

Date: 10/17/2025

To: P-H-M Board of School Trustees & Superintendent Dr Heather Short

Re: Application for Penn Twp., Seat 1

To the P-H-M Board of School Trustees and Dr Short,

My name is Todd Douthit and I would like to apply for the School Board Seat vacated by Mr. Chaffee. In 2018, my family and I moved to Osceola from Georgia and I have thoroughly enjoyed living here and getting to know the surrounding communities and the people in them. Both of my children have attended Bittersweet Elementary since Kindergarten with my daughter currently in 5th Grade and my son in 2nd Grade. I can't speak highly enough of Ms Masterson and the entire Bittersweet staff who do an amazing job with the students. I know my daughter will miss it next year as she moves onto Schmucker.

As my resume will show, I have been a Human Resource Manager for over 20 years in a variety of industries, from Theme Parks to Manufacturing, and am currently the HR Manager at Colbert Packaging in Elkhart which recently received the Business of the Month award from the Elkhart Chamber of Commerce. And speaking of the Chamber of Commerce, I was very involved with our local Chamber of Commerce in Georgia and actually chaired several committees that focused on Education programs with our local schools. Plus, one of the programs I currently oversee at Colbert Packaging is called TICCIT (Trees into Cartons Cartons Into Trees) which is an Earth Day presentation in relation to recycling paper, and I have presented it to the 2nd Grade Students at Bittersweet for the past 3 years and hope to continue to do so, even after my kids have graduated.

As I am sure is true with most Board members, I did not become interested in getting involved with school activities until I had children who began attending school. Before moving here, I did a lot of research of the area, and of course the schools, which is why we chose to live in the Penn-Harrison-Madison District. I learned that the Board has done a great job with the schools and I feel my education and overall background can help continue to make PHM one of the best, if not the best, school systems in the state of Indiana.

Thank you for considering me for this amazing opportunity.

Todd Douthit



TODD DOUTHIT

EDUCATION

Valdosta State University
Bachelor of Business Administration-Management

Valdosta, GA
December 1999

EXPERIENCE

I. COLBERT PACKAGING

September 2021-Present

Human Resource Manager

Elkhart, IN

Handle all HR responsibilities for carton manufacturing plant with 120 employees and three shifts. These responsibilities include:

- Recruiting, interviewing and hiring employees
- Policy updates and enforcement
- Employee training and counseling
- Assisting with medical and retirement benefits
- Handle all unemployment cases
- Manage any workers compensation injuries
- Provide the Board with updates on HR programs and initiatives

II. DIRECTOR OF FAMILY OPERATIONS

November 2017-September 2021

With the birth of our second child in August 2017, an opportunity arose for me to stay at home with our kids, ages 3 months and 2 years at the time. This was the best, hardest, and most rewarding job ever.

III. COVERIS PACKAGING

January 2015-October 2017

Human Resource Manager

Tifton, GA

Perform all Human Resource functions for Tifton commercial paper bag Plant (was also over Albany, GA Plant from 2015-2016).

- Employee relations, investigations, counseling, etc
- Recruitment, interviewing, screening, hiring of new employees
- Benefits administration including Open Enrollment
- Employee surveys
- HR data tracking
- Implementing a new "Open Vending" break room
- Installed information monitor in break room
- Revised employee handbook
- Oversee Kronos timekeeping and ADP Payroll Process and upgrading
- Assist Safety Manager with overseeing and implementing Safety related policies and programs
- Safety investigations, audits, and risk assessment

Safety, Health and Environmental Manager

March 2017-October 2017

In March of 2017, I was also put over the Waste Water & Environmental Department which consisted of:

- Managing Waste Water treatment process and licensing (Storm Water, Air Emissions, etc).
- Communicate with vendors regarding necessary equipment and supplies necessary for treatment process
- Work to reduce water usage throughout the Plant
- Set up lab to perform testing of treated water

