

Human Resources Committee

The Regional School District 13 Board of Education Human Resources Committee met on Tuesday, March 20, 2018 at 4:45 p.m. in the Library at Coginchaug Regional High School, 135 Pickett Lane, Durham, Connecticut.

Committee members present: Mr. Moore, Mrs. Boyle, Mr. Hicks

Committee members absent: None

Other board members present: Dr. Taylor

Administration present: Dr. Veronesi, Superintendent of Schools and Ms. Manning, Director of Organizational Development

The meeting was called to order at 4:45 p.m.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Public Comment

None.

Approval of Agenda

On a motion made by Mr. Moore and seconded by Mr. Hicks, the agenda was unanimously approved.

Approval of Minutes – April 12, 2016

On a motion made by Mr. Moore and seconded by Mr. Hicks, the minutes of April 12, 2016 were unanimously approved.

Review of Central Office Organizational Chart

Dr. Veronesi and Ms. Manning, Director of Organizational Development reviewed the organizational chart created by Ms. Manning that diagrams the Central Office staffing structure. There was discussion about the difference between non-certified and non-union employees. Dr. Veronesi explained that union non-certified staff include support staff and secretaries (as well as nurses, custodians, and food service), while non-union non-certified staff include all Central Office staff including the Business Manager. The director positions are all part of the administrators union. Mrs. Boyle asked if all non-union staff were represented on the chart. Dr. Veronesi indicated that the School Security Monitor and the Mail Delivery staff members were not as they are located in other areas in the budget. Mrs. Boyle asked that those positions be indicated so that it is clear who all the non-union employees are.

A discussion was held regarding the various roles and responsibilities. Mr. Moore suggested that the position title of “administrative assistant” be changed to better reflect the responsibilities in those positions. A request was also made to indicate the number of people supervised by the various directors and to move the Technology Department on level with the other directors and Business Manager. A discussion was held about the benefit of creating organizational charts for each school that included the number of students per class or per specialist so that the Board and the public would have a better idea of

the staffing and staff responsibilities at each school. Dr. Veronesi suggested that this could be a useful format for discussion of staffing changes with the potential reconfigurations of schools/grades. Dr. Taylor asked if all possible cuts at the Central Office level had been considered. Dr. Veronesi indicated that in delivering a 0% budget increase all staffing levels were examined and that the process of looking a priorities and associated staff are constantly being examined. The Central Office function has been streamlined over the past 4 years in particular in the area of Human Resources. Protocols have been developed in all areas in Central Office to support greater efficiency and support for the district at-large. A question was raised about the additional positions of Director of Organizational Development and the assistant to that role starting at the same time. Dr. Veronesi reminded the Board that the Supervisor of Special Education position was eliminated when the Director of Organizational Development was created and an administrative assistant position in special education that was housed at Korn School was moved to Central Office.

Superintendent's Update

Mrs. Boyle asked that the Human Resources committee receive a monthly update with more detail than the monthly staffing chart that is shared with the Board of Education. Mrs. Boyle indicated that this would be a way for the Board/HR Committee to be aware of what was happening in the district because the Board cares about the people in the district.

Ms. Manning reviewed another detailed human resource update that is shared internally and the committee agreed that a format with less information was appropriate and would keep them apprised of personnel changes.

Dr. Taylor expressed concern about a perceived lack of transparency in position changes and noted the change from the Tech Integration Specialist to the STEAM Coordinator/Tech Integration Specialist. Dr. Veronesi reviewed the process that had taken place in modifying the job description once the position was vacant.

Public Comment

Jim Irish of Middlefield encouraged the use of a building organizational chart. Carl Stroop encouraged the Board to support the .5 music cut.

Adjournment

On a motion made by Mr. Hicks, and seconded by Mrs. Boyle, the meeting was adjourned at 6:15 p.m.