



**Tuesday, March 23, 2021
Personnel Services Committee**

**Subcommittee of the Board of Education
Appleton Area School District**

All members will be participating from remote locations

Time: 9:00 AM

***A live stream broadcast of this meeting will be available on the Appleton Area School District YouTube Channel:**

<https://www.youtube.com/channel/UChO-l09YGgt4uKnCWYvt8Pw>

***For remote attendance via telephone, please dial:**

1-312-626-6799

Meeting ID: 984 8432 6663

1. VIRTUAL MEETING NOTICE

Subject	A. This meeting will be conducted as a virtual meeting due to the active COVID-19 public health emergency situation, meaning that multiple Board members may be participating in the meeting from remote locations through the use of communications technology and/or that public access to the meeting may be arranged through the use of technology. The District discourages the public and/or media from attending the meeting in person at its noticed location due to concerns with health and safety and encourages use of the alternative method(s) of access that the District is providing.
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Meeting	Mar 23, 2021 - Personnel Services Committee
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Category	1. VIRTUAL MEETING NOTICE
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Type	Information, Procedural
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Subject	B. Members of the media or general public may access the meeting via the live stream broadcast on the Appleton Area School District YouTube Channel: https://www.youtube.com/channel/UChO-l09YGgt4uKnCWYvt8Pw. For remote attendance via telephone, please dial: 1-312-626-6799 Meeting ID: 984 8432 6663
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Subject	C. Any special needs or any requests for accommodations related to accessing the meeting should be sent to Anne Levandoski, at levandoskianne@asds.k12.wi.us or (920) 997-1399, at least 24-hours in advance of the meeting. This would include any person for whom it would be burdensome or infeasible to use the primary method(s) of remote access established by the District.
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Meeting Mar 23, 2021 - Personnel Services Committee

Category 1. VIRTUAL MEETING NOTICE

Type Information

Subject D. With respect to the gravity of the current public health emergency, we have made every effort to streamline this meeting as much as possible while still focusing on items that are essential to the current and future operations of the District. As such, there will be no opportunity for public comments.

Meeting Mar 23, 2021 - Personnel Services Committee

Category 1. VIRTUAL MEETING NOTICE

Type Information

Subject E. If you have comments relating to any item on the agenda that you wish to share with the Committee, you are welcome to submit them in writing. Comments can be submitted to Anne Levandoski at levandoskianne@aasd.k12.wi.us (preferred) or mailed to 131 E. Washington Street, Suite 1A, Appleton, WI, 54911. All written comments should be submitted 24-hours in advance and will be distributed to all members of the Personnel Services Committee. We appreciate your understanding during this unprecedented time.

Meeting Mar 23, 2021 - Personnel Services Committee

Category 1. VIRTUAL MEETING NOTICE

Type Information

2. APPROVAL OF MINUTES

Subject A. Recommendation to approve the minutes from the December 22, 2020 Personnel Services Committee Meeting

Meeting Mar 23, 2021 - Personnel Services Committee

Category 2. APPROVAL OF MINUTES

Type Action, Minutes

Minutes are considered a draft until approved at the Personnel Services Committee Meeting.

File Attachments
[PSC Minutes - 12.22.20.pdf \(390 KB\)](#)

3. CLOSED SESSION

Subject A. Motion to go into Closed Session

Meeting Mar 23, 2021 - Personnel Services Committee

Category 3. CLOSED SESSION

Type Discussion, Information

Subject B. Closed Session - Personnel Items - Pursuant to 19.85 (1)(c) and (1)(f), Wis. Stats. - Leaves of Absences

Meeting Mar 23, 2021 - Personnel Services Committee

Category 3. CLOSED SESSION

Type Discussion, Information

Subject C. Reconvene into Open Session

Meeting Mar 23, 2021 - Personnel Services Committee

Category 3. CLOSED SESSION

Type Discussion, Information

4. ACTION AGENDA ITEMS (Only Board Subcommittee members can vote on Action Items. Although additional Board of Education members may be present and participate in the discussion, they do not vote.)

Subject A. Leaves of Absence Recommendation

Meeting Mar 23, 2021 - Personnel Services Committee

Category 4. ACTION AGENDA ITEMS (Only Board Subcommittee members can vote on Action Items. Although additional Board of Education members may be present and participate in the discussion, they do not vote.)

