



NOTICE OF MEETING

Staff Committee Agenda

Enhance the work environment so employees feel a sense of worth and value,
encouraging others to join the district.

DATE: Tuesday, October 9, 2018

TIME: 5:00 p.m. or Immediately Following the Student Committee, Whichever is Later

LOCATION: KOLAK EDUCATION CENTER
Superintendent's Conference Room 106
1633 Keeler Avenue
Beloit, WI 53511

COMMITTEE MEMBERS: Kyle Larsen, Chair; Jeff Klett, Vice Chair; Brevin Buggs, Sam Carter, Matthew Champeny, Crystal Cribbs, Cristina Douglas, Leighia Francis, Sarah Weiss

ADMINISTRATIVE LIAISON: Tracey Caradine, Executive Director of Human Resources

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – September
4. Appointment of Labor Liaison
5. Staffing Update
6. PBIS Climate Survey Discussion
7. Exit Interview Discussion
8. Future Agenda Items
 - a. Presentation – Potential Survey Vendors
9. Future Meeting Times
 - a. November Meeting – November 15th
10. Adjournment

Posted: October 5, 2018

**STAFF COMMITTEE MINUTES
SCHOOL DISTRICT OF BELOIT
September 11, 2018**

1. CALL TO ORDER

The Staff Committee was called to order by Kyle Larsen, Chair at 5:07 p.m. at the Kolak Education Center, Room 106, Superintendent's Conference Room.

Members present: Brevin Buggs, Sam Carter, Matthew Champeny, Cristina Douglas, Leighia Francis, Jeff Klett, Sarah Weiss and Kyle Larsen, Chair. Members excused: Crystal Cribbs. Others present: Anthony Bonds, Tracey Caradine, Liaison, Emily Pelz and Jen Paepke.

2. APPROVAL OF THE AGENDA

Klett moved approval of the agenda. Seconded by Francis. Motion carried.

3. APPROVAL OF MINUTES - JULY & AUGUST

Larsen explained that the minutes to be approved are the revised ones being handed out. Champeny moved approval of the July 24 and August 14 minutes. Seconded by Douglas, motion carried.

4. PBIS CLIMATE SURVEY PRESENTATION

Emily Pelz and Jen Paepke presented the Fall and Spring PBIS survey data for each school. Pelz stated that the survey results are gathered and sent back to the schools.

Klett asked if the survey is a feel good survey or are the results used for something and if so what. He also asked what the difference is between sometimes and often. He stated that the questions need to be definable and measurable in terms of the responses sometimes and often. He used questions 4, 5, and 13 on the PBIS Survey as an example. He felt that staff were not taking the survey anymore because they did not feel that the survey results were not being used for anything. Carter gave examples as to how Robinson and his core team use the results to make changes at the school. He also shares the results with staff and compares the results from one year to the next and there should be improvement from one year to the next. Pelz explained that each school has a School Improvement Plan which utilizes this data as one piece when creating its plan. She also shared specific programs such as PBIS with targeted interventions, that are implemented and staff are trained on during professional development days to address the concerns raised in surveys.

Another suggestion is to have a way for staff to explain why the answer was chosen, i.e., my answer was sometimes in three situations but usually it is often. It was also noted that staff are not willing to take the survey for fear of it not being anonymous. Pelz and Paepke stated that the survey is already being transferred from Google to Survey Monkey. Pelz also stated that in June, several hours were spent with principals reviewing this data and several hours. Klett asked if staff are given a copy of the results and the aggregate report so they can see how they compare to others and use it as a learning tool to see how they can improve or help others to improve. Douglas asked if the expectation is for principals to share the results with staff. Pelz stated it was. Champeny clarified that the "how" it is shared is up to the principal and Pelz stated that it was. Anthony Bonds, Assistant Superintendent, stated that a recent meeting was held regarding this very issue with principals.

Douglas inquired if there were PLC's devoted to looking at the results of the survey. Pelz indicated that one professional development day was devoted to looking at the academics and the other professional development day was devoted to the rest of the results.

5. STAFFING UPDATE

Caradine indicated that there were 202 open positions. Of the 202 open positions, 179 have been filled. Twenty-three positions are remaining which are both certified and support staff openings. The department will be going to a job fair tomorrow looking for substitutes. There are also two coaching positions that still need to be filled.

Francis asked if the district is doing anything for staff that are full-time employees but are trying to move from para to teacher or teacher to administrator. Caradine stated that if people are in programs they need to ask to do their student teaching here in the district and the district works with staff to allow them to remain here. Unfortunately, many get recruited away from the district when they have completed their program.

6. EVALUATION UPDATE

Caradine gave an update on evaluation indicating how teachers are evaluated using My Learning Plan. She also stated that there are certified and non-certified directors and that certified directors will be in My Learning Plan. Directors will be evaluated every year. The same principal tool for evaluation is used for directors.

