

Personnel and Organizational Management Committee Meeting Minutes

Hartford Union High School
805 Cedar St., Hartford, WI 53027
Room 163
March 23, 2022
5:00 p.m.

I Call to Order

This meeting was called to order by Craig Westfall at 5:00 p.m.

a) Roll Call

i) Board Committee Members Present Craig Westfall, Ross Kirley, and Tracy Hennes

b) Attendance

i) Other Board Members Present: None

ii) Others: Jeff Walters, Kelly Lam, and Mary Lynn Christian

II Approval of Agenda

Motion by Kirley to approve agenda. Seconded by Hennes.

Motion carried 3-0

III Approval of Minutes

Motion by Kirley to approve minutes of the Personnel Council dated October 11, 2022 and Mental Health and Wellness dated October 19, 2022. Seconded by Westfall.

Motion carried 3-0

IV Introductions

a) Opportunity for attendees to introduce themselves to the group.

b) Public Comments Statement: For those in attendance not on the Committee or School Board nor asked to provide information to the Committee for this meeting, please know that this meeting is held for Committee work. The agenda is not posted for a public comment period. Questions or comments can be directed to the Board Committee Chair outside of this meeting. Contact information for the Board Committee Chair is available below and also posted near the meeting sign-in sheet.

Board Committee Chair: Craig Westfall, craig.westfall@huhs.org

V Meeting Business

a) Policy 2340 - Field Trips

Jeff Walters led a discussion on the language in the field trip policy regarding the ratio of chaperones to students on field trips. We currently don't have a set ratio and are looking at adopting some language that is more concrete. The Committee discussed aspects of a smaller group of students compared to larger groups as well as whether the trip is local

compared to out-of-state or country trips. Mr. Walters and Ms. Lam will discuss options and will either bring it back to Committee or directly to the full Board.

- b) Policy 3120.06 - Selecting Student Teachers/Administrative Interns
Jeff Walters shared the changes to this policy regarding the language to allow the District Administrator to designate another staff person to make selections.
- c) Staffing Update - Kelly Lam shared some information regarding possible staffing changes for the 2023-2024 school year. We are looking at changing the titles of some positions to redistribute some duties, in order to attract the right person with the needed skills. Kelly Lam also addressed the staff to student ratios for the 2023-2024 school year. We are looking to keep our classroom sizes lower for the betterment of our students. This is the driving force to determine needed full-time employment positions.
- d) Job Descriptions - Jeff Walters discussed the updated job descriptions and our process for finalizing the changes. Some changes are minor and others are updating duties and titles. The job descriptions will be brought to the full Board in April.

VI Closed Session

- a) Motion by Westfall. Seconded by Hennes.
- b) Motion carried 3-0
- c) Time: 6:12

VII Reconvene into Open Session

- a) Motion by Westfall. Seconded by Hennes.
- b) Motion carried 3-0
- c) Time: 6:24 p.m.

VIII Adjourn

Ross Kirley left at 6:30

Motion by Hennes to adjourn. Seconded by Westfall. Motion carried 2-0. The meeting adjourned at 6:34 p.m.