

**MIDDLETOWN AREA SCHOOL DISTRICT**  
**Personnel Committee Meeting**  
**August 11, 2015 – 6:00 p.m.**  
**MINUTES**

**Members in attendance were:** Newton Davis, Gordon Einhorn and David John

**Members not in attendance were:** None

**Non-Voting Members in attendance were:** Barbara Layne

**Staff/Public in attendance were:** David Franklin, Lori Suski, Jody Zorbaugh and Heidi Zula, District Administrators and Staff; Bruce Hamer, Interested Citizen.

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| Opportunity for Public Comment | No members of the public were present to address the committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Resignations                   | <b><u>Action Item – Resignations:</u></b> Mrs. Zula reviewed the resignation of Cindy Lippy as Crossing Guard effective July 31. The committee recommended that the resignation be moved to the Board agenda for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Memorandum of Understanding    | <b><u>Action Item – Memorandum of Understanding:</u></b> Mrs. Zula reviewed Memorandum of Understanding (MOU) #2 with the Middletown Area Education Support Personnel Association. Mrs. Zula said that the purpose of the MOU is to stagger staffing to ensure appropriate coverage for evening activities and reduce overtime costs. The committee recommended that the MOU be moved to the Board agenda for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Change of Employment Status    | <b><u>Discussion Item / Possible Action Item – Change of Employment Status:</u></b> Mrs. Zula reviewed a change of employment for Cory Smith to the new Groundskeeper position; Steven Jumper from Custodian to the Groundskeeper/Trades Utility position vacated by Cory Smith; Patricia Zentmeyer to Instructional Aide from Part-Time Psychology Clerk; and Tammy Quackenbush from Substitute Crossing Guard to Crossing Guard. The committee recommended that the changes of employment be moved to the Board agenda for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Employment                     | <b><u>Discussion Item / Possible Action Item – Employment:</u></b> Mrs. Zula reviewed the employment of Michele Bostdorf, Joan Swartz, Brandon Heilman, Emily Kasiske and Stacey Collins. Mrs. Zula discussed the vacancies that are being filled by each of the proposed hires. The committee recommended that the employment be moved to the Board agenda for approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Policies                       | <b><u>Discussion Item – Policy #916 – School Volunteers:</u></b> Mrs. Zula reviewed the changes to clearance requirements resulting from the passage of Act 15 of 2015 in late June. Mrs. Zula said that Act 15 legislates that the Child Abuse clearance and the Pennsylvania Criminal History clearance be made available to school volunteers free of charge. Mrs. Zula said Policy #916 currently requires volunteers to pay for all required clearances because legislation had mandated that all volunteers have clearances unlike previous language that would have only required individuals with direct contact to provide clearances. Mrs. Zula said that although the Child Abuse clearance and the Pennsylvania Criminal History clearance are provided free, the FBI clearance is not free. Mrs. Zula said recommended policy language allows school districts to choose whether or not to require FBI clearances. Mrs. Zula said that the administration |

wanted to review the recent legislative changes with the committee to determine if there was interest in making any policy revisions since two clearances will be free and there is flexibility about requiring FBI clearances. Mrs. Zula said the policy could include a provision that waives the requirement for the FBI clearance if a volunteer has lived in Pennsylvania for at least the past 10 years. The committee expressed concern about reducing the clearance requirement since the FBI clearance may afford the greatest information in ensuring the safety of children. The committee discussed whether consideration should be given to pay for the FBI clearance since the other two clearances will be free or maintain the policy language that indicates the District will reimburse for the cost of any clearances after 10 hours of service are logged. The committee favored the existing language so that the District would not bear the cost of clearances for someone that doesn't actually provide service to the District. Mr. John asked that the policy be reviewed again at the end of the school year to assess whether the change in clearance requirements has impacted the willingness of people to volunteer. Mrs. Zula also noted that Act 15 changes the frequency to obtain clearances from every three years to every five years. Mrs. Zula said that Act 15 added a requirement for co-op program supervisors. Mrs. Zula discussed the effective dates under the new legislation and the District's plan to disseminate information about the Act.

Compensation  
Adjustments

**Discussion Item / Possible Action Item – Instructional Aides / Personal Care**

**Assistants:** Mrs. Zula stated that a number of vacancies needed to be filled in the instructional aide ranks and that during this process concern was raised about the hourly rate paid to these employees. Mrs. Zula reviewed the District's starting hourly rate for learning support aides in comparison with the average starting rate in the Capital Area Intermediate Unit (CAIU) and neighboring school districts. Mrs. Zula said that the starting rate is lower than neighboring school districts and slightly lower than the CAIU. Mrs. Zula also discussed some assignment changes that were made this year that pointed to a problem with the range assignments for the aide positions. Mrs. Zula said that several years ago a decision was made to classify some aides in range 6 and some aides in range 5 if personal care responsibilities were part of the job description. Mrs. Zula said that having two ranges has made it difficult to change job assignments. Mrs. Zula noted that there is only a 40 cent difference in the starting rate for the ranges. Mrs. Zula said that the administration does believe that aides in low incidence classrooms have responsibilities that warrant additional compensation, but that a different method of providing that compensation might work better. Mrs. Zula said that having one range for all instructional aides would allow for assignment changes. Mrs. Zula said that the staff assigned to low incidence classrooms could be compensated through a stipend that would be provided or removed depending upon the assignment. Mrs. Zula said that the administration calculated that a \$500 stipend would equate to approximately 39 cents per hour. Mrs. Zula said although it is coincidental, special education teachers receive a \$500 stipend for their additional responsibilities related to IEP paperwork. Ms. Layne expressed concern about the hourly rate being paid to the instructional aide staff – especially in comparison to the rate that the MAESPA has negotiated for custodial staff. Dr. Suski added that she would not want to see the instructional aides look at unionizing as a way to be appropriately compensated. The committee favored a suggestion to group all instructional aides into range 5 and provide a \$500 stipend for low incidence

classroom assignment. The committee discussed that further review occur to determine if compensation adjustment is warranted based upon market conditions. The committee recommended that two separate motions be moved to the Board agenda for approval. The first motion is to reclassify instructional aide positions from range 6 into range 5. The second motion is to provide a \$500 stipend to instructional aides that are assigned to a low incidence classroom.

Executive Session      The committee recessed into Executive Session at 6:42 p.m. to discuss personnel matters. The committee returned from Executive Session at 7:30 p.m.

Adjournment            The meeting adjourned at 7:30 p.m.