

**Board of Education
COMMITTEE REPORT
Port Washington-Saukville School District
District Office Conference Room
Monday, September 20, 2021**

Human Resources Committee

6:10-8:10 p.m.

Committee Members Present: Brenda Fritsch, Brian McCutcheon
Committee Members Excused: Matthew Uselding
Other Board Members Present: Sara McCutcheon, Brian Stevens
Others Present: Mel Nettesheim

The meeting was called to order by Board President B. Fritsch.

B. Fritsch called for a nomination to appoint S. McCutcheon to the Board Human Resources Committee. B. McCutcheon, moved to approve the appointment of S. McCutcheon to the Committee. There were no objections.

B. Fritsch called for nominations for Committee Chair and Vice Chair. The Committee selected B. Fritsch as Committee Chair and S. McCutcheon as Vice-Chair.

M. Nettesheim provided an update on the September 15th Human Resources Sub-Committee, comprised of 28 members representing all grade levels and employee groups. They established HR goals for setting the hiring process, culture, and priorities.

The District's Employee Manual is being updated to be more streamlined, while at the same time, including access to more information. The hope is to have the new manual finalized in the next two months.

The District Office Leadership Team is presently evaluating whether to recommend hiring a dedicated Human Resources position. M. Nettesheim is also working to streamline the process for evaluating position job descriptions, and establish roles and responsibilities for hiring of staff when needed.

The Committee reviewed the current pay scales for paraprofessionals, custodians, and food service.

Adjourn: B. McCutcheon, seconded by S. McCutcheon, moved to adjourn at 8:10 p.m. Voice vote: all Aye. Motion passed unanimously.