

**MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT  
PERSONNEL COMMITTEE MEETING *MINUTES*  
November 3, 2021**

I. Old Business

A. Secretary Position Plans and Title Changes

- Human Resources Admin Asst- split responsibilities
  - [HR Administrative Secretary](#) (HR daily tasks to both Jennie Berkley and Jennifer Schaeffer, Frontline which includes Absence Management and Recruiting/Hiring, Public School Works, Student Teaching Placements, Supplemental Contracts, Certified and Classified Contracts, RIF Lists, Unified Talent Contact- Onboarding/Personnel File Checklist Starting \$42,840.00 ? / Range \$35,000-\$63,000 on Salary Schedule
  
  - Jen Schaeffer- [Central/Executive Office Manager and Administrative Assistant to Superintendent](#) (Current duties and Expulsion Hearing Officer, HR Roles: FMLA, Certified Evaluations, Salary Upgrades, Admin Tuition Reimbursement, Continuing Contracts, Personnel Agenda/ Committee, New Teacher Orientation and Employee Engagement, HR Budget Management, Office Oversight/Coverage and Organization) Current \$63,860 to \$69,100
  
- Current Salary Position is **\$63,860.00** (HR \$42840 and Increase Pay is \$5240 = + \$15,780)
  
- Melissa Craft, Position Discussion- Additional Duties as Assigned by Assistant Superintendent of Teaching and Learning, and Director of Secondary Director of C and I
  - Student Wellness and ESSER Funds Monitoring - Curriculum, Instruction and Technology
  - Digital Resources and Tools Oversight/Internal Management
  - Connectivity Needs Contact
  - Spectrum Liaison
  
- Current Salary Position is \$51,500, recommended increase to \$55,500  
[HR Salary Follow Up Information](#)

II. New Business

A. Information Items Only

- 1) Maternity/Paternity: Jennie and Brian will begin after school informational meetings for employees every other month beginning in November.
  - 2) Employee of the Month (Certified and Classified - Open Nominations)
  - 3) Additional District Professional Development Day on 11/29/21
- B. Restorative/ReSET Learning Rooms - aide posting (ARP IDEA Disproportionality funded)  
The ReSET Room is an **intervention strategy in schools** that is used as an alternative to suspension. It is a safe space where students can go to de-escalate, problem-solve and refocus on appropriate behaviors so they can avoid classroom or school removal and minimize lost instructional time- Full Time Aide Position Posted
- C. Approval of Administrative Contract Recommendations:
- 1) Paul Daniels, Director of Secondary Curriculum and Instruction, 3 year contract renewal beginning August 1, 2022.
  - 2) Jennie Berkley, Assistant Superintendent of Human Resources and Support Services, 3 year contract renewal beginning August 1, 2022.
  - 3) Rob Dunn, Assistant Superintendent of Teaching, Learning & Innovation, 3 year contract renewal, beginning August 1, 2022.
- D. Approval of Certified Contract recommendation for the remainder of the 2021-2022 school year:
- 1) Lange, Carrie - Preschool, Special Education Teacher, MA+30, experience 10, up to 20 hours per week to be paid by timesheet
- E. Approval of the following written classified resignations:
- 1) Combs, Becky - Food Service Worker, effective 11/5/21
  - 2) Hendrixson, Ashley - Extended Day Caregiver Contact, effective 11/4/21
  - 3) Kerth, Katelynn - Custodian, effective 10/18/21
  - 4) Megie, Stacy - Teacher Aide, effective 1/2/22
- F. Approval of the following written exempt personnel resignation for the purpose of retirement:
- 1) Hill, Diane - Human Resources Administrative Secretary, last work day 12/30/21, retirement effective 1/1/22
- G. Approval to rescind the following contracts due to abandonment for the following classified employees:
- 1) Clark, Neil - Custodian
  - 2) Thomasson, Carrie - Food Service Worker

