

Personnel Committee Agenda: 10/9/19, 5–6 pm, HS Room 102

1. Call to Order & Approval of Agenda

2. Approval of Draft Minutes, 9/11/19 meeting: *Called to order at 5 pm. Board members Fitzpatrick and Brown, Superintendent Ambrose, Business Manager Angell and Human Resources Coordinator Diana Rooney attended. Per Policy CBI-R, "The Board's Personnel Subcommittee will review and update the Form for Board approval, prior to the Superintendent's evaluation." The Personnel Committee reviewed the prior year's Form and discussed revisions to be forwarded to the Board for the 9/18/19 meeting. Recommended changes included addition of a "Student Safety" section of questions and concluding "Completion of annual Board and Superintendent Goals" section. Fitzpatrick's Travel Reimbursement Policy template was then discussed. Angel said he would work on the initial draft to add SRSD-relevant revisions. Rooney and Fitzpatrick contributed sets of sample questions for the planned "Exit Interview" questionnaire. Rooney indicated she would develop a combined draft of the Exit Interview questionnaire. Rooney distributed a revised draft of policy GDB: NON-UNION SUPPORT STAFF WAGE AND BENEFITS. The committee agreed to review the document at the next meeting. Meeting adjourned 5:49 pm.*

3. Old Business

- A. Update on "Superintendent Evaluation Form" – Brown. (see attached)
- B. Travel Reimbursement Policy document – Angel
- C. Exit Interview Questionnaire – Rooney

4. New Business

- A. Policy GDB: NON-UNION SUPPORT STAFF WAGE AND BENEFITS (see attached)

5. Public comment

6. Adjourn

Next meeting: November 13, 2019, 5 pm.

Changes in red are recommended by Policy committee at 10/2/2019 mtg.

2018 2019 Superintendent Evaluation

This evaluation is based on the superintendent's job description. In all ratings, care should be taken to think of specific examples that represent the score given. Open and honest feedback is imperative for a healthy board/superintendent relationship. The superintendent will also complete this form as a *self evaluation*.

Please rate the superintendent's performance in demonstrating the following roles and responsibilities on a scale of 1-5:

1-not demonstrated* 2-needs improvement* 3-meets expectations 4-exceeds expectations 5-exemplary* *If you choose a rating of *needs improvement, not demonstrated, or exemplary*, please provide a brief comment to explain your rating in the 'comment' section at the end of that topic.*

If you have *no knowledge of an area* or it is not relevant to you, please indicate **N/A** - not applicable.

Board Member Name: _____ Date Completed: _____

Evaluation should be dropped off at the SAU office in a sealed envelope addressed to the Chairman of the Board by ~~August 22, 2018.~~ [month day, 2019]

Domain A: Administration and Leadership

Topic #1 - School Board Relations

- Assists the board in developing clear policies that meet federal and state requirements.

1 2 3 4 5 N/A

- Regularly attends board meetings and participates in agenda preparation.

1 2 3 4 5 N/A

- Informs board regularly about the business of the district.

1 2 3 4 5 N/A

- Alerts board to critical issues and areas that may have an impact on the district in a timely manner.

1 2 3 4 5 N/A

- Provides the board with reports and information that enable the board to understand district operations.

1 2 3 4 5 N/A

- Offers professional advice to the board on items requiring board action, based on thorough study and analysis of the situation.

1 2 3 4 5 N/A

- Meets deadlines and follows up on commitments and assignments.

1 2 3 4 5 N/A

- Maintains a positive working relationship with the board.

1 2 3 4 5 N/A

- Utilizes the strengths of board members in the decision-making process.

1 2 3 4 5 N/A

Comments regarding *School Board Relations* ratings:

Topic #2 - School Administration

- Selects and manages all SAU office personnel.

1 2 3 4 5 N/A

- Oversees preparation of annual school district report, warrants and postings.

1 2 3 4 5 N/A

Comments regarding *School Administration* ratings:

Topic #3 - Legal Issues

- Consults with legal counsel as ~~requested by the school board~~ **needed** concerning legal issues facing the district.

