



PERSONNEL COMMITTEE MEETING MINUTES

Friday, May 6, 2022 at 2pm

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

Administration Present: Director of HR Joyce Greenwood-Aerts, Superintendent Mark Holzman

Other Board Members Present: Kathy Willis, Tony Vlastelica and Collin Braunel

The meeting was called to order at 2pm by Stacey Soeldner.

A motion was made by Kerry Trask and seconded by Matthew Spaulding and unanimously carried 3 - 0 by a roll call vote to go into closed session for the following:

- Considering the employment, promotion, compensation or performance evaluation data of a public employee over which the government body has jurisdiction or exercises responsibility. The closed session meeting is authorized pursuant to 19.85 (1)(c) of the Wisconsin statutes.

On a motion by Kerry Trask and seconded by Matthew Spaulding the committee adjourned from closed session at 3:50 and reconvened in open session.

The following items were discussed in open session of the Personnel Committee:

1. **Background Checks:** Per the Board's recommendation, Ms. Greenwood-Aerts reported that she has reached out to the representative from BIB (Background Investigative Bureau) to move forward with using this organization for background checks. BIB has the capability to conduct out of state background checks when applicable. BIB will be used for all employees, volunteers, substitutes, and coaches and summer school employees who don't normally work for the MPSD during the regular school year.
2. **Personnel Report Content / Personnel Dashboard:** The committee had a discussion on some HR related topics and the possible use of a dashboard and/or graphs to provide a visual representation of certain HR metrics. Ms. Greenwood-Aerts shared that HR metrics / graphs related to turnover data and employee demographic information is already something that is tracked / graphed. The committee talked about some type of document or dashboard that would provide additional information to the Board regarding 'position control'. Ms. Greenwood-Aerts will connect with Committee Chair Stacey Soeldner to further discuss and clarify what information regarding 'position control' the committee would like.
3. **Organization Chart:** Ms. Greenwood-Aerts shared that the MPSD does have an Organization Chart; however, it is outdated. Per the committee's recommendation, Ms. Greenwood-Aerts will work to develop an updated Organization Chart.

4. Shared Drive for Personnel: The committee discussed an option to have a shared drive that would be accessible to committee / board members and contain HR related information. More discussion is necessary to clarify the information the board is requesting to have located in a shared drive.
5. HR Policy Review: Committee Chair Stacey Soeldner will connect offline with Ms. Greenwood-Aerts to review the list of current Board Policies related to Human Resources. We will prioritize the list of HR policies and develop a schedule to bring such policies forward for review and/or applicable revisions. There was a brief discussion on support for developing and revising school district board policies. Ms. Greenwood-Aerts shared that the MPSD partners with NEOLA, an organization that provides many Wisconsin School districts with a comprehensive service for developing and updating board bylaws and policies. NEOLA utilizes attorneys for policy writing / development who specialize in laws related to K-12 public education to ensure compliance to the applicable state statutes. Board member Collin Braunel expressed an interest in researching other options as a resource to develop and revise Board Policies and Bylaws.
6. Substance Abuse Policy: Superintendent Holzman shared that the Board Policy regarding Employee Conduct clearly states the following:
 - a. Performing official duties of any character while under the influence of alcohol or illegal drugs.
 - b. Employees who violate the Employee Conduct policy are subject to disciplinary action, up to and including discharge.
 - c. There is no tolerance for any level of alcohol (or other drugs) while an employee is considered on duty

Ms. Greenwood-Aerts shared that although the policy does not specifically outline the steps to take when there is reasonable suspicion to believe an employee is under the influence, there is definitely a set of protocols that the district does follow in these situations, supported and guided by the Director of Human Resources. Although each situation is unique and different, situations in which an employee reports to work under the influence typically result in testing to validate if the employee is under the influence, suspension pending an investigation, referral to EAP, possible random testing moving forward, some level of disciplinary action, etc. etc. The committee agreed that no further action is necessary at this time on this topic.

The meeting was adjourned at 4:35pm on a motion by Matthew Spaulding, seconded by Kerry Trask.

Respectfully submitted
Joyce Greenwood-Aerts
Director of Human Resources