

East Lyme Board of Education
East Lyme, Connecticut
Personnel Policy Committee (Non-Certified/Non-Affiliated Personnel)
Subcommittee Meeting Minutes

Meeting Date: Monday, June 17, 2013

Location: East Lyme Board of Education Central Office, Superintendent's Office

Called to Order: 4:30 ^{P.M.}

Attendees: Al Littlefield (Chair); Jill Carini; Dr. James Lombardo, Superintendent of Schools;

Discussion Points:

Paraprofessional Handbook:

- No changes to the Paraprofessional Handbook.
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Superintendent's Personnel Salary Increase Recommendations:

1. Paraprofessional Staff: TAs, IAs, and Monitorial Aides

- Last year on 9 July 2012, the Board voted that the Paraprofessional salaries were to be updated at the specified salary increase rate of 1.25% at the first half of the year and then 1.25% at the second half of the year for three years, through 2015.

- *Increased salary is accounted for in the approved 2013-2014 budget.*

2. Recommendation: The same 1.25% increase provided to secretaries and for clerical staff of less than 20 hours per week. These positions include the Copy Center Clerk and Mail Courier).

- *Increased salary is accounted for in the approved 2013-2014 budget.*

- Positive Subcommittee consensus for this salary increase.

3. Recommendation: A 2% increase for Computer Consultants, who currently make \$30 per hour. *(This is in line with the split raises of other union contracts.)*

- *Increased salary is accounted for in the approved 2013-2014 budget.*

- Positive Subcommittee consensus for this salary increase.

4. Recommendation: A 2% raise, plus three additional days for Director of Security.

- The increased number of days will accommodate security and Administrator training throughout the summer.

- *Increased salary is accounted for in the approved 2013-2014 budget.*

- Positive Subcommittee consensus for this salary increase.

5. Recommendation: The 8.7% raise for the High School Security Personnel is a \$1.00 per hour raise for employees presently making \$13.68 per hour. *(This is considered a fair adjustment.)*

- *The increased salary is not accounted for in the approved 2013-2014 budget. The increased budgetary requirements are to be accommodated in lower-level costs associated with newly hired staff salary levels.*

- Positive Subcommittee consensus for this salary increase.

6. Recommendation: The Night Shift High School Security Personnel will receive the same 8.7% raise as other high school security personnel staff.

- *The increased salary is not accounted for in the approved 2013-2014 budget. This compensation increase will be covered by high school parking fees (which is not part of the general fund). The differential will be covered with next year's fees.*

- Positive Subcommittee consensus for this salary increase.

7. Recommendation: A 1.5% raise for Administrative Positions. (*This is comparable to the increase negotiated by the Administrators' Union*). These positions include Supervisor of Facilities, Pool Director, Director of Technology, and Business/Facilities Director.

- *Increased salary is accounted for in the approved 2013-2014 budget.*

- Positive Subcommittee consensus for this salary increase.

8. Recommendation: A 2.5% raise for the Superintendent's Administrative Assistant and the Business Supervisor.

- *Increased salary is accounted for in the approved 2013-2014 budget.*

- Positive Subcommittee consensus for this salary increase.

9. Recommendation: This 3.9% increase is the second year of the adjustment we discussed last year for the Assistant Superintendent's Administrative Assistant. (*This will bring the position in line with the two highest paid secretarial union employees on an hourly basis*).

- *Increased salary is accounted for in the approved 2013-2014 budget.*

- Positive Subcommittee consensus for this salary increase.

- Recommendations with positive Subcommittee consensus will be voted at the next regular Board of Education meeting.

10. Other Discussion:

- **Assistant Superintendent:** Last year, the salary increase for the Assistant Superintendent was included with the Non-Certified/Non-Affiliated Personnel salary increase recommendations (along with the other administrative positions). The Subcommittee thought that is was best for Dr. Lombardo to submit this salary increase as a separate recommendation for action directly to the Board.

- **Director of Security:** There was some discussion about making the Director of Security a 12-month position. With the current focus and potential increase in security requirements district-wide, it was decided to place this on the Agenda for the next Personnel Policy Committee (Non-Certified/Non-Affiliated Personnel) Subcommittee salary discussion meeting.

Adjourned: 5:15^{P.M.}

Respectfully Submitted,

Albert L. Littlefield

Albert L. Littlefield, Chair