



## East Greenwich School Committee Personnel Sub Committee

### Minutes

Date: Thursday, March 7th, 2024  
Time: 1:00 p.m.  
Place: Central Administration Offices, 111 Peirce Street, East Greenwich, RI  
and via Zoom

1. Superintendent Evaluation - The committee discussed beginning the partial 360 (Superintendent's direct reports) in March as our evaluation process lays out. During the discussion, several modifications to the email request were considered to enhance the likelihood of achieving 100% participation. Additionally, there was discourse on how we could make some aspect of the information public, either through sharing a summary on the website and/or a press release, to communicate the completion of the evaluation process and showcase its procedural aspects. We will discuss this further at the next meeting.
2. Review Personnel Adequacy Addendum from Special Education Audit for Implications for this SubCommittee's work - In our recent discussions at the School Committee meetings, we noted overarching themes such as retention and high turnover, as well as training needs, and we identified actionable steps to address the prevalent issue of role clarity within the organization. Notably, the necessity for role clarity has surfaced more prominently this year than in previous periods.  
To proactively tackle this concern, we would like to reach out to a designee from the para and teacher to collaborate. Furthermore, we recognized the importance of involving the custodial union in conversations related to retention (though their bargaining unit did not come up in this audit's recommendations).

We outlined a suggested approach to beginning the role clarification and job description process:

- a) **Prioritize Roles:** Establish a list prioritizing the roles highlighted in the audit report.
- b) **Survey Development:** Draft survey questions at our next meeting, incorporating existing job descriptions where applicable.



- c) **Sequential Rollout:** Send out surveys one role at a time, providing clarity on the purpose of each survey. This process involves engaging personnel directly, preserving aspects of the current job descriptions (if applicable) that are effective or commendable, and revise.
- d) **Job Description Revision:** Based on the collected feedback, revise job descriptions and circulate them again for further input. Include leadership in this review process to ensure comprehensive refinement.

Union Communication: Establish a consistent communication channel with the union, scheduling meetings every other Wednesday to keep them informed and involved in the ongoing developments.

Minutes submitted by Nicole Bucka