

**CAMBRIDGE COMMUNITY ACTIVITIES PROGRAM
BOARD MEETING
July 24, 2017**

Present: Eddie Pahuski, Mary Behling, Steve Struss, Tim Bolger, Tracy Smithback-Travis, Bernie Nikolay, and Peter VanDenEinde. Also present: Bridgette Hermanson, Executive Director Absent: Kris Frey, Jim Womble, Kristin Peppey, and Jody Wilke.

- I. Call Meeting to Order - Mary called the meeting to order at 5:30 p.m.
- II. June Minutes – Eddie moved to approve the June Minutes as written. Peter seconded the motion and it was unanimously passed.
- III. Public Comments – None.
- IV. Chairperson Report – Nothing not on Agenda.
- V. Finance Committee Report – Donation Report – Steve reviewed the checking account statements and provided updated balances. There were no donations of \$1,000 or more this month.
- VI. Levy Request Update – The School Board met on July 17, 2017, and approved the levy request on a vote of 3-1. The Board thanked Bridgette for all her work on this matter.
- VII. Employment Contract Update – (a) Bridgette proposed, as previously discussed with the Board, to add an additional 5 days of vacation after ten (10) years of employment to the contracts for all full-time employees, except for her contract which is handled separately. In addition, she proposed that there be some sort of salary adjustment for full-time employees (again excluding the Executive Director) who obtain a Master’s Degree while employed by CAP. After some discussion, Eddie moved that any full-time employee who, in the future, earns a Master’s Degree in a field related to their job responsibilities, such program to be approved in advance by the Executive Director, during their course of employment with CAP, shall receive an increase in salary in the amount of \$1200/year, such increase to begin in the contract year following the earning of such degree and to be paid out on a prorated basis/paycheck with payroll, not in a lump sum. Peter seconded such motion and it was unanimously passed.

(b) Bridgette then discussed the issue of offering benefits to the positions of Aquatics Coordinator and Recreation Fitness Coordinator, currently held by Kathryn Jenkins, and Jordan Nichols respectively. “Benefits” as herein discussed mean health and dental insurance and retirement payments to WRS. Discussion centered around when such benefits should begin and how these positions should be titled. Under the current contract with the School Board, such positions must be titled as “Directors” to avoid any need to redo such overall contract. After

much discussion about the timing and the effect of various choices by the two employees in question, it was suggested that Bridgette give the employees the option of choosing to become School District employees and receive the benefits noted herein or remain as CAP employees without such benefits, but with a \$7,500 increase in salary/year. Such choice would be a permanent decision for each employee. Such choice would become effective immediately. Steve moved to approve such suggestion. Eddie seconded the motion and it was unanimously approved. Bridgette was directed to speak to both employees as soon as possible. The position titles will either remain the same or be changed to include Director as appropriate and needed.

- VIII. Director's Report – See attached.
- IX. Next Meeting Date – The next meeting will be held Wednesday, August 23, 2017, at 5:30 p.m. at the District Office.
- X. Adjourn – Steve moved to adjourn, Bernie seconded, motion carried.

These Minutes are not final until approved by the Board.