



MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40

Friendship * Waldoboro * Warren * Washington * Union
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Francis N. Boynton, Superintendent

Scott Vaitones, Business Manager

Susan R. Jackson, Director of Instruction

Karen Etheridge, Director of Student Services

PERSONNEL COMMITTEE MEETING

Wednesday, February 3, 2010

5:00 p.m.

Medomak Middle School
Waldoboro

AGENDA

- I. CALL TO ORDER
- II. QUORUM PRESENT
- III. NOTE ABSENTEES
- IV. CONSENT AGENDA
Review Minutes of January 6, 2010
- V. ADJUSTMENTS TO THE AGENDA
- VI. SUPERINTENDENT'S REPORT
- VII. ACTION ITEMS
 - 1. Appoint coaches.
 - 2. Appoint custodians.
 - 3. Review changes to Ed Tech I, Ed Tech II and Ed Tech III job descriptions.
 - 4. Review changes to the Academic Coordinator job description.
 - 5. Review changes made to the Table of Contents for Job Descriptions.
 - 6. Review job description for K-8 secretary.
 - 7. Review job description for high school secretary.
 - 8. Review job description for adult education secretary.
- VIII. ADJOURNMENT

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings. A time period of up to thirty minutes in duration for comments by visitors at Board meetings will be scheduled at the beginning of the Board's agenda. Board committee meetings are open to the public. Public input is welcomed but the Board Chair may need to limit discussion.