



# Spaulding High School

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Luke Aither  
 Assistant Principal

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 Principal

Jim Ferland  
 Assistant Principal

March, 2020  
 Principal's Report

## Athletics:

### Winter Sports:

- **Boys Hockey:** Lost in the quarterfinal game 4-2 against Stowe. We had 27 students on our team this season. **Myles Aja, Connor Magoon, Attilio Parentoni,** and **Heath Atwood** were all selected to play in the rotary game (senior all-star game). **Christian Day** (forward) was 3rd team all-state for Division 1.
- **Girls Hockey:** D2 State Champs, undefeated season. They are the first Vermont Girls Hockey team to ever have an undefeated season. We had 17 students on our team this season. **Camryn Bell** was named Tier 3 Player of the Year! **Rebecca McKelvey** was 1<sup>st</sup> team. **Bria Dill, Mattie Cetin** and **Zoe Tewksbury** made 2<sup>nd</sup> team. **Morgan Mast** was named to the all-academic all-star team.
- **Girls Basketball:** Lost in the quarterfinal game against North Country. We had 19 students on our team this season. **Aliza Lindley** was named to the North/South Vermont Coaches Basketball Association Game (senior all-star game) which was scheduled for March 22<sup>nd</sup> but canceled.
- **Boys Basketball:** Lost in the playdown game against Montpelier. We had 27 students on our team this season. **Taylor D'Agostino** was named to the North/South Vermont Coaches Basketball Association Game (senior all-star game) which was scheduled for March 22<sup>nd</sup> but canceled.
- **Wrestling:** Last competition was @ New Englands in Methuen, MA. We had 19 students on our team this season. 2 State Champions (**Carter Dickinson,** and **Caleb Huntington**). Other noteworthy successes are: 6 State Finalists, 3<sup>rd</sup> VT States, 7 New England Qualifiers, **Carter Dickinson** - 100 wins club, 19-7 On the season, 3<sup>rd</sup> in the NVAC League Championships, and 2020 National Wrestling Coaches Association - VT Assistant Coaching Staff of the Year.

- **Indoor Track:** Last competition was @ New Englands in Boston, MA. We started the season with 53 members. Once qualifying for states finished that number dropped to 27 athletes.
- Surveys have been sent to all students and parents/guardians for feedback about the winter season. The feedback is used by Natalie Soffen in the evaluation of coaches, which the evaluative process is underway.

#### Spring Sports:

- **Baseball:** We have hired **Dan Kiniry** to be our Varsity Boys Baseball Coach. Dan has a great background of playing and coaching baseball. In 2019 he was manager of the U14 Babe Ruth Team where they won the District title, State Championship and made a semi-final appearance in the New England Regional. Dan played @ St. Michaels College.
- **Softball:** We have hired **Tara Simpson** as our new Varsity Softball Coach. Previously, Tara coached Barre Town Middle School Softball. She played at Oxbow High School and went on and played at Johnson State College.
- Spring sports will hopefully resume when school is back open. VPA is saying, once the season starts athletes will only need 5 practices (it is typically 10) before their first competition. There is not going to be a minimum number of games played to become eligible for the tournament. Chelsey (athletic Trainer) is sending out email to parents and players about what paperwork is still needed so they are all set for when we do return. She is also putting together optional sport specific workouts in place for individuals to do. The workouts are something they are able to do from their homes.

