

**MIDDLETOWN AREA SCHOOL DISTRICT**  
**Personnel Committee Meeting**  
**January 10, 2017 – 7:52 p.m.**  
**MINUTES**

**Members in attendance:** David John, Christopher Lupp, John Ponnett and Jennifer Scott

**Members not in attendance:** None

**Non-Voting Members in attendance:** Melvin Fager, Linda Mehaffie and Darnell Montgomery

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

**Opportunity for Public Comment** No one addressed the committee at this time.

**Communications** **Information Item – STS Building Substitute Pilot Program:** Ms. Zula updated the committee on unfilled vacancies with the building substitute pilot program with Substitute Teacher Service (STS) in place. Ms. Zula said that the pilot program appears to be reducing the unfilled vacancies. Ms. Zula said that in the month of December there was a 90.34% fill rate, whereas the fill rate would have likely only been 76.05% without the building substitutes. Ms. Zula said that the first week of January had a fill rate of 90.74% with the building substitutes and it would have likely been only 79.63% without the building substitutes. Ms. Zula noted that on the days when the building substitutes were not needed as all vacancies were already filled, the building substitutes were able to be used to fill aide vacancies. Ms. Zula said that she will provide another update as the pilot program continues.

**Retirements** **Action Item – Retirements:** Ms. Zula said that letters of retirement were received from Julie Costik, Brenda Hollingsworth and Cynthia Keane for the end of the 2016-2017 school year. The committee recommended that the retirements be moved to the Board agenda for approval.

**Resignations** **Action Item – Resignations:** Ms. Zula said that letters of resignation were received from Janelle Fenstermaker effective when a replacement is hired, but no later than February 17; Barry Moyer effective January 2; and Heather Seibert effective December 23. The committee recommended that the resignations be moved to the Board agenda for approval.

**Change of Employment Status** **Discussion Item / Possible Action Item – Change of Employment Status:** Ms. Zula reviewed a change of employment status for Jane Carberry from an Instructional Aide to Library Clerk to fill the vacancy created by the resignation of Tracey Hampton effective January 17 at an hourly rate of \$14.05. The committee recommended that the change of employment status be moved to the Board agenda for approval.

**Volunteers** **Potential Action Item – Volunteers:** Ms. Zula said that the following individuals have met the criteria to serve as volunteers for the District – Patricia Carper, Patrick Hughes, Erin Judy and Erin Mariano. The committee recommended that the volunteers be moved to the Board agenda for approval.

**Adjournment** The meeting adjourned at 8:12 p.m.

