



PERSONNEL COMMITTEE MEETING MINUTES

May 21, 2021

Members Present: Kerry Trask, Meredith Sauer, Stacey Soeldner

Others Present: Director of Human Resources Joyce Greenwood-Aerts, Superintendent Mark Holzman

The meeting was called to order by committee chair Karry Trask at 8am.

1.23% Base Wage Increase for Administration and All Other Staff

Ms. Greenwood-Aerts explained that similar to our teachers, we are recommending a 1.23% base wage increase for 1) all administrators, and 2) all other staff members. The 1.23% aligns with the WERC (Wisconsin Employment Relations Commissions) maximum CPI (Consumer Price Index) increase for the teacher group for the 2021-22 school year. Ms. Greenwood-Aerts reminded the committee that in addition to the percent increase all staff receive an annual step increase if they are not at the maximum off their applicable salary schedule. The budget impact is as follows:

- For Administrators: \$29,447
- For All Other Staff: \$102,161
- Total Budget Impact: \$131,608

Meredith Sauer made a motion, 2nd by Stacey Soeldner to move forward to the full board a 1.23% increase on base salary for 1) administrators, and 2) all other staff members.

Non Teacher Handbook - Retirement Benefits/Payout Section

Ms. Greenwood-Aerts made a recommendation to the committee that in the Non-Teacher Handbook under the Retirement Benefits section the qualifying age of 'at least 55 years of age' be added to the verbiage. It has consistently been the past practice for many years; however, the age requirement is not currently written in the handbook. Meredith Sauer made a motion, 2nd by Stacey Soeldner to move forward to the full board adding the verbiage 'at least 55 years of age' to the Retirement Benefit section of the Non-Teacher Handbook.

Teacher Handbook - Personal Days

Ms. Greenwood-Aerts explained to the committee that currently teachers have two paid personal days to use during the school year. Currently there are no restrictions regarding when teachers can use their personal days. Ms. Greenwood-Aerts talked about the value of the six Professional Development / Professional Learning Community (PLC) Days in the 2021-22 school calendar and the importance of staff attendance and engagement in these days as it relates to training and opportunities to collaborate with colleagues. As such, the change in the teacher handbook related to the use of Personal Days would include:

- Teachers may only use one of their two personal days on a staff development day

There was discussion regarding not allowing the use of either personal day on a staff development day. Mr. Holzman explained that the district does not want to create a policy that would limit the use of both personal days on staff development days because of a small percentage of teachers who consistently use both of their personal days on these very important training and collaboration days. The committee discussed re-evaluating the use of personal days on staff development days if necessary in the future. Meredith made a motion, 2nd by Kerry Trask to move forward to the full board the recommendation of: Teachers may only use one of their two personal days on a staff development day. The motion passed 2 - 1.

Staffing Updates

Ms. Greenwood-Aerts provided the committee with several staff / staffing related updates:

- The staffing process for the 2021-22 school year has been completed. This is a process that begins in January and is typically completed sometime in May. There are typically two primary factors that impact staffing in any given year: 1) student enrollment and 2) student selection of courses at the Middle School and High School.
- All teachers (including School Counselors) received their 2021-22 contracts. The state statutes require that teachers receive their contract by May 15. Statutes also require that the contract must be signed and returned no later than June 15.
- There are a total of 10 teacher retirements which is consistent with nine retirements in each of the previous two years. Thus far, we also have 13 teacher resignations. Similar to any year, the district will receive some additional teacher resignations into the summer months.
 - Exit surveys will be sent out to all teachers retiring or resigning
 - Data from these surveys will be shared with the personnel committee in September
- All teachers new to the district in 2020-21 will also be sent a survey to gauge their experience and level of engagement during their first year in the MPSD. The feedback will be reviewed to determine any trends (positive or areas of improvement) to identify anything the district may be able to do better or different with our newest teachers.
- Ms. Greenwood-Aerts also shared that she has been collecting data over the past three years regarding 1) demographics of our current teacher staff, and 2) information regarding turnover (years of service, building, reasons, etc). This information is typically updated in late summer and will also be shared with the personnel committee.

The meeting was adjourned at 9am on a motion by Meredith Sauer, 2nd by Stacey Soeldner.