#### Students & Community:

- Please see the attached March [Newsletter](#).
- **Eleanor Steinman** was honored by Barre Lodge of Elks as the January Student of the Month. In selecting "Ellie", Youth Committee Chair Jeff Roy stated, "*her community involvement and leadership are something we, as Elks, can surely appreciate!*" Eleanor was nominated by Guidance Counselor Peggy Portelance. In the nomination, she stated "Eleanor is kind, sweet, thoughtful and generous. She works hard both as a student and as a Student Council member. She led the Red Cross Blood Drive, managing all levels of organizing this campus event. She does all with a smile on her face and a genuine willingness to help. Eleanor is a gift as a student and SHS community member". Elks Care—Elks Share and support the outstanding young people in our community.
- During our February break, our building was further enhanced by a beautification project led by **Margo Austin**, our community service coordinator. Students spent a couple of days constructing inspirational quotes that now grace our hallways. The students that participated in that work are: **Lily Beun, Maggie Duprey, Alliyah Elliot, Claire Isabelle, Lily LaCroix, Emily LaRose, Charisma Morris, Kai Morse, Gavin Riley, Alaina Rueda, Courtney Silk and Isabelle Wightman.**

- Post-Secondary Night was held on March 10<sup>th</sup>. This event was open to all students and parents to explore college options, training and apprenticeship programs/opportunities, military service opportunities, and flexible pathways. We had approximately forty leaders from the military, businesses, colleges and VSAC as well as SHS staff to promote and inform families of the many opportunities and resources.
- Covid-19 Response
  - We have complied with all guidelines set out by AoE, Department of Health and Governor Scott, as directed by John Pandolfo, Superintendent of Barre Schools.
  - Tuesday, March 10<sup>th</sup> was expected to be a PAS day, which is an early release day for students meeting expectations. We modified our schedule to do the early release for all students, thus allowing teachers to work collaboratively on planning like courses. The Leadership Team also used the afternoon to help outline a plan with administration.
  - Teachers and staff worked remotely, for the most part, starting Wednesday, March 11<sup>th</sup>. As of this date, the building access is limited to staff. Year-Round staff and administration are supervising the office(s).
  - Josh Allen has created a [page](#) on our website with updates and information for families about Covid-19. Additionally, a space for all student and parent communications from administration has been placed on the website, called “[Updates from Mrs. Waterhouse](#)”. Communications are also posted on the SHS Facebook, as well as emailed to students and/or parents/guardians.
  - All advisory teachers contacted their advisees as a check in as well as to verify online access. Those that indicate that they do not have online access or that can not be reached are being followed up with by school counselors. This inventory of online access will determine our next steps for alternatives to online academics, as this is heavily being relied upon in our remote learning plan.
  - All teachers will email a weekly outline of expectations, starting Monday, March 23<sup>rd</sup>.
  - All teachers will hold Office Hours on Wednesday, March 25<sup>th</sup>, per a set schedule.
  - Leadership will meet on Tuesday, March 24<sup>th</sup> and again on Thursday, March 26<sup>th</sup> to check in with progress, and tweak our plan.
  - Special education has many requirements as outlined by the AoE. Stacy Anderson and Annette Rhodes are working on delivery plans with case managers.
  - Academic plans are focusing upon the required standards and performance indicators. Seniors are being monitored for graduation requirements, to ensure that they will continue to work towards meeting the requirements by the end of the semester – regardless of when we return to open session.
  - To support our students social-emotional health, we are providing suggestions about ways to stay healthy as well as developed a daily spirit blog called [Captain's Log](#).

- Michelle LaFrancis has been an incredible leader in the Work-Based Learning initiative, not only at SHS but also in the state. Below, please see a note from Veronica Newton, AoE regarding Michelle's contributions to the WBL Toolkit that the AoE is working on.  
*Thank YOU, Michelle! I can't express enough how much I appreciate your ongoing and committed efforts and willingness to support your colleagues in strengthening WBL Programs for students across the state. It will be great to share an authentic exemplar for the field to reference. The evidence that explains support from your administration is critical to this work, and we want to make sure this is captured in the exemplar as well.*

