



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

Friendship \* Waldoboro \* Warren \* Washington \* Union  
 1070 Heald Hwy. \* Union \* Maine \* 04862

(207) 785-2277  
 Susan A. Pratt, Superintendent  
 Kimberly Schroeter, Director of Instruction

Fax (207) 785-3119  
 Scott Wyman, Business Manager  
 Karen Etheridge, Director of Student Services

**PERSONNEL COMMITTEE MEETING**

**Wednesday, October 10, 2012**

**5:30 p.m.**

**Medomak Middle School**

**MINUTES**

<b>COMMITTEE</b>	Dennis Wooster	X	Mary Genthner	Arrived at 5:35	Darrell Goldrup	Arrived at 5:50
<b>MEMBERS</b>	Tod Brown	X	Errol Silvestri	X		
<b>OTHERS:</b>	Susan Pratt	X			Danny Jackson (ex-officio)	X

- I. Call to Order:** Dennis Wooster called the meeting to order at 5:30 PM
1. Pledge of Allegiance
  2. Declaration of Quorum 3/5 then 5/5
  3. Note Absences Mary Genthner and Darrell Goldrup ( both arrived)
  4. Adjustments to the Agenda- None

- II. CONSENT AGENDA- Approve minutes**  
 Motion to approve the minutes of 9/12/12: Tod Brown      Seconded: Errol Silvestri  
 Vote: Unanimous 3/0/0

- III. ACTION ITEMS**
1. Processes for hiring various staff groups: The committee reviewed a draft plan and gave input into changes they would like to see. Supt. Pratt will rework and bring back the plan for hiring process for all district employees.
  2. Review open positions: Supt. Pratt provided a list of the current openings that are advertised with most being long term subs and ed. Techs that are due to staff resignations and reassignments.
  3. Nomination for Kindergarten – Warren School: Supt. Pratt recommended Haley Tripp Genthner as the Kindergarten Teacher for Warren School. Motion to approve the recommendation: Darrell Goldrup    Seconded; Errol Silvestri  
 Vote; 4/0/1 (Mary Genthner)
  4. Other items: Status on the update of Job Descriptions: The Superintendent has received a large packet of samples of Job Descriptions from MSMA. She is in the process of creating drafts for each of the many jobs within the district. The Personnel Committee received a revised list of district positions.
  5. Notification of Technical Director for the Fall Musical – MVHS: Supt Pratt announced that Matt Kopishke has been hired to be the technical director for the fall musical.
  6. Ed tech vacancies that have occurred: discussion about who changes in the ed. Techs impact the budget.

7. Other:

Supt. Pratt presented a proposal to change an open technology position from an educational technology person to a technology assistant who will deal with the technician component of technology. Motion to accept this recommendation: Errol Silvestri                      Seconded: Tod Brown  
Vote: Unanimous

Dennis Wooster shared his collection of negotiated contracts and individual contracts so the group knew that he had this resource.

The Superintendent made a proposal to advertise the two positions the Board authorized as a Business Manager and as a Facilities and Maintenance Supervisor. Discussion about the actual wording of the advertisements was held. Motion to authorize the Supt. to advertise the 2 positions: Tod Brown

                    Seconded: Darrell Goldrup                      Vote: 3/1/1 ( Dennis Wooster/ Mary Genthner)

**IV.      ADJOURNMENT at 6:53 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.