

**Portland Board of Education
Personnel Subcommittee
Minutes of Wednesday, April 9, 2025 @ 2:30 pm**

Committee Members Present:

Laurel Steinhauser
Dave Murphy
Sarah Spear

Committee Members Absent:

None

Administration Present:

Dr. Charles D. Britton, Superintendent of Schools
Stephanie Fragola, Assistant to the Superintendent for Business and Financial Affairs

1. Call to Order and Roll Call

L. Steinhauser called the meeting to order at 2:33 pm

2. Reorganization of Technology Department

Dr. Britton gave an overview of the technology department and how it is currently structured.

A. Level I Technician

Currently, the Level 1 Technicians are supervised by the Director of Curriculum, Instruction, and Technology. This is primarily a help desk position repairing devices and providing classroom teachers support to make sure all technology is working properly. We currently have two Level 1 Technicians. One is planning to stay with Portland Schools, but one has notified the district that she is in the process of relocating her family to Ohio and will be moving in the near future.

B. Level II Technician

Currently, the Level II Technician is supervised by the Director of Curriculum, Instruction, and Technology. This is a higher-level position primarily focused on network administration. Kurt Hatem has resigned, effective May 30th.

3. Reorganization of Leadership

A. Director of Teaching and Learning

The Committee reviewed Dr. Britton's proposal to eliminate the Director of Curriculum, Instruction, and Technology, and replace it with a new position called Director of Teaching and Learning. The job description for the new position would maintain oversight of instructional technology and software but remove oversight of the hardware/facilities/infrastructure components. This new position would become the district Title IX Coordinator, the district School Climate Specialist, and the district Wellness Committee Coordinator, and would be a full time year round position.

B. Director of Facilities Job Description

The Committee reviewed Dr. Britton's recommendation for an updated job description, which adds oversight for district hardware/facilities/infrastructure components of technology and network management. This position would then oversee the technology department Level I and Level II Technicians.

C. Appointment of Principal (discussed in executive session)

4. Executive Session [Regarding Promoting and Hiring Employees]

S. Spear moved to enter executive session for the purpose of promoting and hiring employees, and invite the superintendent and S. Fragola, seconded by D. Murphy. Unanimously approved. MOTION CARRIED

Entered Executive Session: 3:02 pm

5. Open Session

The committee returned to Open Session at 3:44 pm.

Consensus to send the following recommendations to the full Board:

1. That the Board appoint Tracy Graf as the permanent Principal of Gildersleeve Elementary School.
2. That the Board discuss an MOU eliminating the Director of Curriculum, Instruction, and Technology position and replacing it with a new Director of Teaching and Learning position and adopt the recommended job description.
3. That Dr. Britton continue exploring options for reconfiguring the technology department and bring those recommendations back to the Personnel Subcommittee.

6. Adjourn

The meeting was adjourned at 3:46 pm.