

**MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT
PERSONNEL COMMITTEE MEETING **MINUTES**
October 13, 2021**

I. Old Business
NONE

II. New Business

A. Secretary Position Plan

- Human Resources Admin Asst- split responsibilities
 - **HR 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
 - 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
- Melissa Craft, Position Discussion- Additional Duties
 - ESSER Funds Monitoring - Curriculum, Instruction and Technology
 - Digital Resources and Tools Oversight/Internal Management
 - Connectivity Needs Contact
 - Spectrum Liaison

B. Approval of the following Athletic Job Descriptions:

- 1) Job Description Community Aquatics Coordinator (FINAL 9-28-21)
- 2) Job Description - Supplemental Assistant Athletic Director
- 3) Athletic Site Supervisor Job Description
- 4) Head Coach Job Description UPDATED
- 5) Assistant Coach Job Description UPDATED

- C. Approval of the following Certified Contract change:
- 1) Farrell, Alexandria - Smith Elementary, 4th Grade Teacher, upgrade pay to BS, 0 experience \$42,883 (prorated based on issue date 10/8/21 for the 4 year license.
- D. Approval to pay the following certified employees a stipend for mentoring student Teachers: (Paid by the University)
- 1) Bullis, Kandance - University of Cincinnati, \$350
 - 2) Harrison, Sarah - University of Cincinnati - \$600
 - 3) Horner, Kristen - University of Cincinnati, 2 students - \$100
 - 4) Kolady, Suzy - University of Cincinnati, 2 students - \$100
 - 5) Mikles, Chelsea - University of Cincinnati - \$600
 - 6) Nunner, Sarah - University of Cincinnati, 2 students - \$100
 - 7) Smith, Jennifer - University of Cincinnati, 2 students - \$100
 - 8) Wahl, Geoff - University of Cincinnati, \$350
- E. Approval of the following certified resignation:
- 1) Miller, Terry - Junior High Physical Education teacher, effective 5/27/22

ROLL CALL

- F. Approval of the following classified written resignations:
- 1) Bischoff, Tessa - Teacher Aide, effective 9/24/21
 - 3) Golden, Tondalaya - Food Service Worker, effective 10/8/21
 - 4) Lucas, Tina - Food Service Worker, effective 8/1/21
 - 5) Morrison, Melissa - Food Service Worker, effective 10/19/21
 - 6) Mousetis, Nancy - Food Service Worker, effective 8/2/21
 - 7) Whitten, Annette - Mulberry, Custodian, effective 7/2/21
- G. Approval of the following classified verbal resignation:
- 1) Smith, Tina - McCormick Elementary, Food Service Worker, effective 10/8/21

Information Item Only - No board approval needed - As stated in Article 14 of MCEA Agreement - 14.01 - If an employee is temporarily assigned to perform the duties of an absent supervisor, that employee shall be compensated (as follows*) beginning with the second consecutive day in the position and each consecutive day he/she serves in the position thereafter. This involves the following employees:

- 1) Cooper, Leslie - start date 9/9/21 (as Food Service Manager)
- 2) Rucker, Henry - start date 9/21/21 (as Head Custodian)

***This information can be found in the MCEA agreement, but I did not specify here.**

- H. Approval to rescind the following recommendations to hire for classified positions:
- 1) Alsip, Linda - Norwood Schools, Food Service Worker (never completed the requirements for hiring and never punched)
 - 2) Jones, Sandra - Norwood Schools, Food Service Worker (never completed the requirements for hiring and never punched)
(not to be confused with Sandra Jones who works at Madeira Schools for food service)
 - 3) Phelps, Tammy - Substitute Food Service Worker **(did not meet hiring criteria)**
 - 4) Hargy, Erika - Substitute Food Service Worker **(changed her mind after board approval on 8/19/21)**
- I. Approval of corrections for the following classified employees:
- 1) Cunningham, Jenny - McCormick Elementary, Food Service Worker, actual start date for Food Service Worker I position was 8/30/21
 - 2) Cure, Leona - Norwood Schools, Food Service Worker II, originally hired 6/17/21 with 3 years experience, but should be 5 years experience retroactive to first date of employment
 - 3) Dettmer, Jared - Change position from Extended Day Assistant Caregiver to Caregiver, experience 5, \$19.41/hour, effective 8/16/21. He is now 21 years old.
- J. Approval to hire the following Classified Employees for the 2021-22 school year:
- 1) Breeze, Amy* - McCormick Elementary, Food Service Worker i, experience 8, 3.25 hours/day, \$18.03/hour
 - 2) Easley, Rachael* - Junior High, Teacher Aide, experience 2, 3.5 hours/day, effective 10/25/21, \$17.82/hour
 - 3) Gatto, Elaine* - Norwood Schools, Food Service Worker II, experience 8, 2.75 hours/day, \$18.03/hour
 - 4) Thomas, Linda* - Norwood Schools, Food Service Worker II, experience 2, 3 hours/day, effective 9/16/21, \$15.98/hour
 - 5) Clem, Angela* - Substitute Food Service Worker
 - 6) Dettmer, Jared - Substitute Food Service Worker
 - 7) Iles, Ashley* - Substitute Health Aide
 - 8) McFarland , Lorie - Substitute Media Aide
 - 9) Armstrong, Abby - Substitute Secretary
 - 10) McFarland, Lorie - Substitute Secretary
 - 11) Huffaker, Sharlita* - Substitute Custodian/Maintenance
 - 12) Whitten, Annette - Substitute Custodian/Maintenance
 - 13) TBD - Substitute Food Service
 - 14) Beverly, Nicole - Summer Custodial Supervisor, \$1000 stipend for the 2020-21 school year (added after agenda was printed, but Jenny added verbally)

