

**HR/NOMINATIONS COMMITTEE MINUTES**

**NOVEMBER 12, 2024 - 10:30 AM via Zoom**

**In Attendance:**

Ms. Robin Zimelman, Committee Chair

Ms. Marion Mullauer, Board Chair

Mr. Craig Ballew

Dr. Karen Rigamonti

Ms. Renee Winsky

Mr. Bruce Wright

Mr. Rob Hair, MSB Superintendent

Ms. April Tucker, Human Resources Director

Ms. Valerie Johnson, Executive Assistant

**Call to Order**: Ms. Robin Zimelman called the meeting to order at 10:30 am.

**Approval August 12, 2024 Minutes:**  Ms. Zimelman requested an amendment to the August minutes to clarify that it was Dr. Karen Rigamonti, not herself, who spoke about an art program in Baltimore and would provide information to Ms. April Tucker. Ms. Zimelman noted that she had mentioned an art program in Columbus, Ohio. She moved to accept the amended minutes, and Ms. Marion Mullauer seconded the motion. The Committee voted unanimously to approve the amended minutes.

**Board Vacancies/Governor Appointees:** Ms. Zimelman reported that there are currently two vacancies on the Board. The terms of the Governor appointees will expire on June 30, 2025.

Mr. Rob Hair shared that he has reached out to former Board member, Gabe Morris, to gauge his interest in returning to the Board. He also mentioned that he has spoken with Rabbi Lauren Tuchman about joining the Board, and she plans to provide her decision early next year. Ms. Mullauer noted that Mr. Ray Brown has agreed to serve another term as a Governor appointee. Mr. Hair will follow up with Dr. Nancy Grasmick regarding her nomination for another term as a Governor appointee.

**HR Reports:**

**Turnover Statistics:** Ms. April Tucker reported that the turnover rate for Q1 of FY2025 is 6.8%, slightly lower than the Q1 FY2024 rate of 6.9%.

Turnover rates by department were as follows: Development (25%), Educational Support (7.4%), Education (8.5%), and Facilities (2.8%). Ms. Tucker emphasized that the Education Department remains a key area of focus for retention efforts.

Strategies to improve retention, including providing additional opportunities for career growth and professional development were discussed.

Ms. Tucker also provided an update on recruitment efforts, which include attending college career fairs, participating in festivals, and building partnerships with universities. She highlighted a new connection with a Dean at Coppin State University who expressed strong interest in collaborating with the school. This partnership could create internship opportunities for Coppin State students at MSB. Additionally, there was discussion about the possibility of Coppin State's Special Education Program developing a teacher training or TVI (Teacher of the Visually Impaired) program in collaboration with MSB.

**Benefits/Wellness Plan Update:**  Ms. Tucker noted there are 367 benefits-eligible employees, with 220 enrolled and 147 having waived coverage.

**403(b) Plan Update:** Ms. Tucker reported that the 403(b) program currently has a 60% participation rate, with 242 participants contributing at varying levels. Efforts to educate employees about the benefits of contributing to the 403(b) plan are ongoing and include quarterly one-on-one sessions and targeted mailings to non-contributing participants.

Implementing auto-enrollment for employees working more than 20 hours per week and the importance of monitoring the 500-hour threshold to ensure that staff working fewer than 20 hours per week are automatically enrolled once they meet this requirement was discussed.

The goal is to increase the participation rate to the previous benchmark of 75%. Ms. Tucker was asked to provide a historical overview of the plan, including data from the past five and ten years.

**DEIA Committee Update:** The HR team will develop a framework outlining the eligibility and requirements for the DEIA Committee. This framework will be presented to the leadership team to ensure alignment, with the goal of launching the DEIA Committee by January 2025.

The importance of including both managerial and non-managerial employees on the DEIA Committee, based on legal counsel's advice regarding NLRB principles on employee action committees was discussed. Emphasis was placed on being intentional about the committee's composition to avoid potential compliance issues under the National Labor Relations Act (NLRA). Ms. Tucker will follow up with legal counsel to confirm the committee's structure meets all regulatory requirements.

It was acknowledged that DEIA initiatives are a critical component of the HR strategy and play a key role in advancing diversity, equity, and inclusion throughout the organization.

**Policies and Procedures Review Update:** Ms. Tucker reported that an ongoing review of policies and procedures is underway, with the goal of completing a significant portion by the end of the year to present at the next Committee meeting. It was noted that policies are subject to a regulatory two-year review cycle.

She acknowledged that the process has been taking longer than anticipated due to the need to consider multiple factors and gather feedback from various groups.

The policy and procedure review process was recognized as a vital effort to ensure the organization’s policies remain current and aligned with best practices.

**Superintendent’s Updates:**

**Strategic Plan Overview:** Mr. Hair provided an overview of the strategic plan, outlining four key focus areas: Curriculum and Student Programs, Human Resources, Culture and Team, and Communications. He noted that the plan spans three years and will be presented at the December Board meeting.

For Human Resources, the vision includes establishing the school as a sought-after employer that fosters a diverse, well-trained workforce with clear pathways for career growth and development. The group discussed the importance of aligning HR initiatives with the school’s mission and vision, ensuring that all efforts support the ultimate goal of serving students.

Key goals include developing career pathways, fostering a culture of diversity and inclusion, and improving staff engagement, satisfaction, and morale. Enhancing internal communications is another priority, with the aim of keeping staff more informed and connected to the organization.

The importance of clearly articulating how the strategic plan aligns with the school’s mission was emphasized. This connection will help staff understand how their roles contribute to the overall success of the students.

**IT Project Update:** Mr. Hair provided updates on IT projects, highlighting progress on the selection of a new Student Information System (SIS) and the modernization of the campus Wi-Fi network to ensure comprehensive coverage, including outdoor areas. He discussed the importance of integrating the SIS with other systems to enhance functionality and the critical need for accessible Wi-Fi across the campus.

It was noted that these IT modernization efforts are a key component of the strategic plan. The IT team is focused on ensuring a smooth transition to the new systems and maintaining their long-term functionality and reliability.

**Legislative Advocacy:** Mr. Hair reported that, based on projections, the school is expected to have a surplus of approximately $332,000 for FY26 and will not require additional funding from the legislature for the FY26 Pay Plan.

The strategy will focus on meeting with legislators to share the positive progress the school has made in stabilizing its financial situation, achieved with legislative support over the past several years. The goal is to advocate for maintaining current funding levels, avoiding budget cuts, and reinforcing the importance of continued support for the school's operations.

The importance of transparency regarding the surplus and current vacancies, ensuring legislators have a clear understanding of the school’s financial position and the ongoing need to sustain the existing level of funding was emphasized.

**Adjournment:** Ms. Zimelman adjourned the meeting at 11:40 am

**Action Items:**

**April Tucker:**

* Provide historical data (5 years and 10 years) on 403(b) plan participation rates to give context.
* Determine and include the exact employer contribution match details for the 403(b) plan on the benefits information.
* Explore partnerships with local colleges and universities, such as Coppin State, to create internship and training opportunities.
* Review HR policies and procedures to ensure they reflect principles of diversity, equity, and inclusion.
* Incorporate the school's mission and vision into the HR strategic plan to tie it back to the purpose of serving students.
* Present the eligibility and requirements for the DEIA committee to the leadership team for approval. Seek legal counsel advice regarding compliance on the formation of an employee action committee.

**Rob Hair:** Develop a comprehensive communications plan to improve staff engagement and awareness of school initiatives.