

**Personnel Committee
Meeting Minutes**

Attending: DATE: November 10, 2009

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

CALLED TO ORDER: 5:30 p.m.

TIME ADJOURNED: 6:10 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 arrived at 5:35 p.m.

ADMINISTRATORS PRESENT:

-Mr. Paul Cooper, Director of Human Services

-Mr. William Gurney arrived at 5:36 p.m.

OTHERS PRESENT:

-Mrs. Dru Fox, Stenographer

Mr. Carter Chamberlin, Chair, called the meeting to order at 5:30 p.m.

1. Approval of minutes of October 13, 2009

Mrs. Carol Brown made a motion to approve the meeting minutes of October 13, 2009. Mr. Carl Panza seconded. Vote taken, motion passes 4-0.

2. Presentation of Keene Middle School Organizational Chart

Mr. Paul Cooper presented the Keene Middle School Organizational Chart and described the difficulty in creating the Middle School chart as compared to the elementary school chart. He spoke about staff reporting to assistant principals and presented information on the cluster system. He explained the concept behind clusters, different teachers within each cluster, the different breakdown for tutors, what the middle school is able to do better because of their structure and shared tutors in specific clusters

Mr. Cooper continued with the second page of the chart and talked about the bridges, horizons and vistas special education programs and explained that these students are floating in and out of the mainstream program with their tutors floating with them. He explained that allied arts people float all over and do not live neatly in any of the charts. He expressed a desire for board members to better understand and visualize future staff moves from tutor positions into para positions as the budget process moves forward. Discussion ensued about numbers fitting and not fitting the models, staff to student ratio, and how the bridges, horizons and vista programs have a core set of kids who are also in clusters, with tutors and support people keeping them focused, mainstreamed and in their regular classroom. He talked about the varying degree of support different students in these programs may need, from some being in their cluster most of the day to some of them not being in the cluster much at all. Further discussion continued around assistant principals managing the clusters with Mrs. Frazier holding primary responsibility for the special education programs.

Mr. Carl Panza asked for information on the chart to show numbers of students by classes. Discussion continued on student-teacher ratios, numbers of students in each cluster, guidance counselor responsibilities and para specialists versus a para professional.

3. Discussion on future Personnel Committee agenda items

Mr. Paul Cooper reports on two meetings with a committee of paras and officers of the group where he provided them with information previously discussed and spoke about his ideas for certification. He reports that the group was very enthusiastic with practical questions being asked. There was agreement from the group to move forward with the state certification program rather than trying to invent our own. He said the next step would be to get together on a workshop day and try to identify some pitfalls, looking at what the costs might be and in-service days. The areas of concern were: do you grandfather, how do you handle hiring, and what about the person ready to retire? Discussion ensued on tutors becoming certified.

4. Other

Mr. Neil Donegan asked to see work continue with personnel policies, research, and actively looking at all of the policies personnel has jurisdiction on. He believes there are 30-40 in the section. Discussion ensued.

Meeting adjourned @ 6:10 p.m.

Respectfully submitted,

Dru Fox
Stenographer