

THE GLOUCESTER PUBLIC SCHOOLS

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

Personnel Subcommittee Meeting Minutes

Wednesday, October 30, 2019

District Office Conference Room

2 Blackburn Drive, Gloucester, MA 01930

4:30 p.m.

Members Present

Melissa Teixeira Prince, Chairperson

Kathy Clancy

Tony Gross

Administration Present

Dr. Richard Safier, Superintendent

Gary Frisch, Director of Finance
and Operation

I. CALL TO ORDER – Chairperson Prince called the meeting to order at 4:30 p.m.

II. REPORTS/DELIBERATIONS/DISCUSSIONS

- A. Review of Coordinator of Student Obligations Job Description** – Chairperson Prince noted for the record that she works for the Gloucester District Court but that there is no conflict of interest because the committee is not discussing the business of the court.

Mr. Frisch reviewed the purpose of and need for the position, as well as the essential duties. He noted that the annual stipend is \$4,600, which amounts to approximately \$18 per hour. He also reviewed the A/R aging summary for the preschool as an example of funds that need to be collected that will be done by the new Coordinator of Student Obligations.

There was a discussion about the need for the new coordinator to do collections for the Athletics department when there is an Athletics business manager who receives a stipend for that, as well as an administrative aide. Mr. Frisch stated that he will follow up on that to ensure there is no redundancy in duties.

Chairperson Prince expressed concern about the new coordinator attending court hearings on delinquent accounts, since he or she would be acting as an agent for the district and his or her decisions/actions in court would be binding (e.g. agreeing to a payment plan). Dr. Safier stated that the department manager would most likely go to court with or without the new coordinator.

III. ACTION – On a motion by Kathy Clancy, seconded by Mr. Gross, it was unanimously

VOTED: 3 in favor, 0 opposed to recommend to the full School Committee that we approve the job description of the Coordinator of Student Obligations as presented.

IV. ADJOURNMENT – On a motion by Mr. Gross, seconded by Kathy Clancy, it was unanimously

VOTED: 3 in favor, 0 opposed to adjourn the Personnel Subcommittee Meeting of October 30, 2019 at 4:47 p.m.

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

*Maria Puglisi
Recording Secretary*