

PITTSFIELD FEDERATION OF SCHOOL EMPLOYEES

C U S T O D I A L   U N I T

P.O. BOX 2073

PITTSFIELD, MASSACHUSETTS 01201

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**GRIEVANCE TRANSMITTAL SHEET**

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TO:  
Ms. Ann Marie Carpenter  
Director of Human Resources

FROM:  
Dorothy McGurn, Chapter Chairperson  
Secretarial Unit

COMPANY:

Pittsfield Public Schools

3/31/2023

E-MAIL ADDRESS:

TOTAL NO. OF PAGES, INCLUDING COVER:

[acarpenter@pittsfield.net](mailto:acarpenter@pittsfield.net)

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PHONE NUMBER:

SENDER'S PHONE NUMBER:

(413) 499-9505

(413) 281-2943

RE:

Grievance (Level II) – Secretarial Unit  
Transfer of Bargaining Unit Work

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URGENT     FOR REVIEW     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

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NOTES/COMMENTS:

**Sent via E-mail**

Dear Ann Marie,

The attached grievance forwarded to you at Level II.

Dorothy McGurn, Chapter Chairperson  
Educational Secretaries Unit

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GRIEVANCE

Pittsfield Federation of School Employees  
Local 1315, AFT, AFT-MA, AFL-CIO  
(Educational Secretaries Unit)

-  
Pittsfield School Committee  
March 31, 2023

Statement of Facts: The Pittsfield Federation of School Employees (Educational Secretaries Unit), Local 1315, AFT-MA, AFL-CIO hereinafter referred to as the Federation, and the Pittsfield School Committee, hereinafter referred to as the District are parties to a collective bargaining agreement (CBA) which runs from July 1, 2022, through June 30, 2025. The CBA covers the terms agreed to by the parties with regard to the hours, wages, and other conditions of employment, including Union Recognition, and Existing Conditions of Employment. This is a class action grievance filed on behalf of all affected members of the bargaining unit, and these violations are on-going. The grievant in this matter is the Federation.

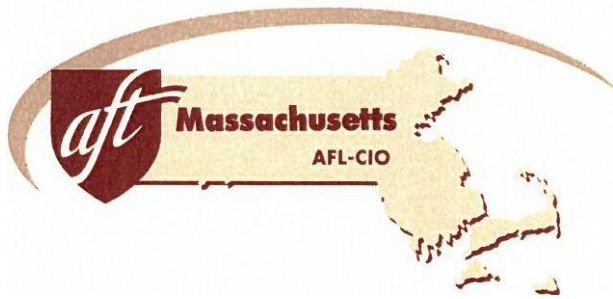
Provisions of the Agreement Violated, Misinterpreted, or Misapplied: On or about March 2, 2023, the District violated Article I: Recognition, Jurisdiction and Definitions, Article II: Existing Conditions of Employment and any other applicable article or section, when they posted and subsequently filled a vacancy for a non-bargaining unit position performing duties and functions previously performed by members of the Educational Secretaries bargaining unit. The union learned of this posting on or about March 20, 2023 and immediately sent a timely demand to bargain to the District, which to date has been ignored. See the attached Demand to Bargain and non-bargaining unit vacancy posting for Registrar (#PPS-2023-40).

Relief Requested: The District must return all bargaining unit work to the Educational Secretaries unit. The District must bargain with the Union over hours, wages, other conditions of employment for the new Registrar position, and they must post the new Registrar position as a bargaining unit position, and all other actions required to make affected members of the bargaining unit whole in every way.