1 2 3 4 5 N/A

- Advises the school board regarding legal issues related to education.

1 2 3 4 5 N/A

Comments regarding *Legal Issues* ratings:

Topic #4 - Future Planning

- Develops programs and procedures to meet annual as well as long term goals.

1 2 3 4 5 N/A

- Uses district performance data systemically in developing recommendations and making decisions on instructional and support programs.

1 2 3 4 5 N/A

- Actively works on 5-year strategic plan and district goal setting.

1 2 3 4 5 N/A

Comments regarding *Future Planning* ratings:

Topic #5 - Evaluation and Assessment

- Uses appropriate data to monitor benchmarks for student success as established by board.

1 2 3 4 5 N/A

- Seek continuous improvement utilizing research-based assessment and evaluation of educational programs.

1 2 3 4 5 N/A

Comments regarding *Evaluation and Assessment* ratings:

Domain B: Finance

Topic #1 – Budget Development

- Prepares budget recommendations based on district priorities and available resources, while keeping in mind the communities' fiscal challenges.

1 2 3 4 5 N/A

- Explains funding needs adequately and transparently.

1 2 3 4 5 N/A

- Provides professional guidance for a budget that reflects district goals for student achievement.

1 2 3 4 5 N/A

Comments regarding *Budget Development* ratings:

Topic #2 - Fiscal Services

- Effectively oversees the business administrator.

1 2 3 4 5 N/A

- Ensures finances are managed in accordance with applicable accounting standards.

1 2 3 4 5 N/A

- Effectively implements audit recommendations.

1 2 3 4 5 N/A

- Ensures district expenses did not exceed revenue.

1 2 3 4 5 N/A

- Makes timely recommendations for adequate funding, providing appropriate information to the board.

1 2 3 4 5 N/A

- Actively seeks cost-effective alternatives to current practices when appropriate.

1 2 3 4 5 N/A

Comments regarding *Fiscal Services* ratings:

Domain C: Personnel

Topic #1 - Personnel Administration

- Participates in the recruitment and selection of highly-qualified staff that reflects defined needs, goals, and priorities of the district.

1 2 3 4 5 N/A

- Develops and executes sound personnel policies and practices fairly and consistently.

1 2 3 4 5 N/A

- Exerts strong educational leadership, delegates responsibility, and fosters a positive working atmosphere among faculty and administration.

1 2 3 4 5 N/A

- Communicates staff concerns and suggestions to the board.

1 2 3 4 5 N/A

Comments regarding *Personnel Administration* ratings:

Topic #2 - Labor Relations

- Participates in the collective bargaining process as directed by the board.

1 2 3 4 5 N/A

- Manages labor contracts effectively.

1 2 3 4 5 N/A

- Handles staff grievances appropriately.

1 2 3 4 5 N/A

Comments regarding *Labor Relations* ratings:

Topic #3 - Staff Development

- Aligns staff development with practices supported by educational research to improve student achievement and teacher efficacy.

1 2 3 4 5 N/A

- Ensures consistent training for new staff members.

1 2 3 4 5 N/A

- Includes participation of faculty and staff in establishment of district goals, objectives, and programs.

1 2 3 4 5 N/A

Comments regarding *Staff Development* ratings:

Domain D: Curriculum and Instruction

Topic #1 - Curriculum Design and Review

- Uses district performance data systemically in developing recommendations for instructional programs.

1 2 3 4 5 N/A

- Ensures curriculum is aligned to assessment and that outcomes are consistently measured.

1 2 3 4 5 N/A 4

Comments regarding *Curriculum Design and Review* ratings:

Topic #2 – Student Assessment

- Uses effective methods of providing, monitoring, evaluating, and reporting student achievement and outcomes.

1 2 3 4 5 N/A

- Uses data for future planning and improvement.

1 2 3 4 5 N/A

- Measurable goals are regularly monitored and reported out to the board.

1 2 3 4 5 N/A

Comments regarding for *Student Assessment* ratings:

Topic #3 - Training and Development

- Ensures administrator and teacher training aligns to student academic performance goals.

