

Human Resources Committee Meeting Minutes
Cochrane-Fountain City School Board
High School Conference Room
October 8, 2018 at 6:30 p.m.

Present: Karen Knospe, Dennis Oldendorf and Kalene Engel (committee members); Tom Hiebert, Larry Cyrus and Don Baloun (guests)

Call to Order: 6:32 p.m.

The following items were discussed:

- **Committee Charge:** The committee charge as approved by the Board is not the same as the committee charge as listed on the agenda. The board-approved committee charge is the actual charge, but the things listed on the agenda were identified in earlier communications as being possible tasks of the committee.
- **Position (Job) Descriptions:** Some positions have descriptions; others don't. Some existing descriptions may be outdated. Consensus amount committee members was that job descriptions for all positions were needed.
- **Evaluations:** (also called reviews, progress reports): Mr. Hiebert provided information on the current system of evaluation and committee members discussed various aspects of evaluations. Consensus amount committee members was that some type of an evaluation was needed for all employees.
- **Personnel File:** Mr. Hiebert provided information on the current system of handling of personnel files and contents.
- **Compensation (Salary) Schedule:** Mr. Hiebert provided background information on past salary increases and feedback/questions regarding the teacher compensation schedule that was approved by the Board earlier this year. Mr. Cyrus and Ms. Knospe provided additional information regarding said schedule.
- **Hourly Employees' Compensation:** The committee briefly reviewed an example of an Hourly Employee's Compensation Plan.

As a result of the above discussion, the following items were referred to Mr. Hiebert to complete and bring back to the committee:

1. Mr Hiebert will discuss the position descriptions and performance evaluations with the mid-level managers and bring their feedback to the next committee meeting.
2. Mr. Hiebert will provide a written list of what documents are typically in a personnel file, including a notation of those that are mandatory documents. He will also bring a written statement of the personnel handling procedures, i.e. who has access to them, under what circumstances, etc.
3. Mr. Hiebert will work with Larry Cyrus on "crunching numbers" on the teacher compensation schedule.

Meeting adjourned: 9:35

Minutes by Kalene Engel