

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: **Monday, November 13, 2023**
 at: 5:00 p.m. Regular Session
 in: Room 410, Durkin Administration Building
 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. Call to Order

B. Roll Call

L. Reports of the Standing Committees

aor 3-24 Clerk

(November 13, 2023)

To consider approval of the Minutes for the Governance and Employee Issues meeting held on October 24, 2023.

To consider approval of the Minutes for the Governance and Employee Issues meeting held on October 26, 2023. Further, to consider and interview finalists for the position of Clerk of the School Committee at the School Committee meeting on Thursday November 16, 2023 at 5:30 p.m. in the Esther Howland Chamber, City Hall.

O. General Business

gb 3-185.7 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.

P. Announcements

Standing Committee Meeting Dates:

Teaching, Learning and Student Supports:

- November 14, 2023 at 5:00 p.m. in Room 410, Durkin Administration Building

Governance and Employee Issues:

- November 21, 2023 at 4:45 p.m, in Room 410, Durkin Administration

Building

Governance and Employee Issues:

- November 28, 2023 at 4:45 p.m, in Room 410, Durkin Administration Building

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

- L. Reports of the Standing Committees
Clerk
(November 13, 2023)

ITEM: aor 3-24
S.C. MEETING: 11-13-23

ITEM:

To consider approval of the Minutes for the Governance and Employee Issues meeting held on October 24, 2023.

To consider approval of the Minutes for the Governance and Employee Issues meeting held on October 26, 2023. Further, to consider and interview finalists for the position of Clerk of the School Committee at the School Committee meeting on Thursday November 16, 2023 at 5:30 p.m. in the Esther Howland Chamber, City Hall.

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains the Minutes for the Governance and Employee Issues meeting held on October 24, 2023.

Annex B (2 pages) contains the Minutes for the Governance and Employee Issues meeting held on October 26, 2023.

Annex C (6 pages) contains the resume from Emanuela Abbascia.

Annex D (7 pages) contains the resume from Kate Benoit.

Annex E (9 pages) contains the resume from Kristi Turgeon.

RECOMMENDATION OF MAKER:

File the Minutes and Schedule the three Interviews

RECOMMENDATION OF THE ADMINISTRATION:

Concur.

OFFICE OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MA 01609

The Standing Committee on Governance and Employee Issues met on October 24, 2023 in Room 310B, City Hall. The meeting was called to order at 3:00 p.m. by Chairperson Laura Clancey. Also present were Member Molly McCullough, Member Jermaine Johnson and Interim Clerk David Rushford.

gb-3-185.5 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.

On a voice vote, the item was held.

GENERAL BUSINESS ITEM TAKEN IN EXECUTIVE SESSION

To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair so declares that an open meeting will have a detrimental effect in obtaining qualified applicants – Interview of Applicants – Clerk of the School Committee.

At 3:01 p.m., on a roll call of 3-0, the committee recessed to Executive Session.

At 5:47 p.m., on a roll call of 3-0, the committee reconvened in Regular Session for the sole purpose of adjourning.

OFFICE OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MA 01609

The Standing Committee on Governance and Employee Issues met on October 26, 2023 in Room 310B, City Hall. The meeting was called to order at 3:00 p.m. by Chairperson Laura Clancey. Also present were Member Molly McCullough, Member Jermaine Johnson and Interim Clerk David Rushford.

gb-3.185.6 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.

GENERAL BUSINESS ITEM TAKEN IN EXECUTIVE SESSION

To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair so declares that an open meeting will have a detrimental effect in obtaining qualified applicants – Interview of Applicants – Clerk of the School Committee.

At 3:01 p.m., on a roll call of 3-0, the committee recessed to Executive Session.

The Committee recessed from Executive Session at 5:29 p.m. to Regular Session.

Chairperson Clancey announced the results of the roll call voting to recommend successful applicants to the School Committee as finalists for consideration and interviewing for the position of Clerk of the School Committee.

They are:

Kate Benoit, who is currently employed as a communications specialist in the Barrington, RI public schools. (application attached),

Emanuela Abbascia, who is currently employed as a case counselor at Mass Hire. (application attached)

Kristi Turgeon, who is currently employed as executive assistant to the senior vice president of UMass Memorial Health Care. (application attached).

Chairperson Clancey requested the Clerk to notify those applicants not selected of the committee's action.

Members then additionally discussed generating questions for School Committee members to consider in the Open Session, as well as a timetable for issuing the report of the committee and the schedule of interviews of the three (3) finalists before the School Committee.

On a roll call of 3-0, the committee adjourned at 5:38 p.m.

Administrative Clerk of the School Commi...

<u>Emanuela Abbascia</u>	1
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Emanuela Abbascia

Education

Assumption College

Worcester, Massachusetts

Associate of Arts

Major: Humanities, **Minor:** Languages

GPA: 3.600

Credit Hours: 255

Attended January 2019 to December 2021

Degree conferred May 2021

Experience

MassHire

Sep 2022 - Present

Career Counselor

Worcester, MA, 01604

Provides intensive services to eligible jobseekers and basic services to those ineligible for intensive services. Reviews and revises client resumes; assists clients in preparing for interviews; provides effective feedback to clients to help them overcome job search issues.

