

Human Resources Committee

Tuesday, October 12, 2010

Members Present: David Hillman, Linda Winker (Chair), Alan Hawkins, Pauline Aportria

Other Present: Gary Lanoie

The Human Resources Committee met on October 12, 2010 at 7:30 A.M. in the Jordan Conference Room. Gary Lanoie, Technology Coordinator presented two job descriptions for consideration. The first of these was the job description for Data Manager. The Committee reviewed the draft with the recommended changes. Specifically, changes reviewed included an additional bullet point on the second page under Performance responsibilities to address development and maintaining documentation of data systems, standards and procedures and the last bullet point in the same section regarding programs and customization developed by the Data Manager shall be the property of the Cape Elizabeth School Department. The section on Terms of employment has been modified to reflect consistency with other job description system wide stating amount of time worked throughout the year. The Evaluation section has been modified to include the last sentence. The job description was accepted by the Committee and shall be presented at the October business meeting for approval.

The second job description presented by Gary was for Webmaster. The committee reviewed the job description and noted the section of Terms of Employment to be edited to reflect consistent language with other co-curricular job description. The members asked that the term of employment specify *12 months per year with the fee structure in accordance with the negotiated Cape Elizabeth Education Association Agreement*. Gary to make the changes as requested. The Webmaster position shall be presented at the November business meeting along with all co-curricular job descriptions reviewed by the Human Resources Committee.

The final job description presented by Alan Hawkins was that of Library Media Specialists. Member Hillman noted an inconsistency under the Terms of Employment. This job description states the School Board of Education where most others simply stated the School Board. Upon review of the Town Charter, the Human Resources Committee asked the verbiage be changes to reflect the School Board. Other recommendations included a statement that the terms state the *work year set by the School Board through contract negotiations and appropriate policies*. The job description shall be presented for Board approval at the October business Meeting.

The final item on the agenda was that of the Teacher Evaluation. Alan is in the process of gathering sample evaluation forms from neighboring districts that have recently completed their new Teacher Evaluations. Alan also suggested the Human Resources Committee invite Administrators to the next meeting to solicit that input regarding the process and evaluation forms. Discussion of the Teacher Evaluations shall be the focus of the next HR Committee meeting. The meeting adjourned at 8:30 A.M.