

**HARVEY PUBLIC SCHOOLS DISTRICT 152**  
**Personnel Committee Meeting Minutes**  
**Monday, February 3, 2020**  
**5:00 P.M.**

The meeting was called to order at 5:00 p.m.

Present at the meeting were: Board Members: Casey Nesbit & Linda Hawkins

Administration – Mr. John Thomas

Staff: Sirlena Thomas & Nicole Wright

**Retirements, Appointments & Resignations:**

**Retirements:**

Kathy Odom – I. T. Technician

**Resignations:**

Gregory Parks – Custodian at Whittier effective January 24, 2020

**Appointments:**

Trevla Cain – Social Worker (Telephone poll was conducted)

**Leave Request(s):**

There were no Leave Requests at the time of the meeting.

**Job Description(s):**

Administrative Assistant for Business Affairs – there was discussion to change the title of this job to Payroll Specialist.

Finance Specialist – discussion was had regarding this new position in the Business Department. It was tabled so members can have more time to review.

**Action Items:**

- Formal vote to approve appointment of Trevla Cain.
- \$12.00 per hour for all non-certified substitutes.
- Change Riley/District Office part-time custodian to full-time.
- Rescind the offer of Safety Assistant to London Hall.

The meeting adjourned at 5:33 p.m.