THE GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners.

Online Personnel Subcommittee Meeting Minutes

Thursday, October 8, 2026
11:30 A.m.

Members Present
William Melvin, Chairperson
Kathleen Clancy, Vice Chairperson
Heather Dagle

Administration Present
Amy Pasquarello, Superintendent

This meeting was conducted with the Personnel Subcommittee online and the public participating remotely via Zoom.

I. CALL TO ORDER – Chairperson William Melvin called the meeting to order at 11:30 am.

Effective August 16, 2023, the public is welcome to attend in person. Alternatively, the public may attend through the zoom link provided on the agenda. The meeting notice will reflect if the meeting is Zoom only. As the recent amendments to the Open Meeting Law allows, the Subcommittee may continue to hold meetings remotely. Please note the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

See below link to meeting recording:
https://gloucester-ma-gov.zoom.us/rec/share/y1zwwDZGJm9FJVlauUsenIeR7yQ9nx0OwbBqfF9PEKxEtf2Lm39Pg6kB7ie0qvxW.349VGkoP_2S_4PcT

II. REPORTS/DELIBERATIONS/DISCUSSIONS

A. **Review and discuss updated job descriptions for three individuals (non-union) contracts**

Chairperson Melvin began the meeting stating the purpose was to discuss three individual non-union contracts, and asked Superintendent Pasquarello to present her request regarding the updated job descriptions of the three individuals. Superintendent Pasquarello stated that her request was to review one individual contract at this time. She provided the subcommittee with the current and proposed/draft job description of the current Special Education Administrator,

Rachel Clemenzi, and the new job description title of Director of Special Education Director. She explained that Ms. Clemenzi has been acting as the out-of-district coordinator for the past year, and that her official title and responsibilities need to be updated to reflect her broader role in the Special Education Department.

Superintendent Pasquarello further stated that this would allow Ms. Clemenzi to oversee compliance, instructional leadership, supervision, program operations, and fiscal matters, with direct reporting to Special Education Director, Michael Jarvis.

Upon a motion by Ms. Clancy, seconded by Ms. Dagle, it was unanimously

VOTED: By Roll Call Vote:

Kathleen Clancy - Yes
Heather Dagle - Yes
William Melvin - Yes

To recommend approval of the updated job description to the full School Committee as presented.

V. ADJOURNMENT

On a motion by Kathleen Clancy, seconded by Chairperson Melvin, it was unanimously

VOTED: To adjourn the Personnel Subcommittee meeting of October 8, 2026, at 11:40 am.

All reference documents and reports are filed in the Superintendent's office. Also, the recording of this meeting can be found on the district's website.

Stephanie Delisi
Recording Secretary