

**Colonial School District**  
**Human Resources Committee Meeting Minutes**

*Superintendent's Conference Room, District Office*  
*May 1, 2013, 5pm*

Committee members present: Sue Moore, Kathleen Oxberry, Beth Suchsland

Other Board members present: Mel Brodsky, Leslie Finegold, Alan Tabachnick, Christine Frangiosa, Bernie Brady

Administrators present: Dr. MaryEllen Gorodetzer, Richard Hartz, Trevor Jackson

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

There were no public comments.

Revised Evaluation Process for Coaches

Mr. Hartz presented the new evaluation process and draft evaluation forms to the committee for review. The documents were developed by a joint committee of administrators and CEA representatives. Beginning next year, the HS Athletic Director and MS Assistant Principal will evaluate all head coaches and the head coach will evaluate their assistant coaches in most situations. Mel Brodsky made a suggestion to include an additional rating factor on the evaluation form, which was supported by the committee. Additionally, Mr. Hartz shared a new chain of command process which outlines the procedures that student athletes and parents will follow if they wish to address issues with the coach. The new evaluation process will be shared with the coaches in May and implemented for the 2013-14 school year. The new student/parent chain of command guidelines will be added to the parent/student handbooks and included with enrollment paperwork when students register for athletic teams. Beth Suchsland made the suggestion to review the new evaluation process in a year. The committee supported the new evaluation model and thanked the administrative team for their efforts with developing the improved procedures.

2013-14 Enrollment Update

Mr. Hartz shared updated enrollment figures with the committee and discussed some potential staffing adjustments at the K-5 level.

At 5:20 p.m. the Committee went into Executive Session to discuss confidential matters.

The meeting adjourned at 6:10 p.m.

Respectfully submitted,

Richard Hartz  
Director of Human Resources