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

- K. Approval to pay the following Teacher Aides for CPI training hours, 2.5 hours each to be paid at their 2020-21 rate of pay:
- 1) Boys, Lori
 - 2) Gatty, Erica
 - 3) Miller, Kimberly
 - 4) Rogala, Susan
 - 5) Stocker, Mary
- L. Approval to pay the following Teacher Aides for CPI training hours, 2.5 hours each to be paid at their 2021-22 rate of pay:
- 1) Barlow, Lori
 - 2) Kasselmann, Jennifer
 - 3) Marshall, Meredith
 - 4) Songer, Angela
 - 5) Williams, Matthew
 - 6) Worsham, Crystal

ROLL CALL

- M. Approval of resignation of Supplemental contract:
- 1) Pittenger, Samantha - French Club Advisor, effective 10/5/21
- N. Approval of Building Supplemental and Student Activity Contract recommendations:
- 1) Baker, Kris - Junior High, Homework Club, \$25/hour, on as needed basis
 - 2) Barlow, Lori - Junior High, Homework Club, \$25/hour, on as needed basis
 - 3) Beelman, Julie - Junior High, Homework Club, \$25/hour, on as needed basis
 - 4) Behrens, Ann - Junior High, Homework Club, \$25/hour, on as needed basis
 - 5) Hackmeister, Judy - Junior High, Homework Club, \$25/hour, on as needed basis
 - 6) Leonard, Chris - Junior High, Homework Club, \$25/hour, on as needed basis
 - 7) Barlow, Lori - Junior High, Detention Monitor, \$17.50/hour, on as needed basis
 - 8) Chambers, Paul - Junior High, Detention Monitor, \$17.50/hour, on as needed basis
 - 9) Grilliot, Rebecca - Junior High, Detention Monitor, \$17.50/hour, on as needed basis
 - 10) Hackmeister, Judy - Junior High, Detention Monitor, \$17.50/hour, on as needed basis
 - 11) Storer, Rachel - Junior High, Detention Monitor, \$17.50/hour, on as needed basis
 - 12) Rapp-Dickerson, Rachelle - Junior High, Science Olympiad, level 3, pay step 6, \$1801

- 13) Dailey, Tim - High School, Instrumental Music Coordinator, level 5, pay step 3, \$3216
- 14) Flannery, Elyse* - High School, French Club Advisor, level 3, pay step 1, \$1372

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O. Approval Athletic Supplemental Contracts for the 2021-22 school year:

- 1) Weigand, Richard (Troy) - Junior High, Boys Basketball Coach, level 6, pay step 1, \$3645
- 2) Chaffin, Mark - Junior High, Girls Basketball Coach, level 6, pay step 1, \$3645
- 3) Farrell, Brennan - Junior High, Girls Basketball Coach, level 6, pay step 1, \$3645
- 4) Cunningham, Brad - Junior High, 90% Wrestling Coach, level 6, pay step 9, \$4053
- 5) Pope, Tim - Junior High, 90% Wrestling Coach, level 6, pay step 7, \$4052,70
- 6) Cambron, Joe - High School, Boys Basketball, Head Coach, level 12, pay step 29, \$14,580
- 7) Vollman, Chris - High School, Boys Basketball, Assistant Coach, level 8, pay step 15, \$8148
- 8) McKenney, Kristi - High School, 50% Girls Basketball, Assistant Coach, level 8, pay step 21, \$4288.50
- 9) Smith, Taylor - High School, High School, 50% Girls Basketball, Assistant Coach, level 8, pay step 3, \$3216
- 10) Wahl, Geoff - High School, High School, Girls Basketball, Assistant Coach, level 8, pay step 19, \$8148

