

**BETHLEHEM AREA SCHOOL DISTRICT
BOARD HUMAN RESOURCES COMMITTEE MEETING
MINUTES
MONDAY, FEBRUARY 14, 2011**

Members of the Board Human Resources Committee met on Monday, February 14, 2011, in the Dining Room, at the Education Center. Present were the following school board members: Rosario Amato, William Burkhardt, Michele Cann, Michael Faccinetto, Irene Follweiler, Loretta Leeson, Eugene McKeon, Aurea Ortiz, and Benjamin Tenaglia. Also in attendance were District Engineer Arif Fazil, Acting Director for Human Resources Dr. Dean M. Donaher, Assistant Superintendent for Education Dr. Jack Silva, and Superintendent of Schools Dr. Joseph J. Roy.

The meeting of the Board Human Resources Committee was called to order by Mr. Michael Faccinetto at 8:10 p.m.

COURTESY OF THE FLOOR – None

ENERGY POLICY – 1ST READING – Mr. Fazil presented a draft of the Energy Policy. He stated most of what is in the policy the district has been doing and continues to do so. He read from the policy on delegation of responsibility and direct individual responsibilities, which would require full collaboration from everyone in the district.

Mr. Fazil went over the guidelines and procedures set forth in the policy. He gave some examples on how the district can conserve on energy, for example, office staff will turn off copy machines, laminating equipment, and other office machines each night; teachers will ensure that all classroom computer, monitors, printers, and speakers are turned off during the period of time buildings are not occupied by students; and personal electrical appliances will not be permitted in buildings without specific approval from the director of facilities and operations. Mr. Fazil read the procedures on water conservation and energy efficient replacements or upgrades.

Mrs. Follweiler stated she agreed with some items listed on the policy, but it would be a cultural change. She asked Mr. Fazil how would he enforce these guidelines. Dr. Roy added that it would be a behavioral and cultural change; there would be a walk through and things that go home do not come back. Mrs. Follweiler also said it was important that what is done in one building is done in all the buildings. Dr. Roy acknowledged it is a hard one and everyone needs to contribute. Mrs. Follweiler asked how would the outcome be measured. Mr. Fazil replied there would be goals and benchmarks set for each school, the cooperation of everyone in the district, and an annual review of the district's energy consumption. Dr. Roy stated students are into conservation and are a great help. He suggested reaching out to students and getting them involved.

INTERVIEW PROCESS UPDATE – Dr. Silva stated the revisions have been made to the interview process and read the six steps. Mrs. Follweiler commented the prior practice was the two board members were silent, and she is okay with either way. Mrs. Leeson said the past process was one person asked questions, and everyone observed. The board later would discuss it as a group. Mr. Faccinetto initially felt the board should just keep quiet, but the way the director of facilities interviews went, it went well. Mrs. Leeson thanked Dr. Silva for adding *bringing it to the board* to step 5, making it more clarified. She made a suggestion of adding *or Assistant Principal* to "Process for Selecting a New Principal." Dr. Roy stated it is a broader view from different stakeholders, and this process narrows it down to the best decision.

2011-2012 SCHOOL CALENDAR – Dr. Silva presented the proposed 2011-2012 school calendar. He pointed out there were no dramatic changes but that school for students would start on the Monday, August 29, 2011, preceded by a full week for teachers with orientation day for new teachers, curriculum and instruction day for new teachers, two inservice days as well as a prep day. During the school year, more of the inservice days were frontloaded into October 10, November 8, and November 23. He indicated the biggest change in terms of education is the instructional days that are meaningful. The first semester ends on January 13. He stated that days of PSSA window of testing, snow days, and proms

occur in the second semester, and therefore, shortening the number of days of meaningful instruction. He said this change still maintains the same number of student days and teacher contractual days. First semester is scheduled for 85 instructional days and second semester for 96 instructional days. He sees this as promoting better student achievement. Dr. Roy added that Election Day on November 8 would be a teacher inservice day. He also said the February elementary parent/teacher conference days will be held earlier in the month so they are closer to report card distribution, which was suggested by the BEA. Mrs. Leeson enthusiastically thanked Dr. Silva for setting up this balance. She also indicated it was a good move to schedule the parent/teacher conferences to run in coordination with the same week as Thanksgiving. She had one concern, which would be high school proms and the number of absences on that particular day each year. She asked if something could be done about it. Dr. Roy replied that they would look into it.

Mr. Amato asked where Easter was on the calendar. Dr. Silva replied it was spring break. He asked why was every other holiday listed but not Easter. Dr. Silva said they would add it as Easter Holiday/Spring.

AGENDA ITEM FOR FEBRUARY 28, 2011, REGULAR BOARD MEETING:

APPROVAL OF 2011-2012 SCHOOL CALENDAR – No objections. This item will be placed on the February 28, 2011, Regular Board Meeting Agenda for approval.

COURTESY OF THE FLOOR – None

OPEN FORUM – Mrs. Leeson inquired whether the board agreed or not to the budget development time line that shows a proposed final budget on May 9, 2011, of 0% to 6.16% and blanks in between the preliminary budget and the proposed final budget. She stated this is not what she understood the board to have agreed to. Mrs. Leeson thought the board had agreed at the February 23 budget workshop that by each succeeding workshop the proposed percentage tax increase would gradually decline until the April 26 workshop when the proposed tax increase would be between 0% and 1.7% (e.g. March 24 to 3%, April 7 to 2%, and April 26 between 0% to 1.7%). She stated she did not agree to 0% to 6.16% at each of the following workshops and did not think that was the direction of the board.

Mrs. Follweiler stated the majority of board did vote to pass the preliminary budget with that document. Dr. Silva said each one would take it down a little further, but did not recall specific numbers. Dr. Roy stated the challenge in picking 4%, 3%, 2%, 1% going down is that it may not match with information the district is getting from the state on funding because there are two sides in closing the revenue/expenditure gap. Mrs. Leeson said she thought the week before the majority of the board wanted that game plan – they wanted a 1.7% by April 26. If the district is not between 0 to 1.7% by April 26, the district will have to get there. Dr. Roy said by picking numbers before having that information to get to those numbers is a problem. Mr. Amato said you [Mrs. Leeson] gave them that security blanket.

Mrs. Cann wanted to get the board's thought on how to handle Courtesy of the Floor with PAC and BEA when they address the board since the first Courtesy of the Floor pertains to only what is on the agenda that particular night and the last Courtesy of the Floor is for any items. A general discussion was held regarding Courtesy of the Floor and organizations wanting to come in and speak to the board. A poll was taken and the majority (8-1) voted to keep it the same that PAC and BEA, and other groups would wait to the last Courtesy of the Floor to address the board.

Michael Faccinnetto adjourned the meeting at 8:47 p.m.

Minutes prepared by: _____

Nitza S. Yerger, Confidential Secretary to the Assistant Superintendent for Human Resources