Type

File Attachments
[IFC-Leaves of Absence Recommendation.pdf \(8 KB\)](#)

5. DISCUSSION ITEMS

Subject A. Staffing Update

Meeting Mar 23, 2021 - Personnel Services Committee

Category 5. DISCUSSION ITEMS

Type

File Attachments
[PSC \(3-23-21\).pdf \(902 KB\)](#)

6. FUTURE MEETING

Subject A. Tuesday, April 27, 2021

Meeting Mar 23, 2021 - Personnel Services Committee

Category 6. FUTURE MEETING

Type

7. FUTURE TOPICS

Subject A. To Be Determined

Meeting Mar 23, 2021 - Personnel Services Committee

Category 7. FUTURE TOPICS

Type

8. ADJOURN

Subject A. Adjournment

Meeting Mar 23, 2021 - Personnel Services Committee

Category 8. ADJOURN

Type Action

The committee will make a recommendation to adjourn the meeting

Personnel Services Committee (Tuesday, December 22, 2020)

Generated by Anne Levandoski on Tuesday, December 22, 2020

Members present:

Deborah Truymen, James Bowman, Gary Jahnke

Meeting called to order at 8:00 AM

1. VIRTUAL MEETING NOTICE

Information, Procedural:

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D. With respect to the gravity of the current public health emergency, we have made every effort to streamline this meeting as much as possible while still focusing on items that are essential to the current and future operations of the District. As such, there will be no opportunity for public comments.

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E. If you have comments relating to any item on the agenda that you wish to share with the Committee, you are welcome to submit them in writing. Comments can be submitted to Anne Levandoski at levandoskianne@aasd.k12.wi.us (preferred) or mailed to 131 E. Washington Street, Suite 1A, Appleton, WI, 54911. All written comments should be submitted 24-hours in advance and will be distributed to all members of the Personnel Services Committee. We appreciate your understanding during this unprecedented time.

2. APPROVAL OF MINUTES

Action: A. Recommendation to approve the minutes from the November 5, 2020 Personnel Services Committee Meeting

The Committee will make a recommendation to approve the minutes.

Motion by James Bowman, second by Gary Jahnke
Final Resolution: Motion Carried
Aye: James Bowman, Deborah Truymen, Gary Jahnke

3. CLOSED SESSION

A. Motion to go into Closed Session

Action: A. Recommendation to go into closed session

The Committee will make a recommendation to go into closed session.

Motion by Gary Jahnke, second by James Bowman
Final Resolution: Motion Carried
Aye: James Bowman, Deborah Truymen, Gary Jahnke

B. Closed session – Personnel Items – Pursuant to Wis. Stat. §19.85 (1)(c) - Compensation for the following groups/individuals within said groups: Professional Educators, Administrators, Administrative Support, Maintenance, Secretaries and Paraprofessionals

C. Reconvene into Open Session

Action: C. Reconvene into Open Session

The Committee will make a recommendation to reconvene into open session.

Motion by Gary Jahnke, second by James Bowman
Final Resolution: Motion Carried
Aye: James Bowman, Deborah Truymen, Gary Jahnke

Meeting reconvened into Open Session at 9:21 am

4. FUTURE MEETING – Tuesday, January 26, 2021 at 9:00 a.m. or immediately following Business Services Committee Meeting

5. FUTURE TOPICS - To be determined

6. ADJOURN

A. Adjournment

The Committee will make a recommendation to adjourn the meeting at 9:24 a.m.

Motion by James Bowman, second by Gary Jahnke
Final Resolution: Motion Carried
Aye: James Bowman, Deborah Truymen, Gary Jahnke

ITEM FOR CONSIDERATION

TOPIC: Leaves of Absence

BACKGROUND INFORMATION: The professional educators listed below are being recommended for an unpaid childrearing leave of absence for the 2021-22 school year:

<u>Name</u>	<u>Position</u>	<u>FTE</u>	<u>Location</u>
Michelle D. Bongers	Gr. 8	1.0	Madison
Kara A. Buxton	Gr. 1	.50	Jefferson
Rebecca J. Spencer-Foley	Science	1.0	East

FISCAL NOTE: As indicated below.

INSTRUCTIONAL IMPACT: None.

ADMINISTRATIVE RECOMMENDATION: Approval

CONTACT PERSON: Julie King, 997-1399, ext. 2042.

