Personnel Committee
Tuesday, October 20, 2026 3:30 PM Central

Pines Community Meeting Room
1700 Pleasure Island Road
Eagle River, WI 54521

I. Goals of the Committee

Human Resources: NPSD will review and implement strategies to recruit and retain high quality staff members.

II. Opening of Meeting

II.A. **Call to Order, Roll Call, Establish a Quorum, Open Meeting Verification**

II.B. **Action Item: Approval of Agenda**

III. Discussion/Action Items

III.A. **Update on Staffing & Hiring for vacant positions**

III.B. **Approval of Health Insurance Plan**

III.C. **Approval of Dental Insurance Renewal**

III.D. **Approval of Vision Insurance Renewal**

III.E. **Approval of Life Insurance Renewal**

III.F. **Approval of Long Term Disability Renewal**

III.G. **Update on District Goals**

III.H. **Approval of Job Descriptions**

III.I. **Wisconsin Association of School Boards (WASB) 2027 Wisconsin State Education Convention January 20-22, 2027**

III.J. **Approval of the Superintendent Evaluation Process**

IV. Closed Session

IV.A. The Personnel Committee will convene in Closed Session pursuant to Wis. Stat. 19.85(1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically: 1. to consider retirement of certified staff members; 2. to discuss support staff evaluations and related performance

V. Reconvene to open session to take such action as is deemed appropriate following consideration given in closed session

V.A. **Approval of the retirements of certified staff members**

VI. Adjournment

Personnel Committee – October 2026

- 2026-27 September Staffing Summary
  - New Hires: 7
  - Resignations: 1
  - Moves: 0

- Red Rover Absence and Unfilled Rates

2026-27	Days	Filled	Unfilled	No Sub Needed	Total Staff Out	25-26 Totals	24-25 Totals
Jul	24*	0	0	16	16	29	36
Aug	20	1	0	27	28	56	72
Sep	24	214	39	146	399	373	337
Oct					0		
Nov					0		
Dec					0		
Jan					0		
Feb					0		
Mar					0		
Apr					0		
May					0		
Jun					0		
Totals	**44**	**215**	**39**	**189**	**443**	**458**	**445**
			# Staff Out Per Day		***10.1***		
			# Unfilled Per Day		0.9		

- Red Rover Guest Data
  - 57 active guests
    - 40 have worked this year.
  - 13 guests are "para only."
  - 32 staff members have subbed for other staff on 70 different occasions.

Northland Pines School District

2026-27 School Year Board Goals

The Northland Pines community guarantees rigor, relevance, and relationships to prepare all learners for life.

Teaching and Learning Annual Goals

Current Status	Measurable Goals	Action Plan	Timeline	Mid Interval Review	End of Interval Review
FALL 2026 **K-4 aimswebPlus Reading** 70% above the 40th percentile **5-8 STAR Reading Fall** 71.6% proficient **9-10 STAR Reading Fall** 71% proficient **5-10 STAR Reading Fall** 71.4% proficient	**NPSD will increase the percentage of students performing at or above grade-level proficiency in English Language Arts and Mathematics by 5%, as measured by state assessments and local benchmark assessments**	We believe that targeting relevant instruction, with a consistent instructional framework within Multi Level Systems of Support and a vertically aligned curriculum will increase student proficiency in reading, writing and mathematics. 1. Implement Instructional Framework and Walk-through Tool. 2. Implement Multi-Level Systems of Support Playbook and Rubric 3. Use Responsive Classroom non-negotiables to support RC implementation. 4. Adopt ELA Curriculum K-6	2026-2027 School Year		
FALL 2025 **K-4 aimswebPlus Math** 62.6% above the 40th percentile **5-8 STAR Math Fall** 67.7% proficient **9-10 STAR Math Fall** 77.9% proficient **5-10 STAR Math Fall** 71.1% proficient	**NPSD will increase the percentage of students performing at or above grade-level proficiency in English Language Arts and Mathematics by 5%, as measured by state assessments and local benchmark**	We believe that targeting relevant instruction, with a consistent instructional framework within Multi Level Systems of Support and a vertically aligned curriculum will increase student proficiency in reading, writing and mathematics. 1. Implement Instructional Framework and Walk-through Tool. 2. Implement Multi-Level Systems of Support Playbook and Rubric. Use Responsive Classroom non-negotiables to support RC implementation.	2026-2027 School Year		

Northland Pines School District

2026-27 School Year Board Goals

Families & Community Annual Goal

Current Status	Measurable Goals	Action Plan	Timeline	Mid Interval Review	End of Interval Review
Average Daily Attendance from 09/01/26 - 10/07/26 **ERES** - 96.7% **LOLE** - 97.5%% **MLC** - 98.8% **STG** - 97.4% **SOAR MS** - 97.2% **SOAR HS** - 95.1% **M&HS** - 95.4% **District-Wide -** 96.3% Overall, all buildings are at the same/or better average daily attendance rate than they were as of November 2025.	**All schools at NPSD will have an overall attendance of 95% or higher.** Attendance Rate* = Total #Days Attended / Total #Days of Possible Attendance ** Attendance calculation includes currently active students in kindergarten through 12th grade.*	We believe strengthening family partnerships, increasing relevance and explicitly teaching character education skills will improve daily attendance. This entails a framework detailing three district-wide commitments: 1. Implement Attendance Commitment Framework: a. Commitment to Systems, Data Analysis and Procedures b. Commitment to Family Engagement c. Commitment to Students 2. Strengthen implementation of Responsive Classroom & Character Strong 3. Release One Day Campaign fall of 2026 *NOTE: This action plan was developed in 2025-26 and continues to be modified and implemented this school year*	2026-2027 School Year		

