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**Boyertown Area School District  
Boyertown, PA**

Personnel Committee Meeting Minutes  
September 13, 2016

1. The September 13, 2016 Personnel Committee Meeting was convened by Boyertown Area School Board Member and Committee Chair, Mr. Dave Lewis, at 6:00 p.m. in the Library at Washington Elementary School.

The following Board members and administrators were present:

Board Members: Mr. Clay Breece, Mr. Rob Caso, Mrs. Jill Dennin, Mr. Steve Elsier, Mr. John Landino, Mr. Dave Lewis, Mr. Paul Stengle, Ms. Christine Neiman, and Mrs. Donna Usavage.

Administrators: Dr. Richard Faidley, Mr. Steve Katch and Mr. Dave Szablowski.

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 July 19, 2016 minutes by a 9-0 vote. Voting in favor of the minutes were: Mr. Clay Breece, Mr. Rob Caso, Mrs. Jill Dennin, Mr. Steve Elsier, Mr. John Landino, Mr. Dave Lewis, Mr. Paul Stengle, Ms. Christine Neiman, and Mrs. Donna Usavage.
5. There was no old business.
6. Mr. Katch provided the committee with an employee staffing overview. He began by reviewing the staffing by workgroup in each secondary building along with the student census for these buildings. Next, the same information was shared on the number of employees by workgroup in our seven elementary schools. Mr. Katch also reviewed the district staff who are assigned to the education center and the support services building. In conclusion, a one page snapshot was reviewed with the committee that illustrated the comprehensive totals of all of the district's work groups.

After committee members had an opportunity to discuss the presentation, numerous suggestions were made for further exploration at subsequent committee meetings or in the board packets for future dialogue. These topics include:

- The job descriptions and responsibilities of the administrators and supervisor at BASH and how long the current structure has been in place.
- A brief scope of the Information Technology organizational chart and their job descriptions.
- The aggregate cost for each employee class.

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- The development of a trend analysis of our workgroups staffing number, custodian census and special education student increases.
- An updated report illustrating our administrator to student ratio.
- A further breakdown of our paraprofessional job class into specific job functions.

7. There were no board member comments.

8. There were two members of the public who spoke during Public Comment Period #2. Ms. Ruth Dierolf reminded the committee that administrators who are assigned to our smaller populated elementary schools also have responsibilities outside of their buildings such as cyber education and home schooling. Mrs. Linda Curry asked if our new benefit consulting group would be presenting at a personnel committee meeting in the future like the former consulting group had done in the past.

9. Committee Chair, Mr. Dave Lewis, adjourned the meeting at approximately 6:38 p.m.