Monday, November 9, 2026
Pennridge School District - Personnel Committee Meeting

Pennridge School District
Board of School Directors
Personnel Committee

Committee Chairperson: Mr. Thomas Trauger
Committee Members: Mr. Nathaniel Leffever, Mrs. Leah Rash, Mrs. Carolyn Sciarrino
Co-Cabinet Liaisons: Dr. Andrew Doster

Location: Pennridge School District Board Room
Time: 6:30 PM

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1. Public Comment on Agenda Items

1.A. Public Comment According to Policy #903
Description: According to Policy #903, public comment on matters of concern, official action or deliberation is limited to three minutes should be directed to the entire School Board following the announcement of your name and municipality. Under this policy, the presiding officer has the authority to warn or stop a public commenter when violation of this policy occurs.

2. Human Resources Updates

3. Job Description - Department Coordinator

4. Public Comment

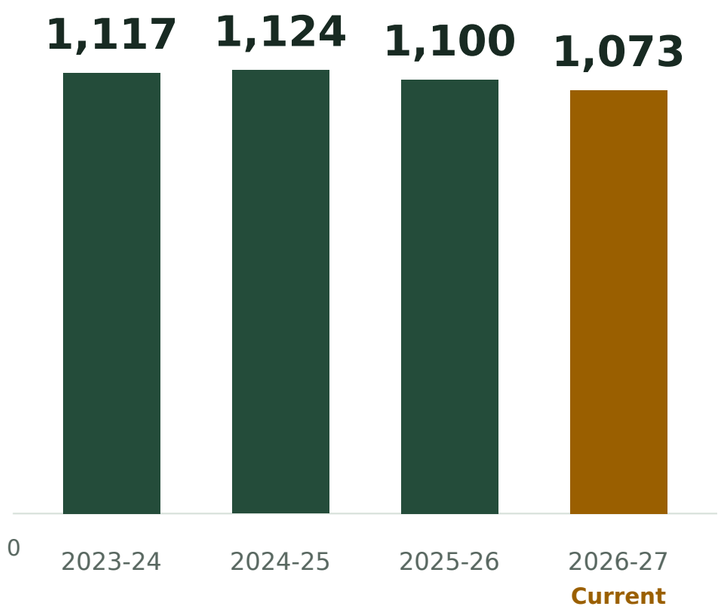
5. Next Meeting

5.A. The next Personnel Committee Meeting is scheduled for Monday, January 11, 2027.

Workforce Overview

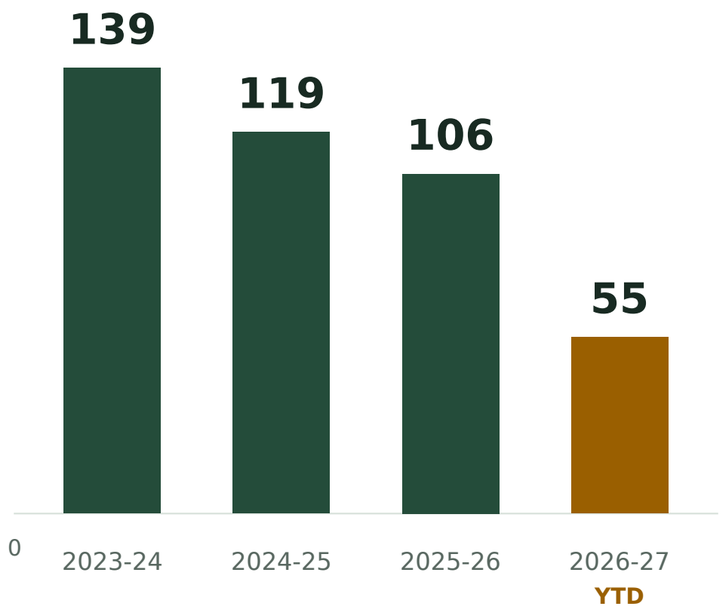
Three completed years and current reporting totals

