



Classified Employees Advisory Council

CEAC Minutes

January 19, 2023

9:00 a.m. – 11:00 a.m.

Members present: Karla Elliott, Misty Fritz, Tracy Dean, Jason Beutler, Leah Raymond, Alicia Peterson, Jennifer Davis, Mat Jekot, Denise Lee, Dee Tollinchi, Lisa Thursby

Members not present: Keith Blanchfield, Fred Bear, Zita Brogan, Leah Raymond

Board members present: Robert Reichardt, Andrew Graham, Angela Christensen, Joan Anderson, Lindley McCrary, Brian Ewert

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

Mat Jekot called the meeting to order.

Discussion:

Mat welcomes our guests and discusses this will be his last CEAC meeting and introduces the new Director of Human Resources, Chris Esser. Chris will take over as the CEAC Administrative Liaison. Chris shares his background and excitement to be with the district and the CEAC group.

Mat provided an update on the sick leave bank. The sick leave bank is running into the negative. The percentage of classified employees who are enrolled is 60-70%. The bank has become negative through use. When the bank becomes lower than 300 days or into the negative it must be refilled. To refill the bank, 1 sick day will be taken from all classified employees who are currently enrolled. Communication will be sent out next week. Your February pay stub will reflect the 1 sick day taken. As a reminder your pay stub will let you know if you are currently enrolled in sick leave bank.

Mat provided an update on the Cigna health insurance. Cigna has reached an agreement with Centura Littleton Adventist Hospital and they will be staying within the network.

Update on grant awards – Kathleen Davis has communicated awards to those individuals.

Update on pay increases – The Board approved changes to the salary schedule for all classified employees. The changes provide a mid-year, wage increase of approximately 10% on average for all classified employees effective January 1, 2023. Those changes will be reflected in January paychecks. Thank you to those in Payroll, HR, and the Superintendent's office who worked tirelessly to update our classified employees. Any errors can be brought to the payroll department.



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Chris opens up a round table discussion on topics of focus from September 15th, 2022. What are our priorities? Where should we put our focus on?

- Classified handbook - Revisions and clarification concerning many topics like double pay, snow days, holiday pay, and bereavement language is an important topic. There are opportunities in the handbook to help clarify questions about those topics.
- Milestone incentives – People who are at the top and who have been here the longest sometimes feel ignored or overlooked. One time stipends can help a little. Jennifer Davis provided Mat with cost projections based on the number of people who have been with the district and their original start date with the district. This would need to be in part of the larger budget discussion for the board to approve. There are other competing issues regarding the budget that the board must make decisions on. If funds are granted a question to ask is what does each employee group want to do with those available funds? A discussion about what other ways we can recognize and reward dedicated employees?
- Employees would like clarity about steps and grades going up or down. Discussion of options to move from a lower grade to a higher grade position and vice versa.
- Training time – CEAC members expressed issues surrounding compensation when mandatory trainings should be completed by employees. Not all classified employees have PLC time or other times within their work day to complete the online trainings. This is another important topic as these trainings are mandatory. Compensation should be provided if employees are using time at home or time not on the clock to complete these trainings. As each classified group is nuanced more discussion about how to incorporate trainings within the work day will need to be brainstormed.
- Developing a stronger communication plan– A number of employees do not know what CEAC is or who the members are. Historically, employees received CEAC minutes as a purple sheet that would be placed in employee boxes. To move away from paper, CEAC minutes and updates are emailed to all employees. CEAC also has their own website employees can access anytime. The website will have the committee members, minutes, bylaws, and meeting dates. More discussion on how to get more engagement from the employee groups they represent.
- Hourly employees and lunch break – A duty free lunch, not time on the clock. Definitions and clarifications about breaks would be helpful.

Upon closing the round table discussion CEAC members will review the handbook before the next meeting in February to pinpoint a list of topics to focus on.

Chris opens the forum up to our board members for engagement and questions.

Board President, Robert Reichardt shares the board's appreciation of the CEAC group and the issues and concerns they can bring to the boards attention. How's the moral of students, parents, and staff? Administrative and leadership changes can cause a difficult time with the teachers and staff when they feel expressed concerns are not being addressed. The trouble can start at the top and trickle down to our classified employees. As a response, board member, Andrew Graham shared a student voice session that students at Littleton High School love their school, teachers, and staff. Which is a great demonstration to the type of culture the school has created. Superintendent, Brian Ewert shares information about the TLCC survey about



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culture and morale at schools. This survey was sent to all employee groups, students, and parents. The survey results are in and are being prepared to present to the board soon.

Nutrition services is worried about being short staffed going into next year. With Prop FF passing an unintended outcome will be more students accessing breakfast and lunch. From an employee standpoint, the staffing it takes to serve meals can cause anxiety. This year an average of 4,000 lunches are served a day compared to the 6,000 from last year. Listening sessions have been set up to understand more about the anxieties from this group. Scheduling challenges for next year possibly on the horizon.

Have decisions or discussion been made on how CTE in the schools will interface with EPIC? Worries about decisions being made that will influence the work being done now and with Epic. The conversations the board has heard, the current CTE programs would stay at the schools. Brian Ewert shares more information on this topic. The debt free schools mill levy override ensures we always have a steady revenue stream. That we do not cut FTE at schools no matter what is happening at EPIC. There might be some adjusting on how a student enrolls from the CTE program at the high school to EPIC. CTE programs at the high schools are not being disassembled. With EPIC we as a district are trying to create new and additional pathways for students. Our goal is to enhance what we already have. We have done a lot of work with making sure our students have access to EPIC.

Alicia Peterson shares her perspective of the academic and emotional struggles students have had after COVID.

Robert Reichardt shares an update on the search for the new Superintendent. We had over 20 candidates. The board is very excited about the candidates we have and the selection will be hard to make. A round of semi-finalists will have private interviews with the board next week. Interview committees are being built now. CEAC will have representation on the interview committees. Days in the district will be held. Each candidate will have a full day in the district for community members to have an opportunity to come and speak with the candidates. Once the board has reviewed and approved the schedule it will be communicated. The LPS superintendent website shares what we are looking for in a superintendent. It is important to the board to provide more information on the initial selection phase in executive session. State statute dictates how these processes work. When finalists are selected those names will be officially released at that time. The goal is to decide before spring break.

Next meeting: February 16, 2023

CEAC Members

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

School Age Child Care

Dee Tollinchi 4488

Nutrition Services

Tracy Dean 3359

Paraprofessionals

Karla Elliott (Littleton) 7700



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Office Professionals

Jennifer Davis (Finance) 3317

Alicia Peterson (Arapahoe) 6095

Lisa Thursby (Transportation) 4783

Leah Raymond (Security) 3420

Special Education

Karla Elliott (Littleton)

Property Management

Jason Beutler

Custodians

Fredrick Bear 7891

Denise Lee (Goddard) 7850
Misty Fritz (Village North) 5201

Transportation

Keith Blanchfield 4775

Zita Brogan

Administrative Liaison

Mat Jekot (ESC) 3450

Chris Esser (ESC) 3385