

**MIDDLETOWN AREA SCHOOL DISTRICT**  
**Personnel Committee Meeting**  
**December 8, 2015 – 6:00 p.m.**  
**MINUTES**

**Members in attendance were:** Newton Davis

**Members not in attendance were:** David John

**Non-Voting Members in attendance were:** Mike Corradi, Mel Fager, Chris Lupp, Linda Mehaffie and Jennifer Scott.

**Staff/Public in attendance were:** David Franklin, Lori Suski, Jody Zorbaugh and Heidi Zula, District Administrators and Staff.

Opportunity for  
Public Comment

No members of the public were present to address the committee.

Leave of Absence  
Requests

**Information Item – FMLA Approvals:** Ms. Zula stated FMLA approval was granted to the following employees since the last meeting – Edward Craig, Jessica Fetter, Jennifer Crater, and Barbara Ebersole.

**Discussion Item / Possible Action Item – Child Rearing Leave Request:** Ms. Zula reviewed the request of Jennifer Crater for childrearing leave from May 20, 2016 through the end of the school year. Ms. Zula noted that the childrearing leave would be unpaid as the employee will have exhausted all paid leave prior to the initial date of this request. The Board members present expressed no objection to having the leave item placed on the Board agenda for approval.

Change of  
Employment Status

**Discussion Item / Possible Action Item – Change of Employment Status:** Ms. Zula reviewed the employment status change of Bonnie Shroyer from Head Custodian to Custodian 1A to fill the position vacated by the termination of Elijah Trump at a decrease in pay on the MAESPA scale. The Board members present expressed no objection to having the change in employment status placed on the Board agenda for approval.

Compensation  
Adjustments

**Discussion Item – Substitute Teacher Daily Rate:** Ms. Zula provided an update on the question raised at last month’s committee meeting about the ability of STS to track an increase in rate based upon the number of days that a substitute would work for the District. Ms. Zula noted that STS has indicated that they can track information in this manner and that they do this type of tracking for some other school districts. Ms. Zula reviewed information on the number of days that individuals worked for the District during the 2014-2015 school year. Ms. Zula noted that 53 substitutes that worked for the District during 2014-2015 are not working for the District in 2015-2016. Ms. Zula said that she does not have access to why all of the substitutes are not working for the District. Ms. Zula said that some of the substitutes may have obtained full-time employment at a school district. Ms. Zula said that there are 16 people that are substituting for the District in 2015-2016 that did not work for the District in 2014-2015. The information that Ms. Zula presented indicated that the largest grouping of substitutes worked less than 10 days for the District during 2014-2015 and the second largest grouping of substitutes worked between 11 and 25 days. The information

presented by Ms. Zula indicated that the change in rate that was proposed at the committee meeting in the prior month would result in a cost increase of just under \$20,000 for the substitutes that are still working for the District in 2015-2016 that worked for the District in 2014-2015. Mrs. Mehaffie suggested that there should be a third tier rate in order to incentivize substitutes to work with the District. Ms. Zula reviewed the substitute rates at local school districts. Mr. Fager suggested that the District might want to be competitive in order to gain the substitute coverage. Mr. Davis said that the three tiers might be a good idea and questioned what the third tier would be if the second tier was 10 days. Mr. Lupp questioned if the second tier should begin at 5 days so that commitment to the District would begin sooner. As the committee continued to discuss the second tier, Dr. Suski suggested that consideration be given to the long-term substitute rate so that the daily rate doesn't exceed that rate. Ms. Zula said that long-term substitutes receive \$125 per day for 20-44 days in the same assignment and \$175 per day for 45 or more days in the same assignment. Mr. Fager asked whether there are any incentives that could be issued for staff not taking sick days. Mr. Davis said that a lot of school districts did this in the past, but most school districts are no longer doing this. The committee recommended that the three tiers be \$100 for the first 10 days, \$110 for days 11 through 25 and \$120 beginning with the 26<sup>th</sup> day. The Board members present expressed no objection to place on the agenda for approval an amendment to the agreement with STS effective January 4, 2016 using the three tiers above that would credit substitutes with days worked to date. Mr. Fager suggested that personal letters be sent to the substitutes that have already met one of the tiers thanking them for their service and announcing the change in rates.

Volunteers

**Possible Action Item – Volunteers:** Ms. Zula reviewed the listing of volunteers that have completed an application and submitted clearances. The Board members present expressed no objection to having the volunteers placed on the Board agenda for approval.

Executive Session

The committee recessed into Executive Session at 6:40 p.m. to discuss personnel matters. The committee returned from Executive Session at 7:44 p.m.

Adjournment

The meeting adjourned at 7:44 p.m.