

Personnel Committee Meeting Minutes

Attending: DATE: October 13, 2009

LOCATION: Keene High School Drew Library, 43 Arch Street, Keene, NH

CALLED TO ORDER: 5:31 p.m.

TIME ADJOURNED: 6:36 p.m

COMMITTEE MEEMBERS PRESENTS:

-Mr. Carter Chamberlin, Chair

-Mrs. Kristin Blais

-Mrs. Carol Brown

-Mr. Carl Panza

BOARD MEMBERS PRESENT:

-Mr. Neil Donegan

-Ms. Kathleen O'Donnell

ADMINISTRATORS PRESENT:

-Mr. William Gurney, Co-Superintendent of Schools

-Mr. Paul Cooper, Director of Human Services

OTHERS PRESENT:

-Mrs. Dru Fox, Stenographer

Mr. Carter Chamberlin, Chair, called the meeting to order at 5:31 p.m.

1. Approval of minutes of June 9, 2009

Mrs. Carol Brown made a motion to approve the meeting minutes of June 9, 2009. Mrs. Kristin Blais seconded. Vote taken, motion unanimously passes, 4-0.

2. Presentation of Organizational Chart

Mr. Paul Cooper passed out organizational charts and spoke to the issue of these charts being a way to understand our organization. He explained that traditional charts are geared toward reporting the organization structure of public companies and that school systems are more complicated as the principal is the only one doing any supervision. Mr. Cooper then pointed out interesting variations of each elementary school's organization with emphasis on which schools have more one-on-one tutors, which ones utilize shared tutors and schools that have a support person in every class. He brought attention to the Wheelock School model and suggested that this is the preferred model and actually the model that the study group came up with. Mr. Cooper reminded everyone that Wheelock is actually 2 schools within and pointed out the preschool chart on the last page.

Discussion ensued around the next step being the middle and high school charts which represent a problem, the different approaches by each school, the process to update the information and keep it current, the opportunity to obtain feed back from Wheelock on how their model is working, and the preschool program's early insight. Mr. Panza expressed a better understanding of the preschool program after reviewing the organizational chart and thanked Mr. Cooper. Mr. Cooper then commended Sharon Rhoades and explained the tremendous amount of work she put into this presentation.

3. Para Educator training/certification

Mr. Paul Cooper passed out three models for review pertaining to a para educator training/certification program. They are; State of NH Level 1 and Level 2, Conval

School and Granite State College. He then provided a brief history of a study completed in the past in partnership with Keene State College and the process that ultimately ended.

Mr. Cooper addressed the requirements of our paras to have an associates or some sort of degree versus zero experience and zero background for tutors. He brought out some positive elements to Conval's approach and asked if there should be further effort to pursue this.

Discussion ensued on resources in place, focus on paras versus tutors, tutor responsibilities, what their role is and what the para educator should be able to do; for example deliver a lesson - while the tutor can only offer support to the lesson, what their job description is as far as the collective bargaining agreement and how that may or may not be in compliance. Further discussion continued around skill levels, collaborative programs and regular classrooms, and training from special educators. Consensus from the committee is to move forward with further information on how other districts and models may be working and a proposal on costs associated.

*Mrs. Carol Brown made a motion to move into Non-Public Session according to RSA 91:-A:3. Mrs. Kristin Blais seconded. Roll call vote taken, Mrs. Carol Brown-yes, Mr. Carl Panza-yes, Mr. Carter Chamberlin-yes, Mrs. Kristin Blais-yes. **Meeting adjourned to Non-Public Session at 6:20 p.m. by a roll call vote of 4-0.***

Meeting adjourned at 6:26 p.m.

Respectfully Submitted,

Dru Fox
Stenographer