Reported FTE



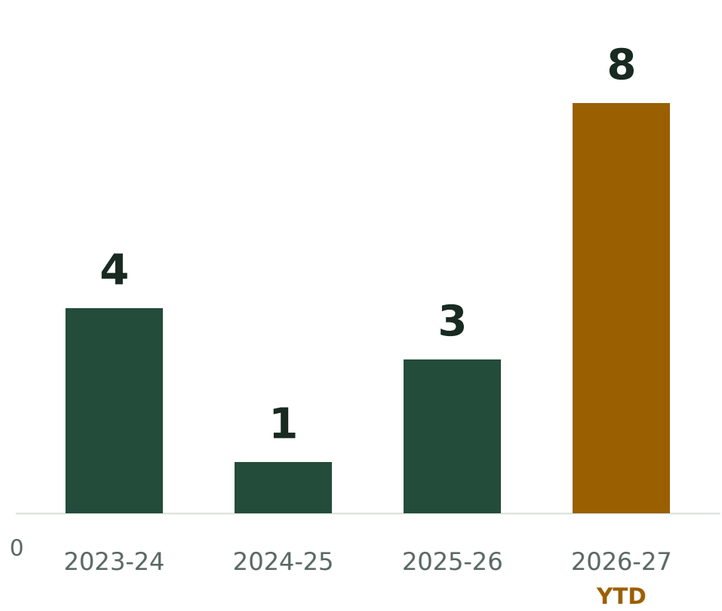
FTE reporting basis not specified

Resignations



Counts, not turnover rates

Terminations



Counts, not turnover rates

Resignations and terminations: July 1-November 2, 2026. Current-year counts are incomplete.
FTE dates and snapshot/annual-average basis are not specified. Prior separation counts cover full July-June years.

Source tab: Committee Summary | Workforce Data workbook, November 3, 2026

Personnel Activity by Employee Group

Detailed resignation and termination counts with reported staffing totals

RESIGNATIONS

Group	2023-24	2024-25	2025-26	2026-27 YTD
ADM	2	2	3	0
Coach	1	1	23	5
MISC	5	2	4	2
NUT	11	12	8	2
Other	5	7	10	6
PEA	46	27	10	6
PESPA	68	67	48	32
Summer	1	-	-	-
Student	-	1	-	2
Total	**139**	**119**	**106**	**55**

Current counts through November 2, 2026. YTD means July 1 through the reporting cutoff.

TERMINATIONS

Group	23-24	24-25	25-26	YTD
PESPA	4	1	2	7
NUT	-	-	1	1
Total	**4**	**1**	**3**	**8**

REPORTED FTE

Reporting year	FTE
2023–24	1,117
2024–25	1,124
2025–26	1,100
2026–27 current	1,073

A dash means the category was not listed in the supplied breakdown; it has not been recoded as zero.
Group labels are retained as supplied. Counts are not verified unique employee totals. FTE reporting basis is unspecified.

Source tab: Source Data | Workforce Data workbook, November 3, 2026

Leave Reporting

Four leave measures with distinct units and reporting cutoffs

Measure	2023-24	2024-25	2025-26	2026-27 YTD
Board approved leaves	87	99	116	30
Workers’ compensation leave	Unavailable	7	8	4
Approved unpaid leave - employees	Unavailable	49	47	9
Unapproved unpaid leave - employees	Unavailable	26	35	10

Unpaid leave counts employees, not days. Some employees have multiple days; categories may overlap.

Current year: Board approved leaves through the October 26 agenda; other leave measures through October 30, 2026.
Unavailable 2023-24 figures reflect Kronos reporting errors. Current figures are partial-year counts; do not sum categories.

Source tab: Leave Data | Workforce Data workbook, November 3, 2026

Substitute Costs

Net reported costs include credits and adjustments across all five categories

2023-24

$2,188,730.83

Full July-June year

2024-25

$1,879,142.16

Full July-June year

2025-26

$1,966,144.76

Full July-June year

2026-27 YTD

$262,197.34

July 1-October 24, 2026

Substitute category	2023-24	2024-25	2025-26	2026-27 YTD
Teacher	$1,883,466.13	$1,615,518.32	$1,648,889.74	$213,531.41
Paraprofessional	$245,556.36	$214,182.74	$275,560.41	$37,251.75
Clerical	$49,431.16	$40,352.61	$33,881.86	$7,794.14
Lunchroom Monitor	$5,471.22	$5,557.85	$2,835.01	$2,310.79
Playground Aide	$4,805.96	$3,530.64	$4,977.74	$1,309.25
Total net cost	**$2,188,730.83**	**$1,879,142.16**	**$1,966,144.76**	**$262,197.34**

Full-year net cost change: 2024-25 decreased 14.1%; 2025-26 increased 4.6%.

2026-27 is year-to-date through October 24, 2026, not a full-year forecast or a comparable annual result.
Costs include Teacher, Paraprofessional, Clerical, Lunchroom Monitor, and Playground Aide categories.

