

**THE GLOUCESTER PUBLIC SCHOOLS**

*Our mission is for all students to be successful, engaged, lifelong learners.*

**Personnel Subcommittee Meeting Minutes**

Thursday, January 23, 2020  
District Office Conference Room  
2 Blackburn Drive, Gloucester, MA 01930  
4:45 p.m.

**Members Present**

Melissa Teixeira Prince, Chairperson  
Kathy Clancy, Vice Chairperson  
Jonathan Pope

**Administration Present**

Dr. Richard Safier, Superintendent  
Gary Frisch, Director of Finance  
and Operations

---

**I. CALL TO ORDER** – Chairperson Prince called the meeting to order at 4:45 p.m.

**II. REPORTS/DELIBERATIONS/DISCUSSION**

- A. Van Driver Job Description** – Mr. Frisch reported that he looked at samples of job descriptions from several other school districts, in addition to the district’s bus driver job description, to come up with the van driver job description. Dr. Safier indicated that this position is needed to transport special education students to and from the preschool, which we are required to do. Mr. Frisch reported that he recently found a vendor to provide this transportation, so we are not in immediate need of a driver. Dr. Safier noted that foster children could also be transported by this driver if necessary. He indicated that the transportation workers’ union representative recommended \$15.18 per hour to start, which is lower than a starting bus driver, and that raises would be half of what the bus drivers get. Finally, there was a discussion about training for this position.

On a motion by Kathy Clancy, seconded by Mr. Pope, it was unanimously

**VOTED:** 3 in favor, 0 opposed to recommend to the full School Committee that we approve the job description of the school van driver.

*(Mr. Frisch left the meeting at 4:55 p.m.)*

- B. Superintendent Search Brochure** – The committee reviewed and discussed the draft community profile to be included in the brochure, and Chairperson Prince indicated that she will ask Dorothy Presser of MASC to send her sample brochures from other districts. It was the consensus of the committee to include demographics, local industries, beaches, the growing biotech industry, manufacturing businesses, food processing, and the expanding maritime economy in the community profile. This matter was tabled until the next subcommittee meeting.

**III. ACTION** – See Item II.A.

*(Kathy Clancy left the meeting at 5:20 p.m.)*

**IV. EXECUTIVE SESSION** – On a motion by Mr. Pope, seconded by Chairperson Prince, it was unanimously

**VOTED:** By Roll Call Vote

Mr. Pope – yes  
Chairperson Prince – yes

To enter Executive Session at 5:21 p.m. for the purpose of discussing collective bargaining strategies with transportation workers and to enter back into regular session only to adjourn.

**V. ADJOURNMENT** – On a motion by Chairperson Prince, seconded by Mr. Pope, it was unanimously

**VOTED:** 2 in favor, 0 opposed to adjourn the Personnel Subcommittee Meeting of January 23, 2020 at 5:29 p.m.

*All reference documents and reports are filed in the Superintendent's office.*

*Maria Puglisi  
Recording Secretary*