

St. Matthew Parish
Personnel Committee Meeting Minutes
1/26/2010

Attendance: Father Patrick O'Loughlin, Jerry Hammernik, Dan Duchniak and Cathy Cramer.

- I. Meeting started at 6:45 p.m.
- II. Minutes from the December 29, 2009 meeting were reviewed and approved.
- III. 2010-11 Budget Discussion – Teacher Schedule: Three recommended schedules were reviewed based on the principles discussed at the last meeting. Discussion was held on the options and it was agreed that a fourth option be developed that provides for an approximate equal increase for all teachers, based on the compensation assumptions for all staff. Cathy will work on a proposed schedule and get it out to the committee for consensus for budget planning.
- IV. Clarification on School Year, Part-Time and Full-Time Staff and other Handbook Revisions: The updated sections of the handbook dealing with these classifications and paid time off were again reviewed. It was the consensus of the committee that previous handbook revisions of the intent not to apply paid time off/vacation benefits to school year employees were not relayed appropriately. Communication on clarification of the revised language to those affected should be provided – with continuation of the current practice through this fiscal year. Further review and discussion is still needed on providing tuition discounts to parish employees.
- V. School/Parish Closing due to Snow: The procedural memo for closing school and/or the parish due to inclement weather was discussed. It was agreed that the Pastor would make the decision on the parish closing (the school closing is related to bus transportation and other considerations to be handled by the school principal); this would involve the cancellation of all parish activities except for scheduled liturgical celebrations.
- VI. Job Content Questionnaire: A draft of the questionnaire was reviewed and edited to prepare for distribution. It was recommended that a memo be prepared with the questionnaire to communicate the need to complete this to assist the committee with its review of job descriptions and future staffing allocations and priorities for the parish. The committee's plan is that this would be distributed and returned by early March.

Next meeting is scheduled for Tuesday, February 23 at 6:30 p.m.

The meeting adjourned at approximately 8:45 p.m.

Respectfully Submitted,
Cathy Cramer