

CRESTWOOD SCHOOL DISTRICT
February 24, 2020
PERSONNEL REPORT

TO: Dr. Youssef Mosallam, Superintendent of Schools

FROM: Mrs. Linda Lazar, Director of HR/Student Services

RE: **A. ACTION ITEMS:**
1. Business Office Specialist/Accountant Recommendation – Ms. Rachel Henning
2. Spring 2019-2020 Coaches' Approval – Schedule B

B. INFORMATIONAL ITEMS:
1. None

A. ACTION ITEMS

Narrative

The interview process for the Business Office Specialist consisted of a 25 minute interview, the same set of questions for each candidate based on their candidacy, and a rubric to rank candidates one (1) through four (4) with four (4) being the highest. Additionally, all candidates were to only receive positive comments.

Based on the interviews from the committee made up of Ms. Lazar, Ms. Morgan, Mr. DeMarco, Ms. Woods and Ms. Musa.

1. Business Office Specialist/Accountant Recommendation – Ms. Rachel Henning

Rachel has 17 years of experience working in a school/central office setting. She demonstrated solid understanding of the RESA SMART finance system and has a thorough understanding of accounts payable processes. She has also been responsible for district wide conference registrations and tracking. Rachel portrayed high levels of organizational skills with great attention to detail. She scored a 3.4/4 on the rubric.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the hiring of Rachel Henning for the Business Office Specialist/Accountant. See Central Office Salary Schedule Classification II, Step 3.

2. Spring 2019-2020 Coaches' Approval – Schedule B

I am asking for Board approval for the coaching assignments for the 2019-2020 Spring Sports Season. See Attachment 5.A.2.

RECOMMENDED ACTION: That the Crestwood Board of Education approve the coaching assignments for the 2019-2020 Spring Sports Season. As per Attachment 5.A.2.

B. INFORMATIONAL ITEMS:

1. None