Reason for leaving: I enjoy my position, there are no positions or room to grow into unless I change departments or jobs.

Supervisor: Jibrael Younis (508-799-1628)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

District Attorneys

Sep 2018 - Sep 2022

Family and Child Advocate

Worcester, MA, Worcester County

Family advocates from the District Attorney's Child Abuse Unit provide the child and non-offending family members information about the legal process and support and guidance through a case prosecution. The Family Advocate prevents domestic violence by encouraging Victims/ Family of Victims to examine their own behavior and take steps to learn and practice healthier behaviors. Providing a variety of interventions and treatment services to meet the needs of individuals and families.

Reason for leaving: I Left because of health problems due to Covid and took care of my family's member's health which was a serious issue back then.

Supervisor: Courtney Sans (508-755-8601)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

References

Name:	Diana West	Relation:	Co-worker	Known Since:	Aug 2022
Title:	Career Counselor for Rcap				
Employer:	Masshire 5 Bainridge Road Worcester, Massachusetts 01602	Contact:	508-353-3854 Diana.west@charter.net	Letter Attached (30KB) Submitted by reference on Sep 13, 2023	
Name:	Daisy Gaines	Relation:	Co-worker	Known Since:	May 2016
Title:	Office Lead Administrator				
Employer:	Springfield Business 40 Country Club #256 Ludlow, Massachusetts 01056	Contact:	508-579-8563 daisy77daiserell@aol.com	Letter Attached (20KB) Submitted by reference on Sep 17, 2023	
Name:	Miriam Danquah	Relation:	Family/Friend	Known Since:	Jun 2012
Title:	Doctor of Pharmacy				
Employer:	Umass 13 Mildred Ave #1 Worcester, Massachusetts 01603	Contact:	508-579-4754 Beautycut14@yahoo.com	Letter Attached (9KB) Submitted by reference on Sep 18, 2023	

Dear Worcester Public Schools,

My name is Diana West and I am very excited to write a letter of recommendation for my friend and former co worker Emanuela Abbascia. I had the privilege to work with Emma at Mass Hire for over six months. During that time there I was able to observe the hard work and dedication Emma had to her job and the clients she served. She goes above and beyond to help others, and completes tasks asked of her. Emma also speaks multiple languages which helps communicate with everyone.

One of Emma's greatest qualities is her creativity. She has a way of taking a task and using her creativity to make it special and unique. She has strong computer skills and is able to create any design, anything digital. These skills would benefit any school that may need a special project completed, or a task for a child. This is an amazing quality, one that I admire a lot. She has great skills when using a computer or any computer program, she is a quick learner.

Furthermore, Emma is very dedicated. She comes to work everyday, She is willing to complete any task or project asked of her. She is self-directed and she follows the tasks asked of her. She is willing to work above and beyond what is asked of her from her supervisor. She attends meetings, completes training, and has participated in many team building work site professional development training which contributes to her skills of being compassionate to others.

Emma is a hard working single mother of three boys. As a mother she is very organized and attentive to her children and their needs. She is able to manage her work life with her personal life, and even find the time to work on her Master's degree. She is able to balance all of these important roles and make sure everyone and everything has what they need and things are being completed. Emma is a wonderful mother and she is very kind to all children. She is an individual that possesses so many qualities that are positive, but most of all she really enjoys helping others and doing things for them that would be helpful for them.

I would recommend Emma to work for the Worcester Public Schools. She would be an excellent addition to any school or program that she would work for. If I can be of further help or if you have any questions, please feel free to contact me at any time.

Sincerely,

Diana M West

09/15/2023

Dear AiCo Abercrombie,

I am writing to recommend Emanuela Abbascia for the position of Administrative Clerk at Worcester Public Schools..

I have known Emanuela Abbascia for 8 yrs as a colleague at ADS inc. and have nothing but positive things to say. There is no doubt in my mind that Emanuela will be an excellent addition to Worcester Public Schools..

I have always known Emanuela Abbascia to be of sound character, being disciplined, honest, resilient, and having a great sense of ambition. Over the course of 8 yrs I have witnessed tremendous growth in Emanuela 's leadership, organization, self-management, speaks multiple languages:" italian, Twi, Portuguese Spanish and English. and helps translate to all who need help, and is able to communicate for the company without using a language line. and problem solving. I am certain these cultivated skills will allow Emanuela to excel.

During that time I worked with Emma I was able to see passion for her position and all the hard work and commitment she had to her job and the clients she served.

Emma stands out because of her creativity. Her creativity comes naturally when completing a task. In addition to her strong computer skills, she is able to create any type of design, even digital ones which would benefit any school and company. As an expert computer user and quick learner, she has great skills with computers and transcribing minutes using different programs and apps.