### **Student of the Week**

- **Willem Pontbriand** (nominated by Gretchen Singer) *While subbing in Will's 4th Block class, he was incredibly respectful, helpful and engaged. This was especially impressive considering quite a few of his peers were off-task with distracting behaviors. Will asked insightful, clarifying questions about the assignments and was highly motivated to complete these tasks. He also helped out his peers and myself. Additionally, as students were lining up at the door to leave class, Will circulated the room cleaning up after his classmates - returning materials, pushing in chairs and throwing away trash. These are qualities that I see Will display consistently, without ever being asked, and for these reasons, I think he represents our school values and should be our Student of the Week.*
- **Maggie Duprey** (nominated by Margo Austin) *Maggie Duprey has gone above and beyond working on the quote project to beautify the school. She is so action oriented, willingly and effortlessly typing up the minutes for the meeting, communicating with me and Mrs Waterhouse - stepping up and being a leader on this project in many ways. It is beyond impressive. Thanks Maggie!*
- **Lexi Montgomery** (nominated by Katie Whitcomb) *She single-handedly decided to work on awareness activities for Women's History Month and worked with administration to follow through on her plan to create awareness and care for minority and underrepresented populations in other categories as well. Lexi is an individual who holds so much care and passion; she cannot stand by and watch anyone struggle without saying something either in support of the individual/group, or opposing those who are interacting negatively with those groups. Lexi is a fiercely positive person, and she's working to change our school environment so that everyone can continue to feel safe and learn from each other.*
- **Andre Pelletier** (nominated by Tracy Bonoyer) *Some students shy away from others who have one on ones. Other students embrace them and are inclusive. In PE on Wednesday, during free gym time, a student had been playing basketball by himself. Andre so kindly chose to engage him in a game of 1 on 1. The other student was on offense. Andre defended him around the entire gym, disregarding any travels or out of bounds rules. When the other student stopped to catch his breath, Andre patiently waited. Andre included the other student holistically. Andre's compassion for the other student stood out and should be recognized.*
- **Dante Carrasco** (nominated by Katie Saint Raymond & Nealee Thibeault) *Tide Pride is not only about celebrating each other in our Barre community, but leaning on each other when we most need it. Last week, Dante spotted a friend who was in need and went out of his way to make sure this friend got the right help and that the right adults were aware. Dante's determination to help his peer is an outstanding example of what our students do every day: support each other and build each other up. Thank you Dante for your kindness, your thoughtfulness, and for being there at exactly the right moment. You are truly a hero for your friends, your school, and your community. & I nominate Dante Carrasco for Student of the Week. Dante was at the right place at the right time on Monday afternoon and was able to de-escalate a student from a crisis and get the proper help needed. He followed his intuition and showed his true leadership skills. I am very proud of Dante for his acts of kindness and compassion*

### **Athlete of the Week**

- **Matthew Durgin** (nominated by Darren O-Meara) *Matthew practices with coaches all week long, and has the hardest practices everyday. He has made the finals of two tournaments this season, and went undefeated (9-0) at the last two team events. This past weekend he was easily winning his finals match, and got pinned while working on some new skills, but his attitude remained positive. He is 30-10 on the season so far.*
- **Angelito Bates** (nominated by Danielle Trotter) *Angelito (Lito) Bates is a freshman on the team who qualified for states in four events which is an accomplishment on its own. Not only did he qualify for states, but he was able to compete in all three relay races in place of an upperclassmen who was extremely sick at the last minute. These relays all placed top five and one of them even qualified for the New England meet. He had some really big shoes to fill, and he did exactly that in his events this weekend. It is an opportunity of a lifetime to be able to compete at the level of New Englands and it is an even bigger honor to be a freshman who was able to travel to New Englands. I think this individual should be recognized for all of the hard work he put into this meet and for ending our season with a bang.*
- **Mattie Cetin** (nominated by Dave Lawrence) *Back-to-back shutouts in the semi-final (22 saves) and state championship (24 saves). She was stellar and saved our bacon when things were tight. Without her, no banner.*

