
Personnel Committee Minutes

Personnel Committee Meeting Minutes

May 22, 2006

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

Sue Weatherbie submitted three more job descriptions

1 Youth Summer Staff

2 Summer Program Director

3 Extended School Care Staff

Job description of Extended School Care Program Coordinator, approved by the board at the May business meeting, will have to be adjusted to include:

Must be at least 18 years old. Must have a High School Diploma or Equivalent. Must possess proof of State Bureau of Identification criminal history report. Must authorize consent for Department of Health & Human Services, Bureau of Child and Family Services to investigate whether or not employee has been involved in a substantiated Maine Child Protective Services case.

Sue will bring more job descriptions next month.

Pauline brought the administrator job descriptions:

1. Principal
2. Assistant Principal
3. Athletic Administrator
4. Special Services Director
5. Technology coordinator
6. Facilitator of Professional development, curriculum and assessment
7. School Department Business Manager/Municipal Controller

Title of Director of Special Education will be changed to Special Services Director. These job descriptions will be distributed to the board for review and approval at the June 13, 2006 business meeting.

Job descriptions left to do are Ed Techs and Teacher Leader.

The committee reviewed the Central Office Staff employee salary increases. Alan and Pauline will be making final recommendations to the board.

Pauline passed out survey information on office staff for other comparable schools.

The committee discussed the upcoming partial performance appraisal for Alan on 6/12/06. Alan distributed the form that he has given to the District leadership team for feedback on his performance. These results will be shared with the board at the June 12th meeting. The Committee approved the use of this form for the board members as well. Kathy will distribute this form to the board.

The next meeting of the Personnel Committee will be June 26, 2006 at 1:00 pm in the Jordan Conference Room.

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