

**Personnel Subcommittee**  
**Wednesday, February 15, 2023**  
**4:30 PM**  
**Rm 142- High School**

**Agenda**

1. Call to Order-Chair Bashaw
2. Review of Minutes of [1-18-23](#)
3. Job Descriptions for Review:
  - a. [Director of Human Resources](#)
  - b. [Administrative Assistant to the Superintendent](#)
  - c. [Administrative Assistant - Instruction and Curriculum and Human Resources](#) (new job description for existing position)
4. Next Meeting Date- TBD
5. Adjournment