



**Minutes**  
**RSU 21 Human Resources Committee**  
**Wednesday, June 10, 2026**

**Committee Members:** Mandy Cummings, Brian McGrath, Ashley O'Brien

**Administration Members:** Dr. Gwen Bedell, Dr. Martin Grimm, Dr. Paul Rasmussen, Sondra Bull, Lorraine Orlando, Chelsie Fitzgerald, and Amy Manetti

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[6.10.26 HR Committee PPP](#)

New Business

1. **Review of [HR Committee Goals/Priorities for 2025-26](#):** The committee reviewed the progress made against five goals/priority areas established at the beginning of the 2025-26 school year.
  - a. **Staff Retention:** The committee reviewed staff retention data at multiple meetings this year, working through some refinements to arrive at a format that can be regularly reviewed going forward, likely in October of each year when complete data for the prior year is available. Next year's committee may also be able to get retention and culture insights from the work the HR team is doing to re-imagine the exit interview survey, as well as insights from the Alpaca survey tool which is launching soon.
  - b. **Superintendent Review Process:** This was one of the bigger projects the committee took on this year. The committee successfully recommended the adoption of SuperEval to manage the superintendent review process, starting this year with a goals-only review, and also successfully recommended use of the SuperEval Superintendent Model Evaluation Rubric for the 2026-27 year. Gwen provided an overview of how the process might work next year for board members to be able to record their feedback throughout the year, rather than trying to complete the review all at once at the end of the year. Dr. Grimm expressed positive feedback on using SuperEval, and noted that the administration is planning to extend its use to department directors and building administrators. The committee also reviewed options for collecting 360 feedback

as part of the superintendent review, but was unable to formulate a recommendation for this year; next year's committee may want to continue looking into this. Committee members also expressed a desire to better document/formalize the review calendar, possibly to include a mid-year review or other interim check-ins.

- c. **HR Department Workload/Efficiency:** The committee wanted to review HR systems in use at RSU21 to determine if they were serving our needs, as well as consider any recommendations surfaced during the efficiency audit. The HR team has done excellent work on this front, including, but not limited to, the following examples:
  - i. Migrating away from Cornerstone: Cornerstone was not successfully meeting the needs of employees in the district, and we are ending our contract.
  - ii. Applicant tracking will be transitioned from Cornerstone to ADP, which provides for a more seamless onboarding process.
  - iii. Performance Evaluation and Professional Growth (PEPG) will also be transitioned to a new system (TBA).
  - iv. Process Documentation: The HR team has created formal documentation of numerous HR processes, providing clarity and consistency, as well making sure that institutional knowledge is not lost.

Dr. Grimm and committee members all expressed kudos to the HR team for the amount and quality of work they have done this year.

- d. **Substitute Teacher Coverage:** The committee had hoped to understand the frequency of usage of ed techs to provide classroom coverage when substitute teachers were not available. Data limitations prevented examining this with the desired specificity, though the committee did review overall usage of substitute teachers, and noted declines due to new professional development practices that alleviated some of the demand. Next year's calendar with increased dedicated PD days will hopefully continue this trend. The administration also noted that they are in regular contact with the educational technicians collective bargaining unit, and they are exploring ways that we may be able to better track this in the future. Next year's committee may want to continue to monitor this concern as we head towards re-negotiation of contracts.
- e. **HR-Related Policies:** The committee had hoped to get a better understanding of board policies/responsibilities related to HR as well HR procedures, especially related to hiring. The committee did not have an opportunity to do this this year, but committee members expressed that it is still desired. For example, the committee discussed the board's requirement to vote on nominations as part of

the consent agenda, even though for most positions the board is not involved in the hiring process, and the selection of specific candidates is an operational matter. School board approval of nominations for certified positions (e.g., teachers and administrators) is a statutory requirement, but committee members expressed that the board's governance role should be focused on the process rather than the person. To that end, committee members expressed that further education on the hiring process as well as possibly re-working the supporting materials provided for nominations might better satisfy this. This work should continue, whether by next year's HR committee or by the full board, e.g., at a workshop.

#### Continuing Business

1. [Annual Open Enrollment](#):

- a. **FSA June 1-15:** The HR team provided an update on open enrollment for health and dependent care flexible spending accounts, which is continuing through June 15.
- b. **Closed: Health & Dental May 1 - 31, 2026:** The HR team also provided an update on the successful completion of health and dental plan open enrollment.

#### Updates from the Human Resources Team

1. **Talent and Recruiting:** The HR team reviewed recent hires and open positions. There are a large number of positions being recruited currently, though some listings have nominations pending board approval at the June 15 school board meeting. These listings will be updated as soon as nominations are approved.
2. **Retirements:** The HR team recognized all of our retiring staff and their many years of service to the district. We wish them all the best!

**Next HR Committee Meeting:** Thursday, September 17, 2026, 8:30 a.m. (tentative pending 2026-27 committee assignments)