

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Minutes

The Support Staff Employee Compensation Committee meeting was held on Thursday, June 12, 2014, at 4:04 pm in the District Board and Training Room.

**Attendance**

Members in attendance: Mary Beth Anderson, Barb Krumwiede, Kelly Mosher, Sue Parsons, Tina Rossmiller, Tina Thornton, Doreen Treuden, and Eric Busse arrived at 4:08 pm. Absent: Linda Gard, Mindy Larson, Ivy Otto, Jerry Roth, Jane Sperry, and Kathi Swanson.

**Approve Minutes**

Motion by Ms. Mosher, seconded by Ms. Thornton, moved to approve the May 7, 2014, minutes as presented. Motion carried, voice vote.

**Review Educational Assistant for Students With Disabilities, Health/Attendance Clerk, Media Clerk, and High School Health/Attendance Clerk/Athletic Director Secretary Job Descriptions**

Ms. Mosher shared that the only change, from the Administrative Team, to these job descriptions was to the High School Health/Attendance Clerk/Athletic Director Secretary, bullet #3 – supervise students during lunch, recess, field trips and any other activities in the school and community as needed, was removed.

**Review and Draft Business Services Assistant, Payroll Benefit Specialist, and Data Technology Specialist Job Descriptions**

Ms. Treuden shared the Payroll/Benefit Specialist job description and explained the process through District Office staff input, of how the position came to be. All reviewed and suggested minor changes.

Ms. Treuden shared the Business Services Assistant/Receptionist job description and reviewed the process of how this position came to be for drafting this job description. All reviewed and suggested minor changes.

Ms. Treuden shared the Technology and Data Specialist job description and reviewed the process. All reviewed and suggested minor changes. Ms. Treuden to get input from Ms. Gard on adding registrar responsibilities.

**Set Next Meeting and Agenda**

Next meeting is Wednesday, July 16, at 1:30 pm. Agenda items: Job descriptions for Building Administrative Assistants, Guidance Secretary, and Technology Assistant.

Agenda items for the following meeting: District Administrator Administrative Assistant, District Office Administrative Assistant, Lunchroom Supervisor and Study Hall Supervisor. This will complete all the job descriptions.

**Adjourn**

Motion by Ms. Mosher, seconded by Ms. Anderson, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 5:05 pm.