STERLING HIGH SCHOOL DISTRICT

501 S. WARWICK ROAD, SOMERDALE, NEW JERSEY 08083-2175

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Matthew Sheehan  
Superintendent



2-20-25 Human Resources Committee Meeting

Human Resources Committee Meeting Minutes

Date: 2/20/25

Meeting Start Time: 5:30

Meeting End Time: 6:20

Committee Members: Emily Reich (notified absence), Mike Lewitt, Jim Mohan, Sandra Heubner, Jim McCullough, Jarod Claybourn, and Matt Sheehan

Minutes

1. Personnel
   1. Observation Schedule
      1. Certified Staff
         1. Non-tenure: Three Observations:
         2. Tenure: Two Observations
         3. Walkthroughs
         4. Annuals
      2. Non-Certified: Paraprofessionals, Custodial & Maintenance
   2. Important Dates/Timelines
      1. Certified Staff
         1. 60 Days' Notice
         2. May 15th
      2. Non-Certified Staff
         1. 20 Work days
   3. Staff
      1. Leave: KH, JG, JP, DM
      2. Retirement: CJ, LM, JG
      3. Special Request: JE
      4. Tenure Candidates: [Non-Tenured](onenote:#Non-Tenured&section-id={CDE77E6E-EE88-432E-A8C8-E336350F007D}&page-id={420351D8-A502-4D55-8F25-672AA6B77A4A}&end&base-path=https://sterling801-my.sharepoint.com/personal/msheehan_sterling_k12_nj_us/Documents/Sheehan%20Admin/24-25/Human%20Resources.one)
      5. Non-Renewal: JA, RJ
   4. Summer Programs - previously grant funded
      1. Leadership and Equity
      2. Credit Recovery
      3. Orientation

1. Inter-district
   1. February 27th - Inter-district Presentation by the Camden County Prosecutor on Internet Safety
   2. March 3rd: Feasibility Presentation
   3. March 5th: SEPAC ([SEPAC](onenote:#SEPAC&section-id={CDE77E6E-EE88-432E-A8C8-E336350F007D}&page-id={12A32940-E6D5-4C25-BA15-0505B282E1CB}&end&base-path=https://sterling801-my.sharepoint.com/personal/msheehan_sterling_k12_nj_us/Documents/Sheehan%20Admin/24-25/Human%20Resources.one)) and Freshmen Orientation

1. Grievance / BOE & Staff Relations
   1. Committee Update
      1. Scheduling
      2. Contract
      3. Cell Phone
      4. Salary Guide Sidebar: [Salary Guide Policy 3411](onenote:Education.one#Salary%20Guide%20Policy%203411&section-id={E096A1C7-BF8E-4CB1-BA4A-22C8318F1FB2}&page-id={3F4C93B2-3791-4D49-81B7-4FEB033823ED}&end&base-path=https://sterling801-my.sharepoint.com/personal/msheehan_sterling_k12_nj_us/Documents/Sheehan%20Admin/24-25)

1. Open End:
   1. MOA 3/27/25: [MOA Agenda](onenote:#MOA%20Agenda&section-id={CDE77E6E-EE88-432E-A8C8-E336350F007D}&page-id={DBB9B997-F16D-4052-8457-9031A16A5B9F}&end&base-path=https://sterling801-my.sharepoint.com/personal/msheehan_sterling_k12_nj_us/Documents/Sheehan%20Admin/24-25/Human%20Resources.one)
   2. Pilot Classroom [Pilot Classroom Installation](onenote:#Pilot%20Classroom%20Installation&section-id={E096A1C7-BF8E-4CB1-BA4A-22C8318F1FB2}&page-id={3ADC6610-2C3A-41BE-A029-B57D794C28D4}&end&base-path=https://sterling801-my.sharepoint.com/personal/msheehan_sterling_k12_nj_us/Documents/Sheehan%20Admin/24-25/Education.one)
   3. Send - Receive Districts
      1. LS 2.61%
      2. LS 9.86%
   4. Rowan Presentation March 3 on Feasibility Study
   5. Budget
   6. QSAC