



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

Karla Miller, Business Manager
Karen Etheridge, Director of Student Services

PERSONNEL COMMITTEE MEETING

Wednesday, March 6, 2013

6:00 p.m.

Medomak Middle School

MINUTES

- I. Call to Order by Dennis Wooster at 6:15 Pm**
1. Pledge of Allegiance
 2. Declaration of Quorum 4/5 (Dennis Wooster, Tod Brown, Darrell Goldrup)
Also Danny Jackson, Susan Pratt- Supt.
 3. Note Absences (Mary Genthner, Errol Silvestri)
 4. Adjustments to the Agenda
- II. CONSENT AGENDA-approve minutes of February 13, 2013:
Will approve at the next meeting as they were not sent out.**
- III. ACTION ITEMS**
1. Job Descriptions – Continued work: The group reviewed job descriptions for the following positions:
Elementary Principal, Library Tech, Head Custodian, Custodian, Head Cook, Cook, Food Service Director,, Payroll-Superintendent’s Office, Accounts Payable-Superintendent’s Office,
- IV. ADJOURNMENT at 6:55 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.