



## **PERSONNEL COMMITTEE MEETING MINUTES**

**October 11, 2021**

Committee Members Present: Kerry Trask, Meredith Sauer, Stacey Soeldner

Others Present: Director of Human Resources Joyce Greenwood-Aerts, Superintendent Mark Holzman, Board Member Collin Braunel, and Director of Pupil Services Joanne Metzen

The meeting was called to order at 8:30am by Kerry Trask

### **Requests for Additional Positions:**

Ms. Greenwood-Aerts reviewed the shared document and addressed questions regarding the request for additional positions: 1) Full Time School Nurse for the remainder of the 2021-22 school year and the 2022-23 school year, 2) a full time or two, part time secondary teachers for McKinley Academy Virtual Charter School with a focus on the subject areas of Math and Science, and 3) the addition of a paraprofessional at each of the buildings for the remainder of the 2021-22 school year. For each position, Ms. Greenwood-Aerts shared the rationale and the estimated cost. All positions would be funded using ESSER dollars. Meredith Sauer made a motion, 2nd by Stacey Soeldner to move forward to the full board the approval of all positions being requested.

### **Teacher Exit Interview Surveys:**

Ms. Greenwood-Aerts shared and reviewed a PowerPoint presentation summarizing the results of the Exit Surveys from those teachers who retired or resigned after the 2020-21 school year. In light of grade alignment and navigating a pandemic for the past 18 months, it was reported that our turnover in teachers / professional faculty remains fairly constant over the past five years.

Percent turnover (includes retirements & resignations)

- 2016-17: 8.4%
- 2017-18: 7%
- 2018-19: 8.57%
- 2019-20: 9.5%
- 2020-21: 8.6%

Ms. Greenwood-Aerts shared the purpose, pros and cons of Exit Surveys. 22 out of 35 (63%) individuals completed the exit survey. The questions asked in the survey align with the key factors impacting employee engagement. Overall the results / feedback from the Exit Surveys was positive. Ms. Greenwood-Aerts did share key takeaways including celebrations and opportunities based on common themes. The Powerpoint Presentation is available for view by board members in Board Book attached in the Personnel Committee Agenda. Per a prior request by the board, there was a discussion regarding utilizing an outside vendor to conduct the Exit Surveys. There was some question as to the rationale considering there would be a cost and current participation in the survey is good. There is a question of whether or not those surveyed would respond differently if an outside vendor conducts the exit surveys. Ms. Greenwood-Aerts, will reach out to School Perceptions to gather information on a 3rd party vendor conducting the Teachers/Professional Faculty Exit Surveys

moving forward. She will bring this information back to the Personnel Committee for review and discussion. Per the request of a committee member, the Exit Survey template was shared with all three committee members.

**Middle School Core Teachers with Single Licenses:**

Ms. Greenwood-Aerts shared and reviewed the document outlining the ‘what, why and how’ regarding our Middle School Core teachers who have a single license and the plan for these teachers to obtain a 2nd license in an additional core subject area. The MPSD currently has 12 core teachers (out of a total of 43) at the Middle School level with a single licence, meaning they have a license to teach only one of the four core subject areas. Students learn best when they know their teacher cares and a positive relationship exists. When a teacher has fewer students, the student to teacher relationship is stronger and solidified. Teachers that have the ability to teach multiple subjects can form smaller houses with fewer students and thereby leverage the important relationships that support learning. Additionally, teachers’ work is too difficult to do in isolation. Our middle school model prioritizes daily collaboration between teachers, and this time is most effective when a grade level has houses/teams of the same size. Having a dual-licensed teacher also allows for greater flexibility in staffing and scheduling, and serving students.

Ms. Greenwood-Aerts also reviewed the plan / options available to the applicable Middle School teachers and how the district plans to help and support these teachers in obtaining an additional license.

**Substitute Teachers Update:**

Districts across the state are not immune to the significant labor shortage in our communities and the subsequent impact to the pool of available substitute teachers. The Director Team, with much feedback from Building Leadership, have had several recent conversations including: 1) implementing additional ways to reduce the need for Substitute Teachers, and 2) reviewing / refining the process at the building level to fill a teacher vacancy internally when a sub is not available. The Human Resources Department will continue to focus efforts on the recruitment, interviewing and hiring of substitutes.

The meeting was adjourned at 10:10am on a motion made by Stacey Soeldner and 2nd by Kerry Trask.

Respectfully submitted  
Joyce Greenwood-Aerts  
Director of Human Resources