



Ottawa Hills Local Schools

Personnel and Human Resources Committee Meeting March 13, 2024 8:00 a.m. Village Green Conference Room

MINUTES

1. Meeting Called to Order

Present: Kathy Lathrop, Jen Kieliczewski, Adam Fineske, Jill Michaelson, Tom Siloy

2. Items for discussion

A. Discussion on Special Education Staff with Jill Michaelson.

a. Clarification about why transition from ESC to District in 2020/2021

Jill Michaelson spoke about the reasons why we transitioned from the ESC in 2020-21. Contracting with the ESC for intervention specialists is not a common practice anymore. We were one of the last districts to switch over from having intervention specialists through the ESC. We were unable to evaluate the intervention specialists while they were at the ESC, since the ESC would be the ones to evaluate them. Hiring our own intervention specialists helped bring in a cultural change. We wanted to give our special education students an excellent education.

b. Intervention Specialist caseload/position

Discussion about the open position at the JHHS due to the exit of Megan McKean and we heard from Jill regarding the need and caseloads at this level. Discussion from Kathy and Jen that we have to look at any open position to see where we can make cuts that may not need to be replaced.

Discussion from Jill about intervention specialist caseloads number as required by the state and what is legally required by the children's IEP. Jill discussed that one of the main issues that we face is student schedules. Discussion brought by Tom if we can look at hiring a full-time individual specialist and split services with St. Ursula, which would comply with the IDEA-B special education budget. Discussion from Jen and Kathy regarding if student schedules could be changed to create more flexibility for the intervention specialists schedules.

c. Speech Services

Tom has reached out to a third party (PT Services) to get a quote for providing speech services to the District. Currently, the District goes through the ESC of Lake Erie West for these services and pays over \$100,000 per year.

- B. Discuss postings of open positions if levy passes or if levy doesn't pass
- C. Review draft job description for MTSS District Coordinator (if levy passes)
 - a. Job Description - District MTSS Coordinator
 - b. Job Description- Director of Foundry (part time)
- D. Update on Athletic Director Posting, potential candidates and next steps

The group briefly discussed the possible positions to post if the levy passes based on openings due to retirement.

- E. Review Organizational Charts
 - a. 2023-2024 chart
 - b. Draft 2024-2025 chart

Adam briefly discussed the draft organizational chart

- 3. Items for possible Board approval
 - A.
- 4. Additional items, issues or concerns
 - A. Performance Audit Recommendations Review
 - B. Admin Handbook Review Timeline
- 5. Adjournment

Meeting adjourned at 9:21 AM