

WOODLAND SCHOOL DISTRICT #50

Personnel Vision Team Meeting Minutes May 23, 2005

Members Present: Joan Brixey, Kim Burke, Pam Horn, Larry Johnson,
Jeannine Leonhart, Scott Mitchell, Scott Snyder, Cameron Willis

Meeting began at 4:30 p.m. and adjourned at 5:15 p.m.

Kim provided an overview of the results of the educational support staff training needs survey. Out of approximately 249 educational support staff, 200 staff responded. It was obvious going into the survey that there was a need for training, however, the survey helped to identify the areas employees were most interested in. The survey identifies five categories of employees that were 1) Office/Clerical, 2) Teacher Assistant, 3) Student Support (Hall Monitor, Playground Supervisor, and Health Assistant), 4) Buildings/Grounds/Maintenance and 5) Technology. This was helpful in identifying what each category of employee was most interested in. Kim explained that the next step in the process was to meet with Directors, Principals and Supervisors to establish training timelines. This will be done over the summer and at the start of the school year training that is within the budget will begin.

Kim shared information regarding the on-line application system. The on-line application system is a contracted service of General ASP. A representative shared an overview of the system with hiring administrators at the April Principal's meeting. Kim described how the system would help streamline the application and recruitment process. The team discussed the timesaving benefits and how it would benefit the overall function of recruiting highly qualified staff.

Kim shared information regarding Employee Access. She explained that employees would have access to personal information such as their demographic data, pay, sick time, vacation, personal days, professional growth and individual certification Kim also explained that there was a pilot group that was testing the system. Employee Access will be available to all employees by the start of the 2005-2006 school year. The team discussed the benefits of employee access and looked forward to the feedback received from employees.

The next meeting is tentatively scheduled for January 2006.