

**Personnel Committee Plan
2007-2008**

Superintendent: Dr. Christine Johnson
Chair: Mr. Paul DiMaio
Member: Mr. Mark Ford
Member: Mr. George Davie

Personnel Committee Communication Protocol

The Personnel Committee will meet on the second Tuesday of every month at 7:00 p.m. The Superintendent and Committee Chair will collaboratively develop the agenda for each meeting during the week preceding the meeting. The meeting agenda will be e-mailed to all committee members and the Board President one day prior to the meeting.

Minutes will be taken at each meeting and sent to the entire board of education via the board packet/binder sent for each month's work session.

At each board meeting, the Personnel Committee Chair will report out to the full board of education and community topics that were discussed, accomplishments, and action to be taken. The Personnel Committee Chair and Superintendent will provide the full board with a written document and report out on progress toward committee goals and related strategic plan goals at the following established meeting dates:

- October 23, 2007 (In conjunction with the QAAR Presentation at the Regular Meeting)
- January 15, 2008 (Work Session)
- March 4, 2008 (Work Session)

The Personnel Committee Chair and the Superintendent will communicate weekly and commit to contacting each board member when accomplishments are to be recognized or serious issues need to be addressed.

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Personnel Committee's Recent Accomplishments

- Developed a database for staff absences and personal days
- Established a Human Resources and Personnel Department
- Developed a database for professional development hours for each staff member
- Developed a database for certificated staff report including date of hire, leaves, certificates held, and highly qualified status
- Revised all forms related to personnel
- Implemented personnel components of Systems 3000
- Developed a hiring procedures manual including direction for postings, resume collection and dissemination, interview questions, flow sheet development, reference questions, and the design of recommendation to the Superintendent
- Developed a salary scale for aides
- Redesigned all procedures related to substitutes and established a separate substitute service for each building in order to streamline the process
- Created a new professional development plan which includes research libraries, professional partnerships, and focused goals related to curriculum and instruction
- Created an Affirmative Action Manual
- Revised the Mentor Program and Plan
- Developed a Staff Manual
- Revised the Teacher Orientation Program and Plan
- Renewed the entire teacher observation and evaluation cycle and criteria for performance

**Personnel Committee Goals
2007-2008**

- 1) The committee will monitor and report out the progress toward district focus areas, goals, and objectives, as outlined in the strategic plan;
- 2) The committee will ensure that state plans, administrative actions, and routine procedures related to the approval of personnel committee agenda items are reviewed in a diligent and timely manner;
- 3) The committee will analyze personnel related board of education policies and recommend changes to the policies committee that are consistent with state and federal legislation, while capturing district priorities;
- 4) The committee will develop a plan and process for horizontal and advancement training of staff members in all facets of the school system.

Related Personnel Committee Responsibilities

<p>May</p>	<p>Summative Conferences with Non-tenured Staff Rice Notices Sent to Non-tenured Staff for May 15th Deadline Renewal of Non-tenured Staff Renewal Notification Letter with Salary and Step for Non-tenured Staff Transportation Staff Evaluations Secretarial/Clerical Staff Evaluations Paraprofessional Staff Evaluations Custodial Staff Evaluations Professional Assignment Letters by May 30th Post for Aides Administrative Evaluations Teacher/Staff Appreciation Week Local Professional Development Committee End of the Year Meeting & Review</p>
<p>June</p>	<p>Approve Summer Custodial Help Approve Summer Curriculum Work Approve Extended School Year/Camp Staff Rice Notices Sent to All Non-certificated Staff and Administrators Renewal of All Non-certificated Staff and Administrators Written Notification/Contracts For All Staff Post for Schedule B & C Stipend Positions All Professional Improvement/Professional Growth Plans on File</p>
<p>July</p>	<p>New Teacher Orientation Plans Developed Administrative Team Retreat Board of Education Retreat Approval of Schedule B & C Stipend Positions Letter/Agenda Sent Out For New Staff Orientation</p>
<p>August</p>	<p>New Teacher Orientation Staff Letter Sent Home Regarding Opening of School Approval of Remaining Staff</p>
<p>September</p>	<p>Local Professional Development Committee Start of the Year Meeting & Review Re-post for Schedule B & C Stipend Positions Licensing Status Report</p>

