

Hortonville Area School District
Personnel Committee Meeting Minutes: January 13, 2025

The meeting was called to order at 6:30 pm by Mrs. Dana Ramshak
Committee members present was Jessica Hartjes. Absent was Douglas Ellerman.
Administrator's present were: Todd Timm, Thomas Ellenbecker, Timothy Rietveld, David Harris, Daniel Milliren, Dallas Herbst, and Christina Peterson
Other's present were: Cari Eggen and Tamie Neilson

Mrs. Dana Ramshak affirmed that notice of the meeting was sent to 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). Notice of the meeting was sent to the Press Star and the Post Crescent.

Mrs. Jessica Hartjes a motion for review and approval of Personnel Committee Minutes of April 22, 2024; Mrs. Dana Ramshak seconded the motion; roll call vote; motion carried.

Mr. Thomas Ellenbecker presented the committee members with updates for two (2) job descriptions and two (2) new job description:

- a) District Library Media Specialist (4K-12) – Updated
- b) District Library Media Assistant (4K-12) – Updated
- c) District ELL Coordinator – NEW (placed on the Co-Curricular schedule)
- d) Tennis Program (Girls and Boys) – NEW (placed on the Co-Curricular schedule)

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

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

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