

Personnel Movement for Grade Configuration

Meeting Minutes

Date of meeting:	September 19, 2007	Minutes prepared by:
Location:	JSSC	Ali Shore
Time:	4:00-6:00 p.m.	

In attendance

- Cathy Smith Executive Director of Human Resources
- Karen Martin Director of Certified Employment
- Becca Meikel Teacher, Irish Elementary
- Celia Buchanan Instructional Paraprofessional
- Marti Nielsen Instructional Paraprofessional
- Liz Denkers Instructional Paraprofessional, Boltz JHS
- Jesse Morrill Counselor, FCHS
- Joel Peterson Counselor, Webber JH
- Monique Flickinger Principal, Lincoln JH

Agenda and Meeting Notes

1. Purpose of the Committee
 - Guiding Principles
 - Committee Members Roles and Responsibilities
2. Grounding
3. Helpful HR Terminology (see next page)
4. Proposed Timeline
5. Possible Scenarios for 2009 or 2010 Necessary Movement
 - a. Feeder system overage-like process concentrating on voluntary movement
 - b. 6th and 9th grade teachers automatically placed in school settings within feeder system
 - c. Traditional overage process; internal only posting after all non-probationary teachers placed
6. Human Resources holding meetings for teachers to hear options:
 - 4-6 p.m., Thursday, November 1, Blevins Junior High School
 - 4-6 p.m., Tuesday, November 6, Preston Junior High School
 - 4-6 p.m., Thursday, November 8, Boltz Junior High School
 - 4-6 p.m., Monday, November 12, Lincoln Junior High School
 - Separate meeting to be scheduled for elementary specials teachers
7. Collected Questions and Brainstorming of Other Ideas

Additional Handout: Communication Plan

Next Meeting: Tuesday, October 23 4-6 pm

Bring questions you hear at your sites and your best thinking about scenarios

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Helpful Definitions

Probationary teacher: certificated/licensed staff members who have not yet attained non-probationary status by completing three full years of continuous teaching experience within the district and who have been employed for the following year

Non-probationary teacher: certificated/licensed staff members who have completed three full years of continuous teaching experience of over 50% within the district, and who have been employed for the following year.

Six year guaranteed employment: job security gained by a classified, school-based instructional employee who has completed six consecutive years of employment with the Poudre School District

Internal employee: certificated/licensed staff member who currently works for Poudre School District in a contracted certified position or ongoing classified position of more than 46 consecutive days during the school year

External employee: any person not an internal employee

Regular employee: an employee hired for an indefinite period; excludes temporary, contract services, and substitute employees

Overage: a staffing unit in excess of the designated building, program, or district staffing allocation

Overage process: the annual staffing process to re-deploy six-year guaranteed classified school-based and certified employees to other classified school-based positions within the district

Program change: any elimination, curtailment, or reorganization of curriculum, program, or school operation, or a reorganization of curriculum, program, or operation, or a reorganization or consolidation of two or more individual schools. A program change need not be caused by fiscal emergency

Reduction in force (RIF): situation in which the Board of Education decides that a fiscal emergency or a program change requires termination of one or more classified and certified job positions

Fiscal emergency: a significant decline in the Board of Education's ability to fund the operations of the district, resulting from the decline in enrollment or other action or events that cause an effective reduction in the district's current general fund budget

Seniority: the number of years of uninterrupted employment with Poudre School District (including employment in contracted certified positions). Time worked in temporary, contract, service, and substitute positions is not considered in determining seniority. Employment in temporary, contract service, or substitute positions is considered an interruption in service. Employees taking a leave of absence retain their previous seniority status.