IV. ALPHA PROTECTIVE SERVICES**February 2006-December 2014****Human Resource Manager****Thomasville, GA**

- Handled all HR and Employee related issues for multiple contracts in multiple states (up to 350 employees in Georgia, Florida, and North Carolina)
- HR functions include employee relations, disciplinary issues, investigations, recruiting, etc.
- Managed multiple benefit plans for several different benefit groups/contracts including 401k
- Handle EEOC, Workers Compensation, FMLA, Unemployment cases, Union Negotiations, etc
- Dealt with Union in regards to CBA negotiations and employee disciplinary actions
- Conducted employee and Supervisor training
- Updated SOP as needed
- Created numerous forms for all departments
- Revised paperwork and process for applicants and new hires
- Implemented a Certified Drug Free Workplace
- Performed armed and unarmed security and protection

Contract Management**April 2009-December 2012**

- Manage Building Monitors for contract at McGuire AFB (New Jersey)
- Manage grounds maintenance contracts for several Army Reserve offices from in FL, GA and AL
- Make sure all contract requirements are followed/performed
- Communicate with Clients as needed
- Updated and improved duties and responsibilities of employees including schedules and logistics
- Created checklists and guidelines for each site/location

Licensing**January 2009-December 2012**

- Maintained both Business and Security licenses for Alpha Protective Services (up to 20 states)
- Researched and acquired new licenses for states we are pursuing business in
- Deleted licenses in states where we are no longer perusing or conducting business
- Reorganized all license files and information for easier access and management

V. WILD ADVENTURES THEME PARK**April 2000-January 2006****Human Resource Manager****Valdosta, GA**

- Helped in the implementation and management of Human Resources within the park (newly created position when I began)
- Handled all employee related issues including paperwork, record keeping, investigations, training, etc.
- Manage/Oversee workman's compensation, EEOC, DOL, FMLA, Harassment issues and labor law issues
- Handle all hiring for the park (300 to 600 employees) which includes organizing and running job fairs
- Established guidelines and procedures for the hiring process and updated existing material
- Created, and continuously updated, the Orientation program for new hires
- Implemented a Drug Free Workplace
- Implemented a Transcript program for potential employees
- Began an International Student work program
- Helped to implement an electronic payroll system
- Created multiple forms for use throughout the park
- Recruited, scheduled, and managed additional staffing for our Halloween events which consisted of roughly 100 additional group volunteers each night (mostly college and military organizations)
- Organized and cooked for numerous employee appreciation events (300-600 employees)
- Involved in numerous Chamber of Commerce programs and also chaired BEST and Make Education Work committees

Human Resource Manager- Cypress Gardens Adventure Park**July 2004- June 2005**

In July 2004, Adventure Parks Group acquired Cypress Gardens Theme Park in Winter Haven, FL. I became responsible for all of the HR functions there (recruiting, hiring, orientation, etc) while still maintaining the HR Department at Wild Adventures Theme Park. Cypress Gardens had 400 employees year round.

- Organized HR office and implemented company procedures that mirrored Wild Adventures
- Set up Workers Compensation procedures, doctors, pharmacy, etc.
- Set up vendors for numerous items such as radios, name tags, and uniforms (these vendors had to be located and accounts set up)

VI. COMMUNITY SERVICE & ORGANIZATION MEMBERSHIPS**Valdosta, GA**

- Member of local Society of Human Resource Managers (2003)
- Member of the Department of Labor's South Georgia Employer Committee (2002-2006)
- Participated in the State of the Workforce Report for Lowndes County and surrounding counties by serving as a guest member on the Workforce Investment Board
- Chairman of Make Education Work Committee for Chamber of Commerce (2001-2004)
- Board Member of B.E.S.T. Program for Chamber of Commerce (2001-2004), Vice Chairman (03), Chairman (03-04)
- Member of Communities in School Program for Chamber of Commerce (2001-2004)
- Numerous speaking engagements at local schools/colleges to promote education and work ethics