### **Staff Person of the Week**

- **Tracy Bonoyer** (nominated Camden Kelley) *She is one of the favorite subs here at Spaulding, and for good reason. She constantly has a positive attitude and greets everyone with a smile. She also makes an effort to get to know students and makes connections with them. On the days that she was subbing in my class, she always ended it by saying that everyone was amazing, thanked us for coming to school, and told everyone to be safe. Essentially, she was telling everyone they matter, which is precisely what we are focusing on this week with mental health awareness and, in particular, I Matter You Matter Day. She deserves to be recognized because she shows she really cares.*
- **Sue Brennan** (nominated Benjamin Isabelle) *I would like to nominate Ms. Brennan for Staff Person of the Week. She makes sure every student is on track to succeed.*
- **Nancy Ransom** (nominated by Lora Gaudreault) *Nancy Ransom has been A SUPER HERO this week being available to cover in all areas, every day - sometimes multiple classrooms including combined classrooms. She's been super flexible and often finds out without much notice. Thank you from the entire Sub Team for all your help!*

Vermont Attorney General's Office Guidance on the Vermont Open Meeting Law, Physical Distancing and COVID-19:

The Vermont Attorney General's Office ("AGO") has authority to enforce violations of the Vermont Open Meeting Law pursuant to 1 V.S.A. § 314.<sup>1</sup> The following provides a guide for local governments to conduct open meetings while practicing physical distancing as recommended by experts in the medical community to address COVID-19:

1. Electronic participation in public meetings is allowed. Vermont open meeting laws allow for members of public bodies to attend meetings by electronic means without being physically present at the meeting. 1 V.S.A. § 312(a)(2). A quorum or more can attend electronically and conduct business. 1 V.S.A. § 312(a)(2)(D). This is subject to certain requirements, explained below.
2. A physical location is required for all meetings of a public body, including those with electronic attendance by a quorum or more of the body. Vermont open meeting laws require a physical location where at least one member of the public body, or a staff member or designee of the body, will be present and where members of the public can attend--even if all other members of the body are attending electronically. 1 V.S.A. § 312(a)(2)(D).
3. A public body could limit attendance at the required physical location described in section 2 above, consistent with state and federal COVID-19 crowd-size guidelines, as long as electronic access is available to those not present. This is a reasonable interpretation of the law given the current, unprecedented circumstance involving COVID-19, which the Attorney General's Office will rely upon for enforcement decisions. Nothing in the open meeting law prevents a public body from limiting attendance at the required physical location described in section 312(a)(2)(D), consistent with current emergency state and federal guidelines regarding crowd size, so long as electronic access to the meeting is available to those not present at the physical location. See 1 V.S.A. § 312(a)(2)(D). This interpretation is limited to those situations where a quorum or more (as covered by section 312(a)(2)(D)) of the public body is meeting by electronic means and the business of the body is being done by means of remote communication.
4. A public body could manage physical attendance in these additional ways:
  - a. Delay unnecessary meetings.
  - b. Widely and clearly publicize electronic participation information for public meetings that must occur. Encourage individuals to attend electronically for the sake of public health.
  - c. Designate physical locations with sufficient space to allow for compliance with the principles of physical distancing--more than 6 feet apart.
5. Emergency Meetings are allowed: Given the rapidly changing nature of the situation, meetings may need to convene quickly. This is allowed when necessary to respond to unforeseen occurrences or conditions requiring immediate attention. Notice and posting

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<sup>1</sup> . Private actors may also enforce rights under the Vermont Open Meeting Law.

requirements are waived for emergency meetings. 1 V.S.A. § 312(c)(3). Public notice should still be given as soon as possible before the meeting. Id.

6. Proposed legislative changes: The Senate Government Operations Committee is considering [a bill](#) that would temporarily allow public meetings to occur electronically and without a designated physical location, as long as the public can attend by electronic means. It would also allow for extended time to post meeting minutes.
7. Additional guidance can be found:
  - a. [at the Secretary of State's website](#).
  - b. [at the Vermont League of Cities and Towns](#).

