

Personnel Committee Meeting Agenda

March 31, 2017 7:30 am

Committee Members: Pat Wilson (chair), Kevin Bucceroni, Jill Dawson, Joyce Ellis

- Non-renewals/transfers/retirements

Mrs. Scully reviewed the list of retirements that have been submitted thus far. She also alerted the committee about upcoming transfers and possible non-renewals and the deadlines surrounding these moves.

- Assistant Athletic Director position possibilities

The committee discussed the current role of the assistant athletic director and the possibility of giving those that are given this position the afternoon off from their teaching duties. A revised job description was also discussed, as well as, a need for an athletic director secretary at each building.

- Maintenance – recommendation for grounds maintenance (THS) and night foreman (HHS)

The recommendation for the grounds maintenance position was discussed and salary agreed upon. Mrs. Scully updated the board on the interview process and timeline for hiring a night foreman. 8 candidates will be interviewed next week.

- Co-Curricular job descriptions

The committee was made aware of the addition of job descriptions for paid co-curricular positions. Mrs. Scully gave them the reasons for doing this and some of the items that will be included. She also made them aware of how they will be evaluated. These job descriptions will be included on the April 6th, board report.

- Diversity Job Fair – April 27, 2017 3:00 – 5:30

A list of the schools participating in the event and an update on the number of attendees was given to the committee.

- Additional Personnel Issues

Several employee issues were discussed.

The committee also agreed with making no additional changes to the 2016-17 school calendar and keeping graduation on a Friday.

Respectfully Submitted,

