

## Personnel Committee Meeting minutes December 21, 2022

Time of meeting: 8:00 a.m.

- 1) The District has contacted eight school districts in an effort to determine what title those districts use for the position of Manitowoc's Secretary to the Superintendent and Board of Education. All of the eight districts use the title, Executive Assistant to the Superintendent and Board of Education. As a result, the district proposed that we upgrade the title for that position accordingly. This item was approved by the Personnel Committee to be moved forward to the Board for their consideration at the Board meeting on December 22, 2022.
- 2) The Personnel Committee discussed a proposal to create a new position titled, Executive Assistant to the Assistant Superintendent of Teaching and Learning. Recently, the District received resignations from two clerical positions within the District's Teaching and Learning department. Superintendent Feil's restructuring of the Central Office includes taking these 2.0 clerical FTEs and using one FTE for the proposed new position, Executive Assistant to the Assistant Superintendent of Teaching and Learning. The remaining one FTE would be split 50/50 between the two directors of teaching and learning. The Personnel Committee approved moving the new Executive Assistant position forward to the Board for their consideration on December 22, 2022.
- 3) The Personnel Committee learned that Mike Nault has been working full time for quite a few weeks. It must be noted that Mike's original contract was for three days per week. It was deemed beneficial for the District to draft an updated contract for Mike that is full time for the remainder of this school year. MPSD's legal counsel drafted a new contract, which was approved by the Personnel Committee and moved forward to the Board for their consideration at the Board meeting on December 22, 2022.
- 4) The Personnel Committee was provided information from Assistant Superintendent Jame McCall regarding 4K readiness and kindergarten programming. Ms. McCall stated that additional information and direction will be forthcoming. This item was informational only, so the Personnel Committee didn't take any action.

The meeting was adjourned at 8:43 a.m.