

MIDDLETOWN AREA SCHOOL DISTRICT
Personnel Committee Meeting
October 11, 2016 – 8:01 p.m.
MINUTES

Members in attendance: Terry Gilman, David John, and Jennifer Scott

Members not in attendance: Christopher Lupp

Non-Voting Members in attendance: Mike Corradi, Newton Davis and Linda Mehaffie

Staff/Public in attendance: David Franklin, Lori Suski, and Heidi Zula, District Administrators

Opportunity for
Public Comment

No one addressed the committee at this time.

Resignations

Action Item – Resignations: Ms. Zula reviewed the resignations of Tammy Quackenbush effective September 24, 2016, Kristen Elliott effective October 14, 2016, and Jamie Popp effective October 28, 2016. The committee recommended that the resignations be moved to the Board agenda for approval.

Change of
Employment
Status

Action Item – Change of Employment Status: Ms. Zula reviewed the employment change for Lisa Billingham from Part Time Non-Instructional Aide to Full-Time Instructional Aide at an hourly rate of \$11.01 plus a \$500 low incident classroom stipend effective October 13, 2016 to fill a budgeted position. The committee recommended that the change of employment be moved to the Board agenda for approval.

Employment

Action Item – Employment: Ms. Zula reviewed the recommendation to employ Kristi Miller as an Instructional Aide at an hourly rate of \$11.71 plus a \$500 low incident classroom stipend effective October 3, 2016 due to increased student needs, and Carmela Steffe as an Instructional Aide at an hourly rate of \$10.93 plus a \$500 low incident classroom stipend effective October 17, 2016 to fill a budgeted position. The committee recommended that the new hires be moved to the Board agenda for approval.

Agreements

Discussion Item / Possible Action Item – Building Substitutes: Ms. Zula noted that the District’s substitute provider (STS) is trying to help school districts achieve greater fill rates during the substitute shortage that has been problematic for all school districts. Ms. Zula said that STS is suggesting that a “building substitute” model might be helpful. Ms. Zula explained that a building substitute is someone exclusively dedicated to the District. Ms. Zula reviewed the District’s 82% overall fill rate for September and said there were only 5 days when every position was filled. Ms. Zula said the information from STS includes both teachers and paraprofessionals and noted that there were more paraprofessional vacancies that were unfilled. Mrs. Mehaffie said that she thought that when we talked about the substitute shortage last year there were concerns with a building substitute concept. Ms. Zula explained that the building substitute is used to fill positions that are not otherwise filled, so if no vacancies exist the building substitutes would still need to be paid and would need to be used in some other manner. Mrs. Mehaffie asked whether it would be better for the District to hire additional paraprofessionals if that’s where the unfilled vacancies tend to occur. Ms. Zula

noted that the District has struggled to find people for the paraprofessional positions and that it could be difficult to find other people to serve as substitutes. The committee also discussed the cost of benefits that would be required for substitutes that would be on the District's payroll. Mr. John asked if further information could be gathered to break down the substitute needs between teachers and paraprofessionals and continue the discussion in the next month. Ms. Zula said that she would gather the information and report back. Ms. Zula provided details on the number of substitutes needed on several dates. The committee questioned why so many people are taking off. The committee expressed disappointment with the number of leave days that are being utilized. The committee suggested that Dr. Suski bring up the use of leave at the next Meet & Discuss. Mrs. Mehaffie said that the District's scores reviewed in the Academic Affairs Committee meeting may not be as stellar as they should be because teachers are taking off too much and classroom instruction is being left in the hands of substitute teachers.

Volunteers **Potential Action Item – Volunteers:** Ms. Zula said that Alicia Gonse and Christine Oberto have completed the paperwork to be approved as District volunteers for the 2016-2017 school year. The committee recommended that the volunteers be moved to the Board agenda for approval.

Goals **Discussion Item / Possible Action Item – Goals for 2016-2017 Related to Personnel:** Dr. Suski summarized the discussion that occurred in the September committee meeting into two goals for consideration by the School Board.

Goal #1 – Recruit, hire and retain highly qualified staff at the administrative, professional, support staff, and coaching levels. Dr. Suski said that some objectives associated with this goal are to study support staff compensation for the non-union staff and to look at the staffing levels in the Operations Department. Mr. Corradi said that it seems like there have been challenges associated with the District grounds for quite some time and suggested that the District consider hiring someone with a turf management degree to be in charge of the grounds. Mr. Corradi and Mrs. Scott suggested that coaches be recruited who have expertise in particular sports.

Goal #2 – Maintain/improve the climate of District buildings to further create a culture that celebrates success, holds people accountable, and motivates employees to strive for further levels of excellence.

The committee recommended that the goals be moved forward to the Board agenda for approval. Dr. Suski said that regular updates (approximately every two months) will be provided on the goals to gauge progress.

Executive Session The committee recessed into Executive Session at 8:56 p.m. to discuss personnel matters. The committee returned from Executive Session at 9:17 p.m.

Adjournment The meeting adjourned at 9:19 p.m.