Emma is very dedicated. She comes to work everyday, She is willing to complete any task or project asked of her. She is self-directed and she follows the tasks asked of her and willing to work above and beyond what is asked of her by any supervisor. She attends meetings, training, transcribes the minutes through different apps. She participates in many Professional development and volunteers many community events and outreaches helping out to the community she serves.

Please do not hesitate on contacting me at 5085798563 or daisy77daiserell@aol.com if you have any further questions or requests.

Regards,

Daisy Gaines

Daisy Gaines

Office Manager

09/13/2023

Yeu Kue
Chief People
Officer Worcester Public Schools.
20 Irving St Worcester,
Massachusetts 01609

Dear Yeu Kue,

I am writing to recommend Emanuela Abbascia for the position of Administrative Clerk at Worcester Public Schools.. I have known Emanuela Abbascia for 8 yrs as a colleague at Community HealthLink. I am certain that any company that makes the decision to hire Emanuela will be over-satisfied because I believe she will be an excellent addition to Worcester Public Schools..

I have always known Emanuela Abbascia to be of sound character, being compassionate, honest, resilient, and having a great sense of ambition. I have always noticed Emanuela 's adaptability, communication, leadership/organizational skills. Her self-management, teamwork skills are what makes her stand out, completing all tasks and projects before the end mark in a professional manner no matter the circumstances of a fast paced, even in a hectic environment and under pressure. She is able to remain professional and calm, having others to easily follow her leadership. Emanuela speaks 5 languages. She is able to translate and communicate effectively with coworkers, clients and management.

I am certain these skills will allow Emanuela to excel in any role and company she joins. She possesses many wonderful qualities, her true passion of helping others and her willingness to go above and beyond for staff and clients are impressive. This is what makes her unique. She is a quick learner and a proficient computer technologies. and transcription with software. Thank you for your time in reading my letter. Please contact me at (508)579-4754 or beautycut14@yahoo.com if you have any questions or requests.

Best,

Miriam Danquah
5085794754
PharmD- Graduate
13 Mildred Ave # 1
Worcester, Massachusetts 01603

Administrative Clerk of the School Commi...

<u>Kate Benoit</u>	1
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Kate Benoit

Education

Texas Tech University

Lubbock, Texas

Master of Education

Major: Educational Leadership and Policy

Attended August 2021 to August 2023

Degree conferred August 2023

Purdue University

West Lafayette, Indiana

Doctor of Philosophy

Major: Education

Attended August 2023 to Present

Degree conferred May 2026

University of Utah

Salt Lake City, Utah

Master of Arts

Major: History

Attended August 2016 to December 2018

Degree conferred December 2018

Worcester State College

Worcester, Massachusetts

Bachelor of Arts

Major: History

Attended September 2012 to May 2016

Degree conferred May 2016

Experience

Barrington Public Schools

Feb 2023 - Present

Communications Specialist

Barrington, Rhode Island

- Developed effective district and school communication strategies for Barrington Public Schools, including the first ever District Communications Plan for use during SY 2022-23 and SY 2023-24/ Created first District Branding Guide and comprehensive brand materials for use across the district's 6 schools and central administration
- Oversee all district media communication, including the drafting of press releases, memos, newsletters, and other mass communications. Respond to and process public records requests and media requests for interviews and statements Create and disseminate messages from senior leadership, including Superintendent of Schools and Building Principals, to staff, families, community members, and media. Strategize with the central administration team to ensure transparent decision-making and communication regarding district decisions. Provide training and support

resources to coach school and district leaders around key communications initiatives, best practices, and data

- Work closely with members of the Barrington School Committee to communicate decisions and progress. Developed webpages for all School Committee subcommittees and monthly communications for subcommittees. Work with School Committee Chair and chairs of School Committee subcommittees to develop strong and thoughtful communications for the community around school construction projects, policies, and decision-making protocol

Reason for leaving: Seeking an opportunity closer to home

Supervisor: Michael Messore (401-245-2500)

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Clark University

Sep 2022 - Jan 2023

Sr Assoc. Director of Operations & Communications

Worcester, Massachusetts

- Coordinated all large-scale digital engagement efforts for the Career Connections Center including Instagram (1.7k followers), bi-weekly career newsletter (3.8k subscribers), employer engagement newsletter, career development blog, and ClarkCONNECT marketing and education campaigns using A/B testing, audience segmentations, optimized calls to action, and audience-appropriate language
- Collected, analyzed, visualized, and reported data on student and alumni engagement to campus stakeholders. Hired, trained, and supervised team of 6-8 undergraduate student staff with focus on CRM and career access platforms, social media and content creation, and peer-peer education
- Served on campus-wide implementation committees for new student success CRM and career management platform.

Reason for leaving: I wanted growth opportunities in public education.

