



PERSONNEL COMMITTEE MEETING MINUTES: March 5, 2021

Members Present: Lisa Johnston, Meredith Sauer, Kathy Willis

Others Present: Director of Human Resources Joyce Greenwood-Aerts

The meeting was called to order by committee chair Lisa Johnston at 10am. The virtual meeting was recorded and placed on the MPSD website.

Board Policy 1240: Evaluation of the Superintendent

Lisa Johnston shared that she and board member Dick Nitsch took the lead in reviewing and subsequently developing a revised draft policy 1240 - Evaluation of the Superintendent. The verbiage in the draft policy does not align completely with the NEOLA policy; therefore, Ms.Greenwood-Aerts suggested the draft policy be reviewed by the district's attorney for any legal compliance and to ensure the policy represents the best interest of the board. Note: NEOLA is an independent vendor that works with school district's across the state in the area of policy development. Board members Lisa Johnston, Dick Nitsch and HR Director Greenwood-Aerts had a google meeting with Attorney Burns on February 23.

Suggested revisions:

- The formative evaluation shall occur no later than the 2nd board meeting in January revised to:
 - Completion of the formative evaluation shall occur no later than the 2nd board meeting January, *unless expressly modified by the board*
- A summative evaluation report and meeting with the superintendent shall occur no later than the 2nd board meeting of the month in which the school year concludes revised to:
 - The Board shall conduct a summative evaluation that will commence no later than the 1st board meeting in the month May and will conclude no later than the 2nd board meeting in the month of June, *unless expressly modified by the board.*

Attorney Burns also discussed what he referred to as 'practical applications': Items to considered and to be cautious about with regard to Policy 1240:

1. If the board adopts the policy, it needs to follow such policy.
2. The evaluation of the Superintendent becomes a public record. A Superintendent is considered a local public office holder and anything written is subject to a public records request. Whereas a teacher can go through a process to block his/her evaluation from a records request, a Superintendent does not have that option. A Superintendent has the option to augment the record with his/her own narrative.
 - a. Attorney Burns advised to be cautious regarding a written evaluation
 - b. If written, such evaluation must be objective with a focus on accomplishments and areas of growth

Lisa Johnston also mentioned that the board has interest in reviewing and revising the Job Description of the Superintendent. The personnel committee will work on this with a goal to complete by June.

Kathy Willis made a motion, 2nd by Meredith Sauer to move forward the draft policy 1240 - Evaluation of the Superintendent to the full board for a first read on March 9, 2021.

HR Updates

- 1. Staff Vaccinations:** Ms. Greenwood-Aerts reported that as a result of Superintendent Holzman's efforts to contact CEO Brett Norell in early February, the district was successful in partnering with Holy Family to coordinate a vaccination clinic accessible to all MPSD staff. Kudos to Nurse Jenny Hinz for subsequently working with our contact person at Holy Family to work out all of the many logistics of the process. Over 300 MPSD staff were vaccinated at Holy Family on March 4 and 6. The 2nd doses will be given on March 25 and 27. We heard many, many positive comments from staff regarding the process along with expressions of gratitude for coordinating this vaccination clinic with Holy Family. We are confident that over 400 MPSD staff will have received either their first dose or both doses when we return to full face to face instruction on March 8.
- 2. Employee Assistance Program:** Ms. Greenwood-Aerts shared that she met with our Aurora representative regarding the 2020 year end utilization of our Employee Assistance Program (EAP). EAP is available to all MPSD staff and their immediate family members to receive up to six free, confidential counseling sessions. In 2020, 53 individuals utilized EAP totaling 247 counseling visits/sessions. The top five reasons for seeking EAP services: 1) anxiety, 2) marital/relationship issues, 3) child/family issues, 4) depression, and 5) stress. EAP is a great benefit available to all MPSD employees. The annual cost is \$23,000.
- 3. 2021-22 School Calendar:** Ms. Greenwood-Aerts shared a draft 2021-22 calendar has been developed and a group of principals met the week of March 1 to review, provide feedback and offer suggestions. We have learned a lot during the last year of the pandemic and discussed how what we have learned may impact the school calendar moving forward. The group of principals talked about items such as 1) what does the start of the school year look like, 2) how to strategically place staff development days throughout the school year, 3) when to conduct parent teacher conferences and 4) when to have spring break. The team will meet again on March 18.

The meeting was adjourned at 10:42am on a motion by Kathy Willis, 2nd by Meredith Sauer.