

minutes

Administration Compensation Committee		
10.17.2016	1:30pm	DO Board Room
Facilitator	Eric Busse	
Note taker	Janessa Katzenberger	
Attendees	Eric Busse, John Rasmussen, Melissa Hammann, Jerry Roth, Janessa Katzenberger, Joanie Dobbs, Jason Knott	
Missions, Goals, and Process		
Discussion		
Jerry read goals aloud. Administrators agreed that Teacher Compensation System Goals pertained to Administration goals. Team agreed to add the term, "competitive" to #6		
Conclusions		
Team adopted goals with the one revision.		
Job Descriptions		
	All Principals	
Discussion		
E8 Add, "in coordination with the Building and Grounds Supervisor in the areas of safety and security at the building level. "		
E6 - add, "review of use of facilities outside of school hours (Administrative assistants are responsible for this)		
A5 - Provide "opportunities"		
E2/E7 - add ... "in coordination with other building principals" to both		
Add "Essential Functions" from JC McKenna (1-8, 9 = HS) job descriptions to elementary job descriptions		
Is the hiring process covered? Yes, a broad overview is covered. We want to stay away from the detailed descriptions of day to day expectations		
Conclusions		
Revisions are appropriate to all Principal job description		
Action Items	Person Responsible	Deadline
Add dates to each job description		
TRIS		
	TRIS Job Description	
Discussion		
E - add a #4 and remove duplicate #7		
B1 - take out parents/guardians, community		
JC McKenna		
	JC McKenna Job Description	
Discussion		
Remove references to communication with associative principal - A9		
G5 - develop "and maintain"		
Copy and paste B1 from LLE/TRIS to G in Middle School		

minutes

LLE		
	LLE Job Description	
Discussion		
F1 - "develop and maintain"		
B1 - take out parents/guardians, community		
C&I/Business Manager		
	C&I Job Description / Business Manager	
Discussion		
Ask Alice/Steve to provide revisions where needed		
Director of Student Services		
[Time allotted]	Director of Student Services Job Description	
Discussion		
	Add #11 "In coordination with Building Principals, evaluate..." Revise #10	
[Agenda Topic]		
Associate Principals Job Description		
Associate Principal, not "Assistant Principal" - reword throughout document B1 - "In coordination with Principals and advisors..." Keep order the same as other job descriptions H2 - add "administrator" at end Strike F4		
Action Items	Person Responsible	Deadline
Team to determine where HR roles are necessary in job description	Jerry/Steve/Nicole	Next admin mtg
Principals to look at JC McKenna job description to determine what appropriateness/revisions - standardize language	Jason/Joanie	Next admin mtg
DO Administrators to revise own job descriptions and provide input before next meeting	Janessa/Steve/Alice/Jerry	Next admin mtg
Update on salaries	Steve	Next meeting
Next Meeting Date =	November 14 @ 1:30	
Future Agenda - finalize goals, 2 nd look at job descriptions		
Add dates to all job descriptions		

Approved: 11/14/16