3/23/21

Personnel Services Committee Meeting

March 23, 2021

Presented by: Julie King

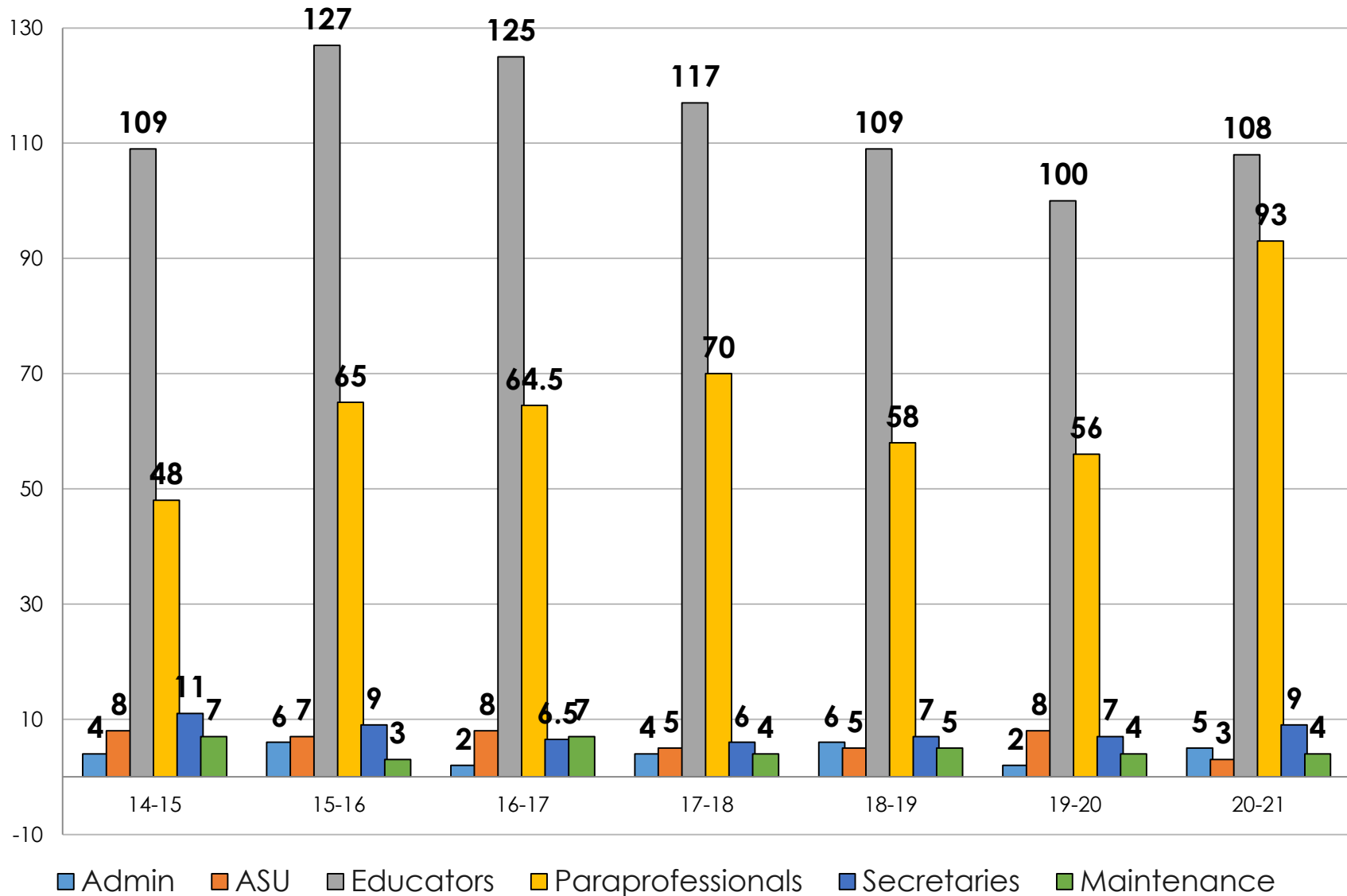


Agenda

- Closed Session
 - *Leave of Absences*
- Action: Leave Recommendations
- Information: Staffing Update

Number of Hires

By Employee Group



Number of Hires

School Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Administrators	4	6	2	4	6	2	5
Administrative Support Unit (ASU)	8	7	8	5	5	8	3
Educators	109	127	125	117	109	100	108
Paraprofessionals	48	65	65	70	58	56	93
Secretaries	11	9	7	6	7	7	9
Maintenance	7	3	7	4	5	4	4
Total Hires	187	217	215	206	190	177	222

- Increased hiring of paraprofessionals due to supervisory needs.
- Increased hiring of educators over exiting staff due to virtual option at the elementary level, WCA, and temporary assignments.



