



PESONNEL Committee Meeting MINUTES

Location: Board Room, Administration office, 227 Nichols Street, Wellsboro, PA

Date: Monday, April 18, 2023

Time: 4:00 PM

- I. **Call to Order** - Mrs. West called the meeting to order at 4:03 PM
- II. **Attendance** - Mrs. Alanna Huck (via zoom), Mrs. Linda West; Dr. Lee Stocks, Mr. John Hoover; Mr. Daniel Nowak; Mr. Chris Gastrock (arriving late); Mr. Albert Bieber; Mrs. Maegan McConnell; Administrators: Robert Kreger; Karen Farrer; Jeremy Byrd; Todd Outman; Chris Lantz, Solicitor; Guests: Gladys (Pip) Burrous; Heather Brown;
- III. **Old Business** - None
- IV. **New Business** – Everyone had a “Board Updates Personnel Committee” document. The Maintenance Staff was reviewed by the committee. There was discussion that Brett Mengee, maintenance worker, had taken on the Head Custodian position. He would like to be paid for this (\$4,500). There is a need for a part-time groundskeeper as one did not return this year. It was agreed by the committee that Scott Burrous, our present part-time groundskeeper, would be paid \$14.50 (Scott was approved at April 18, 2023 board meeting at a rate of \$12.50 per hour). Rate will be effective May 10, 2023. There was discussion of hiring four (4) students this summer to perform groundskeeper duties. The question was asked: Will there be a motion to appoint Brett Mengee as Head Custodian? Part-time groundskeeper position is being advertised on website, and in local media (Penny Saver and Wellsboro Gazette) Could we advertise on Career Link? There was discussion of keeping a groundskeeper on after November 2023 to help with snow removal, etc.
- V. **Business Office Staffing** – It was noted that Jordan DeHaas, our Business Manager, is presently on maternity leave. Sharon Vargeson, our payroll/benefits

administrative assistant, has handed in her letter of resignation due to retirement effective June 23, 2023. There was discussion that her position be advertised as "Accountant". Hopefully this would bring in more applicants for this position. Some added duties would include help with Budget, AFR, retiree benefits, etc.

Purchasing / Park & Recreation Administrative Assistant – this would be advertised both in-house and externally.

Transportation / Taxes – Pip Burrous is presently doing this job.

The question was asked whether we do a follow up call to people not hired?

Alanna answered in some cases, she does but waits until after the board meeting in which the person selected was approved. Mrs. McConnell asked whether the committee could ask the people present at this meeting about the job openings. Alanna answered that she has not had a chance to discuss this with them yet.

VI. IT Staffing – There was discussion of needing a Director of Technology. Mike Wolff is our Network Administrator. We only have three (3) people doing all the IT work and that is tough. Mr. Gastrock was ok with hiring a Director – when do we start the process. There was discussion of proposed salary (\$110,000 - \$115,000) Alanna stated that we have budgeted for that. There was discussion about the internet services with PennTeleData. 5 year deal? Alanna thought we were in the 3rd year. Chris Lantz joined in with this discussion stating that the IU could help (trade offs?)

VII. Secretarial Staffing – Tonya Doane (\$15.44) should be making what the Charlotte Lappla Secretary makes (\$15.75). They discussed the contract and agreed that the Board tries to be vary fair in this. Linda West agreed that we should wait until contract ends.

VIII. Nutrition Group – It was pointed out that the Head Cook at the High School is on leave. Kitchen staff (some) on leave, kitchen staff member has resigned; and ES Head Cook resigned. What is the hourly rate of Nutrition?

IX. Adjournment – 5:00 PM

President Chris Gastrock wants to have executive session after the Budget & Finance Committee Meeting.