

**Chippewa Valley Schools
19120 Cass Avenue
Clinton Township, MI 48038**

Personnel Sub-Committee Meeting Minutes

Date: **May 18, 2015** Meeting started at: **5:32 p.m.**

Present: **Laura Cardamone, Beth Pyden, Denise Aquino (via phone)**

Excused: **None**

Also Present: **Ron Roberts, Maryanne Levine**

Brief description of agenda items and discussion

- Staffing Proposals 2015/16 school year

1. Human Resources

Restructuring of current staff due to retirement of Jan Golitko. Rationale presented for the promotion of Dawn Leone to Jan's position and posting of a coordinator position. Reviewed new job description for each position and related cost savings.

2. Community Ed / Little Turtle

Reviewed current staffing and retirement of a clerk. Restructuring of current position and duties to give Little Turtle more clerical support year round – all within the framework of the same number of staff.

3. Transportation

Due to retirement of Transportation Coordinator, presented a restructuring of duties again with same members of clerical support.

4. Business Office

Need to replace Kim Adlam who will take over Kathy Sullivan's position. Need to review staffing needs to implement Affordable Care Act – will attempt to comply with current staffing.

5. Pupil Services

Replacement of secretary who is moving to new position in the district

6. Teacher Staffing

Elementary and Middle School – lower enrollment means some reduction in staff. Appears retirements will prevent any layoffs.

High School – replacing 7-8 positions due to retirement and student growth

SE – down 2.0 positions due to lower elementary numbers. Hiring a .6 Psychologist and .5 position to help with special needs population and in curriculum development. Support for teachers.

Meeting adjourned at **6:25 p.m.**

Respectfully Submitted,
Russ Maranzano