

HARVEY PUBLIC SCHOOLS DISTRICT 152
Personnel Committee Meeting Minutes
Monday, February 4, 2013
4:00 P.M.

The meeting was called to order at 4:00 p.m.

Present at the meeting were:

Board Members: Ms. Hawkins, Mrs. Rogers, Ms. Gloria Johnson

Administration: Dr. Kevin Nohelty, Mr. Eric Kellogg

Staff: Ms. Sirlena Thomas, Ms. Carol Meyer

Appointments/Terminations

Mr. Kellogg recommended to the committee the appointment of Portia Webster for the position of Computer Assistant at Bryant School.

District wide Personnel Audit

Dr. Nohelty presented the results from two qualified vendors who responded to the Request for Quote (RFQ). The quotes received were \$25,000 from V. Rose Jackson and \$24,328 from Kthru12 Services. The committee supports the hiring of a firm to conduct the audit and suggested the Finance Committee review the quotes at their next meeting (February 8, 2013). Dr. Nohelty will oversee the audit and Ms. Carol Meyer will manage the daily activities. Ms. Meyer will devote the necessary hours to work collaboratively with Dr. Nohelty, the consultants and Ms. Sirlena Thomas to assure the project is completed successfully.

2012-13 Administrator Benefits Survey

Dr. Nohelty presented the results of the 2012-13 Administrator Benefits Survey. The committee will review the data and discuss it at the next meeting.

Leave Request

Mr. Kellogg recommended to the committee the medical leave request for Bridget Williams, Paraprofessional at Sandburg School for the remainder of the 2012-13 school year. This is her third request this school year.

Grievance

A grievance was filed by SEIU Local Union No. 73 on behalf of a food service employee. The administration will address the grievance according to the labor contract.

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Review of Certified Staff List

The committee reviewed the certified staff list which included certification data, Highly Qualified status and areas of concentration.

Climate Survey

Mr. Kellogg shared examples of climate surveys from other school districts which included a student version and a teacher version. Ms. Carol Meyer presented the climate survey that was developed last school year and that was to be distributed to the entire staff. She presented the benefits of placing the survey on-line (SurveyMonkey) and allow the staff to take the survey electronically. The cost to place the survey on-line is \$204 for the year. The committees recommended a few revisions to the survey and requested the final version be presented to the Board prior to distribution.

Next Personnel Committee Meeting is March 5, 2013 at 4:00 p.m.

The meeting adjourned at 4:40 P.M.