

Personnel Committee

July 29, 2020 Meeting Minutes

Members Present: Lisa Johnston, Meredith Sauer, Kathy Willisa

Others Present: Superintendent Holzman, Joyce Greenwood-Aerts (HR Director), Joanne Metzen (Director of Pupil Services)

The meeting was called to order at 8:05am by committee chair, Lisa Johnston

1. Additional Staff Needs due to COVID19

Ms. Greenwood-Aerts shared with the committee that due to the COVID19 pandemic and in alignment with our collective commitment to People First, the district is proposing additional staff in the areas of: custodial support and nursing support. The positions will be limited term for up to the entire 2020-21 school year.

Ms. Greenwood-Aerts reviewed the rationale and budget impact of the additional staff requests. The overview of the additional requests include:

Custodians:

- CDC guidelines will be followed regarding enhanced cleaning/disinfecting for all buildings
- Additional disinfecting include, but are not limited to: high touch point areas (light switches, railings, door handles, etc)
- Disinfecting classroom student workstations between AM / PM sessions (elementary and high school)
- Disinfecting all classroom student workstations each evening at all buildings
- Disinfecting books and any other shared student manipulatives
- The district will also utilize existing paraprofessionals to assist with cleaning/disinfecting
 - **Additional Request for Custodians:**
 - 4, 3.5 hours / day additional custodians (total: 70 hours / week)
 - Limited term positions for up to the entire 2020-21 school year
 - Non benefit eligible (less than 20 hours / week)
 - **Budget Impact:**
 - Approximately: \$25,000
 - CARES dollars will be used for the proposed additional custodial hours

Nurses:

- Designated COVID19 school nurse
- Development of policies and protocols
- District wide resource for administration and all staff
- Managing and navigating students / staff who are symptomatic, test positive, etc.
- Training / professional development of staff
- Regular contact with local health department
- Up to date on CDC and department of health services
 - **Additional Request for Nurse(s):**
 - Add a full time (8 hours / day) school nurse (limited term for up to the entire 2020-21 school year)
 - All current school nurses (3) scheduled to return full time August 3 (versus August 24)
 - The two current school nurses who are part time, would work full time in 2020-21
 - One current school nurse is already full time

- **Budget Impact:**

- Nurses returning August 3 along with all three nurses full time: \$33,000
- Additional full time, limited term Nurse: \$52,000
- Total Budget Impact: Approximately \$85,000
 - CARES dollars will be used for the proposed additional nursing supports

The committee supported the additional staffing needs due to the COVID19 pandemic. Meredith Sauer made a motion, 2nd by Kathy Willis to move forward to the full board the approval of the additional custodial staff and the additional full time nurse position.

2. Proposed Teacher Handbook Change: School Forest Overnight Payment

Based on the recommendation of the Board of Education at the June 23, 2020 board meeting, the original proposal has been revised to reflect a 20% increase in the School Forest Overnight payment for staff.

Timeframe	Current Payment	Proposed Payment
4pm - 9pm	\$50	\$60
8pm - 7am	\$75	\$90
4pm - 7am	\$125	\$150

Approximate Budget Impact: \$2,500 / Year

Meredith Sauer made a motion, 2nd by Kathy Willis to move forward to the full board the approval of the proposed increase in the school forest overnight payment effective with the 2020-21 school year.

3. Employee COVID19 Facial Covering Protocols

Ms. Greenwood-Aerts shared the employee COVID19 facial covering protocols document with the committee. The protocols align with CDC and health department guidelines. Ms. Greenwood-Aerts shared that the school nurses were involved in developing the protocols. The protocols include:

- Acceptable facial coverings allowed to be worn by employees
- Accommodations for those staff with medical issues as it relates to wearing a mask
- Facial coverings best practices (how to wear, laundering, etc)
- Compliance

Ms. Greenwood-Aerts also communicated that the protocols are subject to change to align with ongoing recommendation by the CDC and the local/state health departments. All MPSD employees will be provided with a logo cloth mask. Employees can choose to wear the district provided mask or wear an alternate mask of their choice if on the approved list of facial coverings. The protocols will be shared with all MPSD staff prior to August 1 and will be effective Monday, August 3.

4. Staffing Update

Ms. Greenwood-Aerts shared some information relative to staffing including, but not limited to:

- New Teacher Week will take place the week of August 17; however, the decision has been made to conduct the meetings, professional development, etc virtually. New Teachers and professional faculty will be in their respective buildings for new teacher week to spend time with principals and their

mentors, and to have the time to prepare their classrooms for the start of the 2020-21 school year.

- Planning is being finalized for Mentor Training scheduled for August 12.
- As of the date of the meeting (July 29) there were five vacant teacher positions.
- As of the date of the meeting (July 29) screening of candidates for the General Education Behavior Program Support position were scheduled.

The meeting was adjourned at 9:10am on a motion by Kathy Willis, 2nd by Meredith Sauer.