

SCHOOL DISTRICT OF JOHNSON CREEK  
**Personnel Meeting Minutes**  
**Tuesday, January 15, 2008**  
**1:00 p.m.**  
**District Office**

Chairman Herb Harwood called the meeting to order.

Members present: Herb Harwood, Don Battenberg and District Administrator, Michael Garvey.

Also present: Board Member, Patricia Hying.

Members excused: June McCaffery

Dr. Garvey verified that the meeting was properly posted pursuant to §19.84(1) Wisconsin Statutes.

Moved by Don Battenberg/Herb Harwood to adopt the agenda as posted. Motion passed.

Dr. Garvey shared with the Committee that Director of Buildings and Grounds, Dan Fischer, is evaluating staffing needs in the Custodial Department. He will forward a plan to the Committee, which may include new assignments and possibly additional time for the 2008-09 school year. Dr. Garvey also informed the Committee that Bob Fischer has been added as a substitute custodian.

Dr. Garvey laid out a timeline for hiring a Summer School Director. The administrative team will review the two applications, interview the candidates, and forward to the Board their recommendations for the 2008 Director by the February meeting. Mr. Harwood posed several program related questions and requested a revised financial proposal if the program is expanded and will result in greater expense.

Dr. Garvey requested to pay Dan Fischer for the extra hours that he worked during the roof collapse. Motions by Don Battenberg/Herb Harwood to recommend to the full Board for approval. Motion passed.

Dr. Garvey informed the Committee that the Negotiations Committee had reached a tentative agreement with the JCESA, which sets summer custodial hours as they were last summer. (Regular hours through summer school, then custodians will work days).

Dr. Garvey identified that he will be setting summer secretarial hours with the high school office being open four days a week (M-Th) and elementary school and student services adding days as needed prior to the school year starting. The Committee concurred.

Dr. Garvey updated the Committee on two open positions. Mrs. Blakeley has forwarded a recommendation to fill the paraprofessional opening. Joan Hamann will retire as a cook in March. Vicki Sukow will handle that opening.

Dr. Garvey laid out possible items affecting staffing for 2008-09.

1. Possible addition of Jr. High Reading.
2. Restructuring of Science in Jr. High/HS
3. High SPED #'s in current 4<sup>th</sup> grade

Moved by Don Battenberg/Herb Harwood to adjourn. Motion passed.

Respectfully submitted,

Dr. Michael P. Garvey  
District Administrator