

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Committee Minutes

The Support Staff Employee Compensation Committee meeting was held on Monday, April 7, 2014, at 4:32 pm in the District Board and Training Room.

Attendance

Members in attendance: Eric Busse, Linda Gard, Barb Krumwiede, Mindy Larson, Kelly Mosher, Ivy Otto, Sue Parsons, Tina Rossmiller, Jerry Roth, Tina Thornton, and Doreen Treuden. Jane Sperry arrived at 4:38 pm. Absent: Mary Beth Anderson. Others present: Teresa Baker and Vaunce Ashby arrived at 5:05 pm.

Approve Minutes

Motion by Ms. Rossmiller, seconded by Ms. Mosher, moved to approve the minutes as presented. Motion carried, voice vote.

Review and Draft Educational Assistants, Health/Attendance Clerk, and Media Clerk Job Descriptions

Health/Attendance Clerk job description reviewed and discussed. All were reminded that job descriptions are not a list of day-to-day duties, it is a list of broad job duties. Discussion:

- Question on whether there should be two job descriptions; one for the building health clerk and one for the district health clerk?
- Discussed the difference between list of job duties being specific or generic
- Add CPR to minimum training and experience
- Non-violent crisis intervention training for this position?
- Remove diction and style from academic abilities
- Remove the word restrain from second bullet under minimum physical and mental.....

Educational Assistants job description reviewed and discussed. Discussion:

- Remove, Essential Duties..., second bullet, and Sections 504 Accommodation
- Add, Essential Duties..., fourth bullet, after personal care, health
- Remove, Minimum Training..., first bullet, with technical training in special education
- Remove, Physical Requirements..., second bullet, restrain
- Remove, Academic Abilities..., third bullet, diction and style
- Fix typo, Academic Abilities..., sixth bullet
- Add, Environmental Adaptability, first bullet, after classroom, community, or workplace
- Ready to move forward

Job descriptions will go before the Administrative Team to review and provide input and then to legal counsel to review for compliance.

Ms. Gard will send out other job descriptions for staff to update before the next meeting.

Set Next Meeting and Agenda

Next meeting is Wednesday, May 7th at 4:30 pm, to continue reviewing job descriptions.

Adjourn

Motion by Ms. Rossmiller, seconded by Ms. Thornton, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 5:54 pm.

Submitted by Doreen Treuden, Business Manager

Approved: 5/7/14