Board of Education Personnel Committee Minutes
Monday, October 12, 2026 at 12:00–1:00 pm

Members:

- ☑ Gale Bradford, Chair
- ☑ Javier Morales, BOE Member
- ☐ Sai Bargavi Akiri, BOE Member, did not attend
  - ☑ Pamela Stanley, BOE Member, attending as temporary alternate

District Attendees:

- ☑ Dr. Kim Feltre, Superintendent
- ☑ Jennifer Nicholson, Business Administrator
- ☑ Mr. Gregory Cohen, Transportation Supervisor

Mission Statement:

"The purpose of the Board of Education Personnel Committee is to communicate, discuss, and review personnel staffing needs and the annual budget allocated for personnel as recommended by the CSA; Review policies provided by the Policy Committee pertaining to personnel and administrative structure and make recommendations to the committee (for Board approval); Review all recommendations of the CSA concerning the hiring/appointment, and transfer concerning any employees of the district and make appropriate recommendation to the Board for possible Board action with the goal of ensuring that the district hires, retains and deploys the best qualified personnel to provide a thorough and efficient education to all students; Review contracts for all employees of the district; Review proposed or revised job descriptions related to staffing adjustments; Ensure alignment of this committee's work and the district strategic plan.

- *The committee will be composed of three Board of Education members and the Superintendent of Schools. Additional administrative staff members will be invited to participate in these meetings as necessary and appropriate to share new initiatives that will be presented to the Board of Education for approval as Agenda items. Meetings will take place approximately 10 times a year and as needed to inform BOE members and support district planning. Minutes from these meetings will be provided following the meeting. As needed, the chairperson of the committee will provide updates at full Board of Education meetings."*

Agenda Items Discussed by the Committee:

- Updated Transportation Aide Job Description (attached)
    - Job Description Transportation Aide Transportation Aide Job Description

1. The committee discussed the hiring of 3-4 transportation aides which would be a more cost effective and more reliable solution to the current use of paraprofessionals to ride buses transporting students with special needs.
2. Hired individuals would be paid less than a paraprofessional and would not be eligible for benefits.
3. The times for the positions would be morning, mid-day, and afternoon hours based on transportation needs.
4. The committee discussed the need to coordinate transportation requirements with consistent language in student Individualized Education Plans. The Transportation Supervisor is coordinating with the Director of Special Services.
5. **Action:** The committee discussed the need to be compliant with state requirements and to be compliant with the legal document of IEP's.

- Director of STEAM Applicants

1. An update on the application process for the Director of STEAM Position.
2. The pool of applicants with the required certifications and experience was "thin".
3. There were only 3 applicants that came close to the requirements.
    a. The number of applicants for a position in the district is usually in the double digits.
4. **Action:** The committee discussed why the applicants were scarce and determined to extend the contract for the current Director and to keep the application open.
    a. The time of the school year may be affecting applications.
    b. The areas of experience and qualifications may be affecting applications.

Committee Recommendations to Superintendent and/or Action Items

- Job Description for Supervisor of Maintenance
    - Supervisor of Maintenance Job Description

1. The committee discussed the job and the job description.
2. The job was previously held by a 37 year employee.
3. Action: The job description needed to be updated.

Meeting Adjourned: 12:45 pm

Next Personnel Committee Meeting:

Monday, November 9, 2026 12:00-1:00 pm

Respectfully Submitted, Gale Bradford