

**Hortonville Area School District
Personnel Committee Meeting Minutes: July 16, 2018**

The meeting was called to order at 6:47 pm by Mrs. Dana Ramshak
Committee members present were Willard Griesbach and Andrea Marcks-Ziegler
Administrators present were Mr. Todd Timm, Mr. Dave Wuebben, Mr. Scott Colantonio, and
Mrs. Lori Smits
Others present were: Tamie Neilson and Julie Manthe

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). Notice of the meeting was sent to the Post Crescent and Press Star.

Motion by Mr. Willard Griesbach, second by Mrs. Andrea Marcks-Ziegler for review and approval of Personnel Committee Minutes of June 25, 2018, 2018; roll call vote; motion carried. Mrs. Dana Ramshak abstained.

Mrs. Andrea Marcks-Ziegler made a motion to send the updated Food Service job descriptions for the Administrative Assistant, Head Cook 1, Assistant Cook, Cook III, and Kitchen Helper to the full Board for approval, with the deletion of the job description of Baker as the position no longer exists; Mr. Willard Griesbach second the motion; roll call vote; motion carried.

Mr. Willard Griesbach made a motion to send the Social Worker job description to the full Board for approval; Mrs. Andrea Marcks-Ziegler second the motion; roll call vote; motion carried.

Mrs. Andrea Marcks-Ziegler made a motion to send the updated Library Media Specialist/Digital Learning Coach (K-12) job description to the full Board for approval; Mr. Willard Griesbach second the motion; roll call vote; motion carried.

Mr. Todd Timm gave a brief update on the District Administrative Assistant job description and compensation information to the committee members and stated another meeting in August will be scheduled to review a recommendation.

Motion to adjourn the meeting by Mr. Willard Griesbach seconded by Mrs. Andrea Marcks-Ziegler; motion carried at 7:01 pm.

Minutes Respectfully Submitted by,
Mrs. Dana Ramshak, Chairperson