Retention & Turnover

Employee Groups	2018-2019		2019-2020		2020-2021	
	No.	Percent Turnover	No.	Percent Turnover	No.	Percent Turnover
Paraprofessionals	47	14%	54	17%	33	10%
ASU	5	10%	8	16%	2	4%
Admin	3	4%	7	10%	6	9%
Secretaries	5	5%	9	9%	3	3%
Educators	74	6%	84	7%	53	4%
Maintenance	3	6%	3	6%	6	11%
Total Resignations & Retirements	137	7%	165	9%	103	5%

- Total Retention rate was 93% (2018-2019) and 91% (2019-2020)
- There was a 2% increase in turnover rate for the 2019-2020 school year.
- There has not been an increase in retirements for 2020-2021 thus far.

Retention & Turnover

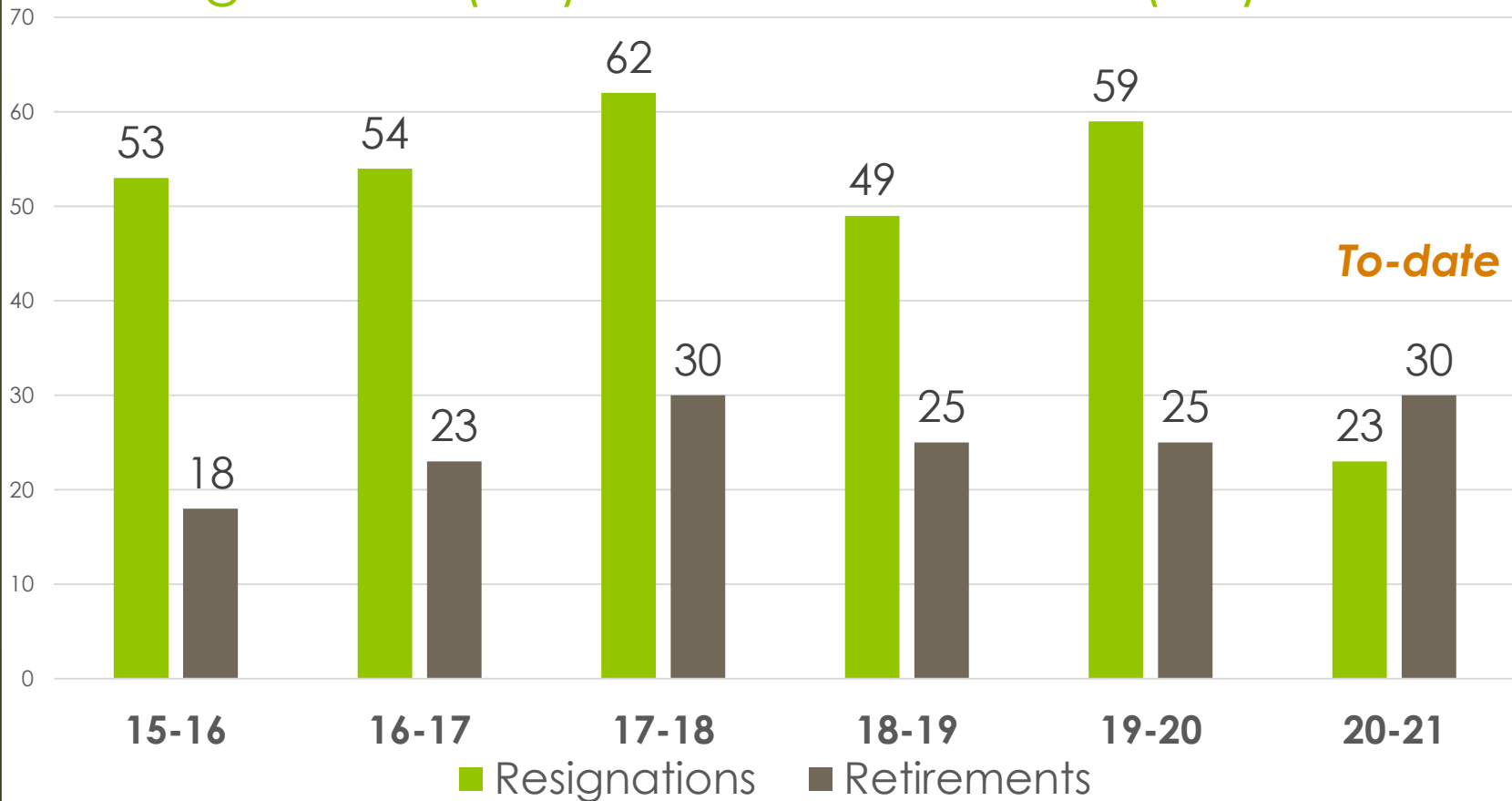
Employee Groups	2018-2019		2019-2020		2020-2021	
	No.	Percent Turnover	No.	Percent Turnover	No.	Percent Turnover
Paraprofessionals	39	12%	46	14%	24	7%
ASU	2	4%	3	6%	1	2%
Admin	1	1%	2	3%	1	1%
Secretaries	2	2%	2	2%	5	5%
Educators	49	4%	59	5%	23	2%
Maintenance	1	2%	2	4%	3	6%
Total Resignations	94	5%	114	6%	57	3%

