

**EAST LYME BOARD OF EDUCATION
PERSONNEL POLICY COMMITTEE – NON-UNION/NON-ADMINISTRATIVE STAFF
MEETING MINUTES**

MEETING DATE: Monday, June 22, 2009

LOCATION: Classroom B100 – East Lyme High School

ATTENDEES: Al Littlefield (Chair), Jamie Ellis, Mary Broderick, Paul Freeman, Don Meltabarger, Kevin Seery

The meeting was called to order at 6:00^{PM}.

Discussion: The Subcommittee reviewed the BOE approved budgeted 2009-2010 salary increase amounts for the Non-Union, Non-Administrative staff. The Subcommittee endorsed the BOE approved 3% budget amount with no changes.

The Subcommittee reviewed the Non-Union, Non-Administrative Staff Handbook and recommended the following changes:

1. Editorial Changes
2. Removal of Page XX, Weekly Timesheet Submission and Pay Date Schedule
Removal of Page XX, 2009-2010 ELPS School Calendar.

These two items will be provided to the staff when they sign their contracts

Discussion: With the addition of the approximately 7 UNH Interns that will be within-district, these will be the first-called substitutes decreasing the number of substitutes called daily by the Substitute Caller.

Action: Dr. Freeman and the Administrative Staff will examine and possibly restructure the position/description of the Substitute Caller in light of the UNH Interns being in place. Dr. Freeman will report back to the Subcommittee the Administrative Staffs response.

Discussion: Two questions were raised during the Public Comment portion of the meeting.

1. Increase in the number of Personal Days for the Non-Union, Non-Administrative Staff as detailed in the Handbook.

Action: The Subcommittee will examine the Personal Days allocation for the other bargaining units (Teachers, Custodians, Secretaries) and bring the results back to the Subcommittee for future discussion.

2. Review the specificity of the limitations placed on the use of Berevement Days as stated in the Handbook.

Action: The Subcommittee will examine the specifics of limitations placed on the Berevement Days for the other bargaining units (Teachers, Custodians, Secretaries) and bring the results back to the Subcommittee for future discussion.

Discussion: At the conclusion of the meeting the Subcommittee acknowledged its appreciation for the support that the Non-Union, Non-Administrative Staff provide to our District. The Non-Union, Non-Administrative Staff in attendance, thanked the Subcommittee for their consideration and support.

The meeting was adjourned at 6:40^{PM}.

Respectfully Submitted,

Albert Littlefield, Chair