

**THE GLOUCESTER PUBLIC SCHOOLS**

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

**Personnel Subcommittee Meeting Minutes**

Thursday, October 29, 2015

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  
Patty Wegmann, Special Education Director  
Michelle Harvey, Human Resource Director

**Also Present**

Jonathan Pope  
Jack O'Maley

Note: A quorum of the School Committee was present at the meeting.

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**I. CALL TO ORDER** – Chairperson Teixeira called the meeting to order at 5:00 p.m. and stated the mission of the Gloucester Public Schools.

**II. REPORTS/DELIBERATIONS**

**(At this time, the agenda was taken out of order.)**

**B. Physical Restraint of Students, File JKAA** – Ms. Wegmann stated that the new physical restraint law will go into effect on January 1, 2016 and that it pertains to all students. She reviewed the proposed policy provided by the district's special education attorney and stressed that physical restraint is only used as a last resort and emergency measure.

Dr. Safier stated that the details regarding specific procedures will need to be filled in before they make a recommendation on the policy to the subcommittee. At the request of Dr. Safier, Ms. Wegmann stated that she will look into whether the procedures can simply be included in the forthcoming "Section 2" of the school handbooks, which will essentially consist of an electronic Table of Contents of all policies that relate to students, or whether the procedures need to be included in the hard copy of the student handbooks.

The committee discussed the following matters:

- Exclusionary time-out rooms
- Safety Care training of staff
- Notice to parents of use of physical restraint

This policy will be reviewed again at the next subcommittee meeting.

- A. Domestic Violence Leave Policy, File GCCD** – Dr. Safier stated that he is recommending a combination of the Arlington and MASC domestic leave policies, with some minor changes. He and Ms. Harvey reviewed the draft policy and the committee discussion the following matters:

- Clarification of who constitutes a “family member of the employee”
- Paid versus unpaid leave – will be decided on a case-by-case basis after use of sick time
- Use of sick bank
- Documentation of unscheduled absences due to domestic violence
- Add to whom documentation shall be provided

This policy will be reviewed again at the next subcommittee meeting.

- C. Drug and Alcohol Testing for Transportation Employees, File EEAEA-1** – Dr. Safier reviewed the updated draft policy and stated that the text in bold is Attorney Stonberg’s revisions. The committee discussed the following matters:

- Transportation employees who are prescribed medical marijuana should not be driving if their doctor has instructed them not to do so (same as any other prescription that instructs someone not to operate a vehicle).
- Add “or other substance” to the prohibition of any medication or food containing alcohol while driving a vehicle.
- Extension of and payment for follow-up tests
- Length of probationary period
- Employee Assistance Program
- Include definition of “substance abuse professional”
- Seniority
- Protection of anonymity of employee reporting reasonable suspicion of another employee’s use of drugs/alcohol
- Ms. Harvey will draft a release of information from previous employers.

Mr. Pope noted that there will be a question on the ballot in the next election regarding the legalization of marijuana and that if it passes, marijuana will no longer be a “controlled substance.”

This policy will be reviewed again at the next subcommittee meeting.

- D. Unanticipated Discussion Items**

1. Other Policies to be Reviewed – Ms. Harvey indicated that the Confidentiality Statement that is signed by employees and volunteers needs to be updated, and the committee should discuss when and how often it is distributed. In addition, Dr. Safier stated that the ACLU has been looking at the issue of students’ rights with respect to computer privacy. He indicated that the committee may want to develop a policy regarding this issue.

2. Preschool Space Issues – Dr. Safier reported that the preschool needs another classroom to accommodate the referrals received this year. There was a preliminary discussion about rooms in the building that could be used as an additional classroom, as well as the possibility of moving the preschool to another building.

**III. ACTION** – None.

**IV. ADJOURNMENT**

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

**VOTED:** 3 in favor 0 opposed, to adjourn the Personnel Subcommittee Meeting of October 29, 2015 at 6:59 p.m.

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

*Maria Puglisi  
Recording Secretary*