- *Currently at a 97% retention rate and on trend to maintain 94%.*
- *Educator contracts are due April 15th*
- *Paraprofessional – Assignment letters are sent in May.*

Retirement/Resignations

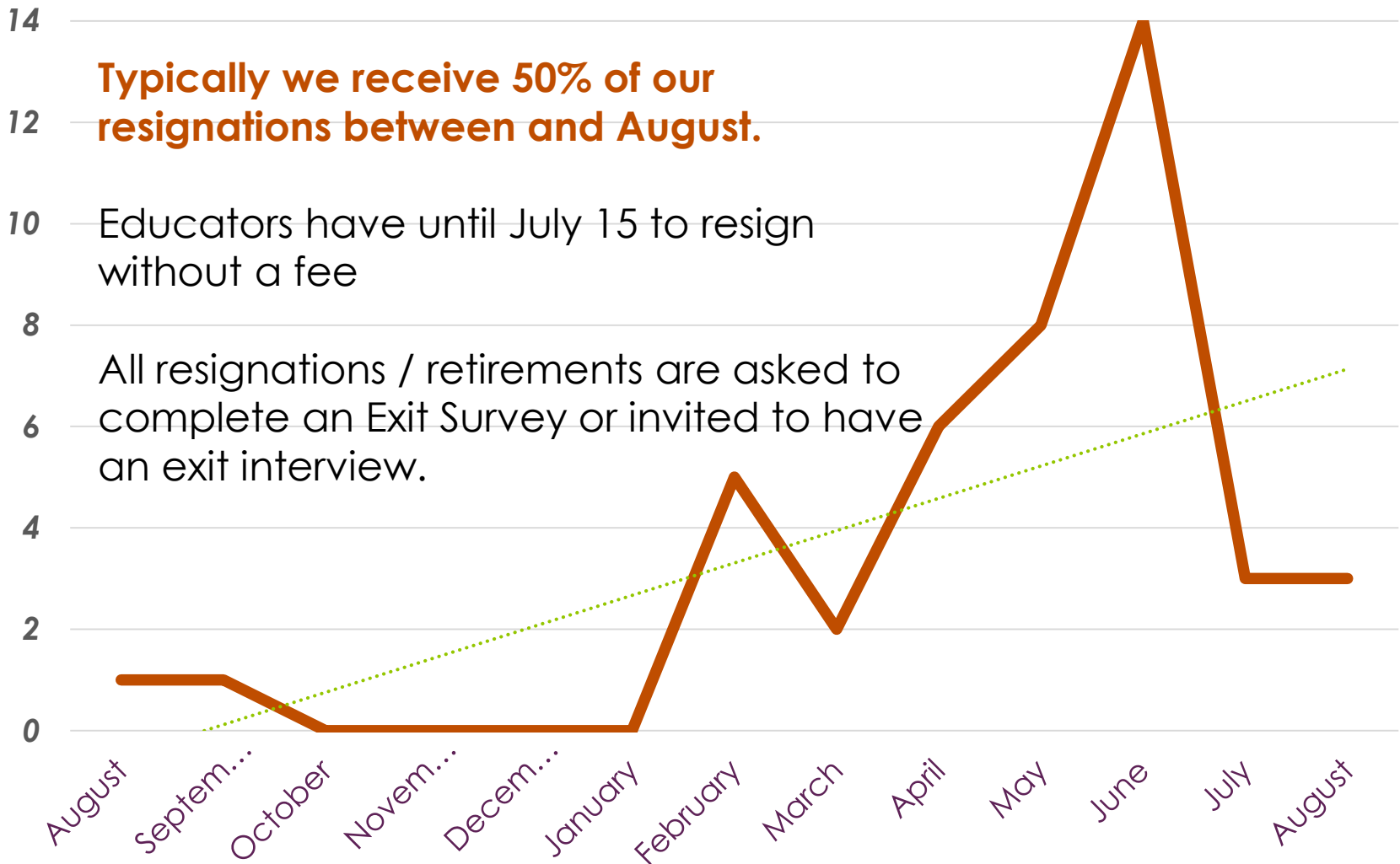
5-Year Average 94% Retention

55 Resignations (4%) and 24 Retirements (2%) = 6%



RESIGNATION TIMING

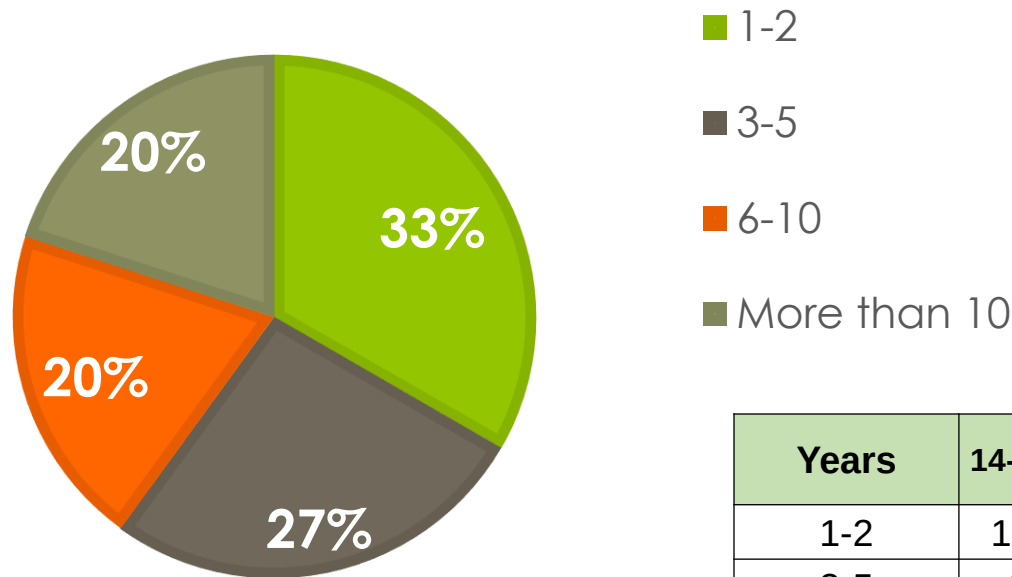
Typical Timing of Educator Resignations



Resignations

Percentage of Educator Resignation by Year's of Experience

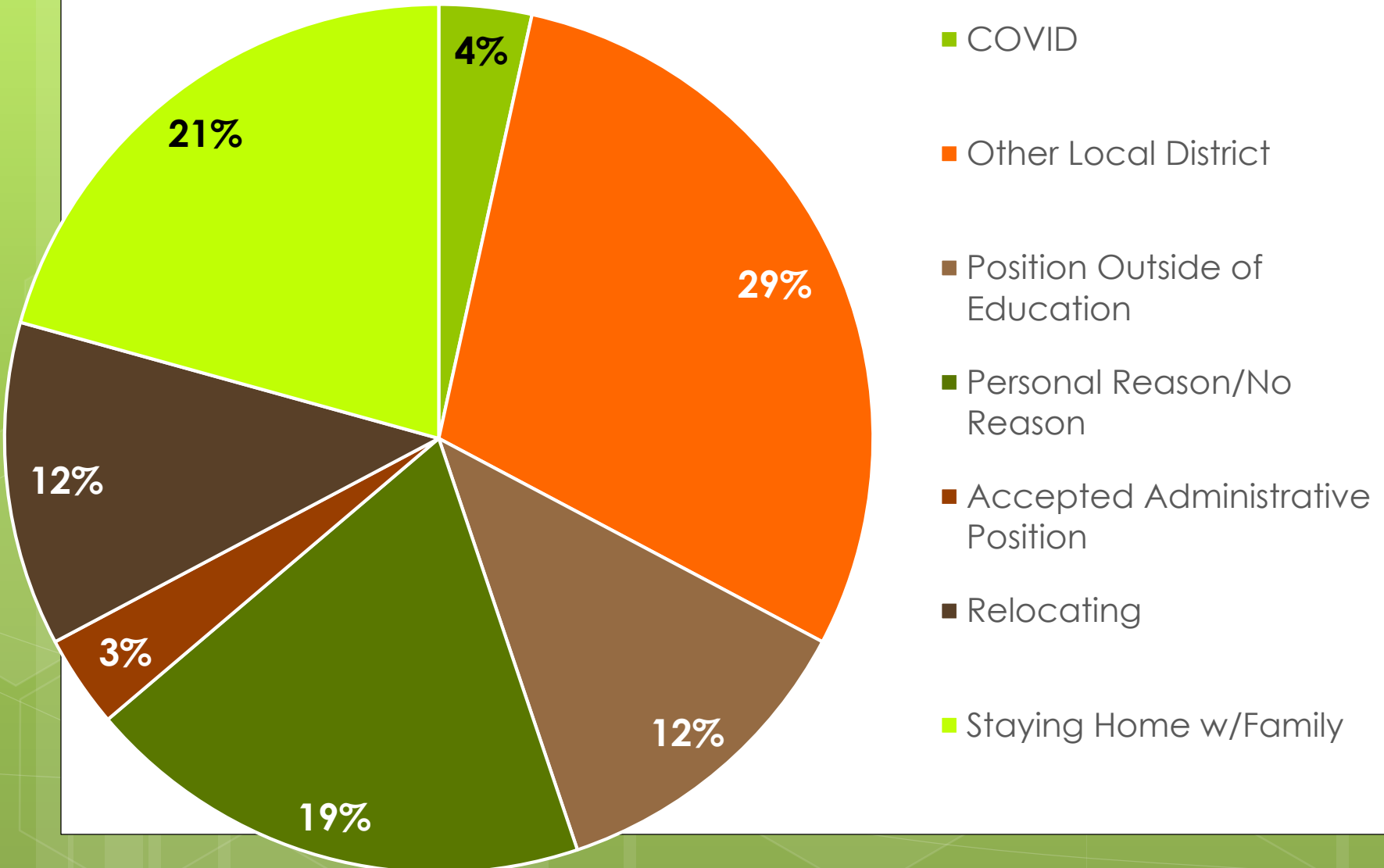
Years	14-15	15-16	16-17	17-18	18-19	19-20	20-21
1-2	32%	32%	33%	48%	35%	33%	30%
