview questions will be the same as last year.
 - D. The salary schedule range was reviewed.
 - E. Timetable is to finalize the hiring by the first part of April.
- VI. Archdiocese Personnel Survey: Tom handed out a survey of non-teacher positions and salaries. This was distributed to all committee members and further discussed at a future meeting.

VII. Status of Teacher Manual Update: Barb will touch base with Diana on this before she leaves.

Tom will review the schedule and get information out for the next meeting. It is planned for early May with new committee members.

Respectfully Submitted,
Cathy Cramer