

Cochrane -Fountain city School District  
Human Resource Committee Meeting Minutes  
January 8, 2020

Karen Knospe called the meeting to order at 4:00 p.m. in the High School Conference room. Committee members present were Karen Knospe, Rita Greshik and Kalene Engel. Others present were Michele Butler.

**Review the Committee's Charge-**The Human Resources Committee is charged with providing recommendations concerning the recruiting, hiring, training, compensating and retaining a highly qualified and diverse staff.

**Review Job Descriptions-** Michele Butler presented job descriptions she prepared for the committee to review. The committee reviewed job descriptions for Accounts and Budget Specialist, Payroll and Student Accounts Specialist, Principal, Assistant Principal, Athletic Director, Buildings and Grounds Supervisor, Transportation Supervisor, Mechanic-Bus Route Manager, Curriculum Supervisor, Food Service Supervisor.

**Adjourn:** Kalene Engel made a motion to adjourn at 5:30 p.m., seconded by Rita Greshik. Motion carried.