	<p>New Staff Welcome at Board Meeting & Tenure Accomplishment Approval of Remaining Schedule B & C Stipend Positions Highly Qualified Teacher Status Report [In-house Update]</p>
October	<p>Mentoring Plan QAAR Application for School Aide Positions County Report New Jersey School Boards Convention</p>
November	<p>Certificated Staff Report Thanksgiving Letter to Staff</p>
December	<p>Holiday Letter to Staff</p>
January	<p>Local Professional Development Committee Mid-year Meeting & Review</p>
February	<p>Administration Mid-Year Evaluations Morris County Teacher Recognition Program Process</p>
March	<p>Preliminary Administrative Team Staffing Meeting</p>
April	<p>Summative Conferences with Tenured Rice Notices Sent to Non-tenured Staff for April 30th Deadline Renewal of Tenured Staff Renewal Notification Letter with Salary and Step for Tenured Staff Acceptance of Teacher Quality Mentoring Payments Post for Summer Custodial Help Post for Extended School Year/Camp Staff Post for Open Teaching Positions</p>

**Strategic Plan Focus Areas & Goals
Personnel Committee Areas of Responsibility**

**Focus Area #2
Instructional & Administrative Leadership Capacity**

The Mendham Township School District is committed to expanding instructional and administrative leadership capacity.

Goals	Objectives	Strategies
<p align="center">Goal 2.1</p> <p>To provide all instructional staff and administrators with on-going, high-quality professional development focused on continuously improving the practices and outcomes related to teaching and learning.</p>	<p align="center">Objective 2.1.a</p> <p>The Mendham Township School District will utilize an array of data to develop an effective and meaningful annual professional development plan that differentiates opportunities based on professional assignment and experience, and the specific needs of students</p>	<p>The Local Professional Development Committee will utilize evaluation techniques after each professional development experience and design annual surveys to adjust current activities and practices and guide long range planning.</p> <p>The local professional development committee will utilize data collected from staff to design a multi-dimensional and multi-tiered professional development plan that reflects a partnership with a local college or university and a neighboring district.</p>
	<p align="center">Objective 2.1.b</p> <p>The Mendham Township School District will expand professional growth opportunity vehicles to all life-long adult learners employed in our schools</p>	<p>Introduce, offer, and conduct teaching and learning academies and study groups to all instructional staff members based on research based strategies and best practices as defined in a long range plan.</p>

		<p>Expand beyond current professional development vehicles to offer instructional staff varied times and venues to participate in learning opportunities.</p> <p>Introduce, offer, and conduct job related practical learning experiences for all clerical and administrative assistant support staff as defined in a long range plan.</p>
	<p style="text-align: center;">Objective 2.1.c</p> <p>The Mendham Township School District will devote appropriate funding to the planning and implementation of professional development experiences and ancillary opportunities.</p>	<p>Explore funding opportunities available through professional associations, foundations, corporate entities, and universities.</p> <p>Develop small cadres of teacher leaders, evolving from academy learning and study group participation, to serve as instructional role models and resources for colleagues.</p> <p>Establish relationships and initial steps to secure innovative funding for professional development opportunities.</p> <p>Expand cadres of teacher leaders evolving from academy learning and study group participation.</p>

Focus Area #2
Instructional & Administrative Leadership Capacity

Continued...

The Mendham Township School District is committed to expanding instructional and administrative leadership capacity.

