

HARVEY PUBLIC SCHOOLS DISTRICT 152
Personnel Committee Meeting Minutes
Thursday, August 6, 2015
3:00 P.M.

The meeting was called to order at 3:00 p.m.

Present at the meeting were: Board Members: Betty Johnson, Janet Rogers

Administration: Dr. Denean Adams, Johnnetta Miller

Staff: Ms. Sirlena Thomas

One community member was also in attendance.

Appointments, Terminations, Resignations: The administration presented three appointments and three resignations. More are likely to be presented due to interviews scheduled over the next few days. Administration will communicate with Board of Education Members if/when others are added to this information.

Resignations – Michael McGrone, Caretta Carrington, & Heather Hobson. *Following the meeting, two additional resignations were received Aubrey Thornton & Joel Carbajal.*
Appointments – Gadeer Abdrabo Kamil, Amber Bates & Angelica Hernandez, *Following the meeting one additional appointment was received Monet Wilson.*

Leave Request(s): The administration presented 2 leave requests.

Beverly VanderVelde & Ruth Ann VanDommelen. *Following this meeting, a third leave request was added for Sylvia Smith-Lottie.*

Retirement(s): The administration presented one retirement.

Maria Sanchez
Following the meeting, two additional retirement were added for Vera Liddell and Ruthie McShane.

Job Descriptions: The administration presented job descriptions for all secretarial positions at the District Office. It was determined all personnel in those positions are qualified. Also discussed were the job descriptions for 2 new positions – Coordinator of Assessments and Technology & Instructional Technology Facilitator.

Consultants: The administration presented 2 consultants for the 2015-2016 school year. Administration is recommending the use of Carol Mayer and Doris Wright as consultants on an as needed basis for 2015-2016 school year.

ID Machine: The administration presented 3 bids for an ID Machine.

New Teacher Orientation: Mrs. Miller informed the Committee that New Teacher Orientation will be held on August 11th & 12th.

Institute Day: Mrs. Miller informed the Committee that Institute Day will be held on August 13th – Agenda will be forthcoming.

2015-2016 Personnel Meeting Dates and Times: Meeting dates changed to conduct meetings the 1st Thursday of the month @ 3:00 pm.

List of Part Time Employees: The administration presented a listing of current part-time employees.

Next Personnel Committee Meeting is September 3, 2015 at 3:00 p.m.
The meeting adjourned at 3:39 p.m.

Action Items:

Approve the job descriptions for Coordinator of Assessments and Technology & Instructional Technology Facilitator and to hire for these positions.

Administration recommends the approval of the use of Carol Meyer and Doris Wright as consultants on an as needed basis for 2015-2016 school year

Move the Principal from Sandburg (Mr. Hunt) to Lowell; assign Mr. Adegbelemi to be the Interim Principal at Sandburg and post for an Interim Assistant Principal for Bryant.

Purchase the ID Machine system from IdentiSys.