

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL DISTRICT

PERSONNEL COMMITTEE MEETING

Monday, November 13, 2006

SAU OFFICE

7:00 PM

MINUTES

Attendees: Craig Hicks, Tom Welden, Butch Estey, Dan Harper, Gail Cromwell, Bill McKinnon, Mary Allen, Richard Dunning, Sue Dell, Jon Hall, Keith Burke, Marian Alese, Gib West

Dan Harper called the meeting to order at 7:01 p.m.

1. Approval of Minutes
October 16, 2006

Butch Estey moved to accept the minutes of the October 16, 2006 meeting. Craig Hicks second. Unanimous.

2. Nominations

CVHS – Athletics

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|-----------|--------|--------------------|--------------------------|
| \$3842.09 | Winter | Heather Borges | Varsity, Boys Basketball |
| \$2105.61 | Winter | Justin Wilk | Assistant Ice Hockey |
| \$3239.41 | Winter | Fred Blair | Varsity Ice Hockey |
| \$904.02 | Winter | Amy Clason-Gilmet | Special Olympics |
| \$904.02 | Winter | Robin O’Dougherty | Special Olympics |
| \$1518.00 | Winter | Ange Picard | Strength & Conditioning |
| \$2636.73 | Winter | Scott Jenkins | Varsity Track |
| \$1052.80 | Winter | Ken Cloutier | Assistant Track |
| \$1052.80 | Winter | Jim Aborn | Assistant Track |
| \$2636.73 | Winter | Gretchen Garfinkle | Nordic Ski |

Marian Alese read the above nominations. Dan Harper said that the nomination of Heather Borges was in the newspaper before the nomination of the committee. Jon Hall said that he will avoid such occurrences in the future. However, he sought the direction of both the Principal and the Superintendent before doing so. Dan Harper said in the paper that it sounds as though Heather was already nominated. Gail Cromwell wanted to add to the complaint. Mr. West had asked at the last meeting for permission to move forward with a candidate before being formerly nominated and asked if Mr. Hall had done the same. Mr. Hall said that he had not done so formerly. Marian said

that at the last meeting both Mr. Hall and Mr. West were sitting together and Mr. Hall had asked for the same but she did not realize that no one else heard. Butch Estey said that he did not hear the request at the last meeting either. What if this candidate was turned down and it appears that she was already nominated in the newspaper? Keith said that the process is that we have a number of people making the decision. Word gets out. Keith said that he feels Jon Hall handled it in a correct manner. Butch said that we should tell the press that we have no comment until it is official. Keith said that people on the committee leak the information out as well. Gail said that she finds that this happens over and over again. She asks herself what the point is and she felt that Dan Harper should have been contacted first. Gail feels that there should be a better channel of communication in the process. Dan Harper said that the point has been made and urged that all be careful with the newspaper. Keith said that we have been careful and that we would have to refuse to speak with the press altogether. Bill McKinnon said that about a month ago he received a petition from some basketball members to hire a different candidate. He is curious if this was considered. Jon Hall said that the document was received after the process was complete. Students heard through the grapevine about the selection. Bill asked if anything would be done. Keith said that it depends on who we are letting select the coach. Bill asked if the person on the petition was considered. Jon Hall said that this person was one of the candidates considered. Dan Harper said that the A.D. made his nomination based on interviews. Butch said that the people on the committee should be considered. We should consider the decision of putting a student on the committee. Butch asked if the nominee was the first person selected from the committee. Jon Hall said that person selected was absolutely the person of choice. Mary Allen disagreed with our thoughts on the press. There is a lag time between when the committee makes a choice and the person is nominated. We should caution people about making it sound as though it is a done deal. She said the press does not want their credibility questioned either. She feels that committee members should sign paperwork identifying the rules that a nomination is not official. Craig asked if anyone else spoke to the press. He said that we should say that the information is not public information yet. The press would respect it. We can avoid this conflict. Mary said that we could speak "off the record". Tom Welden said that we should say that we won't talk to the press until someone is nominated by the Board. He asked how we are getting people or not getting people to coach and the fact that we are having problems. What is the chemistry that makes this up? Are they not paid enough? Why do we often have critical coaching positions? Is it what we are offering? We need to have this conversation. Bill McKinnon said that he had the solution. If we do not vote nominees in that are leaked out, then the person wanted would not get nominated. Keith said that if that were the case we would not have a principal at GBS. In the course of one weekend, everyone knew who was nominated. He suggested that from this point forward that the only person who can nominate is the Superintendent. Marian said that she is amazed that we have all of this difficulty with coaches and we don't spend as much time with nominating teachers. She said that she has heard that having the same coaches nominated year after year is an issue. If we want a person to be there, how do we get around not opening up the position and re-opening the position? Craig said that the concern is that the best candidate be brought forward.