*Dorothy McGurn*

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Dorothy McGurn, Chapter Chairperson  
Educational Secretaries Unit



**AMERICAN FEDERATION OF TEACHERS MASSACHUSETTS**

38 Chauncy Street, Suite 402  
Boston, MA 02111

(617) 423-3342/(800) 279-2523  
Fax: (617) 423-0174

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**Sent via E-Mail**

March 20, 2023

Pittsfield Public Schools  
Ms. Ann Marie Carpenter, Director of Human Resources  
269 First Street  
Pittsfield, MA 01201

RE: Demand to Bargain – Educational Secretaries Unit

Dear Ms. Carpenter,

As you know the Pittsfield Federation of School Employees represents educational secretaries, clerk-typists, cafeteria bookkeepers, data entry operators, clerk/dispatchers, account clerks, and vision and hearing technicians, and these employees are members of the Educational Secretaries Bargaining Unit. The jurisdiction of the Federation in this unit includes all persons who perform the duties or functions of the categories of employees in the bargaining unit regardless of whether these positions are given new titles.

On March 2, 2023, the Pittsfield Public Schools (PPS) posted a vacancy for a new position of Registrar (Posting #PPS-2023-40). A copy of the vacancy is attached to this letter. The Federation views this as a new bargaining unit position, and we demand to bargain. Please contact me directly to schedule a meeting to bargain over this matter. You should direct any response to this information request to me, at the address listed above, or via e-mail to [warmstrong@aftma.net](mailto:warmstrong@aftma.net).

Respectfully,

*Walter Armstrong*

Walter Armstrong  
Field Representative

Cc: Ms. Dorothy McGurn, Chapter Chairperson – Educational Secretaries Unit  
PPS Attorney Russell Dupere  
AFT MA Attorney Harold Jones

## **REGISTRAR (#PPS-2023-40)**

Mercer Administration Center  
Pittsfield Public Schools  
Pittsfield, Massachusetts

### **Job Details**

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**Job ID:** 4167277

**Posted:** March 2, 2023

**Application Deadline:** March 17, 2023

**Starting Date:** March 20, 2023

### **Job Description**

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The Registrar is responsible for coordinating ALL district registration including Pre-K, K and open enrollment sessions. The position is responsible for overseeing all aspects of data collection relevant to the completion and accuracy of registration data district-wide in accordance with the law and PPS policies. The Registrar will be expected to create an environment of community, positivity and welcome for families entering the district including eliminating or reducing barriers for families.

This is a full time, year round position.

The duties of the Registrar are as follows:

- Coordinate, plan and publicize ALL district registration and enrollment periods including attending those outside of regular school hours
- Provide appropriate registration information to parents/guardians and/or caregivers and assist families with registration when necessary
- Coordinates and facilitates community outreach events to support families with their entry to the Pittsfield Public Schools
- Manages incoming confidential student registration data; obtains records, processes forms, acts as a liaison between the prior and new schools, assists and supports parent/guardian with enrollment process
- Collaborates effectively with district student services departments and community agencies, such as the Special Education Department, school nurses, homelessness liaison, district foster care liaison, and the Department of Children and Families in situations when DCF has custody of students being enrolled
- Coordinates with EL staff/interpreters for students & families for whom English is not their primary language, using immediate translation services, such as Language Link, when necessary
- Responsible for the accuracy of registration data to include uploading student confidential documentation to relevant databases
- Responsible for assigning LASID and SASID numbers to all Pittsfield Public School students
- Maintains accuracy of PowerSchool and state coding within PowerSchool for the district, including ABC List, student transfers, out of district students, dropouts, residential, DYS custody
- Maintains the database that contains all documented information for outplaced students
- Oversees the Student Attending Report for students who reside in Pittsfield but are enrolled elsewhere/outplaced, including residential, school choice in and out, private, parochial, charter, in and out of Massachusetts
- Verifies accuracy of billing at the state level utilizing the SIMS report and comparison chart for the Budget Office
- Oversees the dissemination of new student information to respective school district offices
- Other duties and responsibilities may be assigned from time to time as district needs require

**Position Type:** Full-time

**Positions Available:** 1

#### **Equal Opportunity Employer**

Pittsfield Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

### **Job Requirements**

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- Bachelor's degree required
- Multi-lingual and diverse candidates are encouraged to apply.
- Experience working in a professional office setting required
- Minimum of three (3) years' experience working in an educational setting preferred
- A high degree of organizational and time management skills
- Must be detail oriented