

**Personnel Committee
Meeting Minutes**

Attending: DATE: February 9, 2010

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

CALLED TO ORDER: 5:31 p.m.

TIME ADJOURNED: 6:20 p.m.

COMMITTEE MEMBERS PRESENTS:

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

BOARD MEMBERS PRESENT:

- Mr. Neil Donegan, arrived at 5:40 p.m.
- Ms. Kathleen O'Donnell, arrived at 5:35 p.m.
- Mr. Chris Coates, arrived at 5:50 p.m.

ADMINISTRATORS PRESENT:

- Mr. Paul Cooper, Director of Human Services

OTHERS PRESENT:

- Mrs. Dru Fox, Stenographer
- Members of the Public (1)

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

1. Approval of minutes of December 8, 2009

Mrs. Kristin Blais made a motion to approve the minutes of December 8, 2009. Mrs. Carol Brown seconded. Vote taken. Motion passed unanimously by a vote of 4-0.

2. KAPS RIF Procedure

Mr. Paul Cooper reports this as work in process. Currently there are policies in place for 3 groups. 1 for administration, 1 for certified staff, 1 for para educators, secretaries and food service personnel and none for custodians. Mr. Cooper spoke about working with the principals, developing some very substantial language changes with KAPS, the fact that hours do get reduced, defining full-time regular and part-time regular, 240 day contract and other criteria that is being looked at. Mr. Cooper described the feeling from the principals that seniority should not be the primary factor and that if we need to have a reduction in force we can keep the person that is going to best serve our needs.

Mr. Panza asked about and Mr. Cooper provided an explanation for reverse criteria, criteria performance, degree training, course work and further explained that as we bring people back we want to use the same criteria that was used to let them go.

Mrs. Kristin Blais questioned the language pertaining to seniority and Mr. Cooper said it was purposely left vague and he talked about the difference is that it is used as a tie breaker for KAPS and in this instance we want to use it only as a point of reference in the very end and not use it to begin the reduction in force.

Discussion ensued about it being in the best interest of the kids and being fair.

Mr. Panza questioned line #5 in the last paragraph pertaining to benefits and Mr. Cooper clarified that it is primarily sick time and said he planned to iron out some further issues and will bring the policy back to the committee for approval in the future.

3. Paraprofessional Certification Update

Mr. Cooper provided background information on the paraprofessional certification process up to this point including various meetings and exchanges of information. The consensus from the group he met with is to follow the program provided by the state as it made the most sense. It was concrete and designed by the state. He provided further details on clock hours, increase in employment opportunities outside of our district and a way to differentiate in a RIF situation. Mr. Cooper spoke about a letter being sent to the 77 staff members involved and the very productive January 25th meeting in which 25 people who attended engaged in lively conversation about certification with most everyone feeling enthusiastic and positive. He reported a lot of questions being asked such as: who will pay for the certification, what about part-timers, how will training be provided, should job descriptions be redefined, what about those close to retirement and what about staff who already hold higher certifications? Mr. Cooper explained a summary letter addressing those concerns will be sent out and a survey will be conducted. He further explained a series of open questions and the most important one is should we make this mandatory? Discussion ensued around it being voluntary or mandatory, criteria for reduction in force, costs associated with providing training programs, professional development days, time frame for making it mandatory, specific numbers of staff affected, incentives and tuition reimbursement.

4. Other

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, Mrs. Kristin Blais-yes and Mr. Carl Panza-yes. Meeting moved into non-public session by a unanimous role call vote at 6:10 p.m.