

REGIONAL SCHOOL UNIT 40

Friendship • Union • Waldoboro • Warren • Washington
1070 Heald Highway, P.O. Box 701, Union, Maine 04862
207.785.2277

Steve Nolan, Superintendent
Tom Gray, Assistant Superintendent

Karen Pike, Business Manager
Karen Brackett, Director of Special Services

Personnel/Negotiations Committee Meeting Central Office Thursday, February 27, 2025 5:30 p.m.

Join by computer:
meet.google.com/oum-wzzd-fjz

or Join by phone:
(US)+1 863-589-7066 PIN: 311 317 023#

Committee Members: Joseph Henry, Randy Kassa, Leah Shipps, Julie Swindler, Emily Trask-Eaton, Melvin Williams

Ex-officio Members: Danny Jackson/Board Chair, Steve Nolan/Superintendent

Our Vision: Inspire students to achieve life-long success.

Our Mission: Graduate all students with the knowledge, skills and understandings needed for success in the 21st century.

Minutes

I. Call to Order

- A. Declaration of Quorum - yes
- B. Note Absences - Melvin Williams , Danny Jackson(late)
- C. Additions/Adjustments to the Agenda - none

II. Consent Agenda – Approve Minutes of October 24, 2024

Motion: Leah Shipps Second: Randy Kassa Vote: 3-0-1
(Emily Trask Eaton)

III. Audience with the Public

IV. Action Items

- A. Recommend to the Board the adoption of job descriptions pursuant to policy BDE
 - 1. [Library Media Specialist](#)
[Library Media Specialist](#) (new)
Motion to discuss: Emily Trask Eaton Second: Leah Shipps
Recommendation to send to board Vote: 4-0-0

2. [Teacher](#)

[Teacher](#) (new)

Motion: to discuss: Leah Shipps

Recommendation to send to board

Second: Emily Trask Eaton

Vote: 4-0-0

V. Other Items

A. Review job descriptions

1. [Accounts Payable](#)
[Accounts Payable Specialist](#) (new)
2. [Administrative Assistant to Facilities and Transportation Director](#) (new)
3. [Administrative Assistant to Special Services](#)
[Administrative Assistant to Special Services](#) (new)
4. [Administrative Assistant to the Director of Instruction/Superintendent](#)
[Administrative Assistant to Superintendent](#) (new)
5. [Receptionist](#)
[Administrative Assistant/Receptionist](#) (new)
6. [Assistant Transportation Director](#) (new)
7. [Board Certified Behavior Analyst](#) (new)
8. [Cook](#)
[Cook](#) (new)
9. [District Health Office Secretary](#)
[District Health Secretary](#) (new)
10. [Transportation Director](#)
[Facilities and Transportation Director](#) (new)
11. [Food Service Director](#)
[Food Service Director](#) (new)
12. [Head Cook](#)
[Head Cook](#) (new)
13. [Library Aide](#)
[Library Aide](#) (new)
14. [McKinney-Vento Coordinator](#) (new)
15. [Lead Mechanic](#)
[Mechanic](#) (new)
16. [Payroll and Benefits Specialist](#)
[Payroll/Human Resource Specialist](#) (new)

17. [School Health Aide](#)
[School Health Aide](#) (new)
18. [School Psychologist](#) (new)
19. [School-Based Licensed Clinical Social Worker](#) (new)
20. [School-Based Occupational Therapist](#) (new)
21. [School-Based Physical Therapist](#) (new)
22. [School-Based Speech-Language Pathologist](#) (new)
23. [High School Guidance Secretary](#)
[Secretary - School Counselor/Registrar](#) (new)

VI. Executive Session 1 M.R.S §405(6)(D) Negotiations with Administrator Group

Motion: Randy Kassa

In: 5:32 p.m

Out:

VII. Adjourn

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly. The public and district employees are encouraged to attend Board meetings. A time for comments by visitors at Board meetings will be scheduled on the Board's agenda. Public input is welcomed but the Chair may limit discussion.