

Personnel Committee Meeting Minutes: January 15, 2020

Meeting was called to order by Committee Chair Dick Nitsch at 4pm

Present: Meredith Sauer, Lisa Johnston, Dick Nitsch

Additional Members: Joyce Greenwood-Aerts; Superintendent Mark Holzman

SUMMER SCHOOL RATE OF PAY:

Ms. Greenwood-Aerts reminded the committee that historically teachers have always had a set hourly rate of pay for work during summer school that was different from their school year contracted salary. For consistency and equity, two years ago the district established hourly rates of pay for all aides who work a summer school position. Ms. Greenwood-Aerts reminded the committee that staff is not required to work summer school. These positions are separate and different from their positions during the school year. Our summer school rates of pay are competitive and the district has had ample applicants to fill the various positions needed for summer school. To align with our pay practices for summer school, Ms. Greenwood-Aerts communicated to the committee that starting in the summer of 2020, the plan is to establish an hourly rate of pay for clerical staff. Elementary Building Secretaries working summer school would receive \$19.02 / hour and Elementary Office Assistants would be paid \$16.46 / hour. The committee was supportive of establishing a set rate of pay for summer school clerical staff for consistency and equity to align with how teachers and aides are already being paid.

STAFFING PROCESS / TIMELINE UPDATE:

Ms. Greenwood-Aerts provided an update on the staffing process that included the following highlights:

- Staffing processes and timelines have been developed for elementary, middle school and Lincoln High School. Principals at the various levels have received a copy of the process/timeline.
- Superintendent Holzman and Business Service Director Shawn Alfred have been looking at forecasting for the 2020-21 budget. Preliminarily, it appears that the goal/target for 2020-21 is to have a cost-neutral staffing plan.
- Deadline for teachers to retire if they are eligible for post-retirement benefits is March 15.
- We are looking closely at enrollment numbers and moving students forward to determine the number of classroom teachers needed in the elementary buildings and middle school buildings.
- Often when rolling students forward, classroom teachers need to be reassigned within a building due to a different number of teachers needed in the various grades.
- HR also continues to closely monitor teachers who are on a License with Stipulations. Primarily to ensure these teachers are 'making progress'. The DPI has requirements with regard to 'making process' that impact whether or not the teacher will be issued a subsequent License with Stipulations for the 2020-21 school year.

MEA / ADMINISTRATOR CONVERSATIONS:

Ms. Greenwood-Aerts and Superintendent Holzman provided an update to the committee regarding the meeting that was held on December 17, 2019 with building administrators and members of the MEA. Superintendent Holzman facilitated the group talking about building culture/student behavior, and Ms. Greenwood-Aerts facilitated the group talking about the topic of workload. A one-page summary of each group's discussion was then shared with Michelle Preussler and Mark Filer to ensure the notes captured the essence of the conversation. This one-page summary was then shared with all of those teachers and building administrators who participated. The summary was also shared with board members. Next Step: Superintendent Holzman and Ms. Greenwood-Aerts have a meeting scheduled on January 29 with Michelle Preussler and Mark Filer to talk about the next steps.

INTERIM ASSOCIATE PRINCIPAL at FRANKLIN:

Superintendent Holzman provided an update regarding the building coverage/supports in place at Franklin Elementary School during this time of transition. He shared the following:

- Retired MPSD Administrator Kathy Lemberger has assumed the role of Interim Building Principal starting January 15.
- A counselor through our EAP (employee assistance program) with Aurora was on-site for two days during the week of January 13. In addition, all staff were provided information about EAP including how to access EAP if they wanted to call and schedule an appointment with a counselor off-site.
- Dr. Cathy Clarksen, CESA 6 Director of Growth and Development, will be facilitating a conversation for ALL Franklin staff on the afternoon of Monday, January 20 (staff in-service day). Her focus will be on three key areas: Choose your Energy Level, What Influences your Energy Level, and Your Perspective. We will get feedback from Cathy to determine if we want her to continue this work / discussions with the Franklin Staff

Ms. Greenwood-Aerts shared that the Director Team has had many discussions on how to help and support all Franklin staff, students and parents during this time of transition. She presented to the committee the idea of having an Associate Principal at Franklin for the rest of the school year. This would be a temporary position to help serve and support the work of Ms. Kathy Lemberger. We recognize there are many challenges and opportunities for growth, along with knowing it will take time to enhance the culture and climate at Franklin. We would be looking to post the position internally and/or reach out to another retired administrator to fill the role. The dollars to cover this position would come primarily from the savings the district will incur due to the current FR building principal not receiving benefits (health insurance, WRS, etc). In addition, there are some dollars allocated for technology that will not be expended this year. After some discussion and questions, the committee members were overwhelmingly supportive of adding an Associate Principal at Franklin for the remainder of the 2020-21 school year.

The meeting was adjourned at 5:15pm on a motion by Meredith Sauer and 2nd by Lisa Johnston.