

**Hortonville Area School District  
Personnel Committee Meeting Minutes: April 22, 2024**

The meeting was called to order at 6:38 pm by Mrs. Dana Ramshak  
Committee members present was Mr. Douglas Ellerman  
Administrator's present were: Todd Timm, Thomas Ellenbecker, Timothy Rietveld, David Harris, and Janna Cochrane  
Other's present were: Tamie Neilson, Jessica Hartjes, and Jackie Ellerman

Mrs. Dana Ramshak affirmed that notice of the meeting was posted at the Greenville Elementary, Greenville Middle, North Greenville Elementary, Hortonville Elementary, Hortonville Middle, Hortonville High schools, Hortonville Public Library, Greenville Town Hall and the District website ([www.hasd.org](http://www.hasd.org)). Notice of the meeting was sent to the Press Star and the Post Crescent.

Mr. Douglas Ellerman made a motion for review and approval of Personnel Committee Minutes of February 26, 2024; Mrs. Dana Ramshak seconded the motion; roll call vote; motion carried.

Mr. Thomas Ellenbecker presented the committee members with updates for three (3) job descriptions and a new job description:

- a) District Administrative Assistant
- b) Human Resource Administrative Assistant – NEW
- c) Elementary Math Coach
- d) Reading Recovery Teacher change to Elementary Interventionist

Mrs. Dana Ramshak made a motion to take the recommendations for the four (4) job descriptions to the full Board for approval; Mr. Douglas Ellerman seconded the motion; roll call vote; motion carried.

Mrs. Dana Ramshak made a motion to adjourn; Mr. Douglas Ellerman seconded the motion; roll call vote; motion carried. Time 6:50 PM.

Minutes Respectfully Submitted by,  
Mrs. Dana Ramshak – Committee Member