Supervisor: Micky Roberts ()

Experience Type: Professional/Work, Full-time

It is **OK** to contact this employer

Clark University

Feb 2022 - Aug 2022

Assist. Dir. Digital Student & Employer Engagement

Worcester, Massachusetts

- Coordinate all large-scale digital engagement efforts for the Career Connections Center including Instagram (1.7k followers), bi-weekly career newsletter (3.8k subscribers), employer engagement newsletter, career development blog, and ClarkCONNECT marketing and education campaigns using A/B testing, audience segmentations, optimized calls to action, and audience-appropriate language
- Developed digital and visual brand for Clark University's newly-formed Career Connections Center and Career Lab; produced best-practice guides for branding, inclusive language, and effective emailing that inform the campus communications of the career center's advisers and program managers
- Created and manage the Career Connections Center's social media presence, co-founded blog that intends to publish historically marginalized and minoritized voices, co-led the creation of career center's DEI Statement, and co-created webpages for career center's virtual career resource library and identity-conscious resources

Reason for leaving: Promoted

Supervisor: Donna Curry (401-339-9545)

Clark University

Aug 2018 - Apr 2022

Assistant Director, ClarkCONNECT
Worcester, Massachusetts

- Manage and oversee ClarkCONNECT, a university-wide mentorship initiative consisting of more than 8,000 users and 39,000 student, alumni, family, and staff profiles, using PeopleGrove software and educational campaigns that increased user membership by 300% in three years
- Support ongoing student-alumni mentorship efforts and alumni engagement on ClarkCONNECT by organizing annual ClarkCONNECT Internships and Projects Challenge that resulted in more than 100 summer opportunities for undergraduate students during 3-month period
- Collect, analyze, visualize, and report data on student and alumni engagement to campus stakeholders. Hire, train, and supervise team of 6-8 graduate and undergraduate student staff with focus on CRM and career access platforms, social media and content creation, and peer-peer education

Reason for leaving: Promoted

Supervisor: Donna Curry (401-339-9545)

Experience Type: Professional/Work, Full-time

Please **do not** contact this employer

Clark University

Mar 2019 - Mar 2022

Adviser, Student Employment
Worcester, Massachusetts

- Produce bi-weekly career development newsletter using MailChimp platform with a mission to provide equitable access to career insights and resources for students of all identities, abilities, and experiences and implemented segmentations to increase first year open rate by more than 20 percent in one semester
- Deliver workshops on professional communication, career development, student employment, mentorship and networking to undergraduate and graduate students, campus leaders, and athletic organizations
- Advise undergraduate students looking for on-campus student employment, career development resources, networking best practices, and/or alumni mentors using holistic approach and pro-active interventions

Reason for leaving: Promoted

Supervisor: Donna Curry (401-339-9545)

Experience Type: Professional/Work, Full-time

Please **do not** contact this employer

University of Utah

Aug 2016 - Aug 2018

Graduate Writing Fellow
Salt Lake City, Utah

- Edited and reviewed an average of 50-60 student papers and research-based writing projects per week
- Provided individual consultations and tutoring sessions to improve students' argument development and writing style

Supervisor: Robert Goldberg (801-581-7200)
Experience Type: Professional/Work, Part-time
Please **do not** contact this employer

Annex D

University of Utah

Aug 2017 - Aug 2018

Graduate Instructor of History
Salt Lake City

- Taught 8 sections of History 1700-OL, an entry-level history course required of all college students by the state of Utah, with a total enrollment of 250 students from various class years & majors
- Created and delivered weekly synchronous and asynchronous lessons with a particular focus on employing instructional technology to increase historical thinking and skills acquisition among non-majors

Reason for leaving: Finished degree program
Supervisor: Robert Goldberg ((801) 581-7200)
Experience Type: Professional/Work, Part-time
It is **OK** to contact this employer

University of Utah

Aug 2016 - Aug 2018

Graduate Teaching Assistant
Salt Lake City

- Facilitated group learning activities and weekly study sessions for introductory-level history classes
- Collaborated with faculty and peers to create more equitable and accessible lessons for non-majors that incorporated technology, acknowledged different learning styles & reduced race and gender barriers

Reason for leaving: Finished degree program
Supervisor: Robert Goldberg (801-581-7200)
Experience Type: Other, Part-time
It is **OK** to contact this employer

Additional Skills, Awards, and Honors

Skills:

Social Media: Mailchimp, Stripo, Hootsuite, Later, Canva, Instagram, TikTok, Facebook, Twitter

Computer: WordPress, Omeka, Zoom, Google Suite, Microsoft Office (Word, Excel, PowerPoint, Outlook)

Learning Management Systems & CRMs: PeopleGrove, Handshake, Blackboard, Canvas, Raiser's Edge, Banner

Language: Intermediate proficiency in Spanish

Recent Conference Presentations:

"'FCC Isn't Singing My Song': The Nostalgia Paradigm and Clear Channel Debate in the Grand Ole Opry's America, 1977-1979," New England Historical Association (Boston, Massachusetts), October 2022.

