

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

**January 21, 2025**

**5:30 p.m.**

**Zoom Meeting**

**1. Call to Order**

The meeting was called to order at 5:32 p.m.

**2. Roll Call**

**The following were present at the meeting:**

- Brian Keller, Committee Chair
- Brendan Burns, Committee Vice Chair
- 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**

Motion by J. Carr, second by B. Burns to approve the minutes of the November 19, 2024, meeting.  
Motion passed

**5. Public Comments**

None

**6. Old or Unfinished Business**

None

**7. New Business:**

**7.1. Vacancy Report** - 1.18% as of January 20, 2025

**7.2. 2025 - 2026 Contract Timeline**

- Jan. 31 - Deadline for individuals to qualify early notification of retirement/resignation for 2025-26 academic year
- Feb. 10 - Request approval from board to *ISSUE* Non-Renew Notices and renewing contracts.
- March 10 - Request approval from the Board to *ISSUE FINAL* non-renew notices
- April 14- Tentative date for Board to approve base wage increase for 2025-26 academic year
- April 30 - Renewing full time and part time contracts sent out via Docusign
- May 1 - Reallocation matrix completed
  - Coaches and principals notified of selected staff.
  - Principals meet with identified staff
- June 2 - Contracts return deadline

**7.3. Draft Reallocation of Staff Matrix**

*Updated Reallocation Matrix Criteria*

- Matrix used to reallocate staff from one building to another.
- New process reviews each criteria separately and then moves to the next criteria only if there is a tie.
- Individuals currently on a Performance Improvement Plan (PIP) are not eligible for reallocation.

#### Criteria #1 -

- Years of service with the District and current assignment.
- Years of service is defined as the number of years completed at the end of the current school year.
- Date of hire with the District is the date the person was hired into a regular position.
  - When using the matrix for teachers, we look at regular teaching positions. Time spent as an EA, Intern, Sub, etc. is not counted.
- Number of years with the District is rounded to the nearest semester.
  - Will be reported as 0.5, 1.0, etc.
- Date of current teaching assignment is the date that someone was assigned to their current assignment/position at the building.
- Again, years at the currently assigned building will be rounded to the nearest semester.
  - Number of years at the currently assigned building.
  - Time at the building could be in two different teaching assignments such as math then science.
  - Will be reported as 0.5, 1.0. Etc.
- The individual with the least number of total points will be selected for reallocation.
- If there is a tie between two (2) or more individuals, then those tied individuals will move to Criteria #2.

Criteria #2 - Additional roles at current assignment

Criteria #3 - Additional licensure

Criteria #4 - Corrective action

Criteria #5 - Recent summative evaluation

#### 7.4. Winter Job Fair

- Feb. 18 - Beloit College and Wisconsin Private Colleges Consortium WIPCC Career Expo Planning Committee
- Feb. 20 - UWM (possibly a different date in Feb. Pending response from UWM on which "career day" would be better for education to attend
- April 9 - UW-Oshkosh Eastern WERF Education Fair
- April 16 - CESA 1 2025 Educator Job Fair at Greenfield High School

#### 7.5. EAP Usage Report

<u>Year</u>	<u># of cases</u>	<u>Employee/Family %</u>
2024	26	93% employee/7% family
2023	21	90% employee/10% family
2022	35	94% employee/7% family
2021	15	

#### 7.6. Substitute Program

##### Active Substitute List

The Committee explored several topics to improve the substitute experience. The topics included:

- Change job title from substitute teacher to guest teacher (GT)
- Substitute Handbook that would include:
  - Links/passwords for any technology
  - Parking info
  - Maps of schools
- Appoint staff to greet and walk GT to classroom
- Instant exit interview data
- Nominate GT for a staff award
- Include thank you to GT for being part of our team
- Free breakfast/lunch through food service

- Offer incentives for teaching for X amount of days - you receive Y bonus
- 60 days clinic privileges
- Offer GT option of attending district/school PD
- Create lawn signs for recruitment with QR code
- Ask for substitute ad to be rotated through social media once a quarter
- It was determined to break these suggestions into four (4) categories:  
Incentive/Compensation/Engagement/Recruitment

## **8. Items to be Considered for Future Discussion**

## **9. Adjournment**

The meeting adjourned at 6:27 P.M.