March 20, 2020

# Vermont Legislative Joint Fiscal Office

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## *Draft* ISSUE BRIEF

Date: March 24, 2020

Prepared by: Mark Perrault and Chloe Wexler

### Education Finance Issues Raised by COVID-19

#### Summary

- Non-property tax revenues in FY2020 are now expected to fall \$35 to \$45 million below the January forecast.
- Municipalities have already collected most of the education property taxes due in FY2020; however, 74 municipalities still have an estimated \$125 million outstanding.
- School districts will need to reallocate existing funds, use reserves, or run deficits to cover the cost of any COVID-19 related spending in the 2019-2020 school year.
- The Education Fund will run a significant operating deficit in FY2020 – the projected \$12.9 surplus and the most of the stabilization reserve will be depleted.
- The pending Federal COVID-19 stimulus package includes \$30 billion for schools; Vermont's share of this additional school aid should be available in the current fiscal year.
- Setting the education tax rate parameters for FY2021 prior to adjournment will be problematic given the current level of uncertainty.
- If education tax rate parameters are not set prior to adjournment, there are default parameters set forth in current law.
- COVID-19 related revenue losses are expected to be significantly higher in FY2021 for both education property taxes and non-property taxes; however, reliable estimates are not yet available.
- Voters have already approved school budgets that will increase education spending by \$73 million over FY2020 levels in FY2021.
- Voters defeated nine school budgets in March. Five school districts have votes scheduled in April or May. How and when these votes will take place now is uncertain.
- The property tax credit for FY2021 will be based on CY2019 income, so there will be no additional property tax assistance for taxpayers with COVID-19 related loss of income.
- Moving the filing deadline for the property tax credit to July 15<sup>th</sup> creates a potential problem for municipalities to issue timely education property tax bills in FY2021.

#### COVID-19 Related Loss of Education Fund Revenue FY2020

In the January revenue forecast, total Education Fund sources were estimated to be nearly \$1,711 million. Of this amount, education property taxes accounted for \$1,140 million or roughly two-thirds of total Education Fund revenue. Non-property taxes accounted for the remaining \$528 million, or roughly one-third of total Education Fund revenue.

Most of the education property taxes due for the current fiscal year have already been collected by municipalities. However, each municipality has its own billing schedule and at present many

municipalities still have outstanding tax payments due. How much of these outstanding taxes will not be paid in a timely fashion due to COVID-19 related layoffs or business losses is uncertain.

Number of Payments	Number of Towns	Net Education Property Taxes Collected (\$M)	Towns with Payments Due	Net Education Property Taxes Due (\$M)
1	108	\$288	0	\$0
2	62	\$251	21	\$32
3	19	\$192	8	\$16
4	45	\$229	45	\$76
No data	25	\$58		
Total	259	\$1,018	74	\$125
Percent of Total		89%		11%

As indicated in this table, there are currently 74 municipalities that have \$125 million in outstanding education property tax collections for FY2020 as of March 15<sup>th</sup>. The statewide cost of failure to collect one-percent of these outstanding property taxes would be only \$1.25 million; however, there are 21 municipalities that not yet collected one-half of their total education property tax collections.

Non-property tax revenues from the sale and use, purchase and use, and meals and rooms taxes were estimated to raise almost \$528 million in FY2020. Total revenues from these three non-property taxes are now expected to fall \$35 to \$45 million below the January revenue forecast as the economy slows due to layoffs and business losses and consumers reign in their discretionary spending. The loss represents about 2% to 2.6% of total Education Fund revenues in FY2020.

In addition, the Administration has proposed allowing businesses to defer payment of the meals and rooms taxes due in March, April, and May. Businesses would be required to make all deferred payments in addition to the normal June payment on June 25<sup>th</sup>. If businesses able to remit the total amount of outstanding tax due on June 25<sup>th</sup>, this will not result in an additional revenue downgrade for FY2020; however, collection of the full amount due after deferral is not a certainty.

