



# 2013-01-31

**January 31, 2013**

**Chair:** Terri Johnson

**Note Taker:** Wendy Chevalier

**Team Reps:** Joanne Johnson (Prof/Tech)                      Kristine Juhl (Support Staff)  
                  Nancy Stephens-Menard (Support Staff)        Kyle Bunker (Directors)  
                  Mary Kernel (for Carol Browder/Directors)

## **Call to Order**

Terri called the meeting to order at 1:07 p.m.

## **Approval of Minutes**

Kyle moved and Kristine seconded to accept the minutes as written. There was consensus.

## **Old Business**

There were no action items from the prior meeting.

## **New Business**

1. **Tech Fees:** Kyle had no tech fees to present at this time.
2. **Office Hours Between Christmas and New Years:** Jerry had read a comment from the Suggestion Box at the last All-Staff Meeting which requested that the NWESD district office be closed to the public between Christmas and New Years so all staff could have the option of taking that time off regardless of their job duties. It was decided at that meeting that this issue should be taken to LCC for further discussion and possible action. Much of the LCC discussion centered around concerns that there are certain job responsibilities (e.g., receipting of money, fingerprinting) which are very difficult to shift to another employee if the primary staff member wants the holiday break off. However, there are also staff members who do not want to take those days off because traditionally there are less interruptions during that week and they can use that work time to try to catch up on projects.

A consensus was reached that the following request would be taken to Jerry:

"We ask that Jerry Jenkins, NWESD Superintendent, propose to the NWESD Board of Directors that our district office close our doors to the public for the work days between the Christmas and New Year's holidays. This would give ALL full-time employees the option to either work those days or use leave for the time off. This would result in there being no front-desk service, receipting of money, processing of in-coming or out-going mail, fingerprinting, or unscheduled meetings with walk-in visitors."

**Action Item:** Wendy volunteered to take the request to Jerry since she already had a meeting scheduled with him for the following morning.

## **Team Reports**

1. **Support Staff:** Nothing to report.
2. **Prof/Tech:** No meeting.
3. **Directors:** No meeting.
4. **Superintendent:** Not present.

## **Adjournment**

The meeting adjourned at 1:38 p.m.