

*Colonial School District
Human Resources Committee Meeting Minutes
April 6, 2011, 5:00 p.m.
Superintendent's Conference Room, District Office*

Committee members present: Sue Moore, Mel Brodsky, Kathleen Oxberry
Other Board members present: Kelly Jowett, Bernie Brady
Administrators present: Dr. MaryEllen Gorodetzer, Richard Hartz, Leticia Erickson

Mrs. Moore, Committee Chairperson, called the meeting to order at 5:02 p.m.

Public Comments on Agenda Items

There were no public comments on the agenda.

Volunteer Procedure and Form

Mr. Hartz updated the committee on the administrative procedure for volunteers. The district is requiring all volunteers to complete a form providing basic contact information and completed forms will be kept on file at the schools. The schools will maintain an annual listing of approved volunteers. The background check procedure will be implemented as follows:

- Occasional or Program Volunteer – each school will submit a list of volunteer names to the Technology Department. The names will be checked through the Lobby Guard System.
- Volunteer Coach or Sponsor – this group will be required to obtain all three clearances (Child Abuse, Criminal Background Check and FBI Clearance). The Building Principals and Athletic Director will work closely with the HR Department to ensure that these clearances are obtained before the volunteer is cleared to begin assisting with the sport or activity. The clearances will be kept on file in the HR Department.

Evening Event Rate for Hall Monitors

Mr. Hartz presented the committee with a request from Terry Yemm, Director of Operations, to approve an alternate rate of pay for Hall Monitors who work evening events outside of their normal work hours. The recommended rate for the 2011-12 school year is \$27.13/hour. The committee supported this request.

Social Media Policy

Dr. MaryEllen Gorodetzer gave a brief update on the Social Media Policy which was reviewed at a previous board committee meeting.

At 5:15 p.m., Mrs. Moore requested that the Committee go into Executive Session to discuss confidential matters.

The meeting concluded at 6:30 p.m.

Respectfully submitted,

Richard Hartz
Director of Human Resources