

**THE GLOUCESTER PUBLIC SCHOOLS**

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

**Personnel Subcommittee Meeting Minutes**

Monday, May 5, 2014

Superintendent's Conference Room – District Office

5:00 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

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**I. CALL TO ORDER** – Chairperson Teixeira called the meeting to order at 5:03 p.m. and stated the mission of the Gloucester Public Schools.

**II. REPORTS/DELIBERATIONS** – None

**III. ACTION/DISCUSSION**

- A. Human Resource Director's Job Description** – Michelle Harvey went through the revisions she made to her job description. Mr. Gross suggested removing the effective date and posting information from the top of the job description. Chairperson Teixeira requested that the words "Criminal Offender Record Information" be inserted before the word "CORI" and that the word "Fingerprinting" be changed to "Statewide Applicant Fingerprint Identification Services (SAFIS)." Finally, the word "software" should be inserted after the word "MUNIS."

The committee discussed where and how the district's job descriptions are kept, and Ms. Harvey indicated that it is her to goal to place them all online.

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 approve the Director of Human Resources job description as amended.

- B. Criminal Offender Record Information Checks Policy, File GBJA** – Chairperson Teixeira noted that this policy was referred to the subcommittee in light of the new fingerprinting requirement. However, in the meantime, the Department of Education has sent out a model policy with respect to fingerprinting. It was the consensus of the subcommittee to maintain the Criminal Offender Record Information Checks policy, File GBJA, as is and to have a separate policy regarding fingerprinting.

- C. Draft Fingerprint Policy Language** – Dr. Safier reviewed the model policy received from DESE. He stated that Paragraph I should include the factors that will be considered in determining whether to conduct fingerprint checks on volunteers, subcontractors, etc., such as the likelihood of direct unmonitored contact. He also recommended that Paragraph V include a list of factors to be considered in determining an individual’s suitability for a position in the district (i.e. the nature and gravity of the crime and the position sought, the time that has passed since the offense, conviction and/or completion of the sentence, etc.).

With respect to Paragraph VII regarding adverse decisions, Dr. Safier indicated that an individual with an adverse decision should be afforded 30 days to correct the Criminal History Record Information (CHRI). However, if the situation is truly adverse, the individual would be required to provide information for the district to consider. Chairperson Teixeira requested that language to that effect be included in the policy, as well as a statement that the employee is responsible for the cost of fingerprinting.

There was a discussion about how long the CHRI data should be kept by the district and the meaning of the phrase “repurposing of CHRI beyond its initial requested purpose.”

Dr. Safier indicated that he will convert the model policy into a Word document for review at the next subcommittee meeting.

Finally, Chairperson Teixeira recommended that an additional policy be drafted with respect to Sex Offender Registry Board (SORB) checks, since the district is currently conducting those checks. Dr. Safier stated that he will investigate whether other districts have SORB policies.

- D. Family Medical Leave Act Policy, File GCC** – Ms. Harvey stated that she revised the current policy to include language regarding “key employees.” Dr. Safier also made some revisions to the policy, all of which were reviewed by the subcommittee. Dr. Safier stated that he will ask Attorney Stonberg to review the revised policy.

The subcommittee discussed the following matters:

- Use of an employee’s sick time, personal days and vacation time before he/she is eligible for unpaid leave
- Maternity Leave Act applies to women who are not eligible for FMLA. They may take up to eight weeks of unpaid leave.
- Situations where an employee has a medical certification to return to work but the district does not believe he/she is ready to return to work – We can request another opinion from a healthcare provider selected by the district. Chairperson Teixeira would like to add language to that effect to the policy and get a legal opinion from Attorney Stonberg.
- If a husband and wife are both employed by the district, are they each entitled to 12 weeks of FMLA leave or is it a combined 12 weeks for both? Dr. Safier will get a legal opinion from Attorney Stonberg.

- With respect to Paragraph II.A.2, Chairperson Teixeira requested that Ms. Harvey contact GIC to find out what their procedure is for payment of premiums by employees who are on leave.

**E. Job Description of Drama/Musical Theater Teaching Position** – Dr. Safier reviewed the Notice of Position Vacancy and job description and stated that he would like to have the job posted as soon as possible. He also noted that the job description includes expectations that apply to all teachers. There was a discussion about what would happen to this position in the event that there is low enrollment in the drama and musical theater classes. Dr. Safier indicated that he has spoken with Principal Anderson and Dave Adams and that they are confident there will be sufficient enrollment.

Dr. Safier also reported that he met with Jean Antrim recently and that she will be speaking during Oral Communications at the next School Committee meeting about the need to expand the music program at the high school. He noted that he explained to Ms. Antrim that the first step in that direction is the new drama/musical theater position and that he is more than happy to consider expanding the music program in FY16.

On a motion by Chairperson Teixeira, seconded by Mr. Gross, it was unanimously

**VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that we approve the job description of the Drama/Musical Theater Teacher as presented.

**F. School Committee Self-Evaluation** – Chairperson Teixeira distributed a School Committee Evaluation form from MASC and recommended that this matter be discussed in a governance workshop to be scheduled by School Committee Chairman Pope. Mr. Gross suggested that the form be distributed to members in advance of the workshop and that members bring the completed form to the workshop.

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 refer the School Committee Self-Evaluation to the School Committee Governance Workshop.

**G. Quarterly Audit of Executive Session Minutes** – Chairperson Teixeira stated that the subcommittee is required to review Executive Session minutes quarterly and to release any minutes that are no longer covered by the executive session privilege. She recommended that this process be implemented going forward. She would like to get some guidance from Attorney Stonberg on situations in which the minutes should not be released. Dr. Safier stated that he will contact Attorney Stonberg and report back to the subcommittee.

**IV. EXECUTIVE SESSION** – None

**V. ADJOURNMENT**

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

**VOTED:** 3 in favor zero opposed, to adjourn the Personnel Subcommittee Meeting of May 5, 2014 at 6:47 p.m.

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

*Maria Puglisi  
Recording Secretary*