Northland Pines School District

2026-27 School Year Board Goals

Human Resources Annual Goal

Teachers: 87% Aide: 83% Custodians: 73%	**NPSD will review and implement strategies to recruit and retain high quality staff members.**	1. Network Improvement Committee. 2. By establishing a positive culture we will retain 90% of certified and support staff.			
Current enrollment: 1,230 2025-2026: 1,258 2024-2025: 1,342 2023-2024: 1,362	**NPSD will use data to consider long-term impacts of enrollment on budget, staffing, and buildings and will develop action plans to proactively improve the district.**	1. Plan budget for future years considering enrollment trends. 2. Seek ways of increasing enrollment.			

NORTHLAND PINES SCHOOL DISTRICT

Job Description

Position: Pines Community Wellness Center (PCWC) Supervisor

Supervisor: Activities Director

Job Goal: To promote a safe and positive environment at Northland Pines Community Wellness Center, help support PCWC staff, and advocate wellness

Required Qualifications:

- High school diploma or equivalent
- CPR and First Aid certified or willing to obtain certification upon employment

Preferred Qualifications:

- Understanding of exercise and fitness machines
- Customer service and hospitality experience
- Have a working knowledge of common Google and Microsoft office applications
- Comfortable learning new software applications
- Strong communication skills
- Experience with scheduling

Primary Duties and Responsibilities:

- Perform all duties and responsibilities of Floor Staff Workers
- Train and support onboarding process of PCWC employees
- Manage membership and class sign-ups, renewals, and cancellations
- Handle cash and process payments through membership software and prepare deposits
- Address member questions and concerns
- Support needs of PCWC Floor Staff
- Plan and coordinate special events and work with Social Media Specialist to promote and advertise PCWC events
- Create and monitor staff schedules
- Enroll, file, and verify monthly usage claims related to health insurance fitness incentive programs
- Assist with budgeting, purchasing and provide suggestions for future needs to aligned with PCWC philosophy and goals

Terms of Employment:

- Part-time, year-round in the Pines Community Wellness Center.

Description Purpose: This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of the employee. It is not intended to limit or modify the right of any supervisor or District Administrator to assign, direct, and monitor the work of employees under supervision.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122 throughout his/her employment in the District.

DRAFT 10/20/26

NORTHLAND PINES SCHOOL DISTRICT

Job Description

Position: Pines Community Wellness Center (PCWC) Floor Staff

Supervisor: Activities Director

Job Goal: To promote a safe and positive environment at Northland Pines Community Wellness Center and advocate wellness

Required Qualifications:

- High school diploma or equivalent
- CPR and First Aid certified or willing to obtain certification upon employment

Preferred Qualifications:

- Understanding of exercise and fitness machines
- Customer service and hospitality experience
- Basic understanding of computers and ability to learn new software applications
- Strong communication skills

Primary Duties and Responsibilities:

- Follow opening and closing procedures for the PCWC
- Greet members and guests and assist with check-in process
- Collect accurate payments and provide receipts for all paid membership and programs
- Answer phone calls and respond to inquiries about the PCWC
- Assist with cleaning of wellness center equipment
- Provide assistance and answer PCWC member questions
- Ensure member safety through supervision
- Communicate and work with all PCWC staff members to accomplish tasks and goals

Terms of Employment:

- Part-time, year-round in the Pines Community Wellness Center.

Description Purpose: This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of the employee. It is not intended to limit or modify the right of any supervisor or District Administrator to assign, direct, and monitor the work of employees under supervision.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122 throughout his/her employment in the District.

DRAFT 11/26/24

DA Evaluation Timeline

- **July - Committees and Board Review District Goals**
  - DA presents first review of District Goals
- **August- Committees and Board Review District Goals**
  - DA presents second review of District Goals and Board approves
- **September- Committees Review DA Evaluation Process**
  - DA presents first review of DA Evaluation
- **October - Committees and Board Review DA Evaluation Process**
  - Committees second review of DA Evaluation
  - Board approves DA evaluation process at board meeting
- **February - Personnel Committee**
  - DA shares mid year update in closed or open session
- **February - Board Meeting**
  - DA shares update on District Goals in open session
  - DA shares mid year update in closed session
  - Written summary or notes
- **May - Board Meeting**
  - DA shares update on District Goals in open session might need to be June if data not available yet
  - DA shares end of year update in closed session and board meets on evaluation
- **June - Board Meeting**
  - Full Board Shares evaluation with DA in closed session