



## PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, May 18 2022 at 1:30pm

Committee Members Present: Stacey Soeldner, Kerry Trask, Matthew Spaulding

Administration Present: Director of HR Joyce Greenwood-Aerts, Director of Pupil Services Joanne Metzen, Director of Teaching/Assessment Pam Lensmire

The meeting was called to order at 1:30pm by Stacey Soeldner.

**1. Request for Additional EL Teachers:** Ms. Pam Lensmire reviewed a document shared with the committee outlining the rationale for the request of three additional EL Teachers. The district has seen an increase of 114 students needing EL services since the start of the 2021-22 school year. For 2022-23 we are projecting to have 454 EL students in grades 1 - 12 and in fall 5K students will be screened to determine how many 5K students qualify for services. The MPSD currently has 14 EL Teachers. Through the screening process, students needing services are categorized on a scale/level of 1- 6 depending on their language ability.

The three additional EL teachers would be utilized at: Madison (includes serving the private schools) Franklin and Jefferson.

Ms. Angela Erdmann shared that 'Transfer of Service' dollars would be used to cover the majority of the estimated \$215,000 it will cost to add the three teachers. In addition, the district sees a savings of approximately \$5,000 per teacher we hire when filling positions vacated due to retirements and resignations.

Kerry Trask made a motion seconded by Matthew Spaulding to move forward to the full board the hiring of three additional EL Teachers for the 2022-23 school year.

**2. Request to Post for a Visually Impaired Teacher:** Ms. Joanne Metzen shared and reviewed a document providing the committee with some background information on the contracting of a Visually Impaired Teacher. The MPSD has always had a need for a Teacher of the Visually Impaired and we are requesting to attempt to post / hire our own teacher versus contracting for this position. Through our current contracted service(s), YTD the district has spent \$70,797 for a .67 FTE Teacher of the Visually Impaired. Ms. Metzen shared that we are projected to need a .8 FTE teacher for the 2022-23 school year. The cost to hire our own Teacher of the Visually Impaired will cost approximately \$5000 more per year than utilizing the contracted agency. Ms. Metzen explained the desire is to hire a 1.0 FTE and when this teacher is not working with visually impaired students, they would help support other students with IEPs. Ms. Metzen also explained the advantages of hiring our own teacher versus contracting for this position. If the district is unsuccessful, we will continue to contract for this position. If successful, we will absolutely evaluate the need for this position in Spring of 2023 when going through the staffing process for 2023-24.

Kerry Trask made a motion and seconded by Matthew Spaulding to move forward to the full board the posting and hiring of a Teacher of the Visually impaired versus using an agency.

**3. Work from Home - Handbook Policy:** Ms. Greenwood-Aerts shared and reviewed a Draft Work From Home Policy that the district would like to add to the Non-Teacher and Administrator Handbook(s). She explained that the district piloted this opportunity in the summer of 2021 with much success and positive feedback. The committee was very supportive of this opportunity to work from home for applicable employees during specified times of the year. The committee suggested three additions to the Handbook Policy involving:

- Language regarding confidentiality when working from home
- The use of only district provided devices when working from home
- Following all applicable MPSD board/handbook policies when working from home

Ms. Greenwood-Aerts will add these items to the Draft Work from Home Policy.

On a motion by Matthew Spaulding, seconded by Kerry Trask the committee supports moving forward to the full board the addition of the Work from Home policy to the employee handbook.

The meeting was adjourned at 2:40pm on a motion by Matthew Spaulding, seconded by Kerry Trask.

Respectfully submitted  
Joyce Greenwood-Aerts  
Director of Human Resources