



**Classified Leadership Minutes**  
**Tuesday, March 14, 2023; 1:30 p.m.**  
**Professional Learning Lab**

**Present** - Superintendent Dr. Marcus Lewton, Assistant Superintendent Keith Harris, Jennifer Wyckoff (Jefferson Elementary), Heidi Smith (Lincoln Elementary), Jo Erickson (Roosevelt Elementary), Kristi Eckes (Dickinson Middle School), Kristi Burbank (Dickinson High School), Beth Schmitt (Heart River Elementary-sat in for Jeanette Wyckoff) Kayla Kennedy (Berg Elementary), Jeffrey Whitehead (Hagen Building), and Nancy Muffley (Central Administration Office)

**Absent** – Business Manager Stephanie Hunter, Jeanette Wyckoff (Heart River Elementary), Tracy Lauf (Prairie Rose Elementary).

**Call to Order** – The meeting was called to order by Superintendent Dr. Lewton at 1:30 p.m.

**Review and Approval of February 14, 2023 Meeting Minutes** – Jo Erickson moved to approve the February 14, 2023 meeting minutes. Jennifer Wyckoff seconded the motion. A voice vote was taken on the motion. The motion carried unanimously.

**Old Business** – There was no old business.

**New Business**

**Review of the March 13, 2023 School Board Meeting Agenda** – A copy of the agenda was distributed to the committee members. Dr. Lewton stated that Senate Bill 2066 proposed to buy down property tax mills on schools from 60 to 30 but in our case 70 to 40. Knowing this, the board thought it best to wait on the survey before sending it out because that bill could have big implications on community reactions to the schools and to the survey. Depending on the outcome, the district may come up with new language for the survey before we send it out. There will be a special board meeting the end of March, so the survey should be in the communities hands the middle of April. Heidi Smith asked if this was the same bill that was giving money to the Private Schools, Dr. Lewton responded that it was a different bill. Dr. Lewton shared that the foundation has given \$680,000 to the schools since 1989. This year the Foundation gave \$48,000 to our schools. Dr. Lewton also mentioned the Board went over their goals which included improving the Math goals for grades 6,7,8. Schools are working with their leadership teams on how to improve these scores. The Board approved Dr. Lewtons evaluation, so he will continue as DPS Superintendent another year. Dr. Lewton asked if there were questions on the Board Meeting. There were no questions.

**What are the categories of Classified Staff** -Kristi Eckes was seeking clarification regarding the Tiers for Classified Staff and Employee Benefits. Page 7 & 8 were referenced in the 2022-23 Employee Handbook, Kristi Eckes raised the question of all the different types of secretaries and their duties, where does a general Secretary fall? An Example: where would the DMS building secretaries fall. Keith Harris responded and said that they would be a Category 4 and that their work agreement would identify the Category. Keith also added that this committee should look at these pages and come back with recommendations. Discussion was had in the group questioning if

there was a separate committee that reviewed the document last year. Mr. Harris responded and said in the past it was this group that reviewed the handbook and came back with recommendations. It was asked of the group if they would like to take the handbook for review and discuss further next month, it was agreed that the group would review and have discussion at the next meeting. Mr. Harris added that this document is meant to provide clarity and trust, he went on to request some thinking points for the group and for them to come back with suggestions at the April meeting.

- Thoughts on front-loading employee benefits and days off. Is this a best practice? Are there incentives for new hires (or for existing staff) to stay employed with DPS and what could they be? What about personal days upfront and sick day accrued (example – 1 sick day a month that accrues)
- Day Deducts, is there a more efficient way to handle day deducts and how that effects payroll
- How do we improve recruitment of new hires?

Prompted by the above questions, Jo Erickson mentioned an incentive sign-on bonus. Heidi Smith questioned if there were changes to sick/personal/vacation/insurance language in the Handbook, if existing staff would be grandfathered in. Mr. Harris responded that he thought it would be the same across the board, but was a great question. Kristi Eckes mentioned it may be a consideration for new hires to have them work a full 90 days (or 60/30) days before receiving benefits. Conversation was also had regarding how to add incentives or consequences to attendance. Kayla Kennedy mentioned that some districts do attendance bonuses twice a year, it was unclear if this was done for classified staff, but it is practiced with certified. Kayla also mentioned that day deducts should be approved or addressed by the building principal. Jeff Whitehead raised question regarding the sick leave bank. Mr. Harris answered that question by clarifying that the sick leave bank is reserved for catastrophic events. No other question or topics were raised.

**Dr. Lewton requested the below topics be added to the April Agenda for further discussion.**

- 1) Front loading employee benefits and days off
- 2) Day Deducts
- 3) Recruitment of new hires

**Adjournment** – Superintendent Lewton declared the meeting adjourned at 2:12 p.m.