

Colonial School District
Human Resources Committee
Superintendent's Conference Room, District Office
Meeting Minutes
August 4, 2010, 5:00 pm

Committee members present: Sue Moore, Mel Brodsky, Beth Suchsland, Tom Sigafoos
Other Board members present: Gary Johnson, Kathleen Oxberry, Bernie Brady, Mitch Zimmer
Administrators present: Dr. Vincent Cotter, Dr. MaryEllen Gorodetzter, Richard Hartz, Leticia Erickson

Mrs. Moore, Committee Chairperson, called the meeting to order at 5:00 p.m.

There were no public comments on the agenda.

Enrollment Update

Mr. Hartz updated the Committee on student enrollment figures for the 2010-2011 school year. He noted that overall enrollment numbers are trending at or below projections as of the August 2, 2010, with no areas of immediate concern. However, August is a busy month for Kindergarten enrollment, so these numbers have the potential of increasing substantially before the start of the school year.

Staffing Update

Mrs. Erickson updated the Committee on the district's staffing activities for the 2010-11 school year. She reported that 7 teachers had been hired permanently to replace contracted vacancies thus far, and 8 Long Term Substitute teachers have been hired to replace staff on a leave of absence. There are 3 Long Term Substitute teacher vacancies remaining. These positions are in the areas of Special Education, Biology and Art.

2010-2011 Work Year for Instructional Aides

Mr. Hartz informed the Committee that this year's school calendar has the Instructional Aides working a total of 189 days. According to the CESP Agreement, the Instructional Aides' work year is 190 days each year, however, should the teacher's work schedule decrease, the Instructional Aides work schedule will decreased by the same number of days for that year. This year the teachers are working one less day due to an extra holiday on the school calendar.

Modified Work Schedule for ½ Days

Mr. Hartz informed the committee that students, teachers and administrators are scheduled for half days on September 3 and November 24. The proposed half day work schedule on these dates will also include secretaries/confidential secretaries, instructional aides, hall monitors, security guards and food service staff. The employee categories scheduled to work a full shift on these dates include custodians, maintenance, turf management and bus drivers. The committee requested that the employees who work a regular schedule on the half days receive an additional day off over the winter break period for equity purposes. Mr. Hartz will consult with Terry Yemm to determine the date for the additional day off during the winter break.

At 5:20 p.m., Mrs. Moore requested that the committee go into Executive Session to discuss confidential matters.

The meeting adjourned at 6:22 pm.

Respectfully submitted,

Richard Hartz
Director of Human Resources