Mike Crowe, community member, said that he would like to share some thoughts. Are students allowed to be in the process of hiring a teacher? He said that kids don't have life experiences. How do we get better coaches? He feels that we need to look at the process. A student and a parent of a student may be sitting on the committee in the best interest of that student. Jon Hall said that he does not put students involved in the sport on the committee for that sport. Several students petitioned about who was nominated. There could be repercussions for the students on the committee from classmates. There could be repercussions for the teacher as well. He said that he feels we need to look at who we are placing on the committee for hiring. Jon Hall said that he disagreed that this did not affect this process. If a job is very well defined why would we want a student on the panel? Gail said that it seems that we get into a crisis situation because the sport is going to begin. She asked how the spring looked. Jon Hall said that he is not set for the winter. One reason he can't get people to come is because of this process. He went along with the newspaper because a candidate was slamming the candidate nominated. Coaches end up in the newspaper. People don't want to coach. We are on our seventh coach in twelve years. Gail asked what the problem was. She asked what was going wrong with the interview process. Jon Hall said that he has a core set of questions. He brings in an athlete, parent, administrator, and another coach to sit on the committee. The process was complimented in this case. You become a target when you become a varsity coach. They are making \$2,800.00 to take abuse in the papers and from parents. It is a problem. We need to make it an environment where the coach's feel supported and protected. Jon said that the fact that people care more about the nomination of a coach over a teacher is a problem. Marian said that the fact that coaches have to reapply year after year should be considered. Keith said that that decision was a board decision. Both sides need to be weighed. Tom said that we need to consider changes. He would not want to put people at risk for participating on a committee. Keith said that the petition came through several weeks ago. He asked if there was any consequence as a result of that. None had taken place. Butch wondered why some districts can keep coaches for years and years. To say that the process is not correct, we need to consider placing students on the committee. Butch added coaches know what is coming when they coach a varsity sport. He suggested that athletics be cut altogether. Kids are looking to have a good season and go on in college because of it. Jon Hall said that he does not run his program that way. He said that a student has a better chance of getting struck by lightning than receiving a scholarship by a Division I school. Craig said that success in high school might be enough. Dan said that we won a sportsmanship award and should be proud of that. Sue Dell said that students are involved in the process because we had a huge community involvement in the hiring of coaches years ago. Equity of finance and public information was considered. As a result of this, committee establishment was discussed. Bill McKinnon said that he assumes that Butch was kidding when suggesting that the athletics be completely cut. He finds athletics of extreme value. When comparing the nominations of coaches and teachers we need to be more careful because teachers come to us pre-certified. Dan said that we have made mistakes with teachers in the past. Dick Dunning said that he believes that Jon asked for guidance at a past meeting and he remembers Jon asking for guidance. Dick said that we need to be clear about mentioning names. Two weeks before the season coaches quit. You get behind the eight ball. Often people come

forward the day after the personnel meeting and you need them in place. Keith said that the problem in the future is when we say that we don't have a candidate but we have a body show up at the first practice. Mike Crowe asked if there was anyway that we could improve the ranks of coaching when hiring teachers. We could ask teaching staff what else they bring to the table. He said that he sees very few teachers at athletic events. Dick Dunning said that he knows those questions are asked. He said that to be a coach is not worth it and get ridiculed. There is a point where it isn't worth it to give up your family life. Bill McKinnon said that we should take Keith at his word that from now on everything will flow through Keith and mum is the word until then. Keith said that the leaks cannot be prevented but he feels that they can be reduced. It should be said that a nomination has been made and the press need to speak to the Superintendent. Dan said that we often need someone in place before then. Craig said that this conversation is a result because there was a full blown article in the newspaper. Craig said that he would rather get the coaching stipend than the \$500 that he gets for being a board member. Craig said that one of the reasons for the current policy of going through the process year after year was due to a lack of trust. He said that he would entertain a change in policy. Jon Hall wanted to make it understood that he tries to better the process for all. He does not rubber stamp any candidate. Six months of advertising gave him a second candidate to apply for the basketball position. He makes it clear to candidates that he nominates candidates to the board. Keith said that the language needs to be changed to he recommends a candidate for nomination by the board. Jon said that he brings names forward and does his best. Craig said that one of the problems was that we had a coach last year that we had hopes with but then he resigned. Tom Welden requested that Jon bring back information on how we could attract and retain candidates in the future. We would like to make it more attractive to keep candidates.

GBS – Athletics

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| \$2497.36 | Winter | Scott Baldwin | Girls Basketball |
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GBS – Co-Curricular

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| \$563.13 | | Katie Doherty | Yearbook (split w/ S. Thomas) |
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SMS – Athletics

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| \$2497.36 | Winter | Michelle Hautanen | Girls B Basketball |
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Re-Nominate

SMS – Athletics

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| \$2497.36 | Winter | Ray Abbott | Boys A Basketball (To replace Richard Ellingwood) |
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| \$2497.36 | Winter | John Erdman | Boys B Basketball (To replace Ray Abbott) |
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Resignation

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| SMS – Athletics | | Richard Ellingwood (Boys A Basketball) | |
|-----------------|--|--|--|

Marian read the above nominations and resignations. Gail asked why the resignation took place. It was said that the coach was not on staff in the school. Craig asked how long Scott Baldwin has worked at GBS. Eight years was the answer.

