

**WALLINGFORD BOARD OF EDUCATION  
INSTRUCTIONAL COMMITTEE MEETING  
Monday – March 3, 2014  
Board of Education Conference Room  
Hall-Elton Building**

**MINUTES**

**I. CALL TO ORDER**

Vice Chairperson Shortell called the meeting to order at 7:05 p.m.

**BOARD MEMBERS PRESENT**

M. Brooder, K. Castelli, K. Hlavac, J. Marrone, R. McKay, C. Shortell

**STAFF MEMBERS PRESENT**

B. McCully, C. McNamara, S. Menzo, S. Parkhurst

**II. ACCEPTANCE OF MINUTES**

Instructional Committee Meeting minutes of February 10, 2014 were accepted as presented.

**III. DISCUSSION**

**A. Discussion Regarding Field Trips Regulation – 6153a**

Dr. Menzo, Superintendent, suggested this item be tabled for a future meeting since Mr. Miller was not present at the meeting. Mr. Miller had a few questions regarding this policy and requested to revisit the policy at an Instructional Committee meeting.

**B. Educational Personnel Specialist Job Description**

Colin McNamara, Assistant Superintendent for Personnel, stated the revised job description for the position of Educational Personnel Specialist was originally approved by the Wallingford Town Council on August 13, 2013. That job description was for a Human Resource & Security Specialist. Dr. Menzo decided to eventually hire a part-time security person and the Security Specialist duties were removed from the job description. The revised description is seeking an individual who will provide support to the Personnel Department and school administration in the areas of educational employee relations, educator evaluation, teacher induction, compliance, compensation administration, recruitment, training and development of school system employees, policies and procedures, school events, complaints and grievances.

There were some changes to the education and training requirements. Initially a Bachelor's Degree in human resources/business administration or in a related field was required. That has been changed to a Bachelor's degree in education with human resources, administration, or related experience required. In addition two to five years of teaching, school or district administration, or human resources generalist experience, preferably in education, is required. Exposure to unions in an education setting is a plus and a school administration certification is preferred. The only change to the additional duties section is the Educator Evaluation section requiring knowledge about the principals and the procedures for evaluation of certified educational staff. The salary is \$50,000 for this ten month, non-union position; plus benefits.

It was suggested to make a change in the education and training requirements section to make the first requirement be a Bachelor's degree in education and the second requirement to be human resources experience, administration, or related experience, is required. This revised job description will be presented to the Wallingford Town Council for approval.

The unanimous consensus of the Board was to send the proposed revised Educational Personnel Specialist job description to the Board of Education for action at its next meeting.

#### **IV. POLICY**

##### **A. Proposed Adoption of Revised Policy: Foreign Exchange Students – 5111.1**

Shawn Parkhurst, Assistant Superintendent for Curriculum and Instruction, stated the only revision to this policy is to include the following required language – Students entering the United States on F-1 visas may remain in the United States for no more than twelve months.

The unanimous consensus of the Board was to send the proposed adoption of revised policy: Foreign Exchange Students – 5111.1 to the Board of Education for action at its next meeting.

#### **V. ADJOURNMENT**

There being no further business, Vice Chairperson Shortell adjourned the meeting at 7:43 p.m.

Respectfully submitted,  
Betsy McCully  
Assistant Superintendent's Secretary