

PERSONNEL COMMITTEE MEETING MINUTES

November 5, 2018

Meeting was called to order by Keith Shaw at 11:30am

Members Present: Lisa Johnston, Richard Nitsch, Keith Shaw

Additional Members: Joyce Greenwood-Aerts, Director of HR; Mark Holzman, Superintendent

Full Time Substitute Aides

Ms. Greenwood-Aerts proposed the addition of two, full-time substitute (special education) aides. These two substitute aides will commit to work every student day, and be assigned on a daily basis based on greatest need. The hourly rate of pay will be \$12.00 / hour, versus the current daily rate of \$10.00 / hour. If successful in hiring two full time substitute aides, the impact would be cost neutral considering we are trending to be under budget with regard to the dollars actually budgeted for substitutes. On average, district wide there is a need for an average of 11 sub aides per day, yet our fill rates average between 50-60%. It has been a challenge to find special education aide subs who work with some of our most needy students at our current rates of pay, especially in a labor market with very low unemployment. There is a recognition by the committee that some additional discussions needs to take place in attracting and retaining not only substitute aides, but also (regular) special education aides, including a rate of pay that is commensurate with the work being done, and ensuring applicable training. Richard Nitsch made a motion and 2nd by Lisa Johnston to move forward to the full board the proposal to recruit and hire two, full-time substitute aides for the remainder of the 2018-19 school year.

2019-20 School Calendar Changes

Ms. Greenwood-Aerts reviewed proposed changes to the calendar. These changes have been vetted with building principals along with many staff who are on the elementary and middle school grade alignment coalitions. The below outlines the changes:

- September 3 / 4: No Student Days - Staff will report to focus on staff transitions, building culture, team building, etc.
- September 5: Students transitioning to new buildings (5K, Grade 1, 6, 7, 9 and 10) will report in the AM. Open houses will be held district wide in the PM
- September 6: All students will report
- The No Student / No Staff day on Friday, May 22 will be moved to February 21
- The weather make-up day (if needed) will be moved from May 15 to May 22
- Students will have two less days, yet DPI required minutes will still be met
- The two less student days is non-precedent setting and only for the 2019-20 school year due to grade alignment

Mr. Holzman explained that post Act 10, the school calendar is no longer negotiated; therefore, not necessary to have board approval. Keith Shaw verbalized recognition of this, yet prefers to move the changes forward to the board for approval. Hence, Keith Shaw made a motion and 2nd by Richard Nitsch to move forward to the full board the proposed changes to the 2019-20 school calendar.

Grade Alignment Update - Related to Staffing

Ms. Greenwood-Aerts communicated the following staffing updates:

- Dean of Students (LHS): The job description is in the process of being developed. The position will be posted in early January, 2019.
- Washington Building Principal: The timeline to recruit, interview and select a preferred candidate to bring forward to the board for approval has been put together and shared with Directors. The position

will be posted the first week in December. Interviewing will begin in mid-January. The goal is to bring a candidate forward to the board at the February board meeting.

- 5K Teachers: We have identified, based on addresses, which elementary building the current 4K students will be attending 5K. This includes sending letters to those parents of the current open enrolled 4K students. This information, along with the 5K teacher preferences, will be used in determining staff assignments of the 5K teachers at the various elementary buildings.

Class Sizes

Ms. Greenwood-Aerts provided an update to discussions regarding class sizes including an overview of data at both the elementary and secondary level. Information was provided on a number of supports that have been added to the 2, grade 4 classes at Jackson. At Lincoln High School, by early October only four sections out of 482 (.08%) have over 30 students. Ms. Greenwood-Aerts and Mr. Holzman reviewed the process for scheduling classes/sections. In June, any sections over 30 students are placed on a 'hot list' and monitored closely by administration and counselors during the summer months. Staff work diligently, including communications with students, to offer options to minimize the number of sections over 30 students.

Annual Staff Engagement Survey

Mr. Holzman communicated that the district will conduct the 4th annual staff engagement survey in early December. The survey is done by a 3rd party and is completely anonymous. Results obtained will be reviewed and evaluated to determine what if any action items will be put in place to enhance employee engagement.

STAY Interviews

Ms. Greenwood-Aerts shared that she has begun conducting STAY interviews with randomly selected teachers across all buildings. These are 1:1 conversations to identify and learn key reasons staff stay in the MPSD, and seek information that may prompt staff to leave the district. The rationale for such conversations include: promoting open and transparent communication, identifying areas of focus related to recruitment and retention, providing employees a venue for sharing feedback, and enhancing employee relationships. The goal is to complete all STAY interviews by mid December. Ms. Greenwood-Aerts will share a summary of findings at a later date.

The meeting was adjourned at 1pm on motion by Richard Nitsch and 2nd by Lisa Johnston.