

PERSONNEL COMMITTEE

The Board's Personnel Committee shall consist of at least four members, but shall at all times represent less than a majority of the Board.

The Committee Chair will be elected by the members.

All Personnel Committee members will be notified of Personnel Committee meetings by the Committee Chair or the Superintendent of Schools.

The functions of the Personnel Committee shall include, but are not limited to:

- A. Reviewing and making recommendations concerning job descriptions;
- B. Participation in interviewing candidates for administrative and professional staff positions, and for support staff and coaching positions; and
- C. Promotion of a positive working climate for employees.

Personnel Committee involvement in the interviewing process will be as outlined below:

- A. Professional Staff
One member should be part of the Interview Committee for the hiring of all professional staff.
- B. Support Staff and Coaches
Committee members should be part of the Interview Committee (limit one) for the hiring of paraprofessional staff and coaches. Paraprofessional staff includes educational technicians, bus drivers/custodians, secretaries, computer technicians, and nutrition service workers.
- C. Administrative Staff
Hiring of administration is the entire Board's responsibility. The Board's involvement in administrative interviews will include at least two members of the Personnel Committee.
- D. It will be the responsibility of the Interview Committee Chair to ensure a School Board Member participates in interviews.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Cross Reference: BDE- Board Standing Committee

Adopted: July 11, 2017