

## PERSONNEL COMMITTEE MEETING MINUTES: APRIL 22, 2020

**Members Present:** Dick Nitsch, Lisa Johnston, Meredith Sauer

**Others Present:** Superintendent Mark Holzman, Director of HR Joyce Greenwood-Aerts, Director of Business Services Shawn Alfred, Director of Pupil Services Joanne Metzen

The virtual meeting was called to order at 3:02pm by committee chair, Dick Nitsch.

**Disproportionality Plan:** Ms. Joanne Metzen shared with the board that we were notified by the state that the MPSD has a disproportionate number of black students identified as EBD (emotional behavior disorder). As a result, the district was required to develop a Disproportionality Plan to address the number of black students identified and receiving special education services - specifically in the area of EBD. The plan has been approved by the State and we have a mandated set-aside in the amount of \$180,000 to remedy the situation. The set-aside dollars are not grant funds or additional monies received from the state. The dollars are part of the district's IDA allocation. The set-aside dollars can be used for staff, training, equipment, etc. Ms. Metzen shared that a portion of the set-aside dollars will be used for the following positions: 1) 1.0 FTE District Wide Culturally Responsive Behavior Specialist, and 2) School Based Culturally Responsive Behavior Specialists. The school based specialists will likely be teachers, counselors, etc at the building level who will work a maximum of 150 hours throughout the school year at a rate of \$18 / hour. Ms. Metzen was also very recently notified by the State that the district was identified for a 2nd year of having a disproportionate number of black students identified with EBD.

Meredith Sauer made a motion, 2nd by Lisa Johnston to approve the two job descriptions / positions and move forward to the full board for action.

**1.81% Base Wage Increase for All Other Staff:** Ms. Greenwood-Aerts reminded the committee that the board will take action on a 1.81% base salary increase for all teachers at the April 28 board meeting. Historically the district has also recommended the same percent increase for all other employee groups. Mr. Shawn Alfred shared with the board that the 1.81% increase for 'all other groups' would have a \$192,025.28 impact to the 2020-21 budget (Administration: \$34,725.92; Paras/Custodians/Clerical/Other Professional Staff: \$157,299.37). Mr. Alfred explained that the 2020-21 budget would support the additional dollars without having to use Fund 10. Meredith made a motion, 2nd by Lisa Johnston to move forward to the full board a 1.81% increase on the base wage for 'all other MPSD staff'. Ms. Greenwood-Aerts noted the 1.81% base wage increase for all non-teacher staff would go to the board on May 12.

### HR Updates:

- **Exit Interviews:** Ms. Greenwood-Aerts shared that an exit interview form has been developed and will be used for teacher / professional staff leaving the MPSD (retirements and resignations). The exit interview form will be sent to applicable staff via google survey. The committee asked that aggregate data received from the surveys be reported (for example) twice / year to the committee.
- **Teacher Contracts:** Ms. Greenwood-Aerts communicated that it is 'status quo' with generating teacher contracts for the 2020-21 school year. The statutes require teachers to have contracts no later than May 15. Typically teacher contracts are hand delivered by building principals. However, this year, contracts will be emailed to all applicable teachers. We requested legal advice to ensure electronic signatures were acceptable.
- **Modified Interview Process:** With the mandated school closure and Safer at Home Order, a modified interview process was developed and implemented. All interviews starting in mid-March have been and will continue to be done virtually. Thus far, the modified process is working well. Kudos to Kay Beilke in the HR Office who has done a great job in coordinating this virtual interview process for all posted positions.

- **Modified Teacher Evaluations:** Ms. Greenwood-Aerts shared that due to the mandated school closure modifications needed to be made for our Teacher Evaluation System (Educator Effectiveness). We followed the DPI state guidelines regarding the completion of all teacher evaluations for the 2019-20 school year. Our modified plan is in compliance with the DPI's guidelines. The plan for the completion of all teacher evaluations has been shared with building principals and all applicable teachers / professional faculty.
- **Use of Personal Days and Vacation Days:** Due to COVID 19 and the mandated school closure, Ms. Greenwood-Aerts also reported that discussions and decisions regarding the use of remaining personal days and vacation days for all employee groups for the remainder of the school and/or fiscal year have been made. After much discussion, the decision was made to move forward 'status quo' with our policies regarding the use of personal days and vacation days for the applicable employee groups. This information has been shared with all employees.

**2020-21 Staffing Update:** A staffing update for the 2020-21 school year was provided by Ms. Greenwood-Aerts and Superintendent Holzman. The complete report can be found in boardbook. Information was shared on the number of Teacher retirements and resignations thus far. Ms. Greenwood-Aerts reported that district-wide there will be a total reduction in staff of 5.1 FTE's. This is primarily due to enrollment. There was also discussion on the process used to identify and determine additional staff for the 2020-21 school year. Criteria was established along with a weighted scoring system to determine potential staff additions. Ms. Greenwood-Aerts shared that a total of 6.0 FTE's will be added (1.0 Math Coach, 1.0 Reading Teacher, 2.0 Special Education Teachers, 2.0 Student Support Leaders). There were additional positions on the list; however, additional dollars would need to be secured/reallocated prior to moving forward with adding staff over and above the 6.0 FTE's identified. The additional staff will be financially supported by: reallocated dollars from the staff reductions, an increase in state reimbursement from special education, and the savings incurred when replacing staff who retired (cost of replacing a retired teacher results in an average savings of \$7,000 / retired teacher). Superintendent Holzman explained that committee / board action is not necessary as the additional positions for 2020-21 are not new positions - they are positions that already exist in the district. The committee was supportive of the process and the positions being added for the 2020-21 school year.

The virtual meeting was adjourned at 4:30 on a motion by Meredith Sauer, 2nd by Lisa Johnston.