

**Chippewa Valley Schools**  
**19120 Cass Avenue**  
**Clinton Township, MI 48038**  
**Personnel Sub-Committee Meeting Minutes**

Date: **April 23, 2018** Meeting started at: **5:33p.m.**

Present: **Laura Cardamone, Beth Pyden, and Denise Aquino**

Absent: **None**

Also Present: **Ron Roberts, Adam Blanchard, and Scott Sederlund**

**AGENDA**

Brief description of agenda items and discussion

1. Transportation Department

As a result of the recent retirement of the Director of Transportation, the Personnel Sub-Committee reviewed current Transportation Department structure and reviewed roles and responsibilities. Administration recommended that the position of Director of Transportation be posted on Tuesday, April 24, 2018.

2. Business Department

Due to an employee needing to take a long-term leave, the Business Department has been impacted by the leave since October 2017. The Personnel Sub-Committee reviewed the current structure and job responsibilities and considered possible intermediate steps to provide the necessary coverage to perform the essential function of the department.

**Meeting adjourned at: 6:05pm**

Respectfully Submitted,  
Adam Blanchard  
Assistant Superintendent  
Human Resources