"'Selma is in Worcester': Examining Northern Reactions to the Civil Rights Movement

Through the Lens of One Massachusetts City," New England Historical Association (Lowell, Massachusetts), April 2022. Annex D

Honor Society Memberships:

Phi Kappa Phi (all academic honors)

Phi Alpha Theta (history honor society)

Lambda Pi Eta (communications honor society)

Omicron Delta Kappa (leadership honor society)

Strengths:

CliftonStrengths: Strategic, Achiever, Relator, Maximizer, Discipline

HIGH5 Test: Philomath, Storyteller, Problem Solver, Deliverer, Coach

References

Name:	Micky Roberts	Relation:	Supervisor	Known Since:	Oct 2022
Title:	Associate Dean of Student Success Initiatives				
Employer:	Clark University 950 Main Street Worcester, Massachusetts 01610	Contact:	508-798-4390 maroberts@clarku.edu	No letter	
Name:	Michael Messore	Relation:	Supervisor	Known Since:	Feb 2023
Title:	Superintendent of Schools				
Employer:	Barrington Public Schools 283 County Road Barrington, Rhode Island 02806	Contact:	401-864-2907 messorem@barringtonschools.org	No letter	
Name:	Elizabeth Gittens	Relation:	Co-worker	Known Since:	Aug 2019
Title:	Sr. Associate Director of Career Development				
Employer:	Clark University 950 Main Street Worcester, Massachusetts 01610	Contact:	413-348-9866 egittens@clarku.edu	No letter	

Administrative Clerk of the School Commi...

<u>Kristi Turgeon</u>	1
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Kristi Lynne Turgeon

Education

Assumption College

Worcester, Massachusetts

College Coursework - no degree

Major: English

GPA: 2.500

Credit Hours: 60

Attended September 1991 to December 1994

Wachusett Regional High School

Holden, Massachusetts

Attended September 1987 to June 1991

Degree conferred June 1991

Pennsylvania State University Main Campus

University Park, Pennsylvania

Bachelor of Science

Major: Labor Relations and Human Resources

GPA: 3.870

Attended August 2021 to Present

Experience

UMass Memorial Health Care

Feb 2023 - Present

Executive Assistant to the Senior Vice President

Worcester, MA

Provides diverse and advanced secretarial and administrative primary support for Tier C executives in the medical center. This position supports system-wide activities in support of executives and handles complex assignments and information/documents of the highest confidential nature and strategic importance.

Reason for leaving: The people and company are wonderful; however, the position is not what I expected.

Supervisor: Dianna Caffarena, SVP (774-443-2275)

Experience Type: Professional/Work, Full-time

It is OK to contact this employer

Berlin-Boylston Regional School District

Dec 2017 - Jan 2023

Executive Assistant to the Superintendent

Central Office

Berlin-Boylston Regional School District

Executive Assistant to the Superintendent of Schools/HR Coordinator

•Serves as confidential executive assistant to the Superintendent.

- Manages routine matters not requiring the Superintendent's attention.
- Maintains and manages the Superintendent's calendar; receives and screens phone calls, correspondence and visitors.
- Serves as liaison between Superintendent and various stakeholders.
- Composes business letters, documents, reports and handles routine correspondence for the Superintendent.
- Serves as the District's CORI and SAFIS administrator, referring necessary information to the Superintendent of Schools.
- Prepared offer letters and contracts for new hires and coordinated onboarding.
- Attends all sessions of collective bargaining with the Superintendent, BBRSD School Committee, and BBEA (Berlin-Boylston Educators Association)
- Assists staff and answers all questions regarding the CBA.
- Coordinates and approve FMLA leave
- Maintains updated teacher seniority lists for all districts, including the tracking of professional status
- Monitors certification/licensure of staff members.
- Maintains records of administrator, support staff and nurse contract information, and prepares yearly salary letters for the Superintendent's signature.
- Maintains records of teacher steps, lanes, longevity, notification of advancement on salary schedule, etc. Verifies pertinent data and prepares yearly salary letters.
- Prepares updated Terms of Employment for Unified Groups.

Supervisor: Jeffrey Zanghi (508-869-2837)

Experience Type: Public School, Full-time

Please **do not** contact this employer

Berlin-Boylston Regional School District

Aug 2016 - Dec 2017

Administrative Assistant/Registrar

Tahanto Regional Middle High School

- Register all new students in Power School and collect all necessary documentation for cumulative record, including prior school records, birth certificates, residency documents and medical paperwork.
 - Assist students with the college application process, including sending transcripts, using Naviance.
 - Maintain all student cumulative records and files.
 - Store all grades and ensure accuracy of report cards and transcripts.
 - Manage Counseling Office, directing guests, students and faculty as necessary.
 - Manage online course registration and act as site manager and point of contact for students enrolled in online courses.
 - Stanley Z. Kopic Certificate of Mastery with Distinction coordinator for TRMHS
 - National Merit Scholarship coordinator
 - Provide administrative support for all members of the department including counselors, School Psychologist, School Social Worker and Special Education Liaison.
 - Manage calendars for counselors, including scheduling individual meetings with all middle and high school students.
 - Assist students by answering a variety of questions and concerns.
 - Coordinate department events and seminars by reserving spaces, set-up, flyers, and programs as well as clean up. Events include High School Awards Day, College Preparedness Seminars, Parent Series Workshops and more.
 - Manage the work of our department's Student Assistant.
 - Maintain department web site.
 - Create a monthly newsletter.
- Recording Secretary Berlin-Boylston Public School Committees
- Attend all School Committee Meetings and take notes.
 - Process notes for official meeting minutes.