3. Human Resource Functions

Marian referenced job descriptions of the people that work in her office that perform HR duties. She said that we have HR functions split between two and three people. Keith said that we are awaiting job descriptions from other districts that have full-time HR people. Keith said that his secretary is the one who makes sure that the filing is taken care of. Gail asked how many have access to personnel files. Keith said that the business office would for the payroll side as well as Marian and himself. Craig wanted to speak about the three that perform these duties. Marian said that Pat Wallace performs the duties on page nine. Liz Walton performs those on page 12. Professional Development is Ann Eng. Craig asked about other staff in the SAU. Keith and Marian identified special education staff, accounts payable and other staff. Keith said that there are three people that deal with personnel. Dan asked if Keith and Marian do a bulk of HR functions as well. Keith agreed that they did. A full-time person would handle grievances, preparation for negotiations, and determine FMLA. Sometimes they sit in on negotiations. The teacher's contract insists upon certain things being in place. It is not an unusual thing to happen. An HR person can do certain negotiation prep and contract review. Dan asked if they would put the health care out to bid. Keith said that they could gather information for negotiation. Tom Welden read what the number two person does in an Arizona district. The medical insurance should be quoted every year. Keith said that it is part of the contract. Tom went on to say that the HR person would coordinate the selection of new hires, prepare orientation, follow up on certification, determine placement, monitor growth, and monitor absences. Tom continued to read a lengthy job description in addition to these functions. Tom read the qualifications for this individual. Tom said that our staff conduct clerical functions but do not hold specialized knowledge. Marian said that these functions are currently being handled by individuals who are going through the certification process. Keith said that for some time the board has wanted a full time HR person. We should get a job description together, advertise for the position and we can shape some of our other jobs around that. This would be in addition to our current staff. Dan asked if this would have to be a budget issue. Keith confirmed that it would. Gail asked for significance in Tom's reading. Tom said that the duties listed were those of the number two person in HR. There is a person above that in the number one slot who is required to be more qualified. Tom said that he insures companies with 150 people that have HR positions. Marian said that we looked at the position in other areas to investigate salaries and function. Keith said that we are waiting for information from the Goffstown district. The board has to decide whether to put it into the budget or not. Bill McKinnon said that a senior HR person would be off setting responsibilities from the Superintendent, Assistant Superintendent, and others. Would we be looking at freeing up the Superintendent to perform other tasks? Keith said that it is like anything else, you get the job done. Keith said that it could be done if we had someone designated to do just that. More time and attention would be spent. The burden would be shifted and not reduced. Craig said that with the new software that the district has for accounting would do some of the burdensome work. There are features relative to people management and hiring that might be utilized. He proposed that we change the structure so

that Marian would be Finance Director and Keith would still be Superintendent. We could have a Finance Director and a Special Education Director. Dan asked when the discussion of replacing the food service director took place where that discussion fell. Keith said that the HR person would put all of the personnel agendas together as well as evaluations, nominations, and all paperwork would be properly handled. In addition, other duties would come on. Gail said that we currently have one employee for every six children. She doesn't want to add more unless we have a problem. She asked what problems need to be solved. Keith said with an organization of our size we need someone to oversee the HR functions of those employees. We don't have anyone who focuses on this as their primary focus. Craig said that we might have less potential risk if someone was in place full-time. Bill McKinnon said that we may not have a semi autonomous person to bring grievances to now and that having an HR person at this level is insurance in place. Keith said that he thinks that there are other priorities but we would be providing some additional professional support to our employees and that it is of value. The duties are being performed now and are done well. We lack depth. Gib West suggested that we not look at this as potential liability. Coaches, subs, other professionals, are tremendous. When dealing with the business office, they are pushed so hard and there is a lag time in the response as a result. He feels that resumes would be read well in a meaningful way and then be directed to the principals. Tom Welden said that one of our concerns is getting things done out of the central office in a timely basis. We keep asking for more and more. It would provide more efficiency of their time. Legal costs could be diminished. In the contracts, much time is spent quoting the medical piece. Someone else could take on this piece. Negotiations and number crunching should be done by an HR person. Things that we are not getting to could now take place. Marian asked if this person as HR Director would take on some of the tasks of the current staff. Certification is a huge piece. Keith said that this person would still require support. The clerical pieces would still be required. We need to get a job description and put it in the budget. We would then advertise and move forward. Mary Allen asked what we would put in the budget for this position. Keith said that benefits aside, \$60 -70,000. Bill thought that it would be higher. Keith disagreed, Goffstown is not that high. Keith said that this would be entry level. Dan Harper said that he thought that we were in agreement that this was worth pursuing. Keith said that the Budget and Property committee needs to decide whether or not to include this in the budget.

4. Non-Public (If Needed)

None.

Meeting adjourned at 8:29 p.m.

Respectfully submitted,

Brenda L. Marschok