Source tab: Substitute Costs | Workforce Data workbook, November 3, 2026

Substitute Cost Source Review

Reconciled report totals and current-year costs by location

Reporting year	Net reported total	Billing detail rows	Credits included in total
2023–24	$2,188,730.83	12,760	$-48,392.92
2024–25	$1,879,142.16	10,674	$-22,450.63
2025–26	$1,966,144.76	11,486	$-22,511.50
2026–27 YTD	$262,197.34	1,627	$-5,306.55

CURRENT-YEAR NET COSTS BY LOCATION

High School	**$55,157.51**	Sellersville Elementary	**$20,588.56**
Guth Elementary	**$28,219.46**	West Rockhill Elementary	**$20,106.31**
Deibler Elementary	**$25,219.41**	Middle School North	**$16,880.03**
Middle School South	**$22,809.61**	Bedminster Elementary	**$15,044.93**
Seylar Elementary	**$22,428.15**	Grasse Elementary	**$12,395.87**
Middle School Central	**$22,411.10**	Admin Center	**$936.40**

Source reports: July 1-June 30 for 2023-24, 2024-25 and 2025-26; July 1-October 24 for 2026-27.
Billing rows are not employee or absence counts. South MS source-name variants are combined. Full detail remains in workbook.

PENNRIDGE SCHOOL DISTRICT
Job Description

TITLE: **DEPARTMENT COORDINATOR**

QUALIFICATIONS:

1. A valid Instructional II certificate in field.
2. At least five years successful teaching experience in the field.
3. A Master's degree is preferred.
4. Exemplary background in the content of the field.
5. Demonstrated management skills.
6. Educational training or experience which demonstrates:
   a. Leadership abilities.
   b. Ability to communicate and to demonstrate interpersonal skills effectively.
   d. Organizational skills.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO AND IS EVALUATED BY: Building Principal and Director of Teaching and Learning

SUPERVISES AND EVALUATES: N/A

PRINCIPAL FUNCTION:

1. Offer expertise in the content area and an understanding of best instructional practices.
2. Assist in the development of curricular programs.
3. Monitor the instructional program.
4. Evaluation of assessment practices.
5. Provide professional development for staff.
6. Prepare the subject area budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as an Instructional Leader for the assigned department, supporting the goals and initiatives of the appropriate grade levels and the school district
   ~~a. Attend monthly faculty meetings. .~~
   b. Collaborate with building administrators and district leadership to establish a meeting schedule that ensures meaningful representation and support across assigned grade levels and departments. For coordinators serving multiple grade levels or buildings, participation in meetings may be prioritized or rotated to ensure equitable support and effective communication across assigned instructional span. ~~Attend and conduct grade level meeting and department meetings~~.
   c. Attend School Board and Curriculum Committee meetings when requested.~~,~~

2. Provides leadership for teachers in the department.
   a. Inform teachers on relevant matters in the field, conferences, etc.
   b. Conduct meetings of the department staff and prepare an agenda.

c. Organize and conduct District Professional Learning.
d. Participate in New Teacher Induction program for new teachers in the department.

3. Monitor and assesses the curriculum and provide assistance to department teachers as requested by the Building Principal and/or the Curriculum Supervisor for Program or Instruction.
   a. Visit and support department teachers as needed.
   b. Assist in the development of the annual course selection process, timeline and master schedule.

4. Assist with the curriculum review, writing, and renewal cycle.
   a. In accordance with the curriculum renewal cycle, suggest revisions in methods of instruction and/or new or revisions in curriculum.
   b. Assist with curriculum writing.
   c. Serve on the committee reviewing textbooks and materials of instruction.
   d. When requested by the Building Principal or Curriculum Supervisor for Program or Instruction participate in conferences with parents and/or students concerning curriculum content.
   e. Assist with the development of special projects such as grants, when requested by the Building Principal and/or Assistant Superintendent for Program or Instruction.

5. Prepare and communicate preliminary, building level budget requests and assume responsibility for securing the necessary materials and equipment.
   a. Assist with appropriate K-12 budget matters when necessary.
   b. Gather budgetary requests from K-12 teachers.
   c. Summarize and prioritize the district budgetary requests.
   d. Resolve budgetary concerns involving price conflicts or shortages of required materials.
   e. Submit the department budget to the Curriculum Supervisor and Building Principal.
   f. Assume responsibility for the storage of textbooks and supplies.
   g. Assume responsibility for the yearly inventory of textbooks and supplies
   h. Oversee inventory materials received from purchase orders and follows through with shortages.
   i. Oversee distribution and store instructional materials.
   j. Communicates with buildings to confirm receipt of orders/
   k. Provide necessary building materials for new teachers.
   l. Maintain equipment and request summer maintenance.

6. Perform other related duties necessary for efficient operation as assigned by the Building Principal and/or the Curriculum Supervisor or Director of Teaching and Learning.

TERMS OF EMPLOYMENT: EDR Contract

Date Approved by Personnel Committee: November 9, 2026 ~~June 8, 2026~~
BOE Approval: **December 1, 2026** ~~**June 15, 2026**~~