

TRINITY AREA SCHOOL DISTRICT  
Minutes of the  
PERSONNEL COMMITTEE MEETING  
April 22, 2010 – 1:00 p.m.  
BOARD ROOM, TRINITY HALL

The meeting was called to order at 1:05 p.m. by Chairman Jack Keisling.

Committee members present: Jack Keisling, Chairman; Sandra Clutter and Scott Day

Board members present: Dennis McWreath and Thomas Bodnovich

Others: Paul T. Kasunich, Superintendent

Public Comment – none

Legal Services

Dr. Kasunich reported on his meeting with Dennis Makel regarding defining duties of legal counsel. He indicated that a meeting has been scheduled with Tom Breth.

Act 93 Agreement

- a. Dr. Kasunich will review the Act 93 Administrators agreement with Tom Breth. The changes recommended by legal counsel were given to the Superintendent. The committee agreed to removing supervisors from Act 93 and provide separate contracts with no reference to benefits from other contracts. There was no disagreement with the superintendent's recommendations regarding directors and supervisors.
- b. Compensation to be discussed further with Dr. Kasunich and the chairman before recommendations to the Trinity Area School Board.
- c. Content of the next meeting with Act 93 to be recommended by the Superintendent with review by Tom Breth.
- d. Sandra Clutter will serve as the Personnel Committee liaison.

### Business Office

- a. The Copy Center Specialist job description was provided by Dr. Kasunich as well as qualifications for the Payroll/Bookkeeper position. The district is waiting for results of testing of two applicants for the payroll position.
- b. More information is needed on ADP Services cost as well as legal counsel from Tom Breth. ADP met with Mr. Bodnovich and Mr. Day; the cost estimate is between \$24,000-\$26,000 with eight hours need monthly in-house.

### Staffing

- a. After review with Tom Breth, three year contracts may not be broken by the school board by eliminating or combining positions.
- b. A need for redistricting for Canton Township elementary students moving from Trinity West to Trinity North was presented. Use of Dave Rankin for the mechanics involved was supported by the committee members. Board member Dennis McWreath opposed. After the meeting, Mr. Keisling, Mr. Day and Mrs. Clutter suggested Mr. Rankin be contacted by the Superintendent for the cost of his fee as a consultant to determine classes and teachers needed with Canton Township students moving from Trinity West to Trinity North.
- c. The number of gym classes at the high school, 90 a semester, was questioned as opposed to 36 classes at the elementary level. The reason given was stated by the Chairman, "it has always been done this way. "

### Non-agenda items -

- a. It was requested that the duties of the non-football coaches on the sidelines of Varsity games be defined. The committee also questioned what administrator is responsible - high school principal, Superintendent or Assistant Athletic Director. (Duties of Assistant Athletic Director need clarified.)

The Chairman left the meeting at 2:30 p.m. – informal discussions continued.

Respectfully submitted by Mr. Jack Keisling, Chairman, Personnel Committee