

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Committee Minutes

The Support Staff Employee Compensation Committee meeting was held on Wednesday, August 20, 2014, at 4:03 pm in the District Board and Training Room.

Attendance

Members in attendance: Eric Busse, Barb Krumwiede, Sue Parsons, Tina Rossmiller, Jerry Roth, Tina Thornton, and Doreen Treuden. Jane Sperry arrived late. Absent: Mary Beth Anderson, Linda Gard, Mindy Larson, Kelly Mosher, Ivy Otto, and Kathi Swanson.

Approve Minutes

Motion by Mr. Roth, seconded by Ms. Krumwiede, moved to approve the July 16, 2014, minutes as presented. Motion carried, 7-0 (voice vote).

Review Technology Assistant and Building Administrative Assistant Job Descriptions

Mr. Roth shared the Technology Assistant updated job description. All reviewed and suggested change to be made.

Mr. Roth shared the Building Administrative Assistant updated job description. All reviewed and suggested changes to be made to this job description, media clerk's health clerks, and athletic secretary.

Review and Draft Guidance Secretary, District Administrator Administrative Assistant, District Office Administrative Assistant, Lunch Room Supervisor, Study Hall Supervisor, and Alternative Educational Assistant

Mr. Roth shared the High School Counselor Secretary job description. All reviewed, discussed, and suggested changes to be made.

Mr. Roth shared the Administrative Assistant to the District Administrator job description. All reviewed, discussed, and suggested changes to be made.

Remainder job descriptions to come forward at a later date.

Set Next Meeting and Agenda

Next meeting is Wednesday, September 17 at 4:15 pm.

Agenda items: review High School Counselor Secretary and Administrative Assistant to the District Administrator. Review and draft District Office Administrative Assistant, Lunch Room Supervisor, Study Hall Supervisor, and Alternative Educational Assistant.

Adjourn

Motion by Mr. Roth, seconded by Mr. Busse, moved to adjourn the meeting. Meeting adjourned at 4:53 pm.