Reason for leaving: For a year-round position.

Supervisor: Diane Tucceri (508-869-2333)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Wachusett Regional School District

Aug 2014 - Mar 2016

School Secretary

Princeton, MA

- Manage office including answering phones, greeting and directing visitors, answering questions regarding school events via phone and email.
- Oversee entrance to school and obtain proper identification of visitors when necessary.
- Provide excellent administrative support to Principal and Assistant Principal, while handling sensitive, confidential information.
- Maintain daily attendance records in Power School and contact parents who have not called in for absent students.
- Maintain and update school website as needed using Savvy.
- Register all new students in Power School, collect all necessary documentation.
- Complete the scheduling process for each student.
- Prepare deposits of payments and proceeds to be deposited to Student Activity Fund and track the funds in Quicken and reconcile monthly.
- Maintain all accounts receivables and payables, processing purchase orders and reconciling petty cash.
- Compile data for Commonwealth of Massachusetts DESE and submit monthly.
- Process and submit payroll on a bi-weekly basis, using Munis.
- Give tours of the building and answer questions regarding the curriculum.
- Maintain permits for use of school gymnasium, cafeteria and other class rooms.

Reason for leaving: To pursue other secretarial options. *Ms. Sutton was the principal when I was there but has since left. I also worked for Principal Mary Cringan before her retirement. My employment records can be verified at WRSD Central Office, Jeff Carlson, Director of HR, 1745 Main St., Jefferson, 01522. 508-829-1670.

Supervisor: Shannon Conley Sutton (978-464-2110)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

City of Westminster

Jan 2011 - Jul 2014

Administrative Coordinator

Westminster, Maryland

- Provide administrative support for Director of Recreation and Parks as well as customer service support for the department.
- Answering and directing calls and walk-in visitors.
- Typing, filing, proofreading correspondence.
- Handle all accounts receivable and accounts payable, posting invoices in Eden (Municipal Accounting Software) and keeping financial records for department and non-profit entity Friends of Westminster City Recreation and Parks accounts.
- Prepare all daily financial reports for Recreation and Parks Department and send them to the City Finance Office for payment.
- Maintain and reconcile petty cash till and records and prepare paperwork for replenishment.
- Monitor budget expenditures for recreation department.
- Record minutes from public meetings as needed for department.

- Purchase all office supplies for department.
- Coordinate all marketing for City of Westminster Recreation and Parks Department and Westminster Family Fitness Center.
- Create unique and artistic flyers, brochures and quarterly program guides, primarily in Microsoft Publisher as well as posting events to various media outlets' calendars and websites in the Carroll County/Baltimore Metro area.
- Manage web outlets for the department, including the award-winning Facebook page and the department Twitter page and manage the department's award-winning website by adding, updating and keeping it organized and easy to navigate using Adobe Contribute (past) and Civic Plus (present) website servers.

Reason for leaving: relocating back to Massachusetts for my husband's job and to be near family.

Supervisor: Abby Gruber (410-848-9000)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Town of Kernersville

Sep 2008 - May 2010

Administrative Assistant/Rental Coordinator

Kernersville, North Carolina

Administrative Assistant, Town of Kernersville (North Carolina)- Parks and Recreation Department
2008-2010

- Provided all customer service for Parks and Recreation Department by greeting and directing visitors, answering calls, emails and other inquiries regarding area parks and recreation programs.
- Responsible for completing all pavilion reservations and program registrations.
- Responsible for receipting payments (cash and check) and processing MasterCard and Visa payments for programs and rentals as well as making daily deposits, logging and recording payments in computer system, and monthly revenue reports. Reconciling deposits made against Munis reports.
- Updating social media pages and various websites as a form of marketing our programs and parks.
- Created many informational marketing fliers using my graphic designing skills in Microsoft Publisher.
- Recording and typing minutes from monthly advisory board meetings.
- Creating monthly reports as required by the Parks and Recreation Director using Microsoft Excel and Microsoft Word.
- Inventory and ordering of all office supplies.
- Typing and proofreading correspondence as requested.

Reason for leaving: My husband was promoted and transferred to the Baltimore, Maryland branch of his company.

