

ADMINISTRATIVE MODEL COMMITTEE DRAFT MINUTES

WEDNESDAY, APRIL 18, 2012

10:30 AM

SUPERINTENDENT'S OFFICE

1. CALL TO ORDER

Chair Rose Bisson called the meeting to order at 10:38. Committee members present were Rose Bisson, Maryellen Donnelly and Ann Gruenberg. Also present were Superintendent Paul Graseck, Ann Folan and Ellen Peters. Committee member Catherine Wade arrived at 10:44.

2. REVIEW MINUTES: 09/19/11

The minutes of 9/19/11 were reviewed.

3. REVIEW WORK COMPLETED

The documents prepared by the committee were noted and distributed to those who wanted copies. The charge to the committee from the Board of Education was reviewed. Discussion focused on administrative models.

4. DISCUSS AND PLAN NEXT STEPS

Dr. Graseck will seek information on certification requirements.

Rose Bisson will use the Scope and Authority, Duties and Responsibilities document to write job descriptions for each position as defined in model one.

The committee will consider a sixth model. It will create lists of pros and cons for each model and associated financial costs.

Chair Rose Bisson will report next steps of the committee to the Board at the April 25 meeting and ask if any Board members seek other information from the committee.

5. AUDIENCE FOR CITIZENS

None

The meeting adjourned at 12:20.

Respectfully submitted,

Maryellen Donnelly