

## PERSONNEL COMMITTEE

January 12, 2009

### ADMINISTRATION BUILDING

#### MINUTES

#### OPENING BUSINESS

Call to Order -- The meeting was called to order at 6:28 p.m. in the boardroom of the administration building.

Roll Call -- Members present Mrs. Lingg, Mrs. Hersh, Mr. Zeigler, and Mrs. Smith.

Also Present -- Mr. Yingst, Mr. Bortner, Mr. Kauffman, Dr. O'Connor, Mr. Smith, Mr. West, Ms. McDermitt, Mr. Hershner, Mr. Wentz, Dr. Dillon, Dr. Doll, Mrs. Gunnet, Mr. Stahlman, Mrs. Frock, Mr. Klenk, Mrs. Dubbs, Mr. Samuelson, Wayne Topper, Elaine Kennedy, HEA; Jane Brown, HEA; Heather Faulhefer, Evening Sun; Linda Yowaiski, HPESPA.

#### 2.0 PERSONNEL

##### **PUBLIC COMMENTS:**

Mrs. Lingg acknowledged Crystal McDermitt and the fact that the Department of Education review went very well.

- a) **Employment** – The Committee was requested to recommend Board approval for the following employment items contingent upon receipt of all necessary employment documents:

##### **Supplemental Employees:**

**Susan Miller**, drama night advisor, effective for the 2008-2009 school year. Rate of compensation will be \$1550.00 under a separate supplemental contract, whereby neither she nor the district shall make contributions to PSERS on her behalf. Nor shall any of this service time be counted towards any creditable service for retirement purposes (**enclosure**).

##### **Substitute Employees:**

**Kimberly Bethas**, substitute healthroom assistant, effective immediately. Rate of compensation will be \$13.90 per hour (**enclosure**).

**Tracy Dahlman**, substitute clerical worker and teaching and personal assistant, effective immediately. Rate of compensation will be \$9.53 per hour (**enclosure**).

**Mary Ann Dissinger**, extended substitute foreign language teacher at the Middle School effective approximately February 18, 2009, through then end of the 2008-2009 school year. Rate of compensation will be \$211.81 per day. Mrs. Dissinger will be substituting during the maternity leave of Mrs. Amy Crist (**enclosure**).

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**Amanda Blum, Cory Conrad, Erin Dolce, Jennifer Musto, Jenna Staub, Patricia Sutherland, Ryan Trone, Cody Tipton**, day-to-day substitute teachers, effective immediately. Rate of compensation will be \$95.00 per day.

**Kara Montour and Tina Poole**, substitute adult patrols, effective December 5, 2008. Rate of compensation will be \$22.58 per day (**enclosure**).

**Michael DeGroft, Kathy Poist and Karen Zeigler**, substitute custodians, effective December 1, 2008. Rate of compensation will be \$9.53 per hour (**enclosure**).

### Volunteer:

**Tyler Clabaugh**, volunteer boys basketball coach, effective immediately (**enclosure**).

### **DISCUSSION:**

Mrs. Lingg wanted to make sure that the sub for the health room and sub clerical worker were day to day. Mrs. Frock stated that they were only when needed. Mrs. Lingg also wondered why the volunteer boys basketball coach is just starting now. Mrs. Frock stated that all the paperwork was just now completed.

### **COMMITTEE ACTION:**

Mrs. Smith made a motion to recommend Board approval for the employment items as presented. Seconded by Mrs. Hersh and approved by the Committee.

- b) **INFORMATIONAL ITEM** – Update on Assistant Technology position from Mrs. Frock and Mr. Fry.

### **DISCUSSION:**

Mr. Fry and Mrs. Frock met with Dr. Dillon regarding a draft of the job description for Assistant Technology. The job description is being reviewed by the Department of Education for approval. The approval of the job description should be on the next Board agenda. Mr. Bortner wondered if computer programming was in the description. Mr. Fry stated that it is no longer considered a computer programmer but a software developer instead.

- c) **Other Business** – None

### **ADJOURNMENT:**

The meeting was adjourned at 6:35 p.m.

**THE NEXT PERSONNEL COMMITTEE MEETING IS SCHEDULED FOR FEBRUARY 9, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**