

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Custodians and Cleaners Employee Compensation Committee Minutes

The meeting of the Custodians and Cleaners Employee Compensation Committee took place on Monday, March 7, 2016, at 2:51 pm, in the District Office Conference Room.

Attendance

Members in attendance: Steve Maloney, John Rasmussen, Jerry Roth, Steve Scherber, Doreen Treuden, Kevin Wells, and Russell Hall arrived at 2:56 pm. Absent: Steve Shulta.

Approve February 8, 2016, Minutes

Motion by Mr. Scherber, seconded by Mr. Maloney, moved to approve the February 8, 2016, minutes, as presented. Motion carried, 6-0 (voice vote).

Review/Revise Job Descriptions for Cleaner and Custodial/Light Maintenance/Grounds

The job descriptions for Cleaner, Version 3, Custodial/Light Maintenance/Grounds, Version 2, were reviewed and revised.

Discussion:

- Are the job descriptions meeting the needs of the department?
- Is there a better way to organize the department by positions?
 - If a job description should be created for Tim Franklin; yes
 - If job descriptions should be created for Darrel Larson/Mindy Larson, grounds/athletics; yes
 - If a job description should be created for head/lead custodians; yes, one for each building and one for the entire night shift
 - Add to the head custodian job description:
 - Scheduling
 - Work orders
 - Prioritizing work
 - Scheduling of staff in conjunction with Mr. Shulta
 - Potential meeting with principal
 - Meeting with night shift over lapping shifts
 - Receiving responsibilities
 - Safety – fire drills, inspectors

Approve Job Descriptions for Cleaner and Custodial/Light Maintenance/Grounds

Motion by Mr. Wells, seconded by Mr. Scherber, to approve the job descriptions, with revisions, of the cleaner and custodial/light maintenance/grounds. Motion carried, 7-0 (voice vote).

Start Compensation Model Development

Did not get to this agenda item.

Set Future Meeting Date and Agenda

The next meeting will be Monday, April 11, at 2:45 pm. Agenda items: review job descriptions for maintenance and grounds positions and start compensation model development.

Adjourn

Motion by Mr. Scherber, seconded by Mr. Hall, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 3:31 pm.

Submitted by Ms. Treuden, Business Manager

Approved: 4/11/16