

Committee on School Personnel

February 24, 2022 - 5:00pm

Chase Building 2nd floor Training Room

Attendees: Committee:
Juanita Hernandez, Chair
Amanda Nardozzi
Rocco Orso

Central Office:
Dr. Ruffin, Superintendent
Juan Mendoza, Asst. Superintendent
Belen Michelis, Director of Communications

The Chair called the meeting to order at 5:00 pm.

Dr. Ruffin stated that she had several personnel requests for the committee to consider. She noted that Mr. Mendoza would present each.

Item 1:

Job specifications for the proposed position of Communications Assistant.

Mr. Mendoza reviewed the job description. Position is non-union, eligible for overtime, and grant funded under Alliance. Pay range is \$20-\$25 per hour. Position is responsible for building level control of messaging for consistency throughout the district; uniformity of social media sites; consistency in design of school web sites; managing school websites; managing Parent Square.

Ms. Michelis further noted this entry level position with interact and support building staff on media related issues.

Motion to recommend approval of the new position of and job specifications for Communications Assistant.

Motion by: Rocco Orso/2nd by Amanda Nardozzi – Yes/3; Nays/0; Abstentions/0.

Item 2:

Job specifications for the proposed position of Communications Specialist.

Mr. Mendoza reviewed the job description. This position is non-union, not eligible for overtime. Salary range is 50-60k. This position is responsible for creating, reviewing, posting and uploading contents; creating calendars of events throughout the district; assists in creating marketing materials; designs plans for promoting the vision, goals activities and positive image of WPS; writes and edits key internal and external communication materials.

Motion to recommend approval of the new position of and job specifications for Communications Specialist.

Motion by: Rocco Orso/2nd by Amanda Nardozzi – Yeas/3; Nays/0; Abstentions/0.

Item 3:

Education Building and Facilities Project Manager. (FYI item)

Dr. Ruffin provided an update on pending civil service positions.

Item 4:

Miscellaneous FYI items.

Dr. Ruffin requested the addition of two Vice Principal positions. One would be an Elementary VP split between Washington and Regan schools. The other would be High School level, likely based at WCA, but responsible for Career and Technology program and other specialty pathways. The role would be to ensure all students are aware of all district offerings, and in particular, to ensure middle and elementary schools are also aware early on and are preparing to access those opportunities.

Motion to recommend approval to add two additional Vice Principal positions as determined by the Superintendent.

Motion made by Rocco Orso/2nd by Amanda Nardozi – Yeas/3; Nays/0; Abstentions/0.

Motion to adjourn at 5:41 p.m.

Motion made by Rocco Orso/2nd by Amanda Nardozi – Yeas/3; Nays/0; Abstentions/0.

Minutes prepared by Ann Sweeney