P. Approval of Extracurricular Pupil Activity Contract Recommendations for the 2021-22 school year:

- 1) Uehlein, Kari - Junior High, Cheerleading (Winter), Coach, level 4, pay step 1, \$1930
- 2) Hershey, Mariah - Junior High, Cheerleading (Winter), Coach, level 4, pay step 1, \$1930
- 3) Campbell, Jim - Junior High, Boys Basketball, Coach, level 6, pay step 15, \$4932
- 4) Pope, Michael - Junior High, Boys Basketball, Coach, level 6, pay step 8, \$4503
- 5) Taylor, Austin - Junior High, Boys Basketball, Coach, level 6, pay step 2, \$3859
- 6) Connor, Wray Jean* - Junior High, Girls Basketball, Coach, level 6, pay step 10, \$4717
- 7) Sonntag, Michael - Junior High, Girls Basketball, Coach, level 6, pay step 4, \$4288
- 8) Brueck, Scott* - Junior High, 20% Wrestling Coach, level 6, pay step 2, \$771.80
- 9) Boggs-Leavens, Lois - High School, Community Swimming Coordinator, \$20/hour
- 10) Brenner, Jennifer - High School, Cheerleading (Winter), Head Coach, level 6, pay step 3, \$4074

- 11) Vorhees, Stacie - High School, Cheerleading (Winter), Assistant Coach, level 5, pay step 1, \$2787
- 12) Smothers, Kelsey* - High School, Cheerleading (Winter), Assistant Coach, level 5, pay step 0, \$2573
- 13) Chialastri, Jake - High School, Boys Basketball, Assistant Coach, level 8, pay step 2, \$6004
- 14) Rapp, Kyle* - High School, Boys Basketball, Assistant Coach, level 8, pay step 0, \$5146
- 15) Noll, Kelly - High School, High School, High School, Girls Basketball, Assistant Coach, level 8, pay step 1, \$5575
- 16) Clayton, Josh - High School, Wrestling, Head Coach, level 12, pay step 6, \$12,007
- 17) Hadley, Ryan - High School, 75% Wrestling, Assistant Coach, level 8, pay step 6, \$5467.50
- 18) Steiner, John - High School, 75% Wrestling, Assistant Coach, level 8, pay step 10, \$5789.25
- 19) Babinec, Jason - High School, 75% Wrestling, Assistant Coach, level 8, pay step 14, \$5789
- 20) Murphy, Jimmy - High School, 75% Wrestling, Assistant Coach, level 8, pay step 1, \$4181.25 (fulfilling .25 x 3 for previous 3 coaches listed)
- 21) Stillwell, Megan - High School, Swimming, Head Coach, level 12, pay step 11, \$12,865
- 22) Haller, Nicholas* - High School, Swimming, 50% Assistant Coach, level 8, pay step 0, \$2573
- 23) Whitmore, Zach - High School, Swimming, 50% Assistant Coach, level 8, pay step 2, \$3002
- 24) Frye, Emma - High School, Swimming, Assistant Coach, level 8, pay Step 3, \$6432
- 25) Frye, Emma - High School, Boys/Girls Diving, level 8, pay step 6, \$7290
- 26) Nolting, Michael - High School, Bowling, Head Coach, level 7, pay step 3, \$5575
- 27) Wall, Alicia - High School. Dance Team, level 8, pay step 16, \$8148
- 28) Johnson, Rachael - High School, Bowling, Assistant Coach, level 5, pay step 0, \$2573
- 29) Thomas, Scott* - High School, Bowling, Assistant Coach, level 5, pay step 0, \$2573
- 30) Cox, Mitchell - Junior High, Athletic Site Supervisor, up to 100 hours as needed, \$17.20/hour

Q. Approval to hire two student lifeguards:

- 1) Barclay, (Carson) Clayton**, \$10/hour
(**His first name is Carson, but goes by Clayton.)
- 2) Eminger, Elizabeth*, \$10/hour

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

- 1) Chialastri, Larry - High School, Boys Basketball
- 2) Reckman, Mike - High School, Wrestling
- 3) Teski, Jennifer - High School, Girls Basketball
- 4) Shuluga, Jason - High School, Boys Basketball
(Added after meeting with Jennie's approval)

ROLL CALL

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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 November 3, 2021