

PERSONNEL REPORT
Monday, December 6, 2021

It is recommended that the Board of School Trustees approve the Personnel Report as presented. Salary to be determined upon verification of degree, training, and experience.

I. ADMINISTRATIVE RECOMMENDATIONS

Recommendation that the Board of School Trustees approve the Two-Year (7.1.21-6.30.23) Contract Renewals for the following WLCSC Administrators: Mr. Ronald Shriner, Mrs. Margaret Psarros, Dr. Amber Targgart, Mr. Daniel Walbaum, Mr. Eric Ulrich, Mrs. Shelby Johnson, Mrs. Stephanie Qualio, Mrs. Sara Delaney and Mr. Joel Strode.

II. CERTIFIED STAFF

A. Employment

- 1. Jones, Alexandra: School Counselor – Elementary School; effective November 29, 2021**
(Replacement for Alicia Dewitt)

B. Resignations/Retirements

- 1. Yoder, Verna: Art Teacher – Jr. Sr. High School; effective May 24, 2022 (retirement)**

C. Leave of Absences

- 1. Kriebel, Ann: 3rd Grade Teacher – Elementary School; leave of absence effective January 13-21, 2021**
- 2. Roe, Patrick: 4th Grade Teacher – Intermediate School; leave of absence effective December 2021**
- 3. Russell, Mary: 7th-8th Grade Counselor – Jr. Sr. High School; revised leave of absence effective November 8, 2021 to February 28, 2022**

III. CLASSIFIED STAFF

A. Employment

- 1. Aaron, Maureen: Custodial – Intermediate School; effective November 8, 2021**
(Replacement for Cerene Allen)
- 2. Dussault, Dracut: Technology Specialist – Intermediate School; effective 15, 2021**
(Replacement for Mark Boyd)
- 3. Gurk, Karla: Paraprofessional – Jr. Sr. High School; effective November 29, 2021**
(Replacement for Donna Belile-Barker)
- 4. LaManna, Michelle: Lunchroom/Recess Supervisor – Intermediate School; effective November 8, 2021**
(Replacement for Madeline Sims)
- 5. Magallanes, Alexis: Substitute Bus Driver – Transportation; effective December 14, 2021**
(Replacement for Jeff Dyar)
- 6. Yeoman, Ashley: Special Ed Paraprofessional – Elementary School; effective November 29, 2021**
(Replacement for Amanda Manning)

B. Employment Changes

1. **Manning, Amanda: Substitute Teacher – Elementary School; effective November 1, 2021**
2. **Minneker, Cheryl: Food Service Assistant (6 hours) – Jr. Sr. High School; effective October 25, 2021**

C. Resignations

1. **Baker-Carson, Nicole: Behavior Facilitator – Elementary/Intermediate Schools; effective
December 1, 2021**
2. **Belile-Barker, Donna: Paraprofessional – Jr. Sr. High School; effective November 9, 2021**
3. **King, Ada: Library Assistant – Intermediate School; effective December 22, 2021**
4. **Schwipps, Craig: Special Ed Paraprofessional – Elementary School; effective September 24, 2021**
5. **Wood, Kimberly: ELL Paraprofessional – Elementary School; effective November 19, 2021**
6. **Yardley, Payton: Lunchroom/Recess Supervisor – Intermediate School; effective December 10, 2021**

D. Leave of Absences

1. **Montemayer, LeAnn: ECA Treasurer – Central Office; effective January 31, 2022 to April 8, 2022**
2. **Reddy, Viji: Special Ed Paraprofessional – Jr. Sr. High School; effective November 29, 2021
to December 7, 2021**

E. New Position Requests

1. **Assistant Food Service Director – Corporation; effective January 3, 2022**
2. **Assistant High School Kitchen Manager – Jr. Sr. High School; effective January 3, 2022**
3. **Food Service Assistant – Intermediate School; effective January 3, 2022**

F. Special Request

1. **Food Service Cooks – Corporation; effective January 1, 2022
(Eligibility to participate in school sponsored Health, Dental, Vision, Life and LTD Insurance)**

IV. ATHLETIC DEPARTMENT

A. Employment: (see enclosed)

B. Additional ECA (non-athletic):

1. **Hannah Von Werder: Dance Team Assistant Coach; effective November 2, 2021**
2. **Dance Team Assistant Coach; effective November 2, 2021**

Motion by: Dr. Springer

Seconded by: Mrs. Austin

Vote: 7 of 7

Food Service Personnel Needs

Meal Participation Comparison								
	WLES		WLIS		Jr/Sr High School		Corporation	
	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
Oct 2019	62	380	63	326	46	358	171	1064
Oct 2020	116	334	85	259	131	500	332	1095
Oct 2021	87	460	98	381	199	717	384	1560
% Increase	40%	21%	56%	17%	333%	102%	125%	47%

West Lafayette Community School's Food Service Department has seen a significant increase in breakfast and lunch participation from Oct 2019 to Oct 2021. The increase is likely due to a number of reasons such as new kitchens in each building, free meals for all students, and the closing of the Jr/Sr High School campus.

In tandem with the increased participation is an influx in Food Service Revenue. As of our most recent Annual Financial Report, The Food Service Department account balance exceeded it's 3-month operating expenses by \$120,667.68. With the increase of meals served and revenue, The Food Service Department is requesting three additional positions to help support our ever-growing program.

Since I started as Food Service Director in 2018. I have had lots of ideas that I believe would greatly benefit our program such as a better process for special diets, an interactive menu with nutritional information, better standardization among kitchens, a formal new employee onboarding process, an active wellness committee, and other special projects. Unfortunately, due to competing priorities, I have been unable to focus on these goals. Therefore, the first position needed is an Assistant Food Service Director.

