

Colonial School District
Human Resources Committee
Superintendent's Conference Room, District Office
Meeting Minutes
January 7, 2010, 5:00 pm

Committee members present: Sue Moore, Hope Luken, Beth Suchsland, Tom Sigafoos

Other Board members present: Gary Johnson, Kathleen Oxberry

Administrators present: Dr. Vincent Cotter, Dr. MaryEllen Gorodetzer, Richard Hartz, Leticia Erickson

Mrs. Moore, Committee Chairperson, called the meeting to order at 5:30 p.m.

Revised FMLA Administrative Regulations

Mr. Hartz reviewed a proposed revision to the FMLA administrative regulation with the committee. The revision increases the standard recovery period for employees who undergo a c-section delivery by two weeks. Incorporating this change would make eight weeks the standard recovery period for c-section deliveries, with the standard recovery time for vaginal deliveries remaining at six weeks. The committee supported the revision to the FMLA administrative regulation.

Employee Survey

Dr. Cotter spoke to the committee about the possibility of conducting an employee survey. During the ensuing discussion, several committee members expressed their views and ideas about the scope, purpose, and goals of such a survey. Committee members shared and discussed various ideas on the design and administration of a survey. The general consensus of the group was to explore the possibility of conducting an open ended employee survey to gather data on the strengths and potential growth areas for the district. Dr. Cotter shared that the CEA leadership expressed an interest in working with the administration to conduct a staff survey. As a next step, the committee supported Dr. Cotter's suggestion to further explore a joint effort with the CEA leadership on this initiative and begin to formulate some ideas on the goals and design of a survey.

Staffing Changes for 2010-2011 Budget

Mr. Hartz reviewed the proposed staffing changes for the 2010-2011 school year. Staff additions included an Itinerant Autistic Support Teacher serving students at Conshohocken, Plymouth, and Whitmarsh Elementary Schools. These schools do not have autistic support classes and this position will provide dedicated autistic support for identified students at these schools. Additionally, two part time speech language teachers are targeted for an increase in assignment from .8 FTE to 1.0 FTE. This would be a combined increase of .4 FTE in speech services to expand the teacher case load capacity to accommodate expected increases in speech services. The total staffing increase for the three positions is 1.4 FTE's, with an approximate cost of \$116,527.

Targeted staff reductions for next year include one elementary teaching position and five instructional aide positions. The projected cost savings of the reductions is approximately \$317,984.

The net budget impact for the proposed 2010-11 staffing changes is a reduction of approximately (\$200,000). The committee supported the proposed staffing changes and directed the administration to continue to review the instructional staffing budget to see if additional staffing reductions can be realized.

Review Early Retirement Incentive Plan

Mr. Hartz shared information on an Early Retirement Incentive Plan that another local district is implementing to reduce salary costs. Preliminary information was shared on some potential salary savings along with a listing of instructional staff members who might be eligible for an early retirement option. Some committee members would like to explore this option further including the possibility of including administrative staff in the plan as well. The committee directed Mr. Hartz to obtain some additional information on this initiative. Additionally, Dr. Cotter will review this initiative with the Finance Committee at the next meeting.

Proposed HRC Meeting Schedule

The committee discussed dates and times for future HRC meetings. The committee agreed to hold future meetings on the first Wednesday of every month at 5:00 pm. The next meeting is scheduled for Wednesday, February 3, at 5:00 pm in the Superintendent's Conference Room. Additional HRC meeting dates for the remainder of the year will be as follows: 4/7/10, 5/5/10, 6/2/10, 7/7/10, 8/4/10, 9/1/10, 10/6/10, 11/3/10, 12/1/10

At 6:15 p.m., Mrs. Moore requested that the Committee go into executive session to discuss confidential matters.

The following agenda items were tabled and will be reviewed at the next HRC meeting:

- Parent Conferences – Teacher Credit
- Reevaluation of Extra Duty/Extra Pay Positions

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Richard Hartz
Director of Human Resources