

School Administrative District No. 53
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Excellence in Education

Michael A. Gallagher
Superintendent of Schools

Personnel Committee

Minutes

3/1/11

Members in attendance: M. Wintle and Superintendent Gallagher

Item 1. Administrator compensation recommendations: Superintendent Gallagher provided a copy of the Kennebec Region administrator salaries for Superintendents, Curriculum Coordinators, Special Education Directors, Middle School Principals and Elementary Principals. He suggested salary adjustments for Mrs. Miller, Curriculum Specialist and Mrs. Shorey Administrator of Special Services based on how they compared to their counterparts in this region. He recommended that Mrs. Miller receive a 2% increase. A 2% increase will bring her salary to \$65,393. He then pointed out that Mrs. Shorey's salary was the lowest salary out of all the other units in the region. Her salary is forty-six hundred dollars less than the regional average. He recommended a 5.7% increase to bring her close to the regional average of \$74,986. Her new salary amount if approved by the board would be \$74,341. She is a highly regarded administrator in the district as well as in the state. No salary adjustments were made to the Middle School Principal position or for Mrs. Anderson. Although it was his opinion that Mrs. Anderson should receive a raised based on her performance, he noted that her current salary ranks near the top of the regional elementary principal salaries, and is approximately \$5,000 more than the regional average. The current Middle School Principal salary is approximately \$300 more than the regional average.

Superintendent Gallagher didn't make any recommendation about his own salary adjustment and suggested that Mr. Wintle work with the other Personnel committee members to make any determinations.

Mr. Gallagher then shared with Mr. Wintle that Mrs. Shorey had verbally indicated to him that she was going to tender her resignation based upon a question about her position being shared between SAD #53 and another local district at a recent budget meeting. It was her feeling that the committee or the board may not have a good understanding of her or other administrators' responsibilities.

Item 2. Defining skill set needs for the Warsaw Principal position – The current job description and another district’s job description was distributed as an additional reference on skill sets. Mr. Wintle scanned the documents. They can be used to tailor interview questions.

Item 3. Process for employing a new Warsaw Principal - Applications will be screened mid-late March by Mrs. Shorey, Mrs. Anderson, Mrs. Miller and Superintendent Gallagher. The team will select from the pool of applicants those who will be interviewed in the first/second week in April. Two interviewing teams will be developed - one made up of interested Board members and Administrators - the other made up of teachers, support staff and parents. We will interview separately and then compare first, second and third choices. For those that we would like to have back for a second interview, we would complete a site visit to their current school, and conduct an additional interview. The final interviewing team would be administration and personnel committee meeting members and any other board members who would like to join. It would be preferable to have the process completed in time to make a recommendation at the May 2, 2011 board meeting.

Being no further business the committee adjourned at 7:40 P.M.

Respectfully submitted,

Michael A. Gallagher