

**Employee Engagement & Culture Board Committee Meeting**  
**Zoom**  
**September 19, 2023**  
**5:30 p.m.**

*West Allis-West Milwaukee School District*  
*Learning that Works*  
**Employee Engagement and Communication Committee**

**Mission:** Every day, the West Allis-West Milwaukee School District focuses on equity through deeper learning, fosters a sense of belonging, and educates the whole child so that every learner achieves success.

**Vision:** The West Allis-West Milwaukee School District aspires to create experiences that build community and empower learners so they can live life on their own terms.

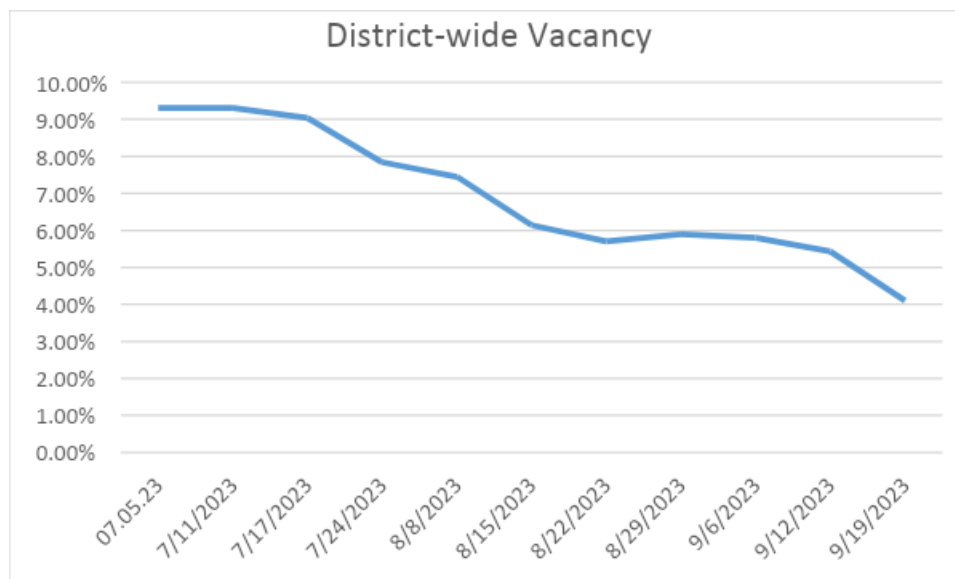
**Our Core Values: Trust. Integrity. Respect.**

**Employee Engagement & Culture**

Our employees are engaged in our schools and our District as active learners and leaders; we develop positive school cultures through clear, timely, and transparent communication and effective relationships

1. Call to Order: The meeting was called to order at 5:32 p.m.
2. Roll Call - The following members were present:
  - Joe Becker, Committee Member
  - Brendan Burns, Vice Chair
  - Brian Keller, Chair
  - Marianne Marshall, Director of Human Resources
3. Modifications to the Agenda:
  - There were no modifications to the agenda.
4. New Business:
  - a. Vacancy & Incentives Update:

District teaching and education assistant vacancies continue to drop.



Special Education openings continue to be challenging. The District has activated the following hiring and retention incentives:

Special Education Teachers:

- Current teachers received a \$5,000 increase in pay in July of 2023
- Returning teachers will receive a \$1500 retention bonus paid out in two payments on 9-21-23 and May 2024 and based on FTE
- New SPED Teachers hired received \$4000 high needs sign on bonus.
- New SPED teachers hired received a \$5000 increase over starting salary (same bonus/increase that the current SPED Teachers received in July)

Special Education Assistants:

- Current SPED EA's will receive an \$800 retention bonus paid out in two payments on 9-21-23 and May 2024 and based on FTE
- New SPED EAs hired for the 23-24 SY will receive a \$1000 sign-on bonus paid in two payments. - ONLY SPED EAs, not Reg Ed

b. New Position – Recruitment Specialist Plan:

The Human Resource Department will be posting a Recruitment Specialist position. The primary function of this position will be Networking and building/maintaining relationships with potential clients. Reviewing and evaluating all candidate applications. Preparing and posting job advertisements. Try to reduce the time to hire process for the business. This individual will be working closely with Principals to fill vacancies and assist with pre-screening candidates and assisting with reference and criminal background check. We expect the position to be open by the end of next week. The position will be open for one (1) month.

c. Yearly Mandatory Training Status:

Five hundred and three (503) team members have completed the four (4) mandatory yearly training modules. Team members have until October 15, 2023 to complete all four modules. Building principals and department heads received a list that indicates team members who still need to complete the modules which included the number of modules needing completion today.

d. Safety Update:

Ident-A-Kid:

Ident-A-Kid is a system that provides our school offices with an easy-to-use solution for managing visitors, volunteers, emergencies, student IDs, and more. We are in the pilot stage and will be focusing on the system's capabilities to screen visitors that would like to gain access to our schools. The use of the Ident-A-Kid system will help ensure that only approved visitors are in our buildings and interacting with our students.

These systems have been installed in all of our buildings and this software provides consistency across our district. We are implementing initial processes, and these may change as we learn more about the system's capabilities, but I wanted to share with you some of what you can expect when you are at our schools.

As it has always been, it is essential that all visitors check in at the main office. The Ident-A-Kid system will require all visitors (this includes parents and volunteers) to scan a state-issued identification card and wear a system-printed label. The system will complete an immediate background check and notify office staff of any concerns. If no concerns are flagged, the label will print, and the visitor may be allowed to enter the building.

If the Ident-A-Kid system flags a visitor as potentially having an issue in their background, an additional review will be conducted by building administration who may grant or refuse entry to the school based on the information indicated by the system.

Training - Gina Kirkpatrick, Head School Secretary at Walker, has been named the District's new Ident-A-Kid Trainer! Walker Elementary was the pilot school for the Ident-A-Kid system last year and Gina has worked with the system and vendor since it was installed in Fall 2022. Dr. Robinson has directed that all schools use this system uniformly Gina will be visiting schools to review how the system is used at Walker, the setup of the system, and to help answer any general questions. There may be some questions that need to be reviewed at the Admin level. Gina will submit those for review.

Monthly Fire Drills:

All building principals are to conduct monthly fire drills. Two drills are required within the first 30 days.

Annual Preparedness Checklist:

The annual preparedness checklist is on A-NET under School Safety. It contains links to all the required documents and training materials principals need to complete preparedness tasks with the Building Safety Team. All completed annual preparedness checklist and its highlighted items are sent to the District Safety Coordinator, Janet Delikat. All items are expected to be submitted by the end of September.

4. Possible Suggestion(s) for Future Discussion:

Vice Chair Burns would like us to continue to look at ways to automate reports, etc. to ease teacher workloads.

5. The meeting ended at approximately 5:55 p.m.