

## Personnel Subcommittee

### Minutes

10-20-21

In attendance: School Board members Dawn Dutton, Jim Baker and Peter Broderick, Business Administrator Matthew Angell, HR Director Diana Rooney.

Chair Dutton called the meeting to order at 3:02 PM asking Diana Rooney to report on the job descriptions.

Ms. Rooney reviewed the following descriptions (many of them new) and the subsequent changes inherent in them.

1. [Special Education School Counselor-](#) The group reviewed this new job description for a position at the high school for students in high need of assistance. Discussion ensued on the history of filling the position.

Chair Dutton recommended bringing it to the Board for review.

**Mr. Broderick made a Motion to bring the *Special Education School Counselor* job description as written to the Board for review, seconded by Mr. Baker.**

**Vote: All in Favor**

2. [High School Special Education Building Coordinator-](#) The group reviewed and approved of the description.

**Mr. Broderick made a Motion to move the *High School Special Education Building Coordinator* description forward to the School Board for review, seconded by Mr. Baker.**

**Vote: All in Favor**

3. [Middle School Special Education Building Coordinator](#)- Ther group approved the description.

**Mr. Baker made a Motion to move the *Middle School Special Education Building Coordinator* description forward to the School Board for review, seconded by Mr. Broderick.**

**Vote: All in Favor**

4. [Out of District Coordinator](#)- Ms. Rooney said this is a part-time, previously existing position that Ms. Gutterman oversees and the HR Director processes the travel and other paperwork.

Discussion ensued on the hours worked (it is based on workload or number of hours) for placing students out of district and when they get involved in the aspects of the case/determination.

**Mr. Baker made a Motion to move the *Out of District Coordinator* description forward to the School Board for review, seconded by Mr. Broderick.**

**Vote: All in Favor**

5. [Special Education Social Worker](#)- The group reviewed this new district position covered by a grant for which upon expiration the district has the choice to keep the person if they choose. Discussion ensued on contractual language for that clause.

**Mr. Broderick made a Motion to move the *Special Education Social Worker* description forward to the School Board for review, seconded by Mr. Baker.**

**Vote: All in Favor**

6. [Student Services Administrative Assistant](#)- The group reviewed the description.

**Mr. Baker made a Motion to move the *Student Services Administrative Assistant* description forward to the School Board for review, seconded by Mr. Broderick.**

**Vote: All in Favor**

7. Next Meeting date- Thursday, November 18, 2021

8. Adjournment - Chair Dutton adjourned the meeting at 3:30 pm