

CITY OF NORWICH
Civil Service Meeting
September 25, 2003

PRESENT:

Paul Laughlin, Chairman
Donna Wood-Craig, Commissioner

ALSO:

Deborah DeForest, Secretary
Christine Gray, Sr. Acct. Clerk

Chairman Laughlin motioned to approve the August 28, 2003 minutes as written.
Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve a job duty statement for Cleaner vacated
by Michael McGraw. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve a job duty statement for School Lunch
Cashier vacated by Shelvy Schraft. Seconded by Commissioner Wood-Craig. All ayes.
2-0.

Chairman Laughlin made a motion to approve a job duty statement for Teachers Aides
vacated by Samantha Howe, Pamela Mennis and Jeane Natoli. Seconded by
Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to accept the following appointments:

Date of
Appointment

Labor

Timothy Danaher	Cleaner	9/08/2003
Albert Russell	Cleaner	9/15/2003

Non-Competitive

Lisa Cabasa	(Alt.)School Crossing Guard	9/03/2003
Salvatore Mirabito	School Crossing Guard	9/03/2003
Jessica Richardson	(Alt.)School Crossing Guard	9/03/2003
Catherine Ring	LPN	9/09/2003
Jeremy McKenna	School Bus Driver	9/02/2003
Randy Strobel	School Bus Driver	9/02/2003
Brandi Benedict	Teacher Aide	9/02/2003
Tracy Evans	Teacher Aide	9/02/2003
Lynn Carr	Teacher Aide	9/02/2003
Victoria Mitchell	Teacher Aide	9/02/2003

Provisional:

Rebecca Corbin

School Lunch Cashier

10/01/2003

Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin noted the next meeting will be October 23, 2003.

Chairman Laughlin closed the meeting at 8:45 AM.