

THE GLOUCESTER PUBLIC SCHOOLS

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

Personnel Sub-Committee Meeting Minutes

Tuesday, February 15, 2011
Superintendent's Conference Room
4:45 p.m.

Members

Melissa Teixeira, Chairperson
Michelle Sweet
Tony Gross

Administration Present

Assistant Superintendent Shayne Trubisz
Assistant Superintendent Brian Tarr
CFO Tom Markham

I. CALL TO ORDER

Chairperson Teixeira called the meeting to order at 4:48 p.m. and stated the mission of the Gloucester Public Schools.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

- A. Personnel Evaluation Status** – Ms. Trubisz reported on the status of evaluations for all school personnel. She reviewed Teacher Evaluation Program forms and the process for collecting and filing the forms. There was a discussion about paraprofessional, food service, transportation, nurses, AFSCME A and B, and custodian evaluations, whether all evaluations are current, and who is responsible for doing the evaluations. Mr. Markham indicated that AFSCME evaluations had not been done for some time and stated that he believes their job descriptions are out-of-date, which makes evaluations difficult. A discussion was held on whether job descriptions need to be negotiated and whether there is a superintendent job description.

The subcommittee agreed to identify which job descriptions need to be updated and then to set priorities to get them done. They decided to receive all job descriptions at the next subcommittee meeting and make decisions from there. A discussion was held on the process and timing of updating the job descriptions. Ms. Trubisz stated that she believes the teachers should also have job descriptions, and the subcommittee discussed whether MASC or MASS could help with that.

Ms. Trubisz reviewed her letter to Andrea Pretzler dated February 16, 2011 regarding the intent of the GPS Teacher Evaluation Rubric which is used as a supplement to the Professional Growth Cycle. She stated that she would like to have teachers review and pilot the document. Chairperson Teixeira will request that the superintendent set up a tracking system for this document. She also requested that Ms. Trubisz ask Dr. Connelly to set up a meeting with the GTA president to get the conversation going. Mrs. Sweet suggested keeping this matter on the agenda for each meeting of the Personnel Subcommittee in order to keep track of it.

At this time, the Agenda was taken out of order.

- C. Job Qualifications for GAEP Employees** – Tabled to next meeting. There was a brief discussion about the three categories of GAEP employees.

- B. Health Insurance Audit** – Chairperson Teixeira stated that she sits on the city Public Employees Committee, which was created to negotiate health insurance on behalf of the entire city. She indicated that city employees were presented with a new HPHC health insurance plan and stated that the city is going to make an official proposal to the union groups at their March 3rd meeting.

The following matters were also discussed:

- New federal guidelines
- Governor Patrick and the GIC issue
- The percentage of votes from the Public Employees Committee
- New dependent status guidelines

Ms. Teixeira reviewed a health insurance audit done by the City of Haverhill recently and explained the purpose of such an audit. She indicated that the Public Employees Committee is looking into doing a health insurance audit and that she would like to determine if the School Department should take on the task, as well. Chairperson Teixeira indicated that it may be possible to get the audit done in conjunction with the Public Employees Committee through different personnel. She stated that it will be a lot of work but that savings may be generated as a result of it.

There was a discussion about the district's authority to act upon the information gathered by the audit and the timing of sending a letter to employees. Mr. Markham agreed to talk to the HR Department about whether they think any money would be saved as a result of this audit. He also agreed to do the research on qualifying events, put together a recommended time table, and report to the School Committee at the next meeting. Mr. Markham will also contact someone in Haverhill to see how the audit worked for them.

III. ACTION

On a motion by Mrs. Sweet, seconded by Mr. Gross, it was unanimously

VOTED: To recommend to the full School Committee that the Gloucester Public Schools embark on an in-house health insurance audit subject to a report from CFO Tom Markham on the ability and capacity to do so.

IV. EXECUTIVE SESSION

On a motion by Mr. Gross, seconded by Mrs. Sweet, in was unanimously

VOTED: By Roll Call Vote

Chairperson Teixeira – yes

Mrs. Sweet – yes

Mr. Gross – yes

To enter into Executive Session at 6:15 p.m. to discuss contract negotiations and to enter back into open session for the purpose of adjournment only.

V. ADJOURNMENT

On a motion by Mr. Gross, seconded by Mrs. Sweet, it was unanimously

VOTED: To adjourn the Personnel Subcommittee Meeting of February 15, 2011 at 6:38 p.m.

Maria Puglisi
Recording Secretary