

**KEENE BOARD OF EDUCATION  
Personnel Committee  
Public Meeting Minutes**

**DATE:** Tuesday, December 13, 2011

**LOCATION:** Library, Keene High School, 43 Arch St., Keene, NH

**CALLED TO ORDER:** 5:30 PM

**TIME ADJOURNED:** 6:25 PM

**COMMITTEE MEMBERS PRESENT:**

- Kris Roberts, Chair
- Carl Panza
- Kristin Blais
- John Stewart

**COMMITTEE MEMBERS ABSENT:**

**BOARD MEMBERS PRESENT:**

- Neil Donegan
- Kathleen O'Donnell
- Ann Szot
- Mark Nugent (arrived at 5:50 PM)
- Christopher Coates (arrived at 6:12 PM)

**ADMINISTRATORS PRESENT:**

- William Gurney, Co-Supt.
- Wayne Woolridge, Co-Supt.
- Paul Cooper, Human Resources Director

**OTHERS PRESENT:**

- Britta Reida, Stenographer

Chair Roberts called the meeting to order at 5:30 PM.

**1. Approval of Minutes of November 15, 2011**

*MOTION: Ms. Blais made a motion to approve the minutes of November 15, 2011. Mr. Panza seconded the motion, which passed by a unanimous vote of 4-0.*

**2. Other**

**NON-PUBLIC SESSION RSA 91-A:3**

*MOTION: At 5:30 PM, Mr. Panza made a motion to go into non-public session according to RSA 91-A:3(II)(c). Ms. Blais seconded the motion, which passed by a unanimous, roll call vote.*

The public session reconvened at 6:14 PM.

Ms. Szot asked for an update on the job descriptions being written. Mr. Cooper replied and gave information about the woman who is writing them. The district had about 50% of them written already and she is working on the major ones like Special Education teachers, secretaries, paraeducators, tutors, etc. Ms. Szot replied that it would be helpful

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to get the KHS Department Head job descriptions done. Mr. Cooper replied that they do not really have job descriptions. He replied that they could have job descriptions if what they do is very different than what teachers do. Ms. Szot replied that Department Heads have extra time per day, so she thinks their job duties should be described somewhere. She would like this to be a priority.

Mr. Coates replied that there is a draft out there and it just needs to be finished up, is what Mr. Cooper is saying. Mr. Cooper replied that they have been trying to work on Department Head job descriptions through the Instructional Council (IC). The draft was given to the Department Heads for them to comment on but they have not commented. Mr. Donegan replied that it seems like “We did not hear back from them” is common, and he wonders if grievances should be filed against the staff members who are unresponsive like this.

Mr. Roberts replied that if the Board says they want something done and they tell the Superintendent to do it, good practice is to go to the employees and say, “This is what we are looking to do, and we want your input.” If people don’t provide that input, they forfeit their ability to have a say in it and the Board and administration goes ahead with whatever it is. He continued that there are thousands of high schools that have job descriptions for Department Heads. If the KHS Department Heads had an opportunity to give input and didn’t, then the Board can just choose the job descriptions. Then the Department Heads may complain, but they can’t grieve against the Board if they had already tried unsuccessfully to get input from the Department Heads.

*MOTION: Mr. Stewart made a motion for the Personnel Committee direct Mr. Gurney to report back to the Personnel Committee in one month with job descriptions for the Department Heads at KHS. Ms. Blais seconded the motion.*

Mr. Donegan asked how many job descriptions there will be. Mr. Cooper replied one. He continued that there will not be specific job descriptions for each department. Mr. Donegan asked how many departments there are. Mr. Gurney replied 12 or 13.

Ms. O’Donnell expressed frustration about the same issues that keep coming up repeatedly. She stated that the Board hears repeatedly that “they” [the Department Heads?] are nonresponsive. Mr. Stewart replied that the administration should put timelines on things and if they don’t happen, use progressive discipline. People should get written up if they do not respond as requested within a month.

*The motion passed by a unanimous vote of 4-0.*

*MOTION: At 6:25 PM, Ms. Blais made a motion to adjourn. Mr. Stewart seconded the motion, which passed by a unanimous vote of 4-0.*

Respectfully Submitted by  
Britta Reida, Stenographer