### **COVID19-Related Spending by School Districts in FY2020**

In response to the COVID-19 pandemic, the Governor ordered the dismissal of all schools and the cancellation of all school-related activities through April 6<sup>th</sup>. During this period of dismissal, school employees are directed to report to work or to work remotely and school districts have been directed to continue to pay all school staff, including hourly employees, and to continue to make prekindergarten tuition payments to private providers.

Although guidance from the Agency of Education (AOE) indicates that during the initial dismissal period, regular educational services do not continue and students are not expected to make educational progress, other services will continue to be supported by school employees including:

- *District-based options for childcare for “essential” employees*
- *Meals services for those who need it*
- *Creating a plan for continuing services for students with disabilities and special needs*

- *Systems for ensuring the maintenance of education for students*
- *Cleaning and disinfecting school grounds*

The additional cost associated with the provision of these services may not be large. School districts remain eligible for certain Federal and State reimbursements for school meals and the Administration has indicated that school districts that require supplemental funding for child care services provided to essential workers will also be reimbursed, although the source and amount of this funding is uncertain.

If, as now seems likely, it becomes necessary to extend closure period beyond April 6<sup>th</sup>, school districts will be asked to provide more formal education services to students for the remainder of the school year. Schools will be required to create Continuing Education Plans for all students and all educational services, to the extent possible, must be offered to students through various remote and virtual means.

Since school budgets are set, any additional funding required to provide educational services during the 2019-2020 school year will require school districts to reallocate existing funds, use reserve funds, if available, or run a deficit that would carryforward into the next school year. However, this far into the current school year school districts have less flexibility to reallocate funds and districts are universally thin on reserves.

### **Cash Flow Issues in FY2020**

Prior to the COVID-19 outbreak, the Education Fund was projected to close FY2020 with a full stabilization reserve of \$36.4 million and a surplus of \$12.9 million. This surplus will reduce a portion of the anticipated \$35 to \$45 million revenue shortfall. However, without additional funding from some other source such as the pending Federal COVID-19 stimulus bill, the Education Fund will run a significant operating deficit in FY2020 and most of the stabilization reserve will be needed to cover statewide education spending.

Under current law, school districts receive three equal payments on September 10<sup>th</sup>, December 10<sup>th</sup>, and April 30<sup>th</sup>. For school year 2019-2020, the April 30<sup>th</sup> payment to school districts is still outstanding. This payment includes state categorical aid for special education, transportation, and small schools as well as the education payment. If these categorical aid payments to school districts are reduced, education spending will increase by the same amount.

Municipalities must be timely in their payments of statewide education property tax to the State even if property taxpayers are delinquent or fail to pay their taxes. Consequently, in addition to losing municipal property tax revenue, municipalities would need to remit the full amount of education property tax owed to the State. There is also an 8% penalty for late payments, but the Commissioner of Taxes likely can exercise his general authority to waive the penalty.

### **Setting Education Tax Rates for FY2021**

Prior to adjournment, the Legislature normally sets the property and income yields as well as the nonhomestead property tax rates for the upcoming fiscal year. Given the current level of uncertainty about the health of the Education Fund at the close of FY2020 and the magnitude of any FY2021 revenue shortfall, setting education property tax parameters for FY2021 will be problematic.

COVID-19 related revenue losses are expected to be significantly higher in FY2021 than they are in FY2020. At this point in time reliable estimates of how significant those revenue losses will be are not available. The Legislative economist is currently assessing likely FY2021 revenue impacts in the light of evolving epidemiological models; however, it is not clear given current uncertainties when reliable revenue estimates will be available for FY2021.

Education Fund spending is \$73 million higher than in FY2020. In March voters approved 94 school district budgets that increased education spending by \$62 million over FY2020 levels. Other Education Fund spending for State categorical aid as well as other uses is estimated to be up another \$11 million over FY2020 levels. Note that any reduction in State categorical aid for special education, transportation, or small schools will increase education spending by the same amount.