1 2 3 4 5 N/A

Comments regarding *Training and Development* ratings:

Topic #4 - Instructional Improvement

- Provides leadership to principals in meeting school performance goals.

1 2 3 4 5 N/A

- Data is regularly presented to all stakeholders in understandable forms that demonstrates progress in the academic achievement of students.

1 2 3 4 5 N/A

Comments regarding *Instructional Improvement* ratings:

Domain E: Maintenance and Capital Improvements

Topic #1 - Planning and Construction

- Plans for facilities to accommodate organizational and instructional goals according to the district’s definition of student success, population, and economic means.

1 2 3 4 5 N/A

- Works with administrators to keep the board informed of facility concerns and necessary repairs.

1 2 3 4 5 N/A

Comments regarding *Planning and Construction* ratings:

Topic #2 - Coordination of Maintenance

- Ensures all buildings meet safety, health, and construction codes.

1 2 3 4 5 N/A

- Actively plans for necessary maintenance and improvements, including researching cost effective and energy efficient solutions to meet capital improvement needs.

1 2 3 4 5 N/A

- Has a multi-year plan for maintenance, repairs and upgrades based on systemic ongoing inspection of facilities.

1 2 3 4 5 N/A

Comments regarding *Coordination of Maintenance* ratings:

Domain F: Student Services

Topic #1 - Special Education

- Ensures the Director of Student services upholds all laws and regulations.

1 2 3 4 5 N/A

- Makes policy recommendations to the board to ensure compliance with special education requirements.

1 2 3 4 5 N/A

Comments regarding *Special Education* ratings:

Topic #2 - Tuition and Residency

- Monitors tuition agreements and residency and recommends any necessary policy changes to the board.

1 2 3 4 5 N/A

- Ensure tuition agreements are appropriately negotiated and executed.

1 2 3 4 5 N/A

Comments regarding *Tuition and Residency* ratings:

Topic #3 - Transportation and Food Service

- Supervises the business administrator's management of student transportation and food service agreements and recommends necessary changes to the board.

1 2 3 4 5 N/A

Comments regarding *Transportation and Food Service* ratings:

Topic #4 - Student Management

- Ensures student discipline is administered consistently and equitably.

1 2 3 4 5 N/A

- Promotes recognition for student achievement.

1 2 3 4 5 N/A

- Prepares necessary documentation for board in event that a discipline issue escalates to board level.

1 2 3 4 5 N/A

Comments regarding *Student Management* ratings:

Topic #5 – Student Safety

- Holds regular meetings with the Superintendent’s Safety Task Force and law enforcement officials and stays updated on best-practices and new technologies for ensuring safe and secure schools.

1 2 3 4 5 N/A

- Schedules annual safety drills, training and other workshops required by law by working collaboratively with the Safety Task Force.

1 2 3 4 5 N/A

- Provides regular reports to the Board on Safety Task Force meetings.

1 2 3 4 5 N/A

Comments regarding *Student Safety* ratings :

Domain G: Communications and Community Relations

Topic #1 – Articulation and Vision

- Works with community members to promote district goals.

1 2 3 4 5 N/A

- Works to pro-actively articulate district goals, plans, and challenges to the public.

1 2 3 4 5 N/A

- Takes a leadership role in envisioning and articulating the future of the district.

1 2 3 4 5 N/A

Comments regarding *Articulation and Vision* ratings:

Topic #2 - Community Involvement

- Actively disseminates district information to the public in electronic, printed, and verbal form.

1 2 3 4 5 N/A

- Represents the school district at public gatherings.

1 2 3 4 5 N/A

- Encourages the exchange of ideas for district improvement among all stakeholders.

1 2 3 4 5 N/A

Comments regarding *Community Involvement* ratings:

GDB: NON-UNION SUPPORT STAFF WAGE AND BENEFITS

Statement of Purpose

The purpose of this policy is to describe the wage and benefits provisions for non-union support staff.

Statement of Policy

1. Wages

An hourly rate for each position shall be established annually by the school board to include custodians, maintenance personnel, all SAU office personnel and technology support personnel.

