
**PERSONNEL / CONTRACT NEGOTIATIONS SUBCOMMITTEE
MEETING**

MINUTES

Monday, August 26, 2013

Mt. Hope High School

Present

**Subcommittee: Paul Silva, Chairman, Karen Lynch, Marjorie McBride
and John Saviano**

School Committee and Administration: Melinda Thies

Paul Silva called the meeting to order at 6:49 PM.

Approval of Minutes:

**Motion to approve the minutes for the August 13, 2013 meeting made
by Marj M.; seconded by John S. The motion passed unanimously.**

Personnel Recommendations #S2013-39

**In reference to the additional librarian position, Melinda explained
that typically there are 25 teaching sections with 5 classes for 5 days
at Hugh Cole. However, this academic year there will be 30 teaching**

sections requiring the additional librarian which will be a 2/5s position.

Mt. Hope High School Organizational Structure

All agreed that the overall organizational structure is fine, but the issue is more specifically related to the structure of the Guidance Department at the high school. Melinda T. stated that she is in the process of reviewing the roles and responsibilities for each of the administrators at the high school. Melinda T. added that she wanted to check for parity to see where responsibilities could be shifted before restructuring the Guidance Department. Marj M. commented that there is currently one Assistant Principal who is responsible for teaching, learning and guidance; one assistant principal for discipline and one dean. Marj M. said she would not want to shift the Assistant Principal responsible for teaching, learning and guidance to include discipline. Melinda T. stated that T.J. Del Santo will be helping to support the Dean. Marj M. asked what would happen to T.J. Del Santo's current duties. Melinda T. responded that some of those were shifted to support the Dean. John S. commented that he has waited for a revamp of the Guidance Department for 14 years. Karen L. asked if there is enough staff within the Admin Department to complete tasks apart from Guidance. She added that Jen Copeland can't possibly do everything. John S. commented that the department is being stretched to thin. Melinda T. stated that there is a desire to elevate the Guidance Department; looking for a person with the right credentials. Melinda T. said this will be a part-time

position. Paul S. asked whether making the position full-time at first to re-work the department to get it to where it needs to be, and then once established, reduce to a part-time position would be a solution. Melinda T. responded that the position could be posted as full-time to see the caliber of candidates that respond. An issue was raised of whether posting as a full-time position would give the impression to an existing employee that their job is being eliminated. Paul S. responded that it would basically just be a new function posted which will eventually be part-time and shouldn't be a cause for concern to anyone. Karen L. asked whether bringing a consultant on would be an option. Melinda T. responded that she is not aware of a model out there for this, but could look into. Karen L. feels that a revamp of the Guidance Department needs someone concentrated in this area.

Paul S. closed by asking Melinda T. to report back to the subcommittee with her final assessment and direction for the Guidance Department.

Executive Session:

There was no need for an Executive Session.

Adjournment

MOTION: At 7:08 PM Marj M. made a motion to adjourn; John S. seconded. The motion passed unanimously.

/kd