

THE GLOUCESTER PUBLIC SCHOOLS

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

Personnel Subcommittee Meeting Minutes

Monday, September 25, 2017

District Office – Conference Room

2 Blackburn Drive, Gloucester, MA 01930

6:30 p.m.

Members Present

Melissa Teixeira, Chairperson
Joel Favazza, Vice Chairperson (6:49 p.m.)
Michelle Sweet

Administration Present

Dr. Richard Safier, Superintendent

I. CALL TO ORDER – Chairperson Teixeira called the meeting to order at 6:31 p.m. and stated the mission of the Gloucester Public Schools.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

A. Review of Employee Handbook and Related Policies – Dr. Safier reviewed and the committee discussed the comments he received from the committee members on the employee handbook. After discussion, the following revisions were made to the handbook and the related policies:

- Employee Handbook, Attendance and Punctuality – The committee agreed to include or refer to the language contained in the City of Gloucester absenteeism policy instead of the language in the GTA contract.
- Computer Network and Internet Acceptable Use Policy for Employees, File GBEE – After discussion, on a motion by Chairperson Teixeira, seconded by Ms. Sweet, it was unanimously

VOTED: 2 in favor, 0 opposed to recommend to the full School Committee that we amend the Computer Network and Internet Acceptable Use Policy for Employees, File GBEE, to change the reference to “World Wide Web” to “Internet.”

(Mr. Favazza joined the meeting at 6:49 p.m.)

- Chairperson Teixeira requested that a link to the School Committee Policy Manual be added to the employee handbook. Dr. Safier suggested that link be placed in the introduction.
- Tobacco Use on School Property by Staff Members, File GBED – After discussion, on a motion by Mr. Favazza, seconded by Ms. Sweet, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we amend the policy titled “Tobacco Use on School Property by Staff Members,” File GBED, by changing the title of the policy to “Tobacco/Vaporizer Use on School Property by Staff Members” and by deleting the first sentence of the policy and replacing it with the following:

“The use of tobacco or vaping products (tobacco or otherwise) within school buildings, the school facilities or on school property or buses by any individual, including school personnel, is prohibited.”

· Tobacco Use by Students, File JICG – After discussion, on a motion by Mr. Favazza, seconded by Ms. Sweet, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we amend the policy titled “Tobacco Use by Students,” File JICG, by changing the title of the policy to “Tobacco/Vaporizer Use by Students” and by deleting the first sentence of the policy and replacing it with the following:

“The use of tobacco or vaping products (tobacco or otherwise) within school buildings, the school facilities, on school property or buses, or at school events, whether on school grounds or not, by any individual is prohibited.”

· Chairperson Teixeira stated that she thought the district had approved a domestic violence leave policy in 2014; however, that policy was never finalized. She recommended that such a policy be drafted for review at the next subcommittee meeting.

· Employee Handbook, Holidays – Good Friday (if school is not scheduled)

· Dr. Safier will review the handbook to ensure that all policy files are referenced.

· Sexual Harassment Policy, File ACAB – After discussion, on a motion by Mr. Favazza, seconded by Ms. Sweet, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we amend the Sexual Harassment policy, File ACAB, by deleting the paragraph under “The Grievance Officer” and replacing it with the following:

“The Assistant Superintendent is the Sexual Harassment Grievance Officer, vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:”

and by adding to the first sentence under “Complaint Procedure” the phrase “or to any administrator (who will then report to the Grievance Officer)” after the words “to the grievance officer.”

- Employee Handbook – Employment Status, Introductory Period – Add GAEP and review other contracts for possible inclusion.
- Employee Handbook, Retirement – Keep all retirement information together.
- Staff Conduct, File GBEB – On a motion by Mr. Favazza, seconded by Ms. Sweet, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we amend the Staff Conduct policy, File GBEB, by replacing the word “teachers” in the second paragraph with “all staff members.”

- Drug and Alcohol Free Workplace Policy, File GBEC – After discussion, this item will be referred to Attorney Naomi Stonberg with the proposed changes. Tabled until the next meeting.
- Nondiscrimination Policy, File AC – On a motion by Mr. Favazza, seconded by Ms. Sweet, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we amend the Nondiscrimination policy, File AC, by changing the phrase “The public school system” at the beginning of the second sentence with the phrase “This public school system.”

- Social Networking Policy, File IJNDD – Clarification is needed from Attorney Stonberg regarding “Expectations of Staff.” Tabled until the next meeting.

III. ACTION – See Item II.A.

IV. EXECUTIVE SESSION – On a motion by Chairperson Teixeira, seconded by Ms. Sweet, it was unanimously

VOTED: By Roll Call Vote

Mr. Favazza – yes

Ms. Sweet – yes

Chairperson Teixeira – yes

To enter into Executive Session at 8:06 p.m. for the purpose of discussing collective bargaining with the GTA regarding evaluation and to enter back into regular session for the purpose of adjournment only.

V. 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 September 25, 2017 at 8:18 p.m.

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

*Maria Puglisi
Recording Secretary*