2. Employment Status

For purposes of supplemental compensation and fringe benefits there shall be the following categories:

1. Full time is equal to 1820 hours or 35 hours per week.
2. Part time is equal to 1040 hours or more, or greater than 20 hours per week.
3. Casual part time is less than 1040 hours, or less than 20 hours per week.

Full-time employees will be eligible for full benefits. A full-time employee hired after the start of the fiscal year will receive benefits based on a pro-ration of full benefits.

Part-time employees will be eligible for a pro-rated benefit package based on 2080 hours, or a 40hour workweek. A part-time employee hired after the start of the fiscal year will receive benefits based on a pro-ration of one-half of benefits.

Casual pan time employees will not be eligible for benefits.

An employee's first ninety (90) days of employment are on a trial basis and are considered a continuation of the employment selection process. The ninety (90) day probationary period provides the District an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the essential functions of his or her job; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationship with coworkers and superiors.

During this probationary period, the District may terminate employment immediately, with or without cause and with or without notice. Likewise, the employee may also terminate his or her employment with the District at any time, with or without notice and with or without cause.

The 90 day probationary period is not a term of employment and is not intended, nor does it, impact the at will nature of the relationship between the District and the employee.

3. Sick Leave

Each full-time employee shall receive 13 days of sick leave per year. Sick leave is cumulative for such employees to 120 days. Sick leave is interpreted to mean absence due to sickness of the employee or sickness in his/her immediate family (spouse, children, and/or parents living in same household) or a disability caused by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom.

All employees who utilize no more than two sick days during a given year shall receive two day's per diem salary at the conclusion of the year.

Employees will be given a written accounting of their accumulated sick leave at the beginning of each school year. It will be assumed by the SAU office that the written account is correct if no questions are raised within thirty days. Because detailed absence forms are retained for only one year, it should be understood that the only year in question will be the previous school year.

4. Personal Leave

Personal leave for full-time employees will be at the rate of three (3) days per year, non accumulative. Permission to take personal leave days must be approved in advance, whenever possible, by the employee's direct supervisor. Generally speaking, personal leave will not be granted immediately before and immediately after school vacations and/or school holidays. Personal leave may only be used for reasons that can only be attended to during a normal work day. Unused personal leave shall not be cumulative.

5. Bereavement Leave

Full-time employees shall be granted a maximum of three (3) paid leave days per death in the immediate family. The employee shall be granted a maximum of three (3) paid leave days per death. Immediate family shall be interpreted as husband, wife, children, mother, father, brother, sister, step-father, step-mother, stepchildren, grandparents, grandchildren, father in-law, and mother in-law, sister-in-law, brother-in-law, or any other person living in the home of the employee or persons for whom the employee is support. Additional days' bereavement leave may be granted by the Superintendent of Schools under extenuating circumstances, such days will be drawn from sick leave. Unused funeral/bereavement leave shall not be cumulative.

6. Sick Leave Upon Retirement

Upon retiring from the district after serving the district for fifteen (15) consecutive years, fulltime employees will receive a portion of their accumulated sick leave as follows: Payment will be the number of accumulated days times the average daily rate times .5. The maximum number of accrued days will be 120.

7. Vacation Schedule

Vacation time shall be computed as of each employee's anniversary date, and vacations will be granted, subject to approval by the employee's direct supervisor, according to the following schedule:

