



REGIONAL SCHOOL UNIT NO. 40
MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40

Friendship * Waldoboro * Warren * Washington * Union
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Susan A. Pratt, Superintendent
Kimberly Schroeter, Director of Instruction

Scott Wyman, Business Manager
Karen Etheridge, Director of Student Services

PERSONNEL COMMITTEE MEETING

Wednesday, September 12, 2012

5:00 p.m.

Medomak Middle School

Minutes

Present: Dennis Wooster, Tod Brown, Mary Genthner, Errol Silvestri,
Danny Jackson (non-voting)
Absent: Darrell Goldrup

I. Call to Order: Superintendent

1. Pledge of Allegiance
2. Declaration of Quorum 4/5
3. Note Absences: Darrell Goldrup
4. Adjustments to the Agenda: None
5. Election of Chair, Vice-Chair:

Motion to nominate Dennis Wooster as Chair: Tod Brown

Seconded: Errol Silvestri Vote: 3/0/1 (Dennis Wooster)

Motion to nominate Tod Brown: Mary Genthner Seconded; Dennis Wooster
Vote: 3/0/1 (Tod Brown)

II. CONSENT AGENDA:

Motion to accept the minutes: Mary Genthner Seconded: Tod Brown
Vote: Unanimous

III. ACTION ITEMS

1. Review stipend list : Supt. Pratt handed out a list of current stipend positions that are filled. The committee discussed what was still open. The Superintendent has encouraged all administrators to get the open positions filled.
2. Review new staff list and who they replaced : Superintendent Pratt reviewed the staff hire list to date indicating who had left and who filled the positions.
3. Other items: Update on Job Descriptions: The Superintendent asked the committee to review the list of current positions in the district. She would like to ask MSMA to provide samples of job descriptions that can be reviewed by this committee and adopted to meet our needs. There should be more current job descriptions available within the system. The committee added some additional positions to the draft list. The Superintendent will ask MSMA to provide as many samples as they can provide.
4. Other: The committee chair asked about the status of a staff directory. The Superintendent will check on the status of this.

IV. ADJOURNMENT at 6:45 PM

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.