

Chippewa Valley Schools
19120 Cass Avenue
Clinton Township, MI 48038

Personnel Sub-Committee

JUNE 17, 2019

MINUTES

DATE: JUNE 17, 2019

MEETING STARTED AT: 5:33P.M.

PRESENT: LAURA CARDAMONE, JILL DEMUYNCK-ZECH, AND ANDY PATZERT

ABSENT: NONE

ALSO, PRESENT: RON ROBERTS, ADAM BLANCHARD, AND DONALD BROSKY

1. English Language Teachers

Administration reviewed the 31a audit from May 2018 and the plan that was submitted to the MDE by the District. The plan indicated that the district would hire four EL Teachers for the 2018-19 school year and an additional four EL Teachers for the 2019-20 school year. It was confirmed by the District that hiring four additional EL Teachers for the 2019-20 school year is necessary. The District must provide core instruction for ESL students supported by general fund. Additionally, the support provided must be teachers that have the necessary endorsements.

2. Special Services Supervisor

In 2010, in a cost savings measure, the District eliminated one of the supervisor positions in the special services department. The current administrative structure for the special services department is as follows: Director of Special Services, Supervisor of Special Services, and (2) Administrative Interns. It should be noted that the administrative intern positions were added in 2015. The special services department has utilized an administrative intern to provide administrative support to the District. Based on the needs of the District, it has been determined that an additional supervisor should be hired. The structure for the special services department will be - Director of Special Services, (2) Supervisor of Special Services, and (1) Administrative Intern.

3. Administrative Interns

Educational Services Department, in conjunction with OACVS, created a small group of elementary building administrators to review the needs of the elementary buildings. Education Services Administration has used the data points suggested by this committee to create a rubric that will better address the support needed for each

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elementary building. The District will be hiring another administrative intern to help support at the elementary level. The location is TBD and will be based off the rubric developed by the Educational Services Department.

4. Review Benefits/Payroll Coordinator

At the April 23, 2018 personnel sub-committee meeting, District Administration reviewed the needs of the Business Department. Due to some retirements and shifting of responsibilities it was determined that the Business Department would eliminate the position of Business Office Coordinator and replace it with the position of Payroll/Benefits Coordinator. This position will fill a void in the department and provide better customer service to our employees. The change in positions does not increase the identified budget for that department.

Meeting adjourned at: 6:13pm

Respectfully submitted,

Adam Blanchard
Assistant Superintendent
Human Resources