In March voters defeated nine school district budgets and in five school districts the vote is scheduled in April or May. When the municipalities that belong to these districts will be able to vote on their original or the revised school budget is uncertain. Note that if voters are unable to pass a school budget by June 30<sup>th</sup> there is a default in current law that will allow a school district to continue to operate by borrowing funds necessary to enable it to operate on a budget up to 87% of the most recently approved budget.

If the yields and nonhomestead tax rate are not set prior to adjournment, there are default parameters set forth in current law. The property and income yields would remain at their FY2020 level and the nonhomestead tax rate would remain at its statutory level of \$1.59. However, implementation of the default would result in a significant homestead education tax increase and reduced statewide education property tax revenues.

### **Other Issues**

The property tax credit for FY2021 (fall 2020) will be based on CY2019 household income filed in April-July. Consequently, there will be no additional property tax assistance for taxpayers who lose income due to COVID-19 related layoffs or business losses until FY2022 (fall 2021).

Under current law, the filing deadline for both the homestead declaration and the property tax credit claim is April 15<sup>th</sup>. That deadline has now been pushed back to July 15<sup>th</sup>. This creates a potential problem for municipalities to issue timely education property tax bills in FY2021.

Victoria Everett  
162 S. Main St.  
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256-499-3854

RE: 2020 RESIGNATION LETTER

March 23, 2020

Dear Superintendent Jon Pandolfo:

First, I would like to thank you for welcoming me into your district and for the opportunity to work as the Literacy Coordinator for the Central Vermont Career Center (CVCC). As you may remember, I moved to Vermont from Alabama. The personal reasons why I moved to Vermont no longer hold true. Therefore, I am writing in order to give an official resignation effective at the end of this 2019-2020 school year.

Sincerely,

Victoria Everett, Ed.S.  
Literacy Coordinator  
Central Vermont Career Center

Handwritten signature of Victoria Everett and the date 3/23/20.

## About School Board Personnel Committees:

The following is a summary of information compiled concerning school board personnel committees. More often, larger school districts maintain Human Resource/ Personnel Committees. These committees, made up of both administrators and school board members, usually meet on a quarterly or as needed basis. They also work in conjunction with Finance, Negotiations and Policy Committees or Search Committees should that need arise.

A Personnel/ HR Committee may also oversee the review of all personnel-related policies to ensure conformance with all federal and state mandates and assist in the formation of policy and procedures, with subsequent Board approval, for hiring, mediation and maintaining of records that are in compliance with the rules and regulations of the Equal Employment Opportunity Act and all other laws relating to employment.

This type of committee collaborates with the Superintendent to identify personnel needs, develops plans to address those needs, and participates in the hiring process as necessary. The committee also makes recommendations on the content of employment contracts, and HR policies and procedures. For contracts that are entered into with collective bargaining units, this committee develops strategies for negotiations and often participates in that process.

Personnel Committees do not exist to intervene directly in school situations nor manage the interface between Human Resources Department and Staff, nor does it provide managerial oversight to any division. That responsibility remains the work of the Superintendent and his/her staff.

Moreover, the role of a Personnel Committee can include, but is not necessarily limited to, the following examples of activities:

1. Develop qualification requirements for the hiring of staff. Participate in interviews for the hiring of staff. Recommend actions to the full School Board based on committee meeting discussions. Be responsible for developing personnel related benefits policies, leaves of absence, and early retirements.
2. Produce and maintain the Employee Handbook to facilitate clear communication of the district employment expectations. Approve and recommend to the Board staffing needs and to ensure that the corresponding job descriptions are created for any new positions.
3. Ensure accurate job descriptions exist for all staff.

4. Monitor and review deadline compliance such as state and federal required reporting, handbook revisions, and teacher contracts, according to the annual calendar.
5. Recommend a yearly budget proposal incorporating the financial requirements of all staffing needs in collaboration with the Budget and Finance Committee.
7. Maintain and coordinate new School Board Member orientation and handbook
8. Maintain and coordinate School Board Student Representative Program
9. Other items as assigned by the School Board or the School Board Chairman