



**Classified Employees  
Advisory Council  
CEAC Briefs**



**April 21, 2016  
8:00 a.m. – 10:00 a.m.**

**CEAC Members:**

**Office Professionals**

Cathy Trammel (ESC) 347-3473

Margaret Lopez-Nelson (Transition) 347-3526

Sue Otto (ESC) 347-3408

Lynn Petersen (Field) 347-4481

Jenise Conway (ESC) 347-3370

Laura Bevins (Village) 347-6982

**Food Services**

Shawna Lawrence (Arapahoe) 347-6000

**Property Management**

Chris Wietrick (ESC) 347-3420

Ian Oliver (ESC) 347-3420

**School-Age Child Care**

Julie Fortin (Moody) 347-4770

Tracie Schaefer (Highland) 347-4245

**Transportation**

Keith Blanchfield 347-4775

**Custodians**

Lori Romero (Moody) 347-4624

Carlos Vargas (Village) 347-6982

**Paraprofessionals**

Karla Elliott (Littleton) 347-7700

Denise Lee (Goddard) 347-7850

Kitti Mayne (Village) 347-6982

**Administrative Liaisons**

Ken Moritz (ESC) 347-3385

Mike Jones (ESC) 347-3375

Brian Ewert (ESC) 347-3321

Diane Doney (ESC) 347-3379

Members Present: Keith Blanchfield, Karla Elliot, Julie Fortin, Shawna Lawrence, Denise Lee, Margaret Lopez-Nelson, Kitti Mayne, Sue Otto, Lori Romero, Tracie Schaefer, Carlos Vargas, Chris Weitrick.

Members Absent: Laura Bevins, Jenise Conway, Ian Oliver, Lynn Petersen, Cathy Trammel.

Visitors: Diane Doney, Assistant Superintendent of Business Services/CFO

Ken called the meeting to order

**26 Week Waiting Period before Re-employment under the ACA, Ken Moritz**

Under the Affordable Care Act (ACA) the district is required to offer health benefits for retired employees who continue to work for the district within 26 weeks of the employees last contract day. Financially, the district is not in a position to be able to pay for health benefits for our retired employees.

In order to comply with the ACA the district has decide to **require retirees to have a minimum 26 week break in-service** before reapplying to be a substitute.

**Classified Job Fair, Ken Moritz**

Human Resources will once again offer a Job Fair for classified positions. It will be on Tuesday, June 28<sup>th</sup> from 10:00 am – 4:00 pm at the ESC in the Board of Education Room. Nutrition Services, Transportation, Custodial, SACC and Special Education Paraprofessional departments will be represented. Please share this date in your buildings and communities. It is open to the public!

**Budget Update, Diane Doney, Assistant Superintendent of Business Services/CFO**

Diane Doney provided information presented to the BOE regarding the budget priorities and requests for 2016-2017 school year.



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**Budget Requests:**

- Compensation expectations
  - PERA increase \$525,000 estimated
  - Health insurance increase \$553,000 estimated
  - Salary increase ?
- Budget recommendations :
  - New recurring \$101,874
  - White Paper \$1,100,000
  - One-time \$1,494,042

The complete workshop PowerPoint can be found on BoardDocs.

**Classified Employee Evaluation and Handbook, Ken Moritz**

The Human Resources department is updating the current district position descriptions. Position descriptions will no longer be used as the evaluation tool. This creates a need for a new evaluation tool. A subcommittee of CEAC was formed for this reason. The new evaluation tool will use clear language that is broad, general and is interactive with flexibility to be specific. The format is still familiar. There is an addition of rating system which is more concrete.

The Human Resources department is creating a Classified Employee Handbook. The handbook is designed to acquaint new employees with the district. The handbook is not all inclusive, but is intended to provide a summary of some of the district's guidelines. One of the main purposes of the handbook is to provide the information an employee of the district needs. District policies and regulations can be found on the district web-site.

**NEXT CEAC MEETING:**

**May 6, 2016**

**8:00 a.m. – 10:00 a.m.**

**The Egg and I at Riverside Downs  
2630 W Belleview Ave  
Littleton, CO 80123**

*(If you have comments &/or questions, tear at dotted line and send to  
Jenise Conway, ESC or Lynn Petersen, Field Elementary School. )*

**CLASSIFIED EMPLOYEE ADVISORY COMMITTEE  
Communications/Issues/Ideas**

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