

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL DISTRICT**

**PERSONNEL COMMITTEE MEETING**

**Tuesday, July 24, 2007**

**SAU OFFICE  
6:30 PM**

**MINUTES**

**Attendees:** Dan Harper, Ray Cote, Tom Welden, Butch Estey, Stewart Brock, Gail Cromwell, Mary Loftis, Bill McKinnon, Mary Allen, Arthur Knight, Bart Goodeve, Craig Hicks, Dick Bergeron, Don Johnson, Marian Alese, Linda Potter, Sue Dell, Dick Dunning, Sue Copley, Gib West

**1. Approval of Minutes**

June 12, 2007

**Stewart Brock moved to accept the minutes of the June 12, 2007 meeting. Butch Estey second. Unanimous.**

**2. Nomination**

**HES – Jean Robins – 1<sup>st</sup> Grade  
Carol Ann Mascola – Kindergarten**

Marian Alese read the nominations for HES. Gail Cromwell asked if these were the only applicants. Marian said that she did not believe that they were the only applicants. Gail wondered if there was a plan in place. She is struck by Ms. Robin's salary. Gail asked if there was another applicant with substantially different qualifications. Dan said that this is the most qualified person being brought forward.

Tom Welden said that the Administration understands that if two applicants with almost identical skill sets apply that we hire with the lower salary in mind. Tom said that we do not instruct our Administrators to look for a candidate within a certain salary range.

Dick Bergeron said that he has instituted change. He is asking that all nominees be brought before him after the candidate has proceeded through the interview process. In terms of teaching positions he would respectfully honor the interview process that exists. He would trust the current process with the exception of hiring Administrators.

Gail asked if the Principal made the decision. Dick confirmed that it would have been among a panel.

**CVHS – Mary Goldwaite – Art  
Julie Murphy – Special Education – Life Skills**

Marian read the CVHS nominations. Mary Allen asked how many Art candidates existed. Sue Dell said that there were 45 candidates. Eight were finalists. Sue explained that CVHS first

interviews by panel. They make a recommendation. Mary Allen asked if this candidate was the panel's choice. Sue Dell asked if this should be discussed in non-public. It was decided that this conversation would continue in non-public after continuing on with nominations and resignations.

### **3. Nomination – Co-Curricular**

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Marian said that Christina Weston, Mock Trial, will not be split. The stipend will be \$ 1126.26 for Christina alone. In addition, at CVHS, Cynthia Ewing will not be the French Advisor since she has resigned. At the moment Marie-Claire Wheeler will advise the French Club alone. Stewart Brock asked if there is an evaluation process for people in co-curricular positions. Sue Dell said that there is not a formalized process at this time. An Assistant Principal oversees the co-curricular positions. The numbers of students that participate in a co-curricular activity is strongly considered.

Gib said that he met with everyone who had been a co-curricular advisor at GBS and he asked them for their goals and what they had done in the past year. Numbers of students were considered as well as frequency of meetings. Gib said that he is trying to build a system where goals can be set and evaluated.

Stewart asked Dick Dunning about any process he might have with reviewing co-curricular. Dick Dunning said that he asks for similar feedback to that of Gib. He looks at equity issues as well.

### **4. Resignations**

CVHS – Cynthia Ewing - .5 French  
Ruth Mares - .8 German  
Michael Conley – Special Education  
GBS - Nancy Cook – Special Education

Marian read the resignations listed above. In the past, if a position has been difficult to fill we have put a caveat on the release of the person resigning until hiring is in place. If the person resigns after August 1<sup>st</sup> a penalty of 1% of their salary must be paid.

Dan Harper asked Gib how he felt about this.

Gib said that much of New Hampshire is looking for Special Education teachers. Nancy has worked tremendously hard for this district. Gib said that he would be concerned about morale in the building about having a person be a placeholder until the spot is filled. Gib said that it is more motivation for him to fill the spot.

Dan said that he thinks that she should be allowed to go. He asked if services would continue to be delivered to the students. Gib responded by saying "Absolutely".

Tom asked if keeping the person beyond August 1<sup>st</sup> would only impact if they stayed beyond September 1<sup>st</sup> because they do not work during the summer months.

Gib said that he will make sure that the students get what they need.

### **5. Retirement – 2008-2009**

Pamela Berry – Kindergarten, Temple

Marian read Pamela Berry's retirement.

Butch asked about the position Pamela Berry is filling. Marian said that after looking at the numbers of kids, the best way to deliver services was to eliminate two Para-professional

positions and hire an additional teacher. Butch asked the additional cost. Marian said that it was pretty close.

## **6. SAU Staff**

### Reorganization

Marian distributed the new proposed layout for the SAU. She said that after looking at the positions and job descriptions, we are asking to add another support person as well as revise the job descriptions.

Marian proposed that the Administrative Assistant to the Assistant Superintendent move to the Data Management position and post the vacant person to the Assistant Superintendent.

Estimated salary and benefits would be approximately \$ 68,000 which would come from the delta in health insurance.

Dick Bergeron said that he started to put together an accurate and effective organizational chart of the SAU office. Over the years people's responsibilities have grown and spread out. In order for Dick to better understand who does what and what the responsibilities are, he reviewed everyone at the SAU Office's responsibilities. Dick said that it is his understanding that there has been prior discussion about the importance of an HR Director. Dick said that there is an excellent description in tonight's packet of what the HR and Benefits Coordinator would be. Shifting people better geographically is the desire. Dick said that he believes that the internal transfer is a better fit for skills. There are a number of positives that come with this proposal.