FULL-TIME EMPLOYEES	PART-TIME EMPLOYEES
1-5 years — 2 weeks	1-5 years — 1 week
6 years — 2 weeks + 1 day	6 years — 1 week + .5 day
7 years — 2 weeks + 2 days	7 years — 1 week + 1 day
8 years — 2 weeks + 3 days	8 years — 1 week + 1.5 days
9 years — 2 weeks + 4 days	9 years — 1 week + 2 days
10 years — 3 weeks	10 years — 1 week + 2.5 days
11 years — 3 weeks + 1 day	11 years — 1 week + 3 days
12 years — 3 weeks + 2 days	12 years — 1 week + 3.5 days
13 years — 3 weeks + 3 days	13 years — 1 week + 4 days
14 years — 3 weeks + 4 days	14 years — 1 week + 4.5 days
15 years — 4 weeks	15 years — 2 weeks
90 days — 2 weeks	90 days — 1 week
1 year — 2 weeks + 1 day	1 year — 1 week + 1 day
2 years — 2 weeks + 2 days	2 years — 1 week + 2 days
3 years — 2 weeks + 3 days	3 years — 1 week + 3 days
4 years — 2 weeks + 4 days	4 years — 1 week + 4 days
5 years — 3 weeks	5 + years — 2 weeks
6 years — 3 weeks + 1 day	
7 years — 3 weeks + 2 days	
8 years — 3 weeks + 3 days	
9 years — 3 weeks + 4 days	
10 years — 4 weeks	

A pro-rata accumulation of unused vacation time will be paid to employees terminating employment. Full time employees may carry a maximum of five (5) vacation days forward with permission of the Superintendent. Those days expire within one year if not used. Employees who are school-year employees are not eligible for vacation time.

8. Holidays

The following will be non-working paid holidays: Labor Day, Columbus Day, Veterans' Day,

Thanksgiving Recess (2), Christmas Recess (2), New Year's Day, MLK Civil Rights Day, Presidents' Day, Memorial Day, and July 4. A part-time employee will receive only those holidays that falls within his/her normal work week.

9. Health/Dental Insurance

Employees are entitled to become members of the group plan (including health and dental).

The school district Shall pay ~~90% of the district plan.:~~

2019-2020 90%

2020-2021 90%

2021-2022 87.5%

2022-2023 85%

WAIVER OF HEALTH INSURANCE BENEFITS

Employees who would otherwise be eligible for district coverage, who elect insurance coverage under their spouse's plan, or another comparable insurance plan, will be eligible for compensation in lieu of the district's health insurance plan. Eligible employees will be compensated Three Hundred Dollars (\$300) per month for waiver of the benefit.

To be eligible for this benefit, the employee must meet the following criteria:

- a. Have and show proof of their health insurance coverage in a comparable plan;
- b. Sign a "Waiver of Health Insurance Benefits" form discontinuing health insurance coverage with the district.

Employees who sign a "Waiver of Health Insurance Benefits" form may re-enroll in the district's health plan at the district's annual renewal/open enrollment date, subject to the qualifications established by the provider or carrier.

Part-time employees as defined in Article 2 — Employment Status will receive 50% of the amounts listed for such insurance as they choose to elect.

10. Life Insurance

Term life insurance policy with a policy value of twice the employee's annualized wages will be provided by the district.

11. Longevity Pay

Longevity payment at the end of each year beginning 2011-2012 will be made in accordance with the following schedule:

\$250 upon completion of 10 — 14 years of service

\$500 upon completion of 15 — 19 years of service

\$750 upon completion of 20 — 24 years of service

\$1,000 upon completion of 25 — 29 years of service

\$1,500 upon completion of 30 years of service which will continue for each additional year of service thereafter.

12. Overtime

Overtime hours will be authorized by employee's direct supervisor for emergencies and extracurricular activities. Overtime will be paid at the rate of one and one-half the hourly rate for time worked over 40 hours per week.

13. Substitute Personnel

Substitute personnel may be employed as necessary at an hourly rate established by the school board. Substitute employees are not eligible for benefits.

14. Severance Pay

Employees shall be eligible for a severance payment upon voluntary termination of employment as follows: (1) After 10 years of service - \$1,200. (2) After 15 years of service - \$1,750.

15. Reimbursement for College Courses

Reimbursement will be made at the cost per credit, but not to exceed the prevailing rate for graduate courses at the University of New Hampshire, for the successful completion of courses with a grade of "B" or better. Employees may request reimbursement for up to two (2) courses/eight (8) credits per fiscal year. If the individual employee leaves the district within two years, he/she agrees to reimburse the district 50% of the course tuition.

16. Personnel Agreement

A written agreement for employment will be issued by June 1 detailing wage and fringe benefits for the next work year.