



## PERSONNEL COMMITTEE MEETING MINUTES

Wednesday, June 15, 2022

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

- Other Board Members Present: Matthew Phipps

Administration Present: Director of HR Joyce Greenwood-Aerts, Director of Pupil Services Joanne Metzen, Director of Business Services Angela Erdmann

The meeting was called to order at 4pm by Committee Chair Stacey Soeldner.

### 1. Request for Additional Position: Assistant Secretary to the Director of Pupil Services

Ms. Joanne Metzen, Director of Pupil Services, reviewed a document outlining the rationale for requesting a 10-month Assistant Secretary in the Pupil Services Department. This individual would work 40 hours / week during the school year. The request is based on the following key factors:

- The recent increase in MPSD students with IEP's
- The increase in the number of students with IEPs transferring in and out of the MPSD
- Legal compliance regarding required paperwork and state reporting requirements
- The existing two office personnel are fairly consistently work some amount of overtime
- The pupil services department has also utilized a clerical sub to help with the current workload

Ms. Metzen along with Director of Business Services Angela Erdmann explained the funding for this additional position would be via Special Education Flow-Through Funds.

Kerry Trask made a motion seconded by Matthew Spaulding to move forward to the full board the hiring of a 10-month Assistant Secretary to the Director of Pupil Services.

### 2. Hiring Update: Teachers / Professional Faculty

Ms. Greenwood-Aerts shared an update as it relates to the hiring of teachers / other professional faculty (i.e., school counselors, dean of students, math coaches). To summarize:

- Recruitment and hiring of remaining open positions remains a priority
- *As of June 13:*
  - The board has approved the hiring of 44 teacher / professional faculty positions
  - We have 26 vacant teacher / professional faculty positions
- Teacher turnover (retirements and resignations) for the past three years has been consistently between 8.5 - 9.5%. Although turnover data for 2021-22 is not yet finalized, it is likely teacher turnover (retirements + resignations) will be approximately 15%.
- Increased teacher turnover and the teacher shortage is not unique to the MPSD
- More than ever, we are encouraging our building principals to remain engaged with new hires over the summer months
- Although efforts are already being made, it is my recommendation that attracting and retaining staff is a strategic focus area moving forward

### **3. Update: Exit Surveys**

In late fall/early winter the board requested that the district trial using an outside vendor for Exit Surveys. Ms. Greenwood-Aerts reported that effective February 2022, we partnered with School Perceptions to conduct electronic exit surveys. The district already uses School Perceptions for the staff engagement survey, student survey and the parent survey.

Ms. Greenwood-Aerts shared a powerpoint presentation reflecting the results of the completed exit surveys thus far. Highlights include:

- 60% completion rate (37 out of 61)
  - School Perceptions sends / emails the exit survey up to three times to encourage participation.
  - The survey is confidential and each person receiving the survey has a unique access code so the survey can only be completed one time
- The exit survey is sent to all employees who resign / retire regardless of their position
- 51% of those responding thus far are classroom teachers and 22% are considered education specialists (school counselors, library specialists, instructional coaches, etc)
- The survey provides 21 factors to choose from regarding the reason(s) for leaving the MPSD. The respondent can choose multiple factors and subsequently indicates the level to which the reason was a factor in leaving (major factor, minor factor, not a factor)

In Fall, another update on the results of the Exit Surveys will be shared with the Personnel Committee.

Stacey Soeldner did ask if School Perceptions could provide a summary of the comments provided in the Exit Surveys that were completed. Ms. Greenwood-Aerts will reach out to the School Perceptions Rep to request this information.

The meeting was adjourned at 5:00pm on a motion by Matthew Spaulding, seconded by Kerry Trask.

Respectfully submitted  
Joyce Greenwood-Aerts  
Director of Human Resources