

**PERSONNEL COMMITTEE MEETING
MINUTES
CANTON AREA SCHOOL DISTRICT
APRIL 24, 2019**

The Canton Area School District Board of Education held a Personnel Committee meeting on, April 24, 2019, at 4:01 p.m. in the Administration Conference Room.

BOARD MEMBERS PRESENT

Mr. Eric Anderson, Mr. Mike Herman, Mr. Bill Holland, Mr. Denny Sourbeer, and Mrs. Judy Sourbeer.

OTHERS PRESENT

Mr. Eric Briggs, Superintendent.

SESSION CALLED TO ORDER

Committee Chairperson, Mr. Eric Anderson, called the meeting to order.

The meeting opened with Dr. Briggs sharing three prepared documents with the committee: the procedures for hiring classified/coaches, professional staff, and administrative staff in the CASD. Dr. Briggs noted the first three bulleted items in each of the procedures are the same across all job categories. He reviewed with the committee, in detail, the first three steps of the hiring process for all vacancies. He then reviewed the remaining steps for filling a professional vacancy. Mr. Herman questioned at what level the committee felt school board members should be involved in the professional interview process. Dr. Briggs stated that it was of his opinion that the only board members that should be present for all professional teaching interviews should be members of the board who are on the Personnel Committee. Dr. Briggs also shared with the committee that professional staff interviews should consist of a two interview process. The first interview will be done strictly with school district administrators. Once the first round of interviews is complete, the first round interview team will choose two to three applicants to participate in a second round of interviews which will include building administrators and Personnel Committee members. Mr. Sourbeer expressed concern about how salary for professional employees should be determined once the interview committee has determined who to hire. Dr. Briggs stated that salary and benefits for professional teaching vacancies are dictated by CAEA contract language. Mr. Sourbeer stated that he believed once other interview committee members provide their top two choices to the superintendent, those interview committee members should leave the room and the personnel committee and the superintendent will have the final say on who is hired. The rest of the committee agreed to this new procedure.

Dr. Briggs then reviewed the hiring process protocol for administrative staff vacancies. The Personnel Committee agreed that only Personnel Committee members should be on the interview committee along with building Principals, the Superintendent, the Supervisor of Special Education, the Business Manager, the Guidance Counselors, the Dean of Students, and an at large board member if one personnel committee member cannot attend. The committee also agreed to use the same procedure when finalizing the successful candidate to the school board. (All interview committee members would leave after sharing their top two selections with the superintendent and the superintendent and board would decide on the successful candidate.)

Dr. Briggs reviewed the third and final protocol for hiring classified/coaching staff. It was determined that all classified/coaching interviews would be conducted by school administrators and/or the Athletic Director.

(Copies of the finalized protocols are located in the Supplemental File.)

COMMITTEE DISCUSSION

MEETING ADJOURNED

The meeting was adjourned at approximately 5:07 p.m.

Respectfully submitted,

Eric Briggs
Superintendent