



PERSONNEL COMMITTEE MEETING MINUTES

November 3, 2021

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

Others Present: Director of Human Resources Joyce Greenwood-Aerts, Washington Principal Lance Masters

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

Middle School Core Teachers with Single Licenses:

At the October 26, 2021 board meeting there was a request to further discuss at the committee level the topic of Middle School Core Teachers with a single license to obtain a 2nd license.

Washington Principal Lance Masters provided clarification and addressed questions on the 'why' which primarily revolves around two key factors: 1) declining enrollment, and 2) the middle school model. Ms. Greenwood-Aerts provided some additional information regarding the MS core teachers who would be impacted including how many work at Washington and how many work at Wilson, along with their years of service. Years of service range from less than five to greater than 20. Principal Lance Masters reminded the committee that conversations regarding why it is important for Middle School Core teachers to be able to teach multiple subjects were talked about with staff in Spring. Taking a proactive approach with those impacted along with developing a comprehensive plan including multiple options to help and support the impacted teachers is a priority. Although there is recognition some impacted staff will not be in favor of the plan/change, the decision supports what is best for students. The committee agreed to move forward with the plan that has been developed with one recommendation: provide each impacted teacher with a 'memorandum of understanding'.

Teacher Exit Interview Surveys:

Ms. Greenwood-Aerts shared the Exit Survey template from School Perceptions, a 3rd party vendor, along with information associated with the cost of using a vendor to administer the survey and prepare reports, provide comparables, etc. Over the past three years, the exit survey has been administered and analyzed by the Human Resources Department with approximately 60% participation. The survey focuses on the key factors that drive employee engagements. There is really no way to determine with certainty that using an outside vendor would provide additional participation or different responses/information. And, the committee agreed the current process is 'not broken'. The research on Exit Interviews comes with mixed reviews. Although it does provide some valuable information on why an employee left the district, it is only a single point of reference to draw conclusions about an employee's experience. After much discussion, the committee agreed to press pause on using an outside vendor. At a subsequent meeting the committee would like to collectively review the current exit interview template/questions and learn more about the process. The committee members do have a copy of the Exit Survey that is currently being used.

Evaluation of the Superintendent:

Committee Chair, Kerry Trask discussed the next steps in the process for the Evaluation of the Superintendent. Per the discussion:

- After the November 9 board meeting, board members will receive and be asked to complete the Superintendent Survey Questionnaire no later than December 1
- Kerry Trask will talk with Superintendent Holzman giving him an opportunity to submit any 'mid year' artifacts including but not limited to: 1) any baseline data collected thus far regarding the goals related to student behavior and achievement gaps; 2) information regarding any current efforts to address behavior and gaps, and, 3) initial thoughts on the development of an action plan
- A meeting was scheduled for Wednesday, December 8 for the committee to discuss in closed session the results of the questionnaire and to review any items submitted by Superintendent Holzman. The committee's plan is to put together a summary and present it to the full board.

The meeting was adjourned at 9:10am on a motion by Meredith Saue and 2nd by Stacey Soeldner.

Respectfully submitted

Joyce Greenwood-Aerts

Director of Human Resources