3-5	10%	17%	35%	20%	27%	27%	17%
6-10	20%	17%	10%	11%	19%	20%	26%
More than 10	39%	34%	21%	21%	19%	20%	26%



Years	14-15	15-16	16-17	17-18	18-19	19-20	20-21
1-2	13	17	16	27	17	20	7
3-5	4	9	17	11	13	16	4
6-10	8	9	5	6	9	12	6
+10 Years	16	18	10	12	9	12	6
Total	41	53	48	56	48	60	23

RESIGNATION REASONS

2019-2020 School Year





2021 Educator Recruitment Event (Virtual)

Seeking amazing educators to join our team!

Join us for our annual educator recruitment event designed to assist you in learning about AASD and positions available. With many in-person teacher job fairs cancelled this year, this is a unique opportunity to connect directly with principals or hiring administrators seeking candidates for positions for the 2021-2022 school year. The event is open to all levels and licensure areas. We are excited to meet you and answer questions you have about being a part of AASD!

Steps to Register:

- Apply on WECAN (Vacancy #100902) by Friday March 8, 2021 (applications are required to participate)
- After applying, a Human Resource professional will contact you to schedule a virtual interview.

Saturday, March 13, 2021
8 a.m. - 1 p.m.



RECRUITMENT

- HR Focus:
 - Candidate Experience
 - Timely Communication
 - Expedite hiring

