



## WOODBURY PUBLIC SCHOOLS

### **Woodbury City Board of Education Personnel 2008-09 School Year**

#### **Committee**

Lynn Jennings Dennen, Chairperson  
Anthony Chiesa  
Diane Hill  
Kim Hughes

#### **Outline of Functions and Operations**

- Investigate and understand current practices with regard to the negotiation process,
- Conduct contract negotiations with the Woodbury Education Association, the Woodbury Administrators' and Supervisors' Association, the school business administrator and the superintendent,
- Review any contractual sidebar proposals (chair or committee as a whole, depending on scope of the change),
- Annually review tenured and non-tenured faculty and the secretarial, custodial, and administrative staff at the mid-year mark of the school year in advance of any administrative recommendations regarding future employment,
- Review administrative recommendations for non-renewal,
- Hear employee discipline matters or grievances when the matter is determined to be handled at a committee level,
- Participate (chair or designee) in the interview process for the selection of any new building principal, business administrator, and/or superintendent,
- Coordinate the evaluation of the superintendent, and
- Review any new personnel positions proposed or reductions in staff that are included as part of the budget process.

#### **Areas of Concern Generally Covered by the Personnel Committee**

- A. Contract negotiation
- B. Personnel evaluation
- C. Superintendent evaluation
- D. New personnel proposals
- E. Reduction of staff



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### Proposed Meetings for 2008-09 School Year

- September 11, 2008
- January 29, 2009
- April 2, 2009

NOTE: The Personnel Committee will have a series of additional meetings related to WEA contract negotiations. These dates will be determined as that process nears.

### List of Specific Issues to focus on during 2008-09 School Year

- A. Contract negotiation
  1. Meetings with labor consultant, Bruce Taylor, to determine initial proposal (including combining teachers/custodians association with clerical association)
  2. Negotiation meetings
- B. Personnel evaluation
  1. Review all personnel at mid-year meeting (Jan 29<sup>th</sup>)
  2. Discussion of any non-renewals (April 2)
- C. Superintendent evaluation
  1. Conduct evaluation process in the Spring 2008 (March/April)
- D. New personnel proposals/Reduction in staff recommendations
  1. Review any personnel matters connected with the budget for 2008-09 at the mid-year meeting (Jan 29<sup>th</sup>)