

**EMPLOYEE ENGAGEMENT & CULTURE
BOARD COMMITTEE MEETING MINUTES**

September 17, 2024

5:30 p.m.

Zoom Meeting

1. Call to Order

The meeting was called to order at 5:35 pm.

2. Roll Call

The following were present at the meeting:

- Brian Keller, Committee Chair (*excused*)
- Brendan Burns, Committee Vice Chair
- Jane Carr, Committee Member (*excused*)
- Marianne Marshall, Director of Human Resources

3. Review and Add Any Modifications to the Agenda

None

4. Approve Minutes from the Last Meeting

The minutes from the August 20, 2024 meeting will be approved at the October 15, 2024, meeting.

5. Public Comments

None

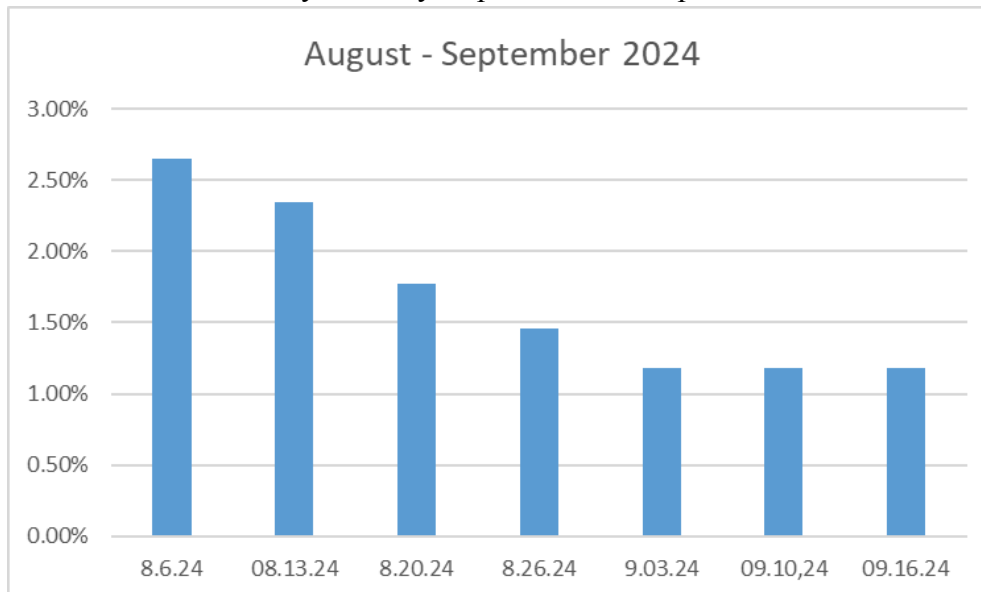
6. Old or Unfinished Business

None

7. New Business:

7.1 Vacancy Report

We reviewed the weekly Vacancy Report which compares week to week changes:



7.2 Fall School Visits

In our continued effort to move the HR Department from “reactive” to “proactive” we will begin our “Morning Meet-Up” visits to schools starting the week of September 30. The staff will begin to shift the main focus from recruitment to retention. Building visits improve employee engagement and outcomes by being present in the building to:

- Become more familiar with the staff
- Gauge school climate and culture
- Foster open communication with the staff
- Provide open communication with honest feedback and total transparency

7.3 Licensing Updates

The HR Team continues to ensure that all educators are licensed or have applied for a license with DPI. All educators must meet education, experience and testing requirements to work in our schools. The team works with the staff to ensure that they are providing the correct documentation to DPI and provides guidance to individuals.

7.4 Website Update

The team has reviewed the content available to staff on the District’s website and is working with the Communication Team on updating forms, contact numbers, etc. to provide staff members with access to needed information. This project should be completed by October 4, 2024.

8. Items to be Considered for Future Discussion

Explore the possibility of suggestion boxes at schools.

9. Adjournment

The meeting adjourned at 5:52 pm.