

Colonial School District
Human Resources Committee
Superintendent's Conference Room, District Office
Meeting Minutes
February 3, 2010, 5:00 pm

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

Mrs. Moore, Committee Chairperson, called the meeting to order at 5:05 p.m.

Review Bloodborne Pathogens Plan

Mr. Hartz reviewed the district's Bloodborne Pathogens plan which includes an exposure control plan, training requirements for identified positions, and the offering of free hepatitis B shots for the 72 employees who serve in positions determined to have the potential for occupational exposure to bloodborne pathogen hazards. Concentra Medical Center provided the lowest quote for the hepatitis B vaccinations at \$80/shot and will administer the vaccinations to eligible staff members. A letter was provided by Concentra confirming the vaccination cost for the 2009-10 school year. The committee supported the recommendation and asked that a policy be developed to provide guidelines for administering the Bloodborne Pathogens plan. The committee directed Mr. Hartz to bring the plan forward to the special board meeting at 6pm on February 3, 2010 for formal approval.

Update on High School Principal Search

Mr. Hartz provided the committee with an update on the High School Principal search. The search has been reopened with the deadline for accepting applications extended through March 15, 2010. The Human Resources department will continue with ongoing recruitment efforts at the regional and national levels.

Employee Relations Committee/Employee Survey

Dr. Cotter informed the committee that he is proceeding with the development of a plan for conducting an employee survey. Dr. Cotter held discussions with the union leaders of the bargaining units within the district and they have expressed their support of an employee survey. Additionally, Dr. Cotter has asked the district's solicitor for a legal opinion regarding the parameters of conducting an employee survey. He is awaiting legal guidance on this initiative and hopes to have a plan to share with the committee at an upcoming meeting.

Parent Conference – Teacher Credit

Dr. Cotter and Mr. Hartz brought forward the request made by the CEA leadership to credit teachers for a half day of sick time when teachers make up parent conferences after calling off sick on scheduled parent conference days. This past year a few teachers were ill during the scheduled parent/teacher conference days in October. These teachers made up the meetings with the parents and felt that they should get back a portion of the sick day for the time missed. The board reviewed this request at a Board Information Meeting held recently and did not support the CEA's request. The CEA leadership was disappointed with this response and would like to bring this matter forward to the board again for reconsideration. The CEA president will present this issue directly to the Board at the Information Meeting scheduled for February 9, 2010.

Review of High School Athletics and Club Activities

Mr. Hartz reviewed with the committee an Extra Duty report developed by Charlie Forester that listed student participation rates for the various extra duty positions at the high school. The report included student enrollment figures for clubs and athletic events over the past five years. The committee requested more information on activities that have a ten percent variance in participation rates. The extra duty positions will be reviewed further at upcoming meetings with the Finance Committee and Community Relations and Student Life Committee.

Head Football Coach – PWHS Recommendation

Dr. Cotter and Mr. Hartz discussed the recommendation for the new HS Head Football Coach. The recommended candidate is Dan Chang, a Health & PE Teacher at Colonial Middle School. Mr. Chang has been serving as an assistant football coach with North Penn High School since 2005. The committee supported this recommendation and plans to take board action at the special board meeting at 6pm on February 3, 2010 to approve this appointment.

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Richard Hartz
Director of Human Resources