Goals	Objectives	Strategies
<p style="text-align: center;">Goal 2.2</p> <p>To ensure all district employees participate in professional learning communities in order to solve, initiate, and reflect upon current students' needs and future challenges.</p>	<p>Objective 2.2.a</p> <p>The Mendham Township School District will encourage collaborative dialogues, committee structures, and the use of input and feedback gathering tools to reflect upon ways to proactively initiate solutions and address potential challenges</p>	<p>Develop purposes, processes, and protocols for the effective utilization of building based leadership teams.</p> <p>Enact and apply protocols for identifying challenges and successes present at the building level within the framework of a School Portfolio.</p>
	<p>Objective 2.2.b</p> <p>The Mendham Township School District will support professional learning to address the needs of all students through building-based leadership, grade level, administrative, department, clerical, and interest-based teams.</p>	<p>Explore protocols developed by professional associations and organizations for the purpose of effectively managing grade level, department, clerical, and administrative meetings by engaging participants in quality dialogues.</p> <p>Identify protocols most suitable for grade level, department, clerical, and administrative meetings.</p> <p>Train meeting facilitators in appropriate related protocols for implementation.</p>

Focus Area #4
Supportive and Safe Learning Environments

The Mendham Township School District is committed to providing all students with supportive and safe learning environments.

Goals	Objectives	Strategies
<p style="text-align: center;">Goal 4.1</p> <p>To ensure the treatment of dignity and reciprocal respect between and among all stakeholders of the school community.</p>	<p style="text-align: center;">Objective 4.1.a</p> <p>The Mendham Township School District will have formal and informal protocols for appropriate behavior and treatment of others.</p>	<p>Collect data in search of patterns of inappropriate behaviors or maltreatment between and among district stakeholders.</p> <p>Renew documents and protocols outlining expected behaviors to include educational programs for students, professional development for teachers, and supporting policy for administrators.</p> <p>Establish a renewed chain of command and a protocol for home and school problem solving.</p>

**Strategic Plan Focus Areas & Goals
Curriculum Committee Areas of Responsibility**

**Focus Area #5
Accountability Systems to Support Improvement**

The Mendham Township School District is committed to designing and utilizing accountability systems to support district-wide improvement.

Goal	Objectives	Strategies
<p align="center">Goal 5.1</p> <p>To develop an on-going comprehensive system of accountability that supplies data to and from schools to measure improvement and guide renewal on a broad range of indicators.</p>	<p align="center">Objective 5.1.a</p> <p>The Mendham Township School District will design a data plan reflecting desired measurements of improvement, reporting timelines, and communication vehicles in order to improve upon all district operations, practices, and procedures.</p>	<p>Analyze tier-one data and model the presentation of results to staff through a selected “data dialogue” protocol in order to inform and elicit feedback, relevant to the district’s comprehensive data plan.</p> <p>Educate and prepare staff for the methods needed to collect tier-two data.</p> <p>Design a two-tiered comprehensive data plan, identifying relevant and desired data points and outcomes, vehicles for collection, digital infrastructure for warehousing, and the means by which data will be reported out.</p> <p>Study protocols for designing, publicizing, and hosting “data dialogues”.</p> <p>Educate and prepare staff for the methods needed to collect tier-one data.</p>

**Strategic Plan Focus Areas & Goals
Curriculum Committee Areas of Responsibility**

**Focus Area #5
Accountability Systems to Support Improvement
Continued...**

The Mendham Township School District is committed to designing and utilizing accountability systems to support district-wide improvement.

Goal	Objectives	Strategies
<p align="center">Goal 5.2</p> <p>To utilize effective management and information systems in order to increase efficiency and responsiveness to presented results.</p>	<p align="center">Objective 5.2.a</p> <p>The Mendham Township School District will implement technology driven information systems to collect, manage, and analyze data to assist in decision-making processes and planning.</p>	<p>Study and evaluate technology-based information and management systems.</p> <p>Expand the fund accounting module of Systems 3000 to include the payroll and human resources components.</p> <p>Train staff and implement basic operational components of the selected district-wide, web-based student information and management systems.</p>