

Minutes of Human Resources Committee Meeting

School District of Tomahawk

A Human Resources Committee Meeting of the School District of Tomahawk was held Monday, August 10, 2015, beginning at 5:00 PM in the High School Library.

- I. Call to Order: Kay Kissinger Wolf called the meeting to order.
- II. Roll Call: Kay Kissinger, Cathy Meyer and Curtis Powell, also in attendance was Joe Innis.
- III. Declaration of a Quorum: Kay Kissinger Wolf declared there was a quorum.
- IV. Adoption of Agenda: Moved by Meyer, seconded by Powell to adopt the agenda as printed.
- V. Public Comment: There was none.
- VI. CLOSED SESSION pursuant to Wisconsin Statute 19.85 (1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
Moved by Powell seconded by Meyer to go into closed session pursuant to Wisconsin State statute 19.85 (1) (c). Voting "yes" Powell, Meyer, Kissinger Wolf.
Motion carried. 3 ayes 0 nays
 - A. Administrative and Non-Union Contracts
 - B. Request for Recalculation of District Experience
- VII. RECONVENE into open session and take action where applicable and necessary.
Moved by Meyer, seconded by Powell and carried to approve to go into open session. Motion carried. 3 ayes 0 nays
- VIII. Review and Discuss Draft Job Description for District Administrator: No action was taken. Joe Innis reviewed a draft job description for the District Administrator position. There were no suggested changes in the job description from the committee. An evaluation form will be developed that will co-exist with the job description. When that is complete it will go to the School Board for review.
- IX. Discuss Status of Employee Handbook: No Action was taken. A draft Employee handbook dated March 3, 2015 was reviewed by the committee. The committee suggested a meeting to be held on September 11, 15 or 16 to begin work on finalizing the handbook.
- X. Public Comment: There was none.
- XI. Adjourn: Moved by Powell seconded by Meyer to adjourn at approximately 6:28 p.m.