

**Boyertown Area School District**  
**Boyertown, PA**

Personnel Committee Meeting Minutes  
June 19, 2012

1. The June 19, 2012 Personnel Committee Meeting was convened by committee chair, Mr. Steve Elsier at 5:35 P.M. in the Board Room at the Education Center.

The following Board members and administrators were present:

Board Members: Mr. Steve Elsier and Ms. Gwen Semmens.

Administrators: Mr. Stephen Katch and Mr. David Szablowski.

2. The Pledge of Allegiance and a moment of silence were observed.

3. There were no public comments during Public Comment Period # 1.

4. The committee accepted the February 28, 2012 minutes by a 2-0 vote. Voting in favor of the minutes were: Mr. Steve Elsier and Ms. Gwen Semmens.

5. There was no old business.

6. Mr. Katch presented background information regarding the closing of the Boyertown Earned Income Tax Office effective June 30, 2012. The formal closing of the earned income tax office will be presented to the Board for approval at the June 19, 2012 Board of School Directors meeting.

7. Mr. Katch and Mr. Szablowski discussed with the group a cost-savings opportunity in regards to cafeteria staffing. With the resignation of a cafeteria manager, Mr. Katch and Mr. Szablowski proposed creating two lead cafeteria positions to lead their respective buildings under the oversight of one cafeteria manager who would manager two schools. The proposal would require no new personnel and, if successful, would create approximately \$ 20,000 in general operating savings. Mr. Elsier and Ms. Semmens were in favor of attempting the new model. The new lead cafeteria worker job descriptions will be available in the Board packets and a newsletter item will describe the change before the positions are placed on the Board agenda. The goal is to place these status changes on the Board agenda on July 17 for approval.

8. Mr. Katch updated the committee on the professional staffing vacancies for 2012-2013. Of the 24.5 positions that Administration was originally authorized to advertise during the budget process, all are expected to be filled as of the July 23 Board meeting.

9. There were no Board comments.

10. There were no public comments during Public Comment Period # 2.

11. Mr. Elsier adjourned the meeting.

The next Personnel Committee meeting is scheduled for August 21, 2012 at the Education Center.