

CLERK OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MASSACHUSETTS 01609

The School Committee will hold a virtual and/or in person meeting:

on: **Thursday, August 10, 2023**
at: 6:00 p.m.
in: Esther Howland South Chamber, City Hall
virtual:

<https://worcesterschools.zoom.us/j/82746440670?pwd=dmp4TnIxYThBdnhkZWQ1bm1hMjFFZz09>

Also accessible by telephone, to dial in call: +1 301-715-8592 or +1 305-224-1968

ORDER OF BUSINESS

A. General Business Items taken in Executive Session

gb 3-196 Administration

(July 13, 2023)

To conduct strategy sessions in preparation for negotiations with nonunion personnel and/or to conduct negotiations with nonunion personnel – Superintendent of Schools, Dr. Rachel H. Monárrez.

B. Call to Order

C. Roll Call

O. General Business

gb 3-185.1 O’Connell Novick

(July 12, 2023)

To consider the reorganization of the support staff assigned to the School Committee, to include establishment of a full-time Clerk of the School Committee whose sole responsibilities shall involve work directly related to the operation of the School Committee and the conduct of its business.

Q. Adjournment

The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, ancestry, sex, gender, age, religion, national origin, gender identity or expression, marital status, sexual orientation, disability, pregnancy or a related condition, veteran status or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action, contact the Human Resource Manager, 20 Irving Street

O. General Business
O'Connell Novick
(July 12, 2023)

ITEM: gb 3-185.1
S.C. MEETING: 8-10-23

ITEM:

To consider the reorganization of the support staff assigned to the School Committee, to include establishment of a full-time Clerk of the School Committee whose sole responsibilities shall involve work directly related to the operation of the School Committee and the conduct of its business.

PRIOR ACTION:

7-20-23: Member O'Connell Novick introduced her item by thanking Dr. Friel for her service as Clerk. She continued by stating that the School Committee needs someone prepared to take over as the Clerk of the School Committee as they need to have legal records of their meetings. The backup provided by Member O'Connell Novick was a draft of a job description.

Member O'Connell Novick made a motion to hold this item and to request that the Chair of the School Committee call a special meeting in early August to take this item including position description, any amendments the School Committee members bring forward, and to make sure it aligns with current human resource practices.

Mayor Petty asked the Governance Committee to begin outlining the process of recruitment and interviewing of candidates for the Clerk position. Mayor Petty outlined that the two different motions on the table were the following: (1) Member O'Connell Novick's motion to reorganize the School Committee office so the Clerk reports directly to the School Committee. (2) Mayor Petty's motion to start the process to find the next Clerk.

On a roll call of 7-0, the motions were approved collectively.

BACKUP:

Annex A (2 pages) contains the Clerk of School Committee Job Description.

RECOMMENDATION OF MAKER:

Refer to Governance and Employee Issues.

RECOMMENDATION OF THE ADMINISTRATION:

WORCESTER PUBLIC SCHOOLS

School Committee

TITLE:

Administrative Clerk of the School Committee

JOB DESCRIPTION:

The Administrative Clerk serves as the confidential secretary to the Worcester School Committee and coordinates the day-to-day operations of the School Committee.

The ability to interact with the public, staff, and members of the School Committee in a fast-paced environment, sometimes under pressure with deadlines, while remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role.

This position requires strong oral and written communication skills with attention to detail and the ability to manage emails, create documents, transcribe minutes, type, proofread, and edit with precision including: policies, forms, procedures, federal and state reports. The candidate must have familiarity with school operations, with the open meeting law, with public records requirements, and have the initiative and ability to create an efficient organization system, and to coordinate and execute a variety of activities and/or projects.

This individual must have the ability to deal with challenging situations, problem solve, prioritize tasks, create and maintain a professional work environment, and be flexible enough to deal with daily challenges of the system. In addition, they must have strong relationship-building skills, and work well with individuals from diverse backgrounds, experiences and cultures.

Experience in multilingual and multicultural environments is preferred.

QUALIFICATIONS:

At least three years of experience in a position using similar skill sets as this position requires.

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications, databases and the use of spreadsheets; planning and managing projects; and preparing and maintaining accurate records;

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: operations, modern principles and practices of office management; principles and practices of fiscal, statistical, and administrative data collection and report development; concepts of grammar and punctuation; and business telephone etiquette; and

Bilingual highly encouraged

REPORTS TO:

Vice-chair of the Worcester School Committee

PERFORMANCE RESPONSIBILITIES:**Office Administration:**

1. Records accurate and concise minutes of all open and executives sessions for all School Committee and standing committee meetings to be reviewed for approval at the next Committee meeting. Attends all Executive Sessions in person. Once minutes are approved, posts on the WPS website and distributes them, as required by Massachusetts General Law and local directive.
2. Prepares and distributes agendas and material for all School Committee and Subcommittee meetings, tracks pending items for each Committee or Subcommittee meeting in coordination with the Office of the Superintendent, and reviews with Committee convener and/or Vice-Chair. Meets with Vice-Chair and Superintendent on Thursday before bimonthly School Committee meeting to create agenda for full committee meetings from items submitted by members and by administration. Ensures electronic posting and distribution of full Committee agenda by Friday. Coordinates agenda for all subcommittee meetings

with relevant chair and administrators. Works with Committee members and appropriate administrators to establish regular and special Committee and Subcommittee meeting schedules, professional development schedules, and other occurrences. Confirms that all relevant administrators and members of the public have been invited, including those with petitions before the Committee or Subcommittee. Obtains all permits or permissions for meetings, timely posts all meetings, and provides all meeting materials for attendees with as much lead time as possible.

3. Maintains all archival Committee meetings and materials as required by state law. Responds to requests for meeting information. Maintains copies of all documents executed by the School Committee. In coordination with the relevant staff, manages the School Committee's website in order to ensure the public and members gain timely access to required documents and information.
4. Provides updated policies to the Massachusetts Association of School Committees after approval by School Committee.
5. Drafts all correspondences, memorandum, annual reports, recognitions, nominations, announcements in a timely manner as per Committee vote.
6. Responds to parent and/or community concerns when the matter falls within the purview of the School Committee, or refers them to appropriate school department personnel for resolution. Tracks all parent and/or community inquiries by topic and provides updates to the School Committee.
7. Collects data and prepares reports of various subjects to inform district decisions at directive of full Committee.
8. Provides relevant data to support annual budget preparation, as requested by the Budget Office.
9. Collaborates with other Administrative Assistants (Superintendent's Office, Human Resources, Teaching and Learning, and Budget Office) to provide support to the School Committee whenever needed.
10. Organizes and facilitates special events such as School Committee hosted Massachusetts Association of School Committees Division meetings, recognition events, etc.
11. Works effectively in informal and formal teams with diverse constituencies.

Professional Development:

1. Encouraged to attend annual conference of the Massachusetts Council of School Committee Administrative Personnel (COSCAP) at School Committee cost.

TERMS OF EMPLOYMENT:

Twelve-month work year

Flexibility with work hours and work schedule may be needed per the School Committee Calendar.

EVALUATION:

Performance shall be evaluated annually on or before July 1st. The School Committee Vice-Chair will complete the evaluation with input from the School Committee. The annual evaluation will be reviewed and voted in open session by the full School Committee by the second regular meeting in September of each year.