



East Greenwich School Committee Personnel Sub Committee

Minutes

Date: Thursday, May 2nd, 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 Update - The window for direct reports' feedback has been extended by two weeks. All participants were notified that they have until May 9th to offer feedback.
2. Job Description Revision Process Update - The Director of Student Services discussed the process with several staff groups: occupational therapists, reading specialists, social workers, and school psychologists. They looked at old job descriptions, national examples, other examples in Rhode Island. The Director reports the staff are looking forward to the process. While we originally targeted Speech providers as the first group, he had not yet been able to speak with them, so we revised the first target group. The Director would let Human Resources know which group to target first and the survey/form would go out on Monday. Next, we worked on the [survey/form](#). We went through each question to reword together. The process will be that an email will go out with a pdf of the questions and of the current job description with directions to print those for reference when completing the form. Directions will include that the form is anonymous, and that once we have all responses, we will share the results back with the group with a note to have it completed by Wed, May 22nd. Also, that this will not be the last opportunity to provide feedback.
3. Discuss the NC Workload Analysis Calculator for Related Service Providers - Given absences, we decided to table an in depth discussion of this item. We did discuss that watching the video brought up a few questions we'd like to ask:
 - Are our current staff using a current tool?
 - Do they document it in Aspen?
 - Is this tool duplicating any other process?
 - Would this be more streamlined or efficient? Excel file so we could adapt it.

Minutes taken by Nicole Bucka, Personnel SubCommittee Chair