

Johnson Creek Board of Education  
Personnel Committee Meeting Minutes  
September 6, 2011  
District Office  
5:00 p.m.

Chair Rick Kaltenberg called the meeting to order.

Members present: Rick Kaltenberg, Kellie Loeb, June McCaffery and District Administrator Michael Garvey.

Dr. Garvey verified that the meeting was properly posted.

Motion by Loeb/McCaffery to adopt the agenda as posted. Motion passed.

The Committee discussed the resignation of teacher Jennifer Helstad and Mrs. Helstad's request to have the Board waive the liquidated damages required per the Master Agreement. Motion by Kaltenberg/Loeb to recommend the Board reduce the liquidated damages to \$1000 provided Mrs. Helstad will be available to assist the new teacher.

Dr. Garvey presented the elementary student numbers for the Committee to review.

Dr. Garvey reported that Kay Schleff has agreed to serve as the School District's nurse and it will be under a purchased service agreement – not an employment contract.

Dr. Garvey presented several personnel recommendations.

Hiring recommendations of Bus Drivers: Harry Schnulle, Kathy Jacobson, Ken Seibert and sub David Sokolenko.

Mrs. Sukow has a recommendation for the cook position vacated by Mrs. Stewart. It is pending a background check.

Mr. Fischer and Dr. Garvey are recommending John Demetropoulis as the new evening custodian filling the vacancy caused when Mr. Ryan resigned.

Mr. Ranzen and the hiring team, which included Mrs. Loeb, is recommending Sam Hernandez to fill the position opened when Mrs. Helstad resigned.

Due to increase in student numbers caused by open enrollment and the 66.0301 agreement with Lake Mills, the contract with Speech Pathologist Jeanette Heitman needs to be increased to 70%.

Susan Collar will have a teaching overload in Spanish again this year.

Mr. Sabol requested a greater salary than what had been approved by the Board. Dr. Garvey recommended that this be dealt with through the yearbook advisor contract. The Committee did not agree.

Motion by McCaffery/Loeb that the salary remains at \$35,000 and that no yearbook advisor contract be offered since the yearbook is a year long class. Motion passed.

Dr. Garvey presented the Extracurricular contract recommendations. Motion by Loeb/McCaffery to recommend approval of:

- Kim Frey - Freshman Volleyball
- Mike Flood - Varsity Baseball
- Trent Probst - JV Baseball, Jr. High Girls Basketball, Jr. High Boys Basketball
- Lauren Zellmer - HS Forensics
- David Baker - Skills USA Advisor
- Melanie Heckel - Science Olympiad and Jr. High Track
- Marcus Novak - JV Softball
- Brett Perucco - Jr. High Track

Also, to not renew the Varsity Softball coaching contract with Dennis Messman. Motion passed.

Dr. Garvey also informed the Personnel Committee that Mrs. Heckel should have been paid for Science Olympiad Advisor the past two years.

Dr. Garvey presented a recommendation to the Committee that Dan Fischer's compensation be set. This had been postponed at the last meeting due to an unfinished performance evaluation.

The Committee discussed appropriate compensation. Motion by Loeb/McCaffery to recommend to the Board that Mr. Fischer's pay be set at \$42,000 for the 2011-12 school year. Motion passed.

The Committee requested that a closed session be placed on the September 19<sup>th</sup>, 2011 Board meeting to discuss the performance review of Dr. Garvey.

The creation of the Employee Handbook is well underway. Dr. Garvey has suggested to Policy Committee Chair O'Neil that Mr. Kaltenberg and Dr. Garvey develop a pay for performance template from which to develop a compensation road map and that Mrs. O'Neil and Dr. Garvey prepare a comparison of possible language and current language for the Committee to review. Both of these will be done to improve the efficiency of the Policy meetings.

Motion by McCaffery/Loeb to adjourn. Motion passed.

Respectfully Submitted,

Michael P. Garvey, Ph.D.  
Superintendent