BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

DATE: MAY 13, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy GCIA - Professional Development
3. Policy GCF - Staff Hiring
4. Policy GCFA - Guidelines for the hiring of a Principal, Assistant Superintendent, Director of Business Services
5. Policy GCCD - Medical Evaluation
6. Policy GCG - Part time and Substitute Staff Employment
7. Policy GBGC - Photo Identification Badges
8. Policy GCL - Professional Staff Schedules
9. Policy GCO and GCO-R Staff Evaluation Policies
10. Policy surrounding public outreach
11. Future Agenda Items

"The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law."

Members:
Jonathan O'Hara, Chairman
Anne-Marie Siroonian
Matthew Stuck

Bourne School Committee
Policy Sub Committee
May 13, 2013

Policy GCIA: Professional Development - BEA feels as though there are sections of this policy that is subject to bargaining. Last paragraph and sections 1,2,3. BEA would like more time with this policy. The SC would remove the last paragraph and take recommendations from the BEA on this policy. BEA would also like a notification on policies that may affect the contract. Matt recommends that we revisit this policy again with recommendations form the BEA. Anything that is going to run afoul with the contract we will not address in the policy. Questionable that it may be against the law to solicit information from the staff if the policy has contract implications and are subject to bargaining.

Policy GCF: Staff Hiring - Concern as to how the Coordinators position will be hired. They would fall under the Policy GCF-G and not Policy GCF. #3 is of concern because of have to have an additional professional staff member and that may cause conflict with members of union on committee's hiring other union members. Recommends language that reflects staff members not interviewing with their peers. Add after staff member in #3 "as long as the professional staff member is outside the association of the applicant." This policy will go for revised distribution. Policy GCK addresses transfers.

Policy GCF-A: Guidelines for Hiring of Principal, Assistant Superintendents, Director of Special Education and Student Services, Director of Business Services. Should we add Coordinators into this policy because they will be hired by Central Office? Do we want to name the policy Guidelines for Hiring Administrators? What about the hiring of an Assistant Principal? For positions that report to the Superintendent, the Superintendent has to have final say. BEA believes that the committee should do all of the screening first then interview and then make recommendation to the Superintendent. #1 says the opposite. Need to determine who the coordinator reports to. What is the legal authority when it comes to #1? Possibly add language to #1 based on licensure, certification and possible more. Add to #5 the rest of the positions from the title of the policy.

Tabling the remaining agenda items and adding GCK to the Agenda for the next meeting.

Meeting adjourned at 7:08pm

Next Meeting date is June 3, 2013 at Central Office

Policy : GCIA

update

Approved for SC-	04.22.2013, Policy SubComm
Distribution -	05.01.2013, SchComm
Action Item -	TBD, SchComm
Effective Date-	TBD, SchoComm

Professional Development

The Committee values and supports professional development for the purpose of continuous growth for student achievement. All staff members will be provided opportunities for the development of professional practice beyond those they may attain through the performance of their assignment or through the assistance from evaluators.

The District will establish a Professional Development (PD) Committee comprised of professional staff members. The PD committee will help determine the nature of professional development within the district by establishing annual goals.

Opportunities for professional growth will be provided through such means as the following:

1. Planned in-service programs and workshops
2. Released time to observe in other classrooms and schools
3. Release time for attendance at conferences, workshops, and other professional meetings.

The Superintendent will have authority to approve or deny released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purposes of professional development.

Policy : GCF

retires policy: GAB, GCE, GDE, GDF

Approved for SC-	04.28.2013, Policy SubComm
Distribution -	05.01.2013, SchComm
Action -	TBD, SchComm
Effective Date-	TBD, SchoComm

STAFF HIRING

Each time a new position is established by the School Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the job holder's qualifications and the job's essential duties and responsibilities. The Superintendent will maintain, review and periodically update a comprehensive set of job descriptions.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all licensure requirements and the requirements of the Committee for the type of position for which the nomination is made.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. The District's goal is to employ and retain personnel who are enthusiastically committed to empower students and peers to achieve personal goals and demonstrate life-long professional growth.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, religion, color, age, sex, gender identity, national origin, disability, sexual orientation, homelessness or place of residence.

2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.

3. The administrator responsible for the hiring of a staff member is directed to establish a screening interview process with a minimum of one additional professional staff member.

