

**Boyertown Area School District
Boyertown, PA**

Personnel Committee Meeting Minutes
February 11, 2014

1. The February 11, 2014 Personnel Committee Meeting was convened by Boyertown Area School Board Member and Personnel Committee Chair, Mr. John Landino, at 6:00 p.m. in Conference Room A at the Education Center.

The following Board members and administrators were present:

Board Members: Dr. Ron Christman, Mrs. Jill Dennin, Mr. Steve Elsier, Mrs. Barbara Hartford, Mr. John Landino, Ms. Christine Neiman, Mr. Paul Stengle and Mrs. Donna Usavage.

Administrators: Dr. Richard Faidley, Mr. Rob Scoboria, Mr. Stephen Katch, Mr. Dave Szablowski and Mrs. Melissa Woodard.

2. The Pledge of Allegiance and a moment of silence were observed.
3. There were no comments made during Public Comment Period # 1.
4. The committee accepted the October 22, 2013 minutes by a 6-0 vote. Voting in favor of the minutes were: Dr. Ron Christman, Mrs. Jill Dennin, Mr. John Landino, Ms. Christine Neiman, Mr. Paul Stengle and Mrs. Donna Usavage.
5. There was no old business.
6. Mr. Katch requested direction from the committee to advertise for the 7 professional positions that were vacated from retirement along with a newly budgeted life skills position at Junior High West. Mr. Katch explained the success that the District has had by interviewing earlier than competing school districts. By being pro-active, we are able to screen more qualified candidates and the selected candidates can attend our summer professional development workshops. These eight positions along with 1.5 elementary bubble positions have been included in the 2014-2015 District budget. The committee provided direction to begin the selection process by an 8-0 vote. Voting in favor of starting the selection process early were: Dr. Ron Christman, Mrs. Jill Dennin, Mr. Steve Elsier, Mrs. Barbara Hartford, Mr. John Landino, Ms. Christine Neiman, Mr. Paul Stengle and Mrs. Donna Usavage. Opposed: None.
7. Mr. Katch provided the committee with the structure of the information technology group. Mr. Katch requested to eliminate one vacant ten month technician position and replacing it with three technician positions expanding from ten to twelve months. The realignment will allow the department to have more structure over the summer months as well as working, non-student days. The realignment will also save approximately \$14,000. After some discussion regarding the concern of not having enough technician help during the school year, the committee decided to provide direction to administration to continue with the realignment by an 8-0 vote. Voting in favor of starting the selection process early were: Dr. Ron Christman, Mrs. Jill Dennin, Mr. Steve Elsier, Mrs. Barbara Hartford, Mr. John Landino, Ms. Christine Neiman, Mr. Paul Stengle and Mrs. Donna Usavage. Opposed: None.
8. Mr. Katch requested the creation of a National Honor Society Advisor stipend for the 2014-2015 school year. The District does not currently have a stipend associated with this position. The District does have

stipends available for similar positions as part of our collective bargaining agreement. Similar positions both in responsibility and scope are the FBLA Advisor, Key Club Advisor, and Student Council Advisor are all considered Category 5 stipend positions. Category 5 equates to \$2,222 per year. The stipend will allow us to keep the program active at BASH. Recently, we have utilized volunteers in this role. It has been difficult to keep continuity in the program due to the amount of hours and responsibility of the position. The committee decided to provide direction to administration to post the position with a category five stipend by an 8-0 vote. Voting in favor of starting the selection process early were: Dr. Ron Christman, Mrs. Jill Dennin, Mr. Steve Elsler, Mrs. Barbara Hartford, Mr. John Landino, Ms. Christine Neiman, Mr. Paul Stengle and Mrs. Donna Usavage. Opposed: None.

9. Mr. Katch requested direction to move forward with a proposal to develop a Director of Community Relations, Grant Writing & Boyertown Area Education Foundation position within the District. The position would be a full-time position with a portion of the total salary covered by the Boyertown Area Education Foundation. The position will provide much needed support to the Boyertown Area Education Foundation and act as its Director. The Foundation will utilize the position for membership, recruitment and retention, projects, activities and other responsibilities. The position will also coordinate all District marketing efforts and public relations endeavors. The successful candidate will also create a district-wide communications plan that will communicate the District's philosophy, policies and vision to staff, students and community members. The candidate will also identify, evaluate and apply for grant opportunities in all aspects of the District's operations.

Extensive dialogue took place regarding the proposal. Concerns were raised regarding the job description being too vast, potential relationship liability, and the potential qualifications of the applicants. After hearing the committee's concerns, administration decided to continue with the original plan of developing a promissory note loan of \$25,000 to the Boyertown Area Education Foundation. This action item will be placed on the February 25, 2014 Board of School Directors agenda for formal approval.

10. There were no board member comments.

11. Two members of the public spoke during Public Comment Period #2. Ms. Ruth Dierolf spoke about having no knowledge of the job description of the potential Director of Community Relations, Grant Writing & Boyertown Area Education Foundation position within the District. She also stated that student enrollment numbers were down at Washington Elementary School. Ms. Dierolf's final comment was that a former administrator, Mr. John Backen, was a great grant writer and at one time volunteered to write grants for the District. Mrs. Linda Curry also commented that Mr. Backen was a good grant writer, that Boyertown Elementary School's enrollment was down and that the District should revisit redistricting.

12. Mr. Landino adjourned the meeting at approximately 6:58 p.m.