

**Personnel Committee
Meeting Minutes**

Attending: DATE: December 8, 2009

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

CALLED TO ORDER: 5:30 p.m.

TIME ADJOURNED: 6:16 p.m.

COMMITTEE MEMBERS PRESENTS:

- Mr. Carter Chamberlin, Chair
- Mrs. Kristin Blais
- Mrs. Carol Brown
- Mr. Carl Panza

BOARD MEMBERS PRESENT:

- Mr. Neil Donegan
- Ms. Kathleen O'Donnell
- Mr. Donald Parker arrived at 5:35 p.m.

ADMINISTRATORS PRESENT:

- Mr. Paul Cooper, Director of Human Services
- Mr. Wayne Woolridge, Co-Superintendent
- Mr. William Harris, Benjamin Franklin School Principal

OTHERS PRESENT:

- Mrs. Dru Fox, Stenographer
- Members of the Public (3)

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

1. Approval of minutes of November 10, 2009

Mrs. Carol Brown made a motion to approve the minutes of November 10, 2009. Mr. Carl Panza seconded. Vote taken. Motion passed unanimously by a vote of 4-0.

2. Keene School Board Policy 4119 – Reduction in Force

Mr. Paul Cooper presented information pertaining to this Reduction in Force policy and explained that this policy is referenced in all collective bargaining group agreements. He pointed out a few issues that need clarifying for example: how to handle less than full time positions, bumping issues related thereto and some administrative procedures. Discussion ensued around the procedure for notification of being recalled, category for para-educators and secretaries and the need to revise the groups. Mr. Cooper passed out a list with changes that need to be made and grouping of the sub-categories. Para-educators should be grouped according to instructional, specialist and non-instructional and there is no need to group secretaries as there are currently only three levels; executive secretary, admin secretary 1 and admin secretary 2.

Mr. Cooper pointed out language in the policy that referred to the board reserving the right to make decisions based on the best interest of the students. He then brought up the subject of reduction in time not being addressed and gave an example of when the specials positions at Franklin School were reduced from 100 to 80 percent and recommended that this issue be included in the policy. Mr. Cooper further explained the necessity to include other issues such as part-time certified staff bumping a full-time certified staff and bumping a portion of another position.

Mr. Neil Donegan asked about administrative procedures accompanying the policy and Mr. Cooper suggested that the board write these or at the very least

provide input and reminded everyone that these procedures date back to 1983, 1995 with the newest being 2005. Mr. Cooper further clarified that this is very old material that deserves a fresher approach.

Mr. Carter Chamberlin questioned what the next step in the process would be and Mr. Cooper replied that he would like to have a draft of language for the next meeting after having touched base with all of the bargaining groups to solicit their input and will bring recommended changes back to the committee.

3. Other

Mr. Paul Cooper brought up the issue of being faced with a 21% increase in health insurance costs and reported on a meeting with representatives from the Local Government Center which is the administrator of our blue cross blue shield plan. Mr. Cooper proposed looking into brokering out some of our plans and/or taking them out to bid. Mr. Cooper provided information on past attempts at taking on a less costly plan. Discussion ensued. Mr. Donegan spoke about a past SAU-wide study in which nothing ever came of it and discussion continued around the issue of CIGNA, quality coverage, the necessity and importance of gathering additional information and the possibility of a self-funded program. Consensus of the committee is to look at this issue more frequently rather than every several years, the possibility of unions picking up more of the responsibility and the need for the topic to be added to an SAU 29 wide meeting agenda.

4. Public Input

Mr. Tom Fowler, 3 Worcester Street, spoke about his experience with the Reduction in Force Policy when he was rified back in 1989.

Mr. John McMahan, 76 School Street, reported that the KEA is more than willing to listen to any proposals and said that the presentation last year was poor.

Ms. Maureen Meyer, POB 348, Stoddard NH stated that it is important to compare apples to apples.

Mrs. Carol Brown made a motion to move the meeting into Non-Public Session according to RSA 91-A: 3. Mrs. Kristin Blais seconded. Role call vote taken. Mr. Carter Chamberlin-yes, Mrs. Carol Brown-yes, Mr. Carter Chamberlin-yes and Mrs. Kristin Blais-yes.

Meeting moved into Non-Public session by a unanimous role call vote at 6:04 p.m.