- H. Approval to pay the following employee a monthly stipend for use of personal call phone in the Extended Day Contact position, effective 11/5/21:
- 1) Dillion, Hailee - Extended Day, Contact, \$35
- I. Approval to hire the following exempt personnel:
- 1) **Wooten, Vickie\* - Human Resources Administrative Secretary, 230 day contract, \$47,000 (paid per diem for the remainder of the 2021-22 school year), effective 11/22/2021**
- J. Approval to hire the following Classified Employees for the 2021-22 school year:
- 1) Slemons, Allison\* - Substitute Secretary
  - 2) Slemons, Allison\* - Substitute Media Aide
  - 3) Combs, Becky - Substitute Food Service Worker
  - 4) Alley, Betty\* - Substitute Food Service Worker
  - 5) Haun, Beverly\* - Substitute Food Service Worker
  - 6) Ross, Martha - Substitute Extended Day Caregiver
  - 7) Bell, Joshua\* - Substitute Custodian/Maintenance
  - 8) Beamon, Michelle\* - Substitute Food Service Worker
- K. Approval to pay the following Teacher Aide for CPI training, 2.5 hours to be paid at the 2021-22 rate of pay: (ESSER Paid)
- 1) Barlow, Lori

ALL NAMES MARKED WITH AN \* STILL NEED PAPERWORK AND/OR BACKGROUND CHECKS AND/OR LICENSE.

#### ROLL CALL

- L. Approval of resignation of Extracurricular Pupil Activity Contract:
- 1) Ellis, Ryan - High School, Winter Drum Line, level 8, pay step 1
- M. Approval of Supplemental Contracts for the following employees:
- 1) Holden, Steve - Year 1, Mentor at \$1250
  - 2) Berry, Lucas - High School, eSports Advisor, level 4, pay step 0, \$1715
  - 3) Lennartz, Lauren - Meadowview Elementary, LEGO League, level 3, pay step 0, \$1286
  - 4) **Lennartz, Lauren - Smith Elementary, LEGO League, level 3, pay step 0, \$1286 (added verbally by Jennie Berkley)**
- N. Approval of Extracurricular Pupil Activity Contract Recommendations for the 2021-22 school year:
- 1) Girvin, Sean\* - High School, Winter Drum Line, level 8, pay step 0, \$5146

- 2) Litke, Corbyn - High School, 70% Assistant Athletic Director, Level 9, pay step 2, \$4803

O. Approval of additional hours to the following site supervisors:

- 1) Litke, Corbyn - 90 additional hours
- 2) Zachary States - 70 additional hours
- 3) Willson, Earl - 75 additional hours

ALL NAMES MARKED WITH AN \* STILL NEED PAPERWORK AND/OR BACKGROUND CHECKS AND/OR LICENSE.

P. Approval of the following Volunteer for the 2021-22 school year:

- 1) Barnett, Michael - Junior High Boys Basketball
- 2) Packham, Rush\* - Junior High Boys Basketball
- 3) Sammons, Dylan - High School Winter Drum Line
- 4) Anstaett, Ian - High School Winter Drum Line
- 5) Walker, Paul - High School Winter Drum Line
- 6) Niehaus, John\* - High School Winter Drum Line
- 7) Leonardo, Tanner\* - High School Winter Drum Line
- 8) Fitch, Mikki\* - High School Winter Drum Line
- 9) Schorr, Mike\* - High School Winter Drum Line
- 10) Strong, Zach\* - High School Winter Drum Line
- 11) Lindley, Dustin\* - Meadowview Elementary, LEGO League

#### **ROLL CALL**

ALL NAMES MARKED WITH AN \* STILL NEED PAPERWORK AND/OR BACKGROUND CHECKS AND/OR LICENSE.

There may be additional resignations, retirements and hiring recommendations that are submitted after the personnel committee meeting, but before the BOE agenda is complete. If this occurs, this will be noted either in the minutes from personnel or through some other means of communication with the committee members.

**Next Personnel Meeting is scheduled for December 8, 2021**