

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

Members of the Board Human Resources Committee met on Monday, March 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 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 8:33 p.m.

COURTESY OF THE FLOOR – None

PFM FOLLOWUP – Mr. Faccinetto informed the board that Mr. Shearer was not present at tonight's board meeting, but Mr. Shearer did provide a document to the board and if anybody had any questions Mrs. Gober was present to address them if not he would be here next week for the Regular Board Meeting.

BOARD POLICY 817 – ENERGY MANAGEMENT – SECOND READING – Dr. Donaher stated there were two recommendations which were 1) the replacement of specific level administrator to *school administrators*, and 2) the change to the established temperature for Heating Season – Unoccupied, All Spaces will now read *less than 62°F*.

SCHEDULE OF BOARD MEETINGS FOR 2011-2012 – Dr. Roy spoke about the change in the order of board committee meetings, switching the Board Curriculum Committee Meeting to the first Monday of the month and the Board Finance Committee Meeting to the second Monday in order to give more time for financial items that might occur in a short notice. Dr. Roy also pointed out a correction to the February 13, 2012, meeting; it should read Board Finance Committee Meeting and Board Human Resources Committee Meeting. He asked for the board's feedback on the recommended pairing of the committee meetings.

Mr. McKeon just wanted confirmation that only one component of each committee meeting night was being switched. Dr. Roy affirmed that was correct. Mrs. Leeson stated the reason it had been set up that way was because of the balance. She added that the curriculum and human resources seem to balance because they are the shortest of all four meetings, and this is the reason for this change. Mrs. Leeson referred to the Reorganization Meeting and Regular Board Meeting traditionally held in December. She recommended adding another meeting for all committees, which is much easier to remove, to avoid a pile of items in January due to the length of time between December 12 and January 9 meetings. Mr. Burkhardt suggested having it after the Reorganization Meeting. Mrs. Follweiler stated a "catch all" committee meeting scheduled after the Reorganization Meeting would work. Mr. Faccinetto asked if there were any objections to combine the meetings. No objections. Mrs. Follweiler asked about Election Day. Dr. Roy indicated the relocation of the committee meeting was changed that day from the Ed Center to East Hills Middle School due to accessibility.

DIRECTOR OF HUMAN RESOURCES JOB DESCRIPTION – Dr. Roy wanted to share with the board the director of human resources job description. He stated in the past there was the assistant superintendent for human resources and the manager of human resources positions, and therefore, this position is a hybrid of the two positions. He stated the position lost more of the assistant superintendent duties and picked up some of the more nuts and bolts detailed management duties that the human resource manager had as well as looking at more of the human resources director jobs of other school districts to try to create a new job description for this position.

Mrs. Leeson was looking for the responsibility of the individual meeting with BEA on a weekly basis and working on union grievances and issues. Dr. Roy said it was outlined in the job description on number 8. Mr. McKeon asked Mrs. Leeson if she wanted to expand the language on number 8. Dr. Roy does not

recall it being only BEA but all unions. Mrs. Leeson said she knew that the position deals with grievances procedures, hearings, etc. She had a question on bargaining – *participating in negotiations when appropriate* – she thought working on the collective bargaining would be more of the job of this individual. Dr. Roy suggested striking *when appropriate*. Mrs. Leeson also had a question on “workplace investigations” that had been the role of the human resources manager. Dr. Roy indicated it was the intent to continue that practice. He indicated if it was missing in the job description it would be added. Mrs. Leeson asked for the job to be reviewed again since the board would not be voting on it until next week. Dr. Roy said he would review the job description. The Employee Protocol will be added in addition to the work place investigations responsibilities. The board will look for an updated job description prior to Monday night’s Regular Board Meeting.

HIGH SCHOOL ACADEMIC ASSISTANT PRINCIPAL JOB DESCRIPTION – Dr. Silva stated the responsibilities outlined in the job description are more aligned to the current organizational structure for the administration within the district with the goal being of this position in two different buildings being an extension of his office as well as the principal’s office to support, coordinate, evaluate programs, and develop further some of the long-range educational goals. He added it would also be a way to develop leadership capacity within the administrative ranks because they would work with department chairs as well.

Mrs. Leeson said one of the reasons the board was looking for an academic assistant principal was really to start using the numbers and really doing some data development and analysis at the school level so the principal with that information would implement change in their building. Dr. Silva stated that is what he assumed is being data driven. He indicated the four areas of an academic program are school improvement standards, curriculum, instruction, and assessment which all go together in a comprehensive way providing, collating, presenting, using data in our accent programs. He stated he definitely would rely on these assistant principals to make sure that is started. Mrs. Leeson suggested adding this more specifically to the job description.

AGENDA ITEM FOR MARCH 21, 2011, REGULAR BOARD MEETING:

BOARD POLICY 817 – EMERGENCY MANAGEMENT – THIRD AND FINAL READING – No objections. This item will be placed on the March 21, 2011, Regular Board Meeting Agenda for approval.

SCHEDULE OF BOARD MEETINGS 2011-2012 – No objections. This item will be placed on the March 21, 2011, Regular Board Meeting Agenda for approval.

ELEMENTARY OPEN ENROLLMENT APPROVAL – Dr. Donaher indicated this is an ongoing program for the school district for parents to request during a specific period of time between May 2 and July 1 to have their child open enrolled at another BASD school. He stated this item is to continue the process with the stipulations. Mr. McKeon asked about the NCLB students and if there were any schools that were coming off assessment issues that now the NCLB students have an option of staying or returning to their home school. Dr. Silva responded that the district would not know that until PSSA testing is complete and they have the results. No objections. This item will be placed on the March 21, 2011, Regular Board Meeting Agenda for approval.

COURTESY OF THE FLOOR – None

OPEN FORUM – Mrs. Follweiler wanted to remind the board that Wednesday night is the Senior Citizens’ Night at Freedom High School for the play. Dr. Donaher stated the dinner is at 5:00 p.m. and the show begins at 6:30 p.m. He also informed the board that Liberty’s show is on April 13, same time frame.

Michael Faccinnetto adjourned the meeting at 8:50 p.m.

Minutes prepared by: _____

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