

School Administrative District No. 53

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Excellence in Education

Michael A. Gallagher
Superintendent of Schools

Personnel Committee

Minutes

10/1/09

Members in attendance: J. Bradshaw, R. Down, R. Williams, and B. Baldwin
Superintendent Gallagher

Item 1. Review of Personnel Committee Responsibilities – Two ideas were shared as possible additions to the list presented to the Personnel Committee. Those two ideas were to:

1. create a new board member orientation packet;
2. create and review an exit interview process and document.

Discussion about both of these suggestions was conducted; although they were added to the list, no final decision was made as to whether the additional items will become part of the responsibility of the Personnel Committee.

Item 2. Superintendent Evaluation Tool - Superintendent Gallagher distributed a copy of his evaluation document that had a simple yes, no or unsure format as opposed to the previously used four level categorization of exceeds, meets, partially meets, or does not meet the expectation. He then shared that a research review that he had conducted indicated that performance rubrics to evaluate administrators is typically used. These denote levels of performance rather than yes or no format. Discussion then occurred about the elimination of the partially meets category, and a revision of the tool to use the descriptors under each heading as separate evaluation questions for responders. Mrs. Williams indicated that she would work on the evaluation tool to reformat it, and invite Brita Baldwin to meet with Superintendent Gallagher regarding the reformatting of the document prior to posting it on Survey Monkey for all of those who would be completing the evaluation survey.

The committee then reviewed the list of individuals who would be asked to complete the superintendent's evaluation, and decided to send invitations to all of the individuals previously selected, except for parents Mike Dugas, Cindy Jaynes and SAD #59 board chair Troy Emery. Carol will also have Faye and Sandy provide different parent names

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from the parents who responded to the survey last year. Bob suggested that we send the evaluation survey to all RPC members. This suggestion received unanimous endorsement. In order that all individuals respond via the Survey Monkey it will require that all responders have internet connectivity. Therefore, it will require that Carol Anthony contact individual members to acquire their email addresses prior to their involvement.

Item 3. Administrator Evaluations Discussion was tabled.

Item 4. Superintendent Compensation Information was tabled.

Item 5. Other – Job sharing school nurse position. The committee had a discussion regarding the pros and cons of having the school nurse's position be a job share after January 1, 2010 as proposed by retiring school nurse Mildred Bachrach. After sharing the pros and cons Superintendent Gallagher felt that the position should be one full time position to create the best nursing/health program for the schools of the district. The personnel committee concurred.

The committee also discussed a request from the District Business Manager for an adjustment in compensation for her position. The committee suggested that Superintendent Gallagher complete a review of statewide and regional data in order to determine whether compensation for the Business Manager position was within the normal guidelines, or if the compensation is currently greater or less than it should be compared to other area Business Managers.

The committee also indicated that a degree need not measure into the determination given the fact that the Business Manager has twenty years of experience. The review will be completed, not only for the Business Manager but for other positions in the Central Office, the secretarial staff and food service employees. The results of this data review will be brought back to the Personnel Committee for a review and recommendations for adjustments.

Being no further business the committee adjourned at 2:20 P.M.

Respectfully submitted,

Michael A. Gallagher