

## PERSONNEL COMMITTEE MINUTES

Aug. 18, 2020

Prepared by: Ann Sweeney

Committee members present

Charles Stango

Ann Sweeney

Elizabeth Brown

Rocco Orso

Juanita Hernandez (joined at 5:40)

Presenters:

Dr. Verna Ruffin

Dr. Epperson

Noreen Buckley

Juan Mendoza

The meeting was called to order at 5:30pm by the Chair, Charles Stango

### Agenda Item 1

Discussion: Job specifications for the proposed position of Director of College & Career Readiness.

Dr. Ruffin outlined her rationale for the position; the need for one person to coordinate all the multiple aspects of college and career readiness, including courses and curriculums, support staff, social emotional learning supports, multiple pathways etc. There is a need to coordinate outside resources and partnerships with colleges and community organizations. Emotional and social supports are not sufficiently robust and need support and guidance. Some students and parents are unable to advocate effectively and often are not aware of what WPS offers. Needs to be a director position to encompass revamping program, evaluating programming and resources, and provide management skills.

Position is budgeted for in the 2021 budget. Salary range is \$146,897 to \$165,602(Director salary range. Director is a non union position

Committee requested 2 language changes to the draft which Dr Ruffin agreed with and will update.

One changed language under Section 3, "Duties and Responsibilities (additionally)", bullet 12 as follows

From: Monitor and evaluate the effectiveness of College and Career Pathways.

To: Monitor, evaluate and report on the effectiveness of College and Career Pathways

The second change was in the first line under job description, change "The Director of College and Career Pathways" to The Director of College and Career Readiness" for a consistent job title throughout.

Motion to recommend approval of the job specifications for the proposed position of Director of College and Career Readiness.

Motion made by Ann Sweeney. Second by Juanita Hernandez vote was unanimous

Motion to adjourn made by Rocco Orso. Second by Juanita Hernandez. Vote was unanimous. Time adjourned 6:00pm

