

St. Matthew Parish
Personnel Committee Meeting Minutes
12/29/09

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

- I. Meeting started at 6:35 p.m.
- II. Minutes from the November 24, 2009 meeting were reviewed and approved.
- III. 2010-11 Budget Discussion – Teacher Schedule: The 2009-10 teacher schedule and principles were reviewed. As was discussed last year, the goal is to even out the step increases and provide greater increases for teachers with the longest tenure and highest education. The consensus is to develop a schedule with a total package equivalent to the staff compensation assumptions based on these principles. At this point, there are not any teachers scheduled to advance a lane. Cathy will work on a proposed schedule and get it out to the committee prior to the next meeting.
- IV. Clarification on School Year, Part-Time and Full-Time Staff: The areas of the handbook dealing with these classifications and benefits and paid time off were reviewed. Recommendations on revised language to clarify the intent of not providing paid time off to school year employees and consistent application of benefits were provided to Father.
- V. Tuition Reimbursement for Parish Employees: Clarification is needed on providing tuition discounts to parish employees and/or school employees. This item will be reviewed and brought back for discussion.

Next meeting is scheduled for Tuesday, January 26 at 6:30 p.m.

The meeting adjourned at approximately 7:45 p.m.

Respectfully Submitted,
Cathy Cramer