

APPROVED



# Maine Academy of Natural Sciences

## Minutes

HR Meeting 10/17/2024

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### Date and Time

Thursday October 17, 2024 at 2:30 PM

### Location

MeANS Campus

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### Committee Members Present

K. Patnode, M. Callan, M. Harris, M. Newberg

### Committee Members Absent

*None*

### Guests Present

R. Dodge

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

M. Callan called a meeting of the HR Committee of Maine Academy of Natural Sciences to order on Thursday Oct 17, 2024 at 2:48 PM.

### C. Approve Minutes

## **II. New Business**

### **A. Tasks from September were completed.**

- Mary will change the language in the rubric in the handbook regarding the School Improvement Plan to the District Strategic Plan.
- Mary will get the signed 202324 SYHOS evaluation document to Alyssa for the personnel file.

### **B. Request for Exit Interview**

HR Committee would like to grant the request for an exit interview (Dean of Threshold). Discussed the need for a norming of process. There is valuable feedback to glean from it. Head of School expressed the idea of not being there. There should be at least two reps from the HR Committee. Other thoughts on process: staff have the option of requesting an exit interview within 30 days of leaving position with admin who will inform the HR Chair. Policy. Will add an exit interview policy to the 100 section of the HR policies.

### **C. Discuss interviewing remaining Threshold teachers as per September 19 discussion.**

Committee identified that this is a admin process.

### **D. Update on September school bus incident.**

## **III. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:20 PM.

Respectfully Submitted,  
M. Callan