

Personnel Committee Meeting - Minutes

October 5, 2018

10am

Meeting was called to order by Keith Shaw at 10:05am

Members Present: Lisa Johnston & Keith Shaw

Members Absent: Richard Nitsch

Additional Members: Joyce Greenwood-Aerts; Director of Human Resources

Grade Alignment Update:

Ms. Greenwood-Aerts confirmed with the committee members that they are receiving via email the monthly grade alignment update that is sent to all MPSD. Information was shared regarding the discussions, decisions and applicable communication that occurred over the summer regarding the following positions at Riverview and Stangel: library media manager, custodial staff and office staff. Ms. Greenwood-Aerts also shared that with the recent board approval of the retirement of Ms. Cathi Burish, the decision has been made to (re)assign Ms. Heidi Schroderus to the Riverview building in 2019-20 as the building administrator. The decisions regarding the assignment of current 5K classroom teachers to the various elementary buildings remains on target to occur no later than the end of January, 2019 for the 2019-20 school year. Staffing for the middle school will not begin until the Middle School Guiding coalition makes a decision on the middle school model. Throughout the year, there will continue to be a heightened focus on staffing and timely communications to staff regarding assignments for 2019-20 as decisions are made.

2018-19 Hiring and Staffing Summary Report

Ms. Greenwood-Aerts reviewed and answered questions regarding the 2018-19 Hiring and Staffing Report. In summary, a total of 26 teachers were hired inclusive of classroom, special education, DHOH, EL, Reading, and SLP. In addition, a full time school counselor and occupational therapist were hired for the 2018-19 school year. There is a 1.0 FTE reduction in classroom teachers in elementary, and a 4.1 reduction in classroom teachers across the secondary buildings. Ms. Greenwood-Aerts reminded the committee that the dollars from the reduction were reallocated to support increased student needs in the area of pupil services including: 2, 1.0 FTE special education teachers, a 1.0 FTE Sign Language Interpreter, and 1.0 FTE for title reading support.

Elementary Class Size Numbers for 2018-19 (as of 9/25/18)

Ms. Greenwood-Aerts shared the following highlights:

- There are a total of 98 classes at the six elementary buildings
 - There are no class sizes over 30
 - 32 of the 98 are <20 (33%)
 - 25 of the 32 are AGR (Grades 1 - 3 at Franklin and Jefferson)
 - 23.5 is the average elementary class size (excluding the classes <20)
- HR, along with other applicable directors, have monitored class sizes very closely over the summer and into the start of the school year
 - The week prior to the start of school, the decision was made to add instructional aide support in the following classes: Jackson grade 2 and 4, Jefferson grade 5, Monroe grade 4.

Proposed Teacher Handbook Revision: Retirement Post Employment Payout

Ms. Greenwood-Aerts presented a proposed change to the Teacher Handbook regarding the retirement post employment payout. The change would be non-precedent setting and would only apply for the 2018-19 school year.

Change: Teachers who provide notice of retirement on or before January 3, 2019 (versus the current March 15 date), have 15 years of service and is at least 55 years of age, will be entitled to a post-employment benefit of two hundred dollars (\$200.00) (versus the current \$100) for each year of service. Employees who choose to notice the district of retirement after January 3, 2019 but prior to March 15 will be eligible for \$100 for each year of service.

Rationale: Employees early notification of retirement will provide the district with important staffing information as we determine staffing needs due to grade alignment. Knowledge of retirements prior to starting the staffing process will assist in finalizing staffing, minimizing domino-effect changes, and support timely communication of staffing assignments to teachers.

Financial Impact: Based on the previous five year average, the estimated cost to the district would be \$16,300.

Keith Shaw made a motion and 2nd by Lisa Johnston to move this proposed teacher handbook change forward to the full board.

The meeting was adjourned at 11:15am on a motion by Keith Shaw and 2nd by Lisa Johnston.