



Classified Employees Advisory Council

CEAC Minutes

February 16, 2023
9:00 a.m. – 11:00 a.m.

Members present: Alicia Peterson, Tracy Dean, Dee Tollinchi, Misty Fritz, Denise Lee, Jennifer Davis, Lisa Thursby, Zita Brogan,

Members not present: Karla Elliott, Chris Esser, Leah Raymond, Karla Elliott, Jason Beutler,

CEAC's mission is to provide classified employees a voice for their questions, ideas, and concerns on matters such as, but not limited to, the following:

- **Assistance in contributing better service to the school district and community**
- **Examining ways to improve job satisfaction**
- **Valuing classified employees and recognizing their professional status within the district**
- **Recognition of classified employees' contributions to the District's mission**
- **Functioning as an information resource for all classified employee groups**
- **Serving as a liaison between classified employees and the Board of Education**

Tracy Dean called the meeting to order.

Discussion:

As a committee we spent the majority of our meeting looking at the classified employee handbook. We are wanting to spend our next few meetings revising the handbook. We want to correct the errors, format everything correctly, and highlight policies that are no longer correct or need to be updated and/or changed. Another part of the discussion is to ensure the handbook is being used universally throughout the district, applied equitably to all classified employees and readily available to all district employees.

Tracy made sure to show the CEAC members the CEAC website. If you would like to see the website or minutes from any of our past meetings please reach out to a member to show you where those are.

We discussed that with the takeover of ESS for substitute teachers none of our staff (licensed or classified) are required to wait the 26 weeks before they can start being a substitute.

Next meeting: March 16, 2023



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CEAC Members

If you have questions, concerns or comments please contact any member:

School Age Child Care

Dee Tollinchi 4488

Office Professionals

Jennifer Davis (Finance) 3317

Alicia Peterson (Arapahoe) 6095

Lisa Thursby (Transportation) 4783

Leah Raymond (Security) 3420

Special Education

Karla Elliott (Littleton)

Nutrition Services

Tracy Dean 3359

Property Management

Jason Beutler

Custodians

Paraprofessionals

Karla Elliott (Littleton) 7700

Denise Lee (Goddard) 7850

Misty Fritz (Village North) 5201

Transportation

Keith Blanchfield 4775

Zita Brogan

Administrative Liaison

Chris Esser (ESC) 3385