Assistant Food Service Director

The Assistant Food Service Director would spend part of their day assisting with the day to day Food Service Director Responsibilities such as managing corporation stock outs, helping create standard operating procedures, employee training, maintaining and activating Food Service Substitutes, small equipment ordering and procurement, and overseeing all aspects of catering.

The other part of the Assistant Food Service Director's job would be to manage the Jr/Sr High School Kitchen. This position would be responsible for completing the production records, forecasting the menus, ordering, and overseeing/training the Assistant Manager. The second position needed is an Assistant Jr/Sr High School Kitchen Manager. This position is necessary to share some of the high school kitchen manager duties to allow the Assistant Food Service Director time to work on the aforementioned Assistant Food Service Director tasks.

Assistant Jr/Sr High School Kitchen Manager

The Assistant Jr/Sr High School Kitchen Manager would be responsible for managing deliveries, inventory, supervising the Cooks and the Food Service Assistants, as well as monitoring the day to day safety of food.

4-hour Food Service Assistant - West Lafayette Intermediate School

The third needed position is a 4-hour Food Service Assistant. When the West Lafayette Intermediate School Kitchen opened, the Lead Lunchroom Supervisor helped cashier breakfast and lunch. As it's become more difficult to hire lunchroom supervisors, the Lead Lunchroom Supervisor can no longer be tied down to a register and needs to step away from the food service operation. Therefore a 4-hour Food Service Assistant is needed to fill the cashier opening.

Financial Cost

Since the Assistant Food Service Director and the Assistant Jr/Sr High School Kitchen Manager would share the responsibilities of the Jr/Sr High School Kitchen Manager, that position would be eliminated. The total cost of these changes would be around \$64,500 annually. With the increase in participation and revenue, the Food Service Department is capable of covering this additional expense.

Please reach out if you have any questions or if you'd like a more in depth break down of job responsibilities. Your continued support of the West Lafayette Food Service Department is greatly appreciated.

West Lafayette Red Devils

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Office 765-746-0435 Fax 765-746-0426 westlafayetteathletics.com

Joel T. Strode
Assistant Principal/Athletics Director

Jane Schott
Assistant Athletics Director

Kathy Slauter
Athletics Secretary

To: Michael Pettibone, Interim Superintendent
From: Joel Strode, Athletics Director
Date: December 1, 2021
Re: Coaching Positions

Bryan Dispennett	HS Baseball	Assistant (66%)	IV	9+	Mar 3, 22 - Jun 7, 22
Joseph Richardson	HS Baseball	Assistant (66%)	IV	9+	Mar 3, 22 - Jun 7, 22
Steve Hartman	HS Baseball	Assistant (66%)	IV	9+	Mar 3, 22 - Jun 7, 22
Brandon Nelson	HS Baseball	Assistant (50%)	IV	5	Mar 3, 22 - Jun 7, 22
Brent Talcott	HS Baseball	Assistant (50%)	IV	9+	Mar 3, 22 - Jun 7, 22
August Schott	8th Girls Basketball	Assistant	V	2	Dec 2, 21 - Mar 1, 22
Madeline Riordan	HS Softball	Assistant	IV	2	Feb 24, 22 - May 31, 22
Annie Dooley	HS Softball	Assistant (50%)	IV	T	Feb 24, 22 - May 31, 22
Kelly Tripp	HS Softball	Assistant (50%)	IV	T	Feb 24, 22 - May 31, 22
Josh Roseman	HS Wrestling	Assistant	IV	9+	Nov 8, 21 - Jan 21, 22
Robin Lear	HS Wrestling	Assistant	IV	6	Nov 8, 21 - Jan 21, 22
Dennis Barket	HS Wrestling	Assistant	Vol	n/a	Nov 8, 21 - Jan 21, 22
Ian Kaplan	HS Wrestling	Assistant	Vol	n/a	Nov 8, 21 - Jan 21, 22
Raven Hedden	HS Wrestling	Assistant	Vol	n/a	Nov 8, 21 - Jan 21, 22
Chukwuebuka Enekwechi	HS Girls Track	Assistant	IV	5	Jan 20, 22 - May 24, 22
Chris Williams	HS Boys Track	Assistant	IV	9+	Feb 3, 22 - May 24, 22
Melissa Joest	HS Girls Track	Assistant	IV	T	Jan 20, 22 - May 24, 22
Samuel Leeds	HS Boys Track	Assistant	Vol	n/a	Feb 3, 22 - May 24, 22
David Joest	HS Girls Track	Assistant	Vol	T	Jan 20, 22 - May 24, 22
Tyler Dunn	HS Girls Track	Assistant	Vol	n/a	Jan 20, 22 - May 24, 22

West Lafayette Schools Business Office

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MEMO

RE: ECA / EXTRA DUTY EMPLOYEE CHANGE

TO: BUSINESS OFFICE

FROM: Eric Ulrich, Supervisor

ECA/Extra Duty position: Dance Team Assistant Coach

PART A – Complete this section to replace one employee with another.

Employee vacating position: _____

Effective date: _____

Employee taking position: _____

Effective date: _____

PART B – Complete this section if the duties of this position will be split between two employees.

1. Are the duties of this position currently split? Yes No
2. Which employee(s) are currently employed in this position?

3. Which employees will be assuming the duties of this position?

A. Hannah von Werder - Category VI with 2 years of experience

B. Category VI with 4 years of experience

Effective date of change: November 2, 2021

4. Please describe briefly how the duties will be allocated between Employee A and Employee

Hannah will be paid at 60% and Ellen will receive the remaining 40% of the stipend.