

**NEW LENOX SCHOOL DISTRICT 122
102 SOUTH CEDAR ROAD
NEW LENOX, IL 60451
PERSONNEL COMMITTEE MEETING
MONDAY, AUGUST 31, 2009
9:30 A.M.**

The meeting was called to order by Member Gillooley at 9:38 A.M.
Board Members present were: Member Gillooley, Member Broderick, and Member Kedzior

Others present: Dr. Manville, Mrs. Zimmerman, and Mrs. DiMonte

1. REVIEW FINAL STAFFING PLAN/CLASS SIZES

Dr. Manville presented the 2009-10 Staffing Plan to the Personnel Committee Members and reviewed school class sizes.

2. REVIEW PERSONNEL COMMITTEE RESPONSIBILITIES, PROCEDURES, AND TIMELINES

The Personnel Committee reviewed with Dr. Manville the goals for the committee including class size targets, employee benefits program, employee evaluation program, personnel policies, employee recruitment, selection and orientation and planning, review of enrollment projections, new programming, and wage rate scale.

The Personnel Committee members directed staff to add an executive session item on the next Personnel Committee Meeting agenda to discuss specific personnel salaries. The Personnel Committee visited possible topics that the committee can discuss at a future meeting including new program requests, evaluation current year class size, enrollment projections, employee benefits, policy issues, and theoretical compensation schedules.

3. REVIEW SUPERINTENDENT EVALUATION TEMPLATE

The Personnel Committee discussed the Superintendent Evaluation tool. The Personnel Committee recommended changing the grading on the annual performance evaluation tool for the superintendent evaluation for the 2009-10 school year. The following is a tentative timeline that will be reviewed with the full board for the superintendent evaluation process timeline:

*Wed., October 21, 2009 1st Trimester Superintendent Progress Report
Wed., February 17, 2010, 2nd Trimester Superintendent Progress Report
Wed., March 17, 2010, 3rd Trimester Supt. Evaluation Discussion*

Board members will e-mail the Superintendent's Annual Performance Evaluation to the Recording Secretary after the Wednesday, March 17, 2010 Executive Session Board Meeting. The Board will present the Superintendent with his Evaluation at the April 21, 2010 board meeting.

Member Broderick will provide the National School Board Association (NSBA) “sunshine rule” information to the Personnel Committee prior to the next meeting on Friday, October 2, 2009.

The numerical values will be edited on the current Superintendent Evaluation Tool and presented to the full board for review at the Wednesday, September 16, 2009 regular board meeting.

4. **SPOUSAL TEACHING ASSIGNMENTS**

Although the Policy Committee is currently revising a policy on married staff, Member Broderick asked Dr. Manville to check on neighboring school districts and what their current policy/practice is on married staff.

5. **ESTABLISH NEXT MEETING DATE AND POSSIBLE AGENDA ITEMS**

The next Personnel Committee Meeting will be held on Friday, October 2, 2009 at 8:30 a.m.

6. **ADJOURNMENT**

A motion was made by Member Broderick and seconded by Member Kedzior to adjourn the meeting at 11:39 a.m.

Respectfully submitted,

Luann DiMonte, Recording Secretary