

Cochrane-Fountain City School District
Human Resource Committee Minutes
Nov 13, 2019

Karen Knospe, chair of the committee called the meeting to order at 4:00 p.m. in the High School Conference Room. Other committee members present were, Kalene Engel and Rita Greshik. Others present included Michele Butler and Larry Cyrus.

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.

The committee reviewed HR timelines and updates with Supt. Butler and established an achievable timeline.

Task	Completion Date
Organizational Chart	Dec. 18 th
Administrative Positions Plan	Dec. 18 th
Job Description for Direct Reports	Dec. 31 st
Evaluations	Jan-May
Staff Surveys/Direct Communication	Jan. 31 st
Staffing Needs/Changes/Non-Renewals	Feb. 19 th
Coaches/Other Assignments – Descriptions/Pay	March 31 st
Food Service Supervisor Contract	May 31 st
Professional Development for Non-Teaching Staff	Summer of 2020
Staff Recognition	September 2020

Michele Butler updated the committee on teacher compensation examples the staff has been reviewing and gave us an update on future plans they will be exploring.

Kalene left at 5:20 p.m.

The committee reviewed Employee Handbook change requests to be taken to the full board for approval. We ran out of time and will continue these requests at our next meeting on Dec. 4th, at 4:00.

Adjourn: Rita Greshik made a motion, seconded by Karen Knospe to adjourn at 6:12p.m. Motion carried.