

Cochrane -Fountain City School District  
Human Resource Committee Meeting Minutes  
September 4, 2019

Karen Knospe called the meeting to order at 5:30 p.m. in the High School Conference room. Committee members present were Karen Knospe, Rita Greshik and Kalene Engel. Others present were Michele Butler and Lynn Doelle.

**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.

**Salary/Wages Scales-** The Committee agreed to Superintendent Butler's compensation plan for 2019-20 that would include the current salary step schedule and CPI raises for support staff with some modifications. This will be recommended to the full board for their consideration

**Co and Extracurricular pay-** Michele will work with activities director on this as well as job description with each co and extracurricular position.

**Volunteers-** We want to get the word out to public on events and activities coming up for which they could volunteer if they wanted. The public has expressed through Facebook that they would like to volunteer had they known.

We also expect everyone who volunteers on a regular basis or with our athletes or organizations go through the background check procedure.

A volunteer manual will be considered.

**Job descriptions update-**The goal is to have all clear job descriptions by end of year.

**Grants to work on-**Michele was asked, to ask her staff if they have any needs to which we could look for grants. This might include classroom activities, supplies or outdoor space etc.

**Committee member consideration of Motion to Adjourn into closed session pursuant to Section 19.85 (1) (c), Wis Stat for the purpose of discussion of employment status of district employees over which the School Board exercises jurisdiction, including discussion regarding staff compensation:**

Motion to move into closed session was made at 7:01 p.m. by Kalene Engel, seconded by Rita Greshik, on a roll call vote all committee members present voted yes. Others present included Michele Butler and Lynn Doelle.

Motion to adjourn out of closed session was made by Kalene Engel, seconded by Rita Greshik at 7:55 p.m. Motion carried.

**Adjourn:** Rita Greshik made a motion to adjourn at 8:00 p.m., seconded by Kalene Engel. Motion carried.