Supervisor: Ernie Pages (336-996-3062)

Experience Type: Other, Part-time

It is **OK** to contact this employer

David Clark Company

Nov 1999 - May 2001

Kristi Turgeon

4

Administrative Assistant/International Sales Dept.
Worcester, MA

Annex E

International Sale & Marketing Administrative Assistant (Customer Service Specialist), David Clark Company, Worcester, MA
1998-2001

- Provide administrative support to International Sales and Marketing Director as well as three (3) outside sales representatives from Canada, Hong Kong and The Netherlands.

- Provide outstanding customer service to our international customers by providing product information, stock and order status and providing any other assistance requested.

- Typing

- Filing

- Order entry

- Order tracking

- Scheduling meetings and making arrangements for visiting international customers

Reason for leaving: Left to stay home to take care of my baby daughters.

Supervisor: James Comer (508-751-5800)

Experience Type: Other, Full-time

It is **OK** to contact this employer

Computer and Office Skills

Outstanding telephone manner

- Extensive customer service experience.

- Excellent oral and written communication, problem-solving, analytical and troubleshooting skills.

- Computer savvy, including Google Docs/Drive, Eden, Munis, iVisions, Outlook, Word, Excel, Publisher, Civic Plus, Contribute, Savvy, Active Network, Power School, MyRec and social media outlets including Facebook and Twitter.

- Extensive experience with Power School and attended Power School Users Group Conference 2015 and 2016

- School Spring

Notary Public

I am a licensed Notary Public in the Commonwealth of Massachusetts. My commission expires July 15, 2027.

References

Name:	Diane Tucceri	Relation:	Supervisor	Known Since:	Aug 2016
Title:	Principal (retired)				
Employer:	Tahanto Regional Middle/High School 1001 Main Street Boylston, Massachusetts 01505	Contact:	508-904-1757 dtuc129@gmail.com	No letter	
Name:	Wendy Hebert	Relation:	Co-worker	Known Since:	Jan 2018
Title:	Payroll and Benefits Coordinator				
Employer:	Berlin-Boylston Regional School District 215 Main Street, Berlin-Boylston Public Schools Boylston, Massachusetts 01505	Contact:	508-868-3686 wdhebert@townisp.com	No letter	
Name:	Jeffrey Zanghi	Relation:	Supervisor	Known Since:	Jan 2018
Title:	Superintendent of Schools (retired)				
Employer:	Berlin-Boylston Regional School District 215 Main Street Boylston, Massachusetts 01505	Contact:	774-364-2813 zanghij@comcast.net	<u>Letter Attached</u> (93KB) Submitted by applicant	

The Berlin-Boylston Regional School District



Jeffrey T. Zanghi, Superintendent of Schools
 215 Main Street, Boylston, MA 01505
 508-869-2837 ext. 1107

November, 2022

To Whom It May Concern:

I have had the pleasure of working with Mrs. Turgeon for the past five years and she has been an asset to my office. The Executive Assistant to the Superintendent position requires a person who is patient, a self-starter, and a hard worker. Mrs. Turgeon is all of those things. She keeps the office running smoothly and efficiently, multi tasks effectively, and is able to clearly communicate to the Superintendent, School Committee, and all those she comes into contact with. Her voice is the first voice people hear when they contact the Superintendent's office and she is polite, positive, and informative.

Mrs. Turgeon has a very stressful position. Every Director in the office, at some time, is either providing information to or looking for information from Mrs. Turgeon. She continually has "multiple balls in the air." In addition, Mrs. Turgeon manages my day which is not an easy task! With all that, she never seems to be flustered by the amount of work she takes on. In fact, she usually asks if anything else needs to be done and her sense of personal responsibility is outstanding.

There are people that can work with anyone and Mrs. Turgeon is one of those people. She is an outstanding representative for the district. The most telling comment I receive from the community and from parents is that when they need information, they go directly to Kristi, as she is knowledgeable, understanding, and patient. Mrs. Turgeon is great with problem people. She is always respectful yet firm and most often tries to resolve the issue before it gets to the Superintendent's desk. It is a great help to have someone with that skill set as an assistant.

I enthusiastically recommend Mrs. Turgeon for any position she applies for as she is an excellent assistant and will be an asset to any organization smart enough to hire her. Please feel free to contact me at 774-364-2813 if I can provide any additional information regarding Mrs. Turgeon's candidacy.

Sincerely,

Jeffrey T. Zanghi,
 Superintendent of Schools

The Berlin-Boylston Regional Public Schools do not discriminate on the basis of age, race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, creed, disability, veteran status, genetic information, homelessness or any other class protected by state or federal law.

From: Shannon Sutton <shannon_sutton@wrsd.net>
Date: March 23, 2016 at 5:41:09 PM EDT
To: Kristi Turgeon <kristi_turgeon@wrsd.net>
Subject: Thank you

I am sorry I was trapped in a meeting and didn't get a chance to properly say good by. I want to thank you for all you did at TPS and for all the support you gave me this year. Your attention to detail and ability to know what was coming next was nothing short of extraordinary. The kindness and confidentiality you exuded to all staff, children and families made TPS a welcoming, safe environment. Thank you so much, your work ethic and abilities in all areas are second to none. I wish you all the best as you start your next career adventure.

