

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Committee Minutes

The Support Staff Employee Compensation Committee meeting was held on Wednesday, September 17, 2014, at 4:15 pm in the District Board and Training Room.

**Attendance**

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

**Approve Minutes**

Motion by Ms. Sperry, seconded by Ms. Thornton, moved to approve the August 20, 2014, minutes as presented. Motion carried, voice vote.

**Review High School Counselor Secretary and Administrative Assistant to the District Administrator Job Descriptions**

Ms. Mosher reviewed the changes made from the last meeting for the High School Counselor Secretary job description. Discussion.

Ms. Mosher reviewed the changes made from the last meeting for the Administrative Assistant to the District Administrator job description and shared updates made by her and Mr. Roth.

**Review and Draft District Office Administrative Assistant, Lunch Room Supervisor, Study Hall Supervisor, and Alternative Educational Assistant**

Committee members reviewed the Educational Assistant for Students With Disabilities job description to see if it was possible to have the job description include regular educational assistants, and alternative educational assistants. Committee agreed to make slight changes to the job description, including the title, Educational Assistant.

The Committee decided to not create a job description for study hall supervisor because there is not an employee in this position at this time.

**Set Next Meeting and Agenda**

The next meeting is Wednesday, October 15 at 4:15 pm.

Agenda items: review District Office Administrative Assistant and Lunch Room Supervisor.

**Adjourn**

Motion by Ms. Mosher, seconded by Ms. Sperry, moved to adjourn the meeting. Meeting adjourned at 4:50 pm.