

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Support Staff Employee Compensation Minutes

The Support Staff Employee Compensation Committee meeting was held on Wednesday, July 16, 2014, at 1:32 pm in the District Board and Training Room.

Attendance

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

Approve Minutes

Motion by Ms. Sperry, seconded by Ms. Krumwiede, moved to approve the June 12, 2014, minutes as presented. Motion carried, voice vote.

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

Mr. Roth shared the Business Services Assistant/Receptionist updated job description. All reviewed and no further changes made.

Mr. Roth shared the Payroll/Benefit Specialist updated job description. All reviewed and no further changes made.

Mr. Roth shared the Technology and Data Specialist updated job description. All reviewed and no further changes made.

Review and Draft Building Administrative Assistants, Guidance Secretary, and Technology Assistant Job Descriptions

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

Mr. Roth shared the Technology Specialist job description. All reviewed, discussed, and suggested changes to be made.

Guidance Secretary job description to come forward at the next meeting.

Set Next Meeting and Agenda

Next meeting is Wednesday, August 20 at 4:00 pm.

Agenda items: job descriptions for Guidance Secretary, District Administrator Administrative Assistant, District Office Administrative Assistant, Lunch Room Supervisor, Study Hall Supervisor, and Alternative Educational Assistant.

Adjourn

Motion by Ms. Sperry, seconded by Ms. Krumwiede, moved to adjourn. Motion carried, voice vote. Meeting adjourned at 2:21 pm.