



# Greater Lawrence Educational Collaborative

480 Broadway Methuen, Massachusetts 01844    www.glec.org    Tel: 978 685-3000

Office of Executive Director

## MEMORANDUM

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TO: GLEC BOARD OF DIRECTORS PERSONNEL SUBCOMMITTEE  
FROM: Bob Gass, Assistant to Interim Executive Director  
RE: November 15, 2011 Meeting  
DATE: November 8, 2011

The next meeting of the GLEC Board of Directors Personnel Subcommittee will be held at the GLEC Administrative Offices at 480 Broadway in Methuen at 4:00PM, Tuesday, November 15<sup>th</sup>.

The meeting's focus will be discussion of next steps in the search process for a new Executive Director, and various updates in the outstanding items from the previous Personnel and Board Meetings.

Your attendance is most appreciated.

**Greater Lawrence Educational Collaborative  
BOARD OF DIRECTORS  
PERSONNEL SUBCOMMITTEE MEETING  
Tuesday, November 15, 2011 – 4:00PM  
480 Broadway  
Methuen, MA 01844**

**A G E N D A**

1. Executive Director Search Process
  - Next Steps
  - Interim Executive Director Extension
  - MSEC Opening
  - Reach out to other Collaboratives
  - Timeline
2. Various Updates/Interim Executive Director
  - All Staff Meeting
  - Internal Systems – HR/Personnel
  - Waivers –
    - Teachers
    - Interim Executive Director
  - Unfinished Business
    - Health Insurance Trust
    - Health Insurance
    - Employee Claims
    - Employee Issues
    - Endicott
3. Next Meeting(s)
  - GLEC Board Meeting December 7, 2011 @ 8:30AM  
(1) Personnel Committee TBA

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