Gail said that an additional support person is requested. Dick said that we think it is very important for the Assistant to the Assistant Superintendent develop a good repore and work as a team. The person that is currently in that position would transfer and lower a grade. This allows the Assistant Superintendent to hire his own Administrative Assistant. Dick said that he believes this transfer is a good fit. The Federal Grant and Data Management is a new position. Savings in the receptionist position and the Administrative Assistant could come in at a lower level. This accompanied with the delta from health would alleviate some of the costs.

Gail asked if we would be doing more than we have in the past or the same with more people. Dick said that the inclusion of a professional HR person will service the morale of those in the district. Dick said that this proposal accomplishes this.

Gail said that the new HR position was thought to be worthwhile. The additional assistant leaves her boggled.

Dick said that the Assistant to the Assistant will flourish and grow.

Gail said that if we are going to add positions we need to consider areas where we need to cut back.

Stewart Brock asked about the delta in the health benefits and what that might total.

Marian said that it totals about \$250,000 if all should stay the same.

Stewart asked what type of HR person we get for \$ 44,700.

Marian said that the figure quoted is not for the HR person it is for the Administrative Assistant.

Dick said that the HR person was budgeted for.

Stewart asked if we will get a high quality person for this money.

Dan Harper said that we will have to see what we get from the pool of candidates.

Dick said that he feels confident that this can be done.

Arthur Knight said that his concern is that we did agree on the HR person but he believes that we had two people performing some functions of an HR person. We would be bringing in a third person. He said that he does not feel that it is critical and he is not on board for this addition.

Bart said that we need as much support as possible with data management. The ability to extract as much information as possible can not be relied on by one person. Bart said that he would be very much in favor of this person.

We need to have the resources to generate the information that we are requesting.

Ray asked if we can see any additional funds coming into this district with the additional time with this position.

Dick said that this position is not a grant writer. They will manage grants and funding that we are currently obligated to provide.

Ray said that he understood that but asked if the work alleviated by others would pursue additional funds.

Don Johnson said that there is a fair chance that we can expand our abilities. His Administrative Assistant can focus on responsibilities that he would require. In the past this person focused on this. Don added that he feels that the SAU is thin on staff.

Dan Harper said that in the past we have heard that people cannot get information from the SAU staff because they are stretched. He feels that we need to support this. This may be an ideal solution. He would like to see a nice reception area and that it should convey a warmer atmosphere.

Butch said that we are discussing the HR person. Once the HR person was on board, discussion took place about eliminating a position. The concern he has is coming before and bringing a brand new position on before budget season.

Tom said that we have asked the new administrative team to evaluate the needs of the district. He has never understood how the central office works. There has always been a deficit. He feels that we need to support this proposal.

**Dan Harper moved that in accordance with RSA 91-A:3,IIc that non-public session is entered into for two personnel issues at 7:15 p.m.**

**Dan motioned to seal the minutes of non-public session at 7:31 p.m. Bart second. Unanimous.**

Arthur said that he understands that the new HR position will be more efficient. He feels that we do not need the new data position.

Gail asked Dick Bergeron about the remaining administrative positions. The only people that are not on the email are systems administrator and the substitute coordinator. She asked why they were not on the list. Gail asked if anyone else is not on the list. Marian responded that there were none.

Marian said that Aramark does not have clerical support. They must come into the SAU for purchase order processing.

Gail asked that Aramark be sure to conduct evaluations of custodial staff. Marian said that they have been done and will continue to be done.

Bart asked if there was no net cost to the additional position. Marian said that there might be a net zero effect in the next year.

Marian said that the health insurance delta, as of this moment, came in lower, there is about a \$200,000 delta. However, Tom alluded earlier to the fact that in January there is a law going into effect that will impact civil unions. Marian guessed that about \$100,000 will remain. It should be at zero.

Dick Bergeron is asking to approve a new position and a new job description.

Ray said that several walls will be built and asked if heating and cooling will fall into budget. It was confirmed.

Mary Allen said that she thinks that we need this new position. She senses enthusiasm for this redesign. She said that we owe it to the new team to try this and become more efficient. She echoed Dan's earlier comments in making the reception more welcoming.

Marian said that the new position is not only to supply new data but to remain compliant with data that is being requested. She added that there are things that she has wanted to do that we have been unable to do.

Dan said that these items will be brought forward and that he will make a motion to accept them.

**7. Human Resource Director**  
Job Description

**8. Other**

Gail said that a candidate was lost for the position of Assistant Principal at GBS. She asked if we could do without this position. Numbers in that building are going down.

Gib West said that in looking at his role as an educational leader in a school of 55 staff and 380 students, it hampers him not to have someone who could help with student discipline as well as be a sounding board. They would also be responsible for the building in his absence. It is important that someone be in place to take the reins when needed. He could be a manager but not an educational leader without an Assistant Principal.

Dick Bergeron said that he could only expect management of the facility and major discipline from Gib without an assistant.

Gail said that administrators always want and need more help. She said that the LADC person and the undercurrent of a resource officer are being discussed. We have to consider choices. We meet state standards and said that we should not hire an Assistant Principal.

**9. Non-Public Session – If needed**

**Meeting concluded at 7:43 p.m.**

**Respectfully submitted,**

**Brenda L. Marschok**