

**THE GLOUCESTER PUBLIC SCHOOLS**

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

**Personnel Subcommittee Meeting Minutes**

Monday, March 14, 2016

Superintendent's Conference Room – District Office

5:30 p.m.

**Members Present**

Melissa Teixeira, Chairperson  
Joel Favazza, Vice Chairperson  
Michelle Sweet

**Administration Present**

Dr. Richard Safier, Superintendent (5:41)  
Patricia Wegmann, Special Education Director  
Michelle Harvey, Human Resource Director

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**I. CALL TO ORDER** – Chairperson Teixeira called the meeting to order at 5:35 p.m. and stated the mission of the Gloucester Public Schools.

**II. REPORTS/DELIBERATIONS**

**A. Restraint Prevention and Behavior Support Policy and Procedures, File JKAA** – Ms. Wegmann stated that the new physical restraint law went into effect on January 1, 2016 and that the proposed policy was provided by the district's special education attorney. She reviewed the changes on the use of time-out and noted that Plum Cove does not have a designated time-out space but typically uses the school psychologist's area.

Ms. Wegmann reviewed the requirements for the use of physical restraint, administrative requirements, and training requirements, and the committee discussed the following matters:

- Inclusionary versus exclusionary time-out
- Reporting to parents
- Frequency of use of physical restraint
- Difference in reporting requirements
- Safety Care trainers
- Time-out space

Dr. Safier read the additions to paragraph X, "Specific Procedures," as follows:

The District has developed and implemented specific procedures regarding appropriate responses to student behavior that may require immediate intervention. These procedures are implemented through the Safety Care training program. The Gloucester Public Schools annually trains two trainers to train district staff each year.

Designated staff participates in annual Safety Care training. Safety Care is a behavioral training program that provides the skills and competencies to

prevent, minimize and manage behavioral challenges. The district's social service staff members are trained in addressing issues of self-injurious behavior and suicide ideation.

Safety Care training also provides for alternatives to physical restraint, which include the above strategies.

Safety Care provides physical safety and physical management procedures that are designed to be simple and safe. The physical safety skills include safe approach strategies, basic physical safety skills for safely avoiding contact, along with physical redirection skills. Physical management procedures include a one-person and a two-person standing hold, two 2-person escorts, and a chair hold.

On a motion by Ms. Sweet, seconded by Mr. Favazza, it was unanimously

**VOTED:** 3 in favor, 0 opposed to recommend to the full School Committee a first reading of the Restraint Prevention and Behavior Support Policy and Procedures, File JKAA, as amended.

- B. Review of Athletic Director's Job Description** – Chairperson Teixeira stated that the current athletic director is retiring at the end of the school year and that her position is currently a stipend position (\$6,900) through the GTA. She noted that there has been some discussion about a full-time athletic director as opposed to a stipend position.

Dr. Safier indicated that he has looked at a number of athletic director job descriptions in other districts (e.g. Greater Lawrence Tech, Weston, Weymouth, Somerville, Waltham) and that there is a resemblance among all of them. He noted that virtually all of the districts have full-fledged athletic directors.

Dr. Safier and Ms. Harvey reviewed the draft athletic director job description and the committee discussed the following matters:

- Evaluation and supervisory role
- Athletic banquets
- Booster Clubs' annual reports
- Responsiveness to parental concerns
- Ability to lift 40-50 pounds
- Establishment and maintenance of behavioral expectations for athletes and spectators
- Athletic director's role in disciplining students
- Participation in after school sports

Mr. Favazza stated that he would like to see the difference between what the current athletic director does and what is listed on the draft job description. Dr. Safier noted that there is probably not a big difference between the two but that a full-time athletic director would have more time to do everything.

The committee discussed having a full-time athletic director versus having a teacher with a stipend to act as athletic director. Dr. Safier believes that the pool of candidates would be limited if we post for a physical education teacher/athletic director with a \$6,900 stipend. Chairperson Teixeira added that she does not believe a teacher would be able to handle all of the functions and responsibilities listed on the draft job description. Dr. Safier recommended looking for a full-time person with experience and supervisory capacity who can run the district's athletic program.

Mr. Favazza stated that he has not heard of any shortcomings in the athletic program and that he would be nervous to add another position at this time. Chairperson Teixeira pointed out that the salary of a full-time athletic director could be less than the current athletic director's salary and that person would also be an evaluator.

Dr. Safier distributed a spreadsheet from SalaryGenius.com showing athletic directors' salaries in surrounding and comparable districts, the average of which is \$71,626. He indicated that he has not used this website before and hopes the information is accurate. Dr. Safier indicated that we may need to hire a .4 teacher to teach the two classes that the current athletic director teaches.

Mr. Favazza stated that there does not seem to be a problem with the athletic program because participation is not falling off and fees and attendance are not down. Therefore, he questioned the need for a full-time athletic director. Chairperson Teixeira stated that she frequently hears complaints about the athletic program and stressed that the district should strive to improve the program, especially if it is roughly cost neutral. Mr. Favazza stated that it is not guaranteed to be cost neutral because we would have to pay a .4 teacher who may be at a higher salary level. Dr. Safier emphasized that we want someone with good experience and qualifications to ensure that the quality of services are maintained and possibly improved.

Mr. Favazza stated that he is not prepared to support a full-time athletic director at this time because he does not have a good enough grasp on what the current athletic director does. He indicated that he needs to better understand the benefits to the district and why this position is a priority over other positions. He wants to be able to point to the things a full-time athletic director could do that a teacher with a stipend could not do. Chairperson Teixeira suggested that he talk to people in the community who have children in the high school athletic program. She also noted that the timing is right to consider hiring a full-time athletic director because the current athletic director is retiring.

After discussion, on a motion by Ms. Sweet, seconded by Chairperson Teixeira, it was

**VOTED:** 2 in favor, 1 opposed (Mr. Favazza) to recommend to the full School Committee that we approve the job description for Director of Athletics with supervisory certification.

**III. ACTION** – See Item II.A.

**IV. ADJOURNMENT** – On a motion by Ms. Sweet, seconded by Mr. Favazza, it was unanimously

**VOTED:** 3 in favor, 0 opposed to adjourn the Personnel Subcommittee Meeting of March 14, 2016 at 7:05 p.m.

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

*Maria Puglisi  
Recording Secretary*