All the best,
Shannon

Shannon Conley Sutton
Principal
Thomas Prince School

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

ITEM: gb 3-185.7
S.C. MEETING: 11-13-23

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.

8-10-23: The School Committee made the following amendments to the job description:

- Under the Job Description: Replacing "must" with "preferred" in regards to being familiar with School operations
- Under the Reports To section: Changing the language to read: "Reports to the Vice Chair of the School Committee on behalf of the entire School Committee."
- Under the Performance Responsibilities section: Adding "Other duties", which include creating a new system of Agenda development and item storage that is more user friendly and organized.
- Adding "evenings" to the flexible working hours for clarification
- Adding a nondiscrimination policy

Mayor Petty made a motion to take the amendments collectively.
On a roll call of 6-0 (absent Johnson), the motion was approved.

Mayor Petty made a motion to hold the item until the next full School Committee meeting on August 17, 2023.

On a roll call of 4-2 (No O'Connell Novick, No Mailman, absent Johnson), the motion was approved.

8-17-23: The School Committee reviewed the redlined amendments made in the job description. Member O'Connell Novick reviewed some of the recommendations given to her by Chief People Officer, Dr. Kue. She stated that Dr. Kue recommended rewording the Qualifications section to read, "...Bachelors or Masters or equivalent work experience..". In the paragraph that begins with, "Specific knowledge-based competencies.." adding at the very end, "...and high levels of confidentiality." Finally, adding the suggested salary. Dr. Kue explained that after looking at a number of different districts she recommended a salary range of \$100,000 to \$130,000 for this position. Member McCullough expressed concern for the wording under the "Reports to" section. Mayor Petty recommended looking at the School Committee rules for further clarification on this section.

Superintendent Monarrez asked for further clarification on the process for this position following its posting and emphasized the importance of following the correct, legal procedure. Mayor Petty responded that the job description would be approved during this meeting and then posted, the resumes Administration receives will be sent to Governance and Employee Issues. Dr. Kue responded that, to ensure that this process is transparent and open and remains in compliance with Open Meeting Laws, the Administration did have a discussion with their legal council and is waiting for further guidance to make sure that the process can actually be handed over to Governance and Employee Issues. Superintendent Monarrez made a recommendation to add an Executive Session item to the next meeting agenda that would allow the legal council to share the appropriate process. Member Kamara asked for clarification on the process and who would be responsible for collecting the resumes and preparing them for the Committee members to see. Dr. Kue responded that she would be the one to collect all the resumes and added that the job posting would be up for at least four weeks which gives the Administration and the Committee time to define the process. Member Kamara expressed her desire to be a part of the entire process. Mayor Petty emphasized that historically the process has been to send resumes to subcommittee and added that there is time to define the process and hear back from the legal council.

Mayor Petty made a motion to approve the redline amendments.
On a roll call of 7-0, the item was approved.

8-23-23: Dr. Kue reported that the advertisement for the position of Clerk of the School Committee involves efforts to cast a wide net, working with the Equity Office accessing all affinity groups to broaden the reach of the search as much as possible. She is ready to proceed immediately with the four-week posting pending committee consent of the process outlined at the August 23rd School Committee meeting.

Member McCullough said she appreciates Human Resources having a first set of eyes on the applications. Chairperson Clancey agreed. She anticipates that the first review of applications would be in an Executive Session of this Committee to narrow down the number of applicants who would then become finalists in an open session of the full School Committee.

Member Johnson asked to know if there was a certain number of applicants being sought. Chairperson Clancey said that depends on the number of applicants who are qualified.

Chairperson Clancey confirmed the 3-4 week timeline for posting and that the MASC section for other postings be included in Dr. Kue's wide net. Dr. Kue confirmed that is included and that she will report to the Committee by September 13 concerning the numbers of applicants.

Member McCullough asked if this information would be shared in an Executive Session. Dr. Kue stated that just the number of applicants and the number of qualified applicants will be shared at that time.

Chairperson Clancey then confirmed that a timeline will be formulated after that, and then, to reconvene to review the applicant pool.

The Committee members expressed support and thanks to Dr. Kue in steering the committee in this process and voiced support in getting the job opening advertised.

On a roll call of 3-0, the item was held.

10-3-23: *On a roll call of 3-0, the item was held in Governance and Employee Issues.*

BACKUP:

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

RECOMMENDATION OF MAKER:

To consider and interview finalists for the position of Clerk of the School Committee at the School Committee meeting on Thursday November 16, 2023.

RECOMMENDATION OF THE ADMINISTRATION:

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 is preferred to 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:

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 on behalf 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 A 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.
12. Update IT systems for agenda development and item organization.
13. Other duties as assigned

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, including evenings, 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.

Equal Opportunity Employer

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, Worcester, MA 01609, 508-799-3020.