

THE GLOUCESTER PUBLIC SCHOOLS

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

Personnel Subcommittee Meeting Minutes

Tuesday, April 1, 2014

Superintendent's Conference Room – District Office

6:00 p.m.

Members Present

Melissa Teixeira, Chairperson
Tony Gross, Vice Chairperson
Michelle Sweet

Administration Present

Dr. Richard Safier, Superintendent

Also Present

Michelle Harvey, Director of Human Resources

I. CALL TO ORDER – Chairperson Teixeira called the meeting to order at 6:03 p.m. and stated the mission of the Gloucester Public Schools.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

A. Human Resource Director's Job Description – Dr. Safier reported that Michelle Harvey began working in August of 2013 and that her job description was compiled based on those of other districts. The subcommittee discussed the phrase “supports the School Committee in contract negotiations” and requested that it be revised to read “supports the administration in contract negotiations” since Ms. Harvey reports to the superintendent. Dr. Safier stated that Ms. Harvey can bring a different perspective to the negotiations of day-to-day interaction with teachers.

Ms. Harvey stated that she believes that her job description will change over time. Dr. Safier stated that the job description will be presented to the subcommittee at that time for review.

The subcommittee discussed the HR Director's development and implementation of human resources IT initiatives and collection of district-wide data. Dr. Safier indicated that this language came from another district and that it means working with the technology in order to identify relative data with respect to issues such as licensure and health insurance. He suggested that the language could be cleaned up a bit. Ms. Harvey noted that she will be heavily involved in the switch from Unifund to Munis software.

Ms. Harvey stated that she would like to add the following language to the job description:

- Conducts investigations relating to grievances, performance management, discipline, harassment and discrimination
- Coaches and counsels management and staff as needed

Dr. Safier requested that the approval of the job description be tabled until the next meeting so that he can review the suggested additions.

B. Hiring Procedures – Dr. Safier and the subcommittee reviewed the draft hiring procedures, and the following matters were discussed:

- Committees formed to screen applications and interview candidates
- Anyone hired since July 1st will be participating in the first round of fingerprinting at their own expense.
- CORI is statewide; SORI and fingerprinting are national. All are necessary for applicants.
- Documentation required for identification
- Add administrator and department head at the end of paragraph 11
- Obtaining references from past employers
- Internet searches on applicants
- Difference in cost of fingerprinting between teachers and non-teachers (\$55 and \$35)
- Fingerprinting of volunteers is not required. Dr. Safier believes CORI and SORI checks are sufficient since volunteers are not usually left alone with students.

Chairperson Teixeira suggested that the subcommittee review and revise the Criminal Offender Record Information Checks policy, File GBJA, to include fingerprinting. Dr. Safier stated that he will look into it.

Dr. Safier reviewed the draft appointment letter, which he admitted is somewhat ominous. It was the consensus of the subcommittee to move the pre-employment requirements to the end of the letter as a footnote.

(Ms. Harvey left the meeting at 6:40 p.m.)

C. Superintendent Evaluation – Dr. Safier distributed and reviewed his list of 19 rubrics that he consolidated from the 33 elements. The document contains the designation of the element, its title, and the quote from the “Proficient” column. Chairperson Teixeira stated that she was overly impressed with the documents Dr. Safier created last year but she believes that too many hours went into those documents. Dr. Safier agreed and stated that the reporting on the work should not overwhelm the actual doing of the work.

After discussion, on a motion by Mr. Gross, seconded by Ms. Sweet, it was unanimously

VOTED: 3 in favor zero opposed, to recommend to the full School Committee that we accept the Superintendent’s Consolidated Rubrics for the 2014 evaluation.

III. ACTION – See II.C.

IV. EXECUTIVE SESSION

On a motion by Chairperson Teixeira, seconded by Ms. Sweet, it was unanimously

VOTED: By Roll Call Vote

Ms. Sweet – yes
Chairperson Teixeira – yes
Mr. Gross – yes

To enter into Executive Session at 6:56 p.m. for the purpose of discussing salary comparisons for non-union employees.

V. ADJOURNMENT

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

VOTED: 3 in favor zero opposed, to adjourn the Personnel Subcommittee Meeting of April 1, 2014 at 7:40 p.m.

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

*Maria Puglisi
Recording Secretary*