
Personnel Committee Minutes

April 3, 2006

A meeting of the Personnel Committee was held on April 3, 2006 at 1:00 pm in the Jordan Conference Room.

In Attendance: Alan Hawkins, Kevin Sweeney, Linda Winker, Kathy Ray, Sue Weatherbie, Gary Lanoie, Pauline Aportria,

The committee reviewed and approved the job descriptions for Head Coach and Assistant Head Coach to be included in the packet of job descriptions to give to the whole school board to review and vote on at the May business meeting.

Sue Weatherbie put together job descriptions for the following:

1. Youth Program Coordinator- will add GED under Education/Certification. Other change is under performance responsibilities. This position recommends instructors, not hires.
2. Adult Program Coordinator – will add GED under Education/Certification. Terms of employment will add i.e. before number of weeks and hours worked, as they can vary.
3. Transportation Scheduler – add, "contributes to office coverage".
4. Customer Service Representative – will add GED under Education/Certification. ESC will be changed to extended service care. Currently this position is job shared.
5. Extended School Care Program Coordinator – will add GED under Education/Certification. Under performance responsibilities number three will add "daycare" before staff assignments.

She also made changes to the bus driver evaluation form. The sentence "signature indicates completion of the process, but not necessarily agreement", will be added to the bottom of the last page.

Evaluations for support staff are being revamped. Sue has evaluations that she is reworking and will bring to the next Personnel committee meeting. Sue also mentioned that she has several employment applications that she is using, and plans on consolidating them into the ones she needs.

The community services job descriptions were reviewed and approved by the committee with the noted changes. Sue will get

clean copies to Pauline.

Gary Lanoie presented the job description for Computer Technician. He will add GED under Education/Certification. It was reviewed and approved by the committee. Gary will present his job description to Pauline for review at next month's personnel committee meeting.

Pauline will check on whether to include GED after the wording of high school diploma on all job descriptions that it applies to, or if it is assumed if high school diploma is written.

Alan will send the administrator job descriptions out to the individuals for review to be returned to Pauline. The personnel committee school board members will review as well to be discussed at the next meeting.

Pauline and Alan presented the current building substitute paperwork. There is a different one for each building. Alan gave out a copy of the South Portland Schools Substitute handbook. The personnel committee school board members will review the current and prospective handbooks and come to the next meeting with recommendations.

The committee reviewed the policy HF Board Negotiating Agents, at the request of the Policy Committee. This policy had been reviewed by Drummond and Woodsum. The committee accepted the attorney's recommendation with one change. The word Board, (fifth word in) has been replaced with, "Personnel Committee in consultation with the superintendent". See attached.

The next meeting of the Personnel Committee will be May 22, 2006 at 1:00 pm in the Jordan Conference Room.

Note: We suggest that the Board revise this policy to provide flexibility in appointing members to negotiating teams. There is no legal prohibition against the Superintendent (or anyone else the Board wishes) being included on a negotiating team, and generally speaking we recommend that the Board involve the Superintendent or a professional negotiator. The legal reference here concerns the bargaining agent for employees, so it is not needed here.

File: HF

BOARD NEGOTIATING AGENTS

The **Chair** of the ~~Board~~ Personnel Committee in consultation with the superintendent shall appoint one or more members *of contract negotiation teams as needed. Such members shall include one or more Board members and may include the Superintendent, Business Manager, a professional negotiator and/or other appropriate persons.* ~~to serve on contract negotiations. A professional negotiator may be employed by the board to work with the appointees. The superintendent shall not be directly involved. However, he/she or the business manager shall provide~~

~~to the negotiating team all data requested.~~ ***The Superintendent and Business Manager shall supply negotiation teams with all data requested to plan for and support contract***

negotiations.

Legal Reference: TITLE 26 MRSA SEC. 967

ADOPTED: October 9, 1984

REVISED: April 14, 1992

Recoded: June 1998

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