



## PERSONNEL COMMITTEE MEETING MINUTES

January 22, 2021

Members Present: Lisa Johnston, Meredith Sauer, Kathy Willis

Others Present: Director of Human Resources Joyce Greenwood-Aerts, Superintendent Mark Holzman

The meeting was called to order by committee chair Lisa Johnston at 3:30pm. The virtual meeting was live streamed.

### 2020-21 SCHOOL CALENDAR - 2nd Semester

Ms. Greenwood-Aerts shared two proposed changes to the school calendar for the 2nd semester:

1. Move the parent teacher conferences to March
  - a. Parent teacher conferences were just held in December
  - b. All March parent teacher conferences would be virtual
2. The addition of a Professional Development Day
  - a. 2nd semester has two PD Days (January 25 and March 19)
  - b. Would propose adding a 3rd PD Day on either April 29 or 30 (date dependent on whether or not we need to use the weather make up day on April 30)
  - c. The rationale for adding a 3rd PD Day:
    - i. Collaboration is one of our core values and one component integral to our professional learning community (PLC) model
    - ii. Teachers are working through a pandemic
    - iii. Teachers are transitioning into the 4th learning model in ten months
    - iv. Bridges is a new math resource and the level of support and training needed to implement and execute at a high level is important

Meredith Sauer made a motion, 2nd by Kathy Willis, to move forward to the full board the two proposed changes to the 2nd semester of the 2020-21 school calendar.

### TEACHER HANDBOOK PROPOSED CHANGE - Lane Movement

Ms. Greenwood-Aerts proposed a change to the Teacher Handbook as it relates to Lane Movement. Currently there is only one opportunity each year for a teacher to request a lane movement with the applicable salary increase. The proposal would offer a 2nd opportunity.

#### CURRENT LANGUAGE:

Lane movements submitted before October 1 will result in the salary increase retroactive to the first day of the school year. Requests submitted after October 1 will receive the salary increase effective the upcoming school year.

#### PROPOSED LANGUAGE:

Lane movements submitted by October 1 will result in the applicable salary increase retroactive to the first day of the school year. Lane movements submitted by February 1 will result in the applicable salary increase retroactive to the first day of the 2nd semester.

Meredith Sauer made a motion, 2nd by Kathy Willis to move forward to the full board the proposed change to the Teacher Handbook.

## **BLENDED LEARNING: Strategic Approaches to Minimize Teacher Absences / Staffing Issues**

Ms. Greenwood-Aerts shared one of the challenges with returning to blended learning is potential staffing issues. We are still in a pandemic and there will continue to be situations that staff will have to quarantine due to a variety of COVID related reasons. In an effort to minimize staffing issues, Ms. Greenwood-Aerts shared a number of strategic approaches to address this issue:

1. The continuation of one full time substitute teacher at all elementary buildings and two full time substitute teachers at the secondary buildings.
2. Implementing a model in which teachers who are quarantined (and feeling well enough) will teach from their home while their students are in the classroom (or at home if 100% virtual) and there is an adult staff member in the actual classroom to support and supervise the students.
3. Implementation of on-site, drive up COVID testing for staff effective January 19. Symptomatic staff can be tested from day 1 of developing symptoms, receive results within 12 - 24 hours, and with a negative test be able to return to the building (if feeling well enough). The testing is easy, convenient and when the test result is negative it minimizes the number of days a staff member is out of the building.

There was also discussion on the importance of continuing to recruit for substitute teachers and aides to fill teacher and aide vacancies. Two recent, local college graduates (December) were hired in January as Substitute Teachers to add to our pool of substitutes.

## **BUDGET and STAFFING**

Ms. Greenwood-Aerts shared that timelines have been put in place for the annual staffing process beginning with the elementary principals who are meeting the first week of February. Over the past several years, we went into the process with the goal of a cost neutral staffing budget. Assuming the referendum passes, the district will still need to plan for a total budget reduction of \$350,000 in each of the next three years in lieu of using dollars from fund balance. Per recent discussions at the Finance Committee, continuing to use dollars from fund balance to balance the budget is not financially sustainable; therefore, the need to reduce our budget \$350,000 in each of the next three years. Dollars can come from a variety of budget areas: staffing, programs, services, purchased items, etc.

The meeting was adjourned at 4:20pm on a motion by Meredith Sauer and 2nd by Kathy Willis.