

# Personnel Movement for Grade Configuration

## **Personnel Advisory Committee Meeting Minutes**

Date of meeting:	October 23, 2007	Minutes prepared by:
Location:	JSSC	Ali Shore
Time:	3:30-5:30 p.m.	

### **In attendance:**

- Cathy Smith Executive Director of Human Resources
- Karen Martin Director of Certified Employment
- Becca Meikel Teacher, Irish Elementary & PEA Board
- Celia Buchanan Instructional Paraprofessional, Werner Elementary
- Marti Nielsen Instructional Paraprofessional, Tavelli Elementary
- Liz Denkers Instructional Paraprofessional, Boltz JHS
- Jesse Morrill Counselor, Fort Collins HS
- Joel Peterson Counselor, Webber JH
- Monique Flickinger Principal, Lincoln JH
- Jennie Russell Teacher, CLPJH
- Andrea Tribelhorn Assistant Principal, Fossil Ridge HS
- Mark Wertheimer Principal, Traut Elementary
- Ali Shore Human Resources Specialist
- 

### Agenda and Meeting Notes

1. Welcome and why you are here: reviewed name, site, role
2. Frequently asked questions: reviewed frequently asked questions sheet, added more to answer and post on website. Cathy Smith and Karen Martin answered questions about these concerns. Additional questions include:
  - How will seniority play into the personnel movement scenarios and situations in buildings?
  - How will this process be communicated to staff on a large scale?
  - How will the district take care of heart issues (climate and culture, emotional effects on teachers)
  - Will classified staffing be cut at elementary schools, resulting in a loss of jobs or cuts in assignments?
  - What will happen with elementary counselors, special education itinerants, and specials teachers?
  - Will there be intent to hire process in place in Spring 08?
  - Can a non-probationary “force” into a job? Could a continuing contract teacher apply for a job, be denied, and then eventually be placed there because of an overage at her/his building?
  - Will you post all probationary jobs? Will all probationary people be non-renewed?
  - What happens to special education programs?

# Personnel Movement for Grade Configuration

3. There are approximately 126 positions that will need to be moved within the district; 70 elementary positions will likely move, and 56 junior high positions will likely move to the high school. This represents 7% of the teaching force in PSD.
4. Becca Meikel shared concerns from PEA.
5. Classified movement process: Peter Salvia reported on the movement process for classified staff and clarified definitions of employment status; school based classified employees who have worked for PSD for six consecutive years are guaranteed to hold jobs before any non-guaranteed personnel will be moved according to job classification and seniority (when necessary). Discussed adding professional development for classified staff whose jobs may change.
6. Advantages and disadvantages of 3 scenarios for licensed personnel movement; chose a scenario to be presented to Cabinet.
7. Discussion of early letters of intent for Spring, 2008. Discussed open houses and job fairs as opportunities for teachers and administrators to meet to determine
8. Discussion of communication of major announcements. Announcement of regional meetings for teachers and instructional paraprofessionals to be held. Reviewed forms for verification of highly qualified status and reimbursement requests. EAS will send out reminders of services they offer and some helpful information about change processes and emotions that accompany them.

Next Meetings: Spring, 2008. HR will communicate in February if meeting in March is necessary.