Klett asked who evaluates teachers. Caradine indicated that principals do the evaluations. There are typically two lengthy interviews and then 3-4 mini interviews; whereas some are not announced. Members asked questions regarding individual types of positions. Caradine stated that positions that are not certified are typically evaluated yearly or every three depending on the types of meetings.

7. THIRD PARTY CLIMATE SURVEY AND EXIT INTERVIEWS

Due to limited time, Larsen recommended tabling this item for a more thorough discussion. Carter moved to table the third party climate survey and exit interviews. Seconded by Francis. Motion carried.

8. FUTURE AGENDA ITEMS

Bonds indicated that the back to school professional development survey results would be presented at the televised board meeting on September 25th.

9. FUTURE MEETING TIMES

Larsen invited committee members to attend the September 26th Roberts Rules of Order workshop and school funding workshop for the Board of Education and announced that the next committee meeting would be held on October 9th at 5:00 p.m.

10. ADJOURNMENT

The meeting adjourned at 6:00 p.m.



School District of Beloit Staff Committee Report

October 9, 2018

I. BASIC INFORMATION

Topic or Concern: Staffing Update

Which area(s) of the Strategic Plan does this support? Staff Committee

Your Name and Title: Tracey Caradine, Executive Director of Human Resources

Others assisting you in the presentation: n/a

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Staff Committee?

Provide an update to the Staff Committee regarding filled and unfilled positions in the district.

B. What information must the Staff Committee have to understand the topic/concern and provide any requested action?

An update will be given at the meeting.

C. If you are seeking Staff Committee action, what is the rationale for your recommendation?

Policy 185.3 Section A, item 3 "Make recommendations to the Board on staffing needs, climate surveys, class sizes and support".

D. What are your conclusions?

MOTION: NA

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: NA

Long Term Committed Funds? NA

BUDGET LOCATION NA

FISCAL IMPACT: NA



I. BASIC INFORMATION

Topic or Concern: PBIS Climate Survey Discussion

Which area(s) of the Strategic Plan does this support? Staff Committee

Your Name and Title: Kyle Larsen, Chair

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Staff Committee?

At the August 14th meeting, Vice-Chair Klett requested to see the data collected over the past two years, the questions asked, as well as any actions or steps that had been taken in response to the data. The information was requested to determine whether or not additional surveying is needed.

B. What information must the Staff Committee have to understand the topic/concern and provide any requested action?

PBIS (Positive Behavioral Interventions & Supports) is a system that has been implemented in all buildings. Expectations are explicitly taught and supports are provided for students who struggle to meet the expectations. Almost every school has information about PBIS on the websites under “Resources”, “Programs”, or “Parents” if more information is needed.

C. If you are seeking Staff Committee action, what is the rationale for your recommendation?

Policy 185.3 Section A, item 3 “Make recommendations to the Board on staffing needs, climate surveys, class sizes and support”.

D. What are your conclusions?

MOTION:

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: NA

Long Term Committed Funds? NA

BUDGET LOCATION NA

FISCAL IMPACT: NA



School District of Beloit Staff Committee Report

October 9, 2018

I. BASIC INFORMATION

Topic or Concern: Exit Interview Discussion

Which area(s) of the Strategic Plan does this support? Staff Committee

Your Name and Title: Kyle Larsen, Chair

Others assisting you in the presentation: Tracey Caradine, Executive Director of Human Resources

My report is for: Discussion

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Staff Committee?

To review the proposals received from an RFP process in 2017 and determine whether or not to hire one of them to conduct exit interviews.

B. What information must the Staff Committee have to understand the topic/concern and provide any requested action?

Please see the attached RFP's received previously and the list of current exit interview questions.

C. If you are seeking Staff Committee action, what is the rationale for your recommendation?

Policy 185.3 Section A, item 3 "Make recommendations to the Board on staffing needs, climate surveys, class sizes and support".

D. What are your conclusions? NA

MOTION: To Be Determined

Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List: Unknown

Long Term Committed Funds? To Be Determined

BUDGET LOCATION: To Be Determined

FISCAL IMPACT: To Be Determined

Current Exit Interview Questions

1. Job title
2. School/Location
3. Last date of Employment
4. New Employee Orientation
5. Training Opportunities
6. Equipment and Facilities
7. Advancement Opportunities
8. Wages
9. Grievance/Complaint Procedures
10. Supervisory Relationships – Please indicate your level of agreement with the following statements
11. My Supervisor provides recognition
12. My Supervisor provides timely responses to questions
13. My supervisor understands their job duties
14. My Supervisor made me feel like my job was important
15. My Supervisor made decisions in a timely manner
16. What did you like best about working for the District?
17. What improvement(s) do you feel that District needs to make?
18. What additional comments would you like to make?
19. Thank you for taking the time to complete this survey. Please enter today's date
20. My supervisor demonstrates fair treatment.