

Ellsworth, Flanders Bay CSD & School Union 92  
Reorganization Planning Committee

Administration and Leadership Subcommittee  
Ellsworth HS  
September 24, 2007 Minutes

Present: Myra Hornberger, Jim Watson, Harvey Kelley, Harold Page, Cynthia Donaldson, Gary Webber, Fred Ehrlenbach, and Malen Hsu  
Absent: Chris Kravitt  
Visitors from CSD #8 and reporter from Ellsworth American

Gordon distributed notes from our September 12 meeting, staffing charts of each district, some job descriptions of central office personnel, and a draft of a survey of superintendents' work patterns.

Decision: to proceed with looking at needs of the entire district to help define the requirements for district administration.

We combined existing staffing into a single larger district, focusing mostly on the need for district-wide administration/leadership in areas such as special education, food service etc.

**Directors/Department Heads:** Decided that a larger district would likely need a Director for the following: Curriculum Coordination, Special Education, Information Technology, Food Service, Transportation (unless contracted out), Facilities Management, and Adult Education. SEE TENTATIVE RSU STAFFING CHART

Tentative decision: these personnel would be housed in a central office complex.

Left undetermined: how many assistants and clerical personnel would be needed. Initially, we thought 2 assistant directors would need to serve with the Curriculum Director and 2 with the Special Education Director.

We brainstormed a list of job description responsibilities for Directors/Dept. Heads:

- Coordinating services within the department
- Problem-solving within the department
- Supervising personnel within the department
- Hiring and training personnel
- Preparing a budget
- Purchasing
- Interacting with the public
- Planning
- Coordinating services with other departments and with the schools

**Other district-wide personnel** operating directly under the supervision of the Superintendent's Office:

Nurses (currently 6 FTE)

Elementary Guidance (currently 5.5 FTE)

These personnel would be housed in the schools.

**Surveys of superintendents and principals.** Committee members are to let Gordon know if these surveys should be sent. Initial feelings were "yes". Suggestions would be welcome soon. A simple survey of principals asking them about their needs for services and support from the Central Office was suggested.

**Next Steps:**

1. Discuss the Superintendent's Office requirements called for by the draft staffing chart: What would the job of superintendent include? Assistant Superintendent? Business Manager? Accountants? Clerical staff?
2. Discuss how the envisioned RSU administration would effect principals' jobs. How would services and support to schools be enhanced? Would the principal become more involved in public relations, working with the Local School Committee, etc.?
3. Invite a Curriculum Coordinator and a Special Education Director to meet with us on the 17<sup>th</sup> for 10-15 minutes each to share with us their thoughts about staffing needs.
4. Check the state's guidelines for EPS spelling out suggested numbers of staff (such as nurses, librarians, guidance) per student.