

minutes

Administrative Compensation Committee		
11.14.2016	1:30- 2:30	DO Board Room
Meeting called by	John Rasmussen	
Note taker	Janessa Katzenberger	
Attendees	John Rasmussen, Melissa Hammann, Barb Dorn, Steve Swanson, Jerry Roth, Jason Knott, Joanie Dobbs, Janessa Katzenberger, Scott Everson, and Alice Murphy.	
Approve Minutes		
Motion by Mr. Roth, seconded by Ms. Hammann, moved to approve the October 17, 2016, minutes as presented. Motion carried, 10-0 (voice vote).		
Finalize Goals		
Discussion		
	Do admins also have "providing support" - similar to what teachers have in their goals?	
Our evaluation system is our support system. Collaboration and conversation working with Superintendent.		
Action Items	Person Responsible	Deadline
Combine #3 and #5	Kelly	11/23/2016
Review/Revise Job Descriptions		
Principals		
What do the yellow highlights represent?		
Standardized format was appreciated		
Easier to start from scratch with each		
Action Items	Person Responsible	Deadline
"G" = intermediate Principal	Kelly	11/23/2016
Change "middle school" to specific building title in first paragraph		
C8 - strike for each principal's job description		
D5 - replace with "carry out employee handbook as it related to personnel"		
C1 - "Director of Curriculum Instruction" to keep titles consistent		
Prior to E I - and "The 4k - 2 Elementary Principal will:"		
Capitalize all headings i.e. "Will"		
Review/Revise Job Description		
Director of C&I		
Added Teacher Collaboration Teams		
Described EE		
Evaluation		
District Assessment Coordinator Role		
Action Items	Person Responsible	Deadline
Change title to, "Director of Curriculum and Instruction" throughout	Alice	11/23/2016
Change to "English Language" throughout		
C4/D4 Change Gifted and Talented to "Advanced Learners"		
E2 - Change title of committee to "Staff and Student Teaching and Learning Committee"		
E1 - curriculum and instruction services		
D4 - "Curriculum" and instruction admin assistant		
General Functions - "evaluation of curriculum and instructional programs"		
F- Director of "Curriculum" and Instruction		
End - "Perform all other duties as assignment from the district administrator"		

minutes

Review/Revise Job Descriptions		
Director of Student Services		
Updated and included new items (in yellow)		
Action Items	Person Responsible	Deadline
Keep Qualifications the same as Principals job descriptions	Janessa	11/23/2016
Include periods at the end of each number		
Remove "24 - 27"		
Break into categories - Leadership, Human Relations, Curriculum and Instruction, Personnel,		
Review/Revise Job Descriptions		
Business Manager		
Action Items	Person Responsible	Deadline
Include "Reports to District Administrator"	Steve	11/23/2016
Include qualifications - same as all others		
"General Functions" then "Essential Functions" - include info		
"General Management" = A, Accounting = B etc. Change all to reflect letter outline		
End - "Perform all other duties as assignment from the district administrator"		
Include staff responsible for (listed at end) in newly created General Functions		
Review Job Description		
Human Resources		
Jerry brought a copy of an applicable human resources job description indicating which person is responsible for each duty - Steve, Jerry and/or Nicole		
Action Items		
Jerry to indicate how job duties are accounted for now in revised job description		
Rock Valley Administrator Salary Comp Study		
Salaries as compared to other Districts		
Steve provided a cross comparison of admin salaries in the Rock Valley area		
Action Items	Person Responsible	Deadline
Steve to change # of days to reflect accurate days principals work	Steve	12/12/2016
Steve to change per diems		
Add % of average i.e. Janessa is at 84% - 85% of average		
Future Agenda Items		
Approve Job Descriptions		
Discuss other benefits (other than money)		
Further discussion on Rock Valley comp salaries		
Scott and Brian to bring Job Descriptions		
Job description for Athletic Director?		
Next meeting: December 12 at 1:30 pm		

Approved: 12-12-16