

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

**October 15, 2024
5:30 p.m.
Zoom Meeting**

1. Call to Order

The meeting was called to order at 5:34 pm.

2. Roll Call

The following were present at the meeting:

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

3. Review and Add Any Modifications to the Agenda

None

4. Approve Minutes from the Last Meeting

- a. Minutes from August 20, 2024 – Motion made for approval by J. Carr, seconded by B. Keller, passed
- b. Minutes from September 9, 2024 - Motion made for approval by J. Carr, seconded by B. Keller, passed

5. Public Comments

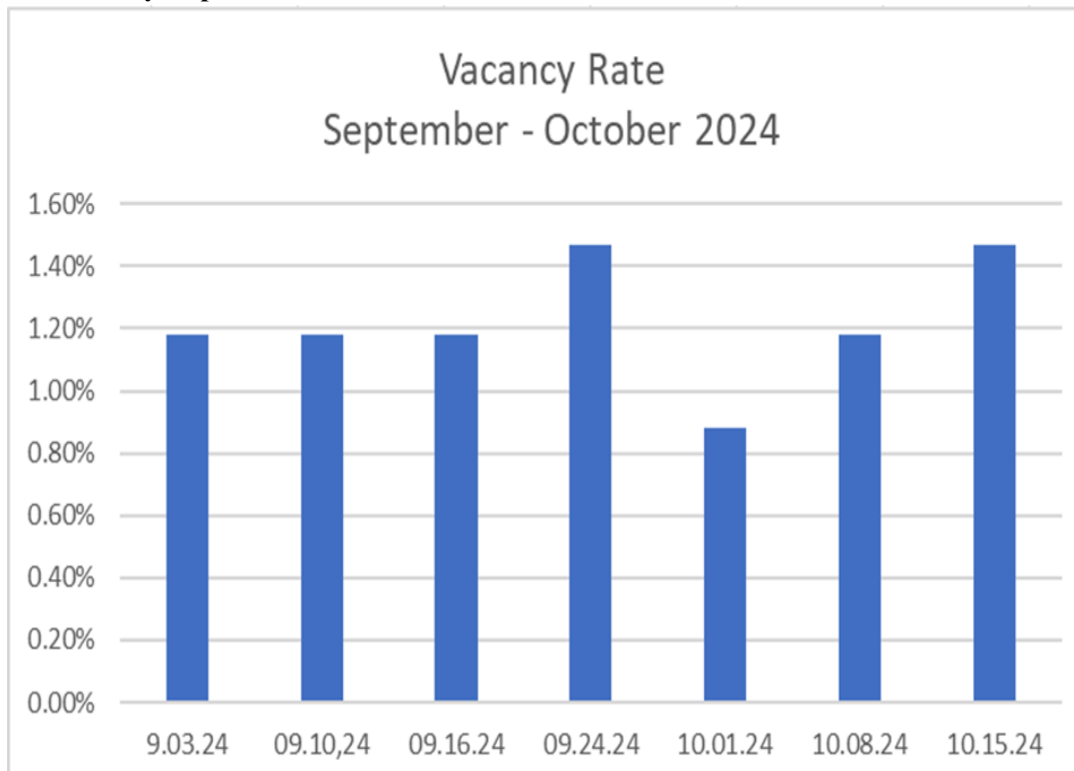
None

6. Old or Unfinished Business

None

7. New Business:

7.1 Vacancy Report



7.2 EEO 5 Report Update

- a. Report is submitted bi-annually
- b. Usually in October
- c. Notified by the EEOC that the form is delayed

7.3 WISE staff Reporting:

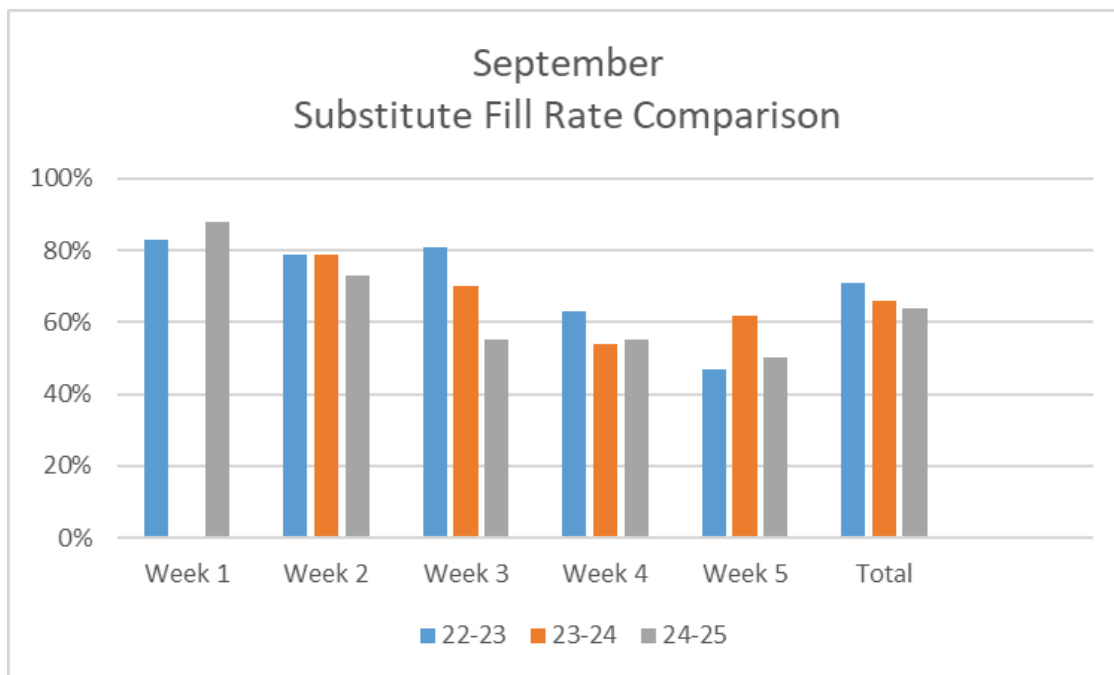
The Wisconsin Information System for Education is comprised of five (5) core components, many of which exchange data and work together, to provide information and data to meet all required school state and federal reporting mandates. The goal is to provide information required for research and data analysis through dashboard and reporting tools to better understand and improve educational outcomes for Wisconsin students.

WISEstaff collects required data about our school staff members. It provides DPI with data that is needed to comply with state and federal requirements. The data collected includes:

- Demographic information
- Licensing information (provides an audit to ensure the staff member has the proper license for their assignment)
- Contract details (contract days, salary, benefits, experience)
- Assignment information

The HR Department is responsible for providing this data. The collection application is opened and we have begun to enter our data. Staff continues to work with individual teachers who may have licensing issues or need assistance in submitting DPI required information and/or documents. Our licensing expert, Janet Delikat, is working with these individuals to ensure that the District's staff members have the proper license for their assignments.

7.4 Substitute Fill Rates:



7.5 Suggestion Box

- Offices are under surveillance
- Collection Difficulties
- Alternatives: Individuals can send issues via interoffice or US Postal mail
- Look into electronic alternative

8. Items to be Considered for Future Discussion

None

9. Adjournment

The meeting adjourned at 5:52 pm.