



PERSONNEL COMMITTEE MEETING MINUTES

June 21, 2021

Committee Members Present: Kerry Trask, Meredith Sauer, Stacey Soeldner

Others Present: Director of Human Resources Joyce Greenwood-Aerts, Superintendent Mark Holzman, Board Member Lisa Johnston

The meeting was called to order by committee chair Kerry Trask at 8:30am.

HR Department Restructuring/Realigning of Duties

Ms. Greenwood-Aerts shared with the committee that currently the HR department is staffed with 2.4 FTE's (full time equivalents). Recently the individual working two days / week (.4FTE) submitted her notice of retirement. The HR department serves and supports 900 employees. Ms. Greenwood-Aerts is recommending to increase the overall FTE level in HR by posting and hiring a 1.0 FTE versus a .4 FTE (an overall increase of .6 FTE). She shared that she contacted several other districts of similar size and the average FTE level of similar size districts is 3.4 FTE's. In addition all three job descriptions inclusive of the various tasks/functions of the HR department were reviewed, updated and revised.

- Hiring a 1.0 FTE (versus .4 FTE) would bring the MPSD HR department to 3.0 FTE.

Ms. Greenwood-Aerts shared the rationale for the request:

- Workload capacity of current staff
- Greater focus on strategic initiatives related to key HR functions: recruitment, retention, compensation, and engagement
- Further enhancing our district culture and creating an environment to be a district of destination
- Research based: correlation between a highly engaged staff and a positive impact to student academic success and social/emotional growth

Budget Impact:

- \$25,000 - \$35,000

The committee / board does not technically need to approve the request; however, Ms. Greenwood-Aerts wanted to provide information regarding the data and rationale to add a .6 FTE to the HR Department to garner the support of the committee prior to a preferred candidate being brought forward via the Board Personnel Report.

After discussion please note the following:

- The committee supports the additional .6 FTE in the HR Department
- The committee agreed it was not necessary to take formal action (motion / 2nd) and ask the board to vote
- A committee member did request additional, more specific information, on where the dollars to support the additional .6 FTE would come from. Superintendent Holzman did explain the dollars would be budgeted for in the July 2021 - June 2022 budget; however, the board will not approve the actual budget until October due to the timing of the state legislature with regard to allocating state aid, third Friday counts, etc. Superintendent Holzman also reminded the committee of the following:

- Reductions in district wide FTE's via the staffing process along with replacements for teachers who are retiring costing less does provide some monetary resources to reallocate.
- Approximately 80% of the district's \$80 million dollar budget is allocated to salary and benefits

Per the request of the committee member, Superintendent Holzman will provide more specific information that will verify the availability of budget dollars to support the budget impact (\$25,000 - \$35,000) to add the .6 FTE to the HR Department

Evaluation of the Superintendent

Committee Chair Kerry Trask shared with the personnel committee that Board Policy 1240 states the following:

- The Board shall conduct a summative evaluation that will commence no later than the 1st Board meeting in the month of May and will conclude no later than the 2nd board meeting in the month of June, unless expressly modified by the board.

Mr. Trask shared the board is behind in this process and he will be making a request at the June 22 board meeting to grant an extension to the timeline. He shared that the committee has access to the following information related to the Evaluation of the Superintendent:

- Documents provided by former board member Dick Nitsch
- A copy of the superintendent evaluation form used in 2019
- A sample evaluation provided by committee member Stacey Soeldner
- A sample evaluation from the Wisconsin Association of School Boards

Ms. Sauer also suggested the idea of reaching out to other similar size district's to request a copy of their 1) Superintendent Job Description, and 2) Superintendent Evaluation Form.

Mr. Trask suggested that the Personnel Committee meet in the near future to articulate and make a decision on: 1) the philosophy of performing the evaluation, and 2) the tools to be used.

In addition the goal would be to provide to the full board the documents to be used no later than the end of August 2021.

Ms Soeldner made a motion and 2nd by Ms. Sauer to adjourn the meeting at 9:15am.

Respectfully submitted,
Joyce Greenwood-Aerts
Director of Human Resources