

St. Matthew Parish  
Personnel Committee Meeting Minutes  
3/30/2010

Attendance: Father Patrick O'Loughlin, Jerry Hammernik, Michael Hoffman and Cathy Cramer.

- I. Meeting started at 6:45 p.m.
  
- II. Principles of Salary Schedule: The committee reviewed the salary schedule and principles to be distributed to the teachers with their contracts this week. Discussion on the schedule being applicable only for the 2010-11 school year and not to provide for any potential future step increases was held and to be emphasized with staff.
  
- III. Vacation Benefits for all School Year Employees: The committee held discussion on this matter, concluding that due to a number of position changes and inconsistent practices, vacation pay for some staff was paid. The committee agreed that payments made should not be retracted at this time, and a process to terminate the practice of paid time off for school year employees needs to be in place.
  
- IV. Organizational Structure and Development: Due to staff attrition, the committee recommended that the pastor review the current organization chart for relevancy. A process for reviewing recommendations and changes to this area will be developed after the job content questionnaires are complete and a review of relevant job descriptions.

Next meeting is scheduled for Tuesday, April 27 at 6:30 p.m.

The meeting adjourned at approximately 8:20 p.m.

Respectfully Submitted,  
Cathy Cramer