



East Greenwich School Committee
Personnel Sub Committee

Minutes

Date: Thursday, April 11th, 2024
Time: 1:00 p.m.
Place: Central Administration Offices, 111 Peirce Street, East Greenwich, RI
and via Zoom - see link below

1. Superintendent Evaluation - Discussed posting the process and a sharing final document (e.g., press release) and on the SC website page in June/July.
2. Role clarification and job description process - Members prioritize roles to start with: SLPs, Social Workers, OTs and brainstormed survey questions. The survey would have a link to the current job description to preview before answering questions. The following questions were decided upon:
 - What daily tasks and responsibilities do you find most crucial in your role?
 - What is in the current job description that is no longer occurring or required?
 - What are you currently doing in your role that is now required that is not included in your job description?
 - Is the evaluation process or standards on which you are being evaluated clearly outlined and aligned with your duties?
 - Do you know who your evaluator is, and do you think that they are the best person(s) to evaluate your role?
 - What are the largest barriers you face in delivering services for the job as you see it?
 - Are there patterns of things you currently do that you do not feel belong in your job description?
 - A little less related to job description and more about retention - do you feel your role has access to relevant professional development and opportunities for growth? If not, how could we improve this?

Next, we discussed the process since this would be our first time implementing. We decided that if the Director has already spoken to these stakeholders about the rationale and provided opportunity for Q&A, then email requests to complete the survey/provide feedback. If the Director hasn't already spoken to these stakeholders, then the Director (and, when possible, the Human Resources leader) should speak to them in person and offer an opportunity to ask questions. In both the face-to-face and email, there should be a clear timeline as to when



feedback is expected by. Once the feedback is received, the Personnel SubCommittee will look at the patterns: If the feedback is a strong consensus (share summary document), we will draft a revised job description version matching this consensus and share it with stakeholders. If there isn't clear consensus, we may have further discussion with the group before drafting. Either way, we will return to those in the job role. The survey is not their only opportunity to engage and provide feedback.

3. Next steps: Director (NM) will talk with Speech and Language Providers ideally the week after break. All Personnel SubCommittee members will view the video on [Related Service Providers Workload Calculator](#) as part of our exploration and research for a policy we've been tasked with drafting. We discussed several concerns, but noted that we are only in exploration mode. We'd pilot and engage other stakeholders long before any policy commitment to such an exercise.

Minutes submitted by Nicole Bucka, Subcommittee Chair