

HARVEY PUBLIC SCHOOLS DISTRICT 152
Personnel Committee Meeting Minutes
Monday, December 2, 2013
4:00 P.M.

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

Present at the meeting were: Board Members: President Janet Rogers, Gloria Johnson, Linda Hawkins

Administration: Dr. Kevin Nohelty Staff: Ms. Sirlena Thomas

Appointments, Terminations, Resignations: Ms. Thomas presented one resignation and informed the committee of two potential appointments.

Leave Request: Dr. Nohelty presented two leave requests.

Retirement(s): None

Grievance(s): Dr. Nohelty updated the committee on the grievance filed by the HEA.

Personnel Report – Draft: The committee reviewed the draft report and requested additional information to be presented at the next committee meeting.

Personnel File Audit Update: Dr. Nohelty updated the committee on the progress of the project. A tremendous amount of work still exists. It was discussed and recommended by the committee to provide clerical assistance (Celeste Day/Nan Bell) to complete the project within the next few months.

Reassignment of Job Responsibilities: Dr. Nohelty will revise job descriptions to shift clerical responsibilities within the Central Office to improve efficiencies and service.

Class Sizes: The discussion was tabled for next month.

Winter Break Schedule: Dr. Nohelty presented a draft of the work schedule for the District staff

Pay Adjustments: Dr. Nohelty shared pay adjustments that were made for two (2) Food Service staff members because they were not placed on the proper step within the salary schedule.

College Students – Winter Break Employment: Ms. Thomas shared the requests for seven (7) college students to work during the winter recess.

Next Personnel Committee Meeting is January 13, 2014 at 4:00 p.m.
The meeting adjourned at 5:14 p.m.

Action Items for Recommendation:

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| <ol style="list-style-type: none">1. Approve using Celeste Day for up to 20 days to assist with the personnel file project.2. Approve seven (7) college students that requested to work during the winter recess. |
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