4. The administrator has the final say in determining who will be hired.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B

Massachusetts Board of Education Requirements for Licensure of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

603 CMR 7:00 and 44:00

Policy : GCFA

retires policy: GCF-G, GCF-GA

Approved for SC-	04.28.2013, Policy SubComm
Distribution -	05.01.2013, SchComm
Action -	TBD, SchComm
Effective Date-	TBD, SchoComm

GUIDELINES FOR THE HIRING OF A PRINCIPAL, ASSISTANT SUPERINTENDENT, DIRECTOR OF SPECIAL EDUCATION AND STUDENT SERVICES, AND DIRECTOR OF BUSINESS SERVICES

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. The District's goal is to employ and retain personnel who are enthusiastically committed to empower students, staff and peers to achieve personal goals and demonstrate life-long professional growth.

There will be no discrimination in the hiring process due to race, religion, color, age, sex, gender identity, national origin, disability, sexual orientation, homelessness or place of residence.

The following guidelines will be used in the selection of personnel:

1. The Superintendent will screen the applications for the opening and select semi-finalist(s) to be interviewed by the search committee.
2. The Superintendent will appoint a search committee that includes but is not limited to representatives from the various groups listed below:
    - School committee
    - Central office
    - Building level administrator
    - A member of staff from the particular school
    - Parent-Teacher Association
    - School Council
3. The search committee will then select candidate(s) to recommend to the Superintendent for final consideration.
4. The Superintendent will interview and at his or her discretion may conduct a site visit(s) with at least one school committee member.
5. The Superintendent has the final say in determining who will be hired as principal.
6. The Superintendent will recommend his or her chosen candidate for the position of Assistant Superintendent, Director of Special Education and Student Services and, Director of Business Services to the School Committee for appointment.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all licensure requirements and the requirements of the Committee for the type of position for which the nomination is made.

LEGAL REFS.: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:41, 71:45; 71:55B; 71:59; 71:59B;

Massachusetts Board of Education Requirements for Licensure of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

603 CMR 7:00 and 44:00

Policy : GCCD

Approved for SC-	04.08.2013, Policy SubComm
Distribution -	05.01.2013, SchComm
Action Item -	TBD, SchComm
Effective Date-	TBD, SchoComm

INDEPENDENT MEDICAL EVALUATION POLICY

The Superintendent of Schools has a responsibility to students and staff to ensure that all employees are fit to perform the duties and responsibilities associated with their work assignment(s). Acting in the capacity of employer, the Superintendent of Schools has the discretion to request and/or require a medical opinion from a medical practitioner of his/her choosing if there is a reasonable, progressive basis for questioning whether the employee is fit to perform his or her duties, and/or to determine whether the employee is fit to return to work after more than fourteen (14) consecutive days absence from work.

HIPAA compliance reference; Department of Health and Human Services, Office of the Secretary, Federal Register, **45 CFR Parts 160 and 164**
Standards for Privacy of Individually Identifiable Health Information; Final Rule

Policy Information

Series G - Personnel

Part-Time and Substitute Professional Staff Employment
Policy # GCG

FILE: GCG

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Part-Time Teachers:

Teachers may be employed on a part-time basis. The salary of part time teachers will bear the same ratio to the step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time (for example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers:

Each building principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. **An approved substitute list is available through the office of the Superintendent.**

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute teaching positions on the basis of their areas of competence. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. The latter will be granted such additional benefits as approved by the School Committee.

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Photo Identification Badges
Policy # GBGC

FILE: GBGC

PHOTO IDENTIFICATION BADGES

To support a learning community and environment that is safe for students and employees by clearly identifying badges for all employees and volunteers in any and all Bourne education facilities and fields as the Superintendent deems necessary and appropriate.

Such school badges will be worn by all employees in the designated Bourne education facilities and fields during and after the regular student day. Other guidelines may apply to evening hours, vacations, and other times as developed by the Superintendent or his/her designee.

This system will provide one original and one replacement badge at no cost to each employee each school year and will provide a convenient system for replacement at the employee's expense at a rate set by the Superintendent or his/her designee.

In issues regarding the implementation of guidelines the principal shall have full decision making authority, with appeal to the Superintendent.

Adoption Date: 10/1/2003
G - Personnel

Policy Information

Series G - Personnel

Professional Staff Time Schedules
Policy # GCL

FILE: GCL

PROFESSIONAL STAFF TIME SCHEDULES

Administrators:

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

During the course of their contract year, all administrators will be expected to work during the hours and on the days that the Superintendent's office is open unless special scheduling arrangements have been made with the Superintendent. On days schools are closed because of bad weather or other emergencies, all staff members except those who work only on teacher work days are required to report to work as soon as they are able to do so.

The working year for administrators will be established individually through their contracts.

Teachers:

The working year for teachers will be established through the BEA Collective Bargaining Agreement and with the School Committee's adoption of the school calendar.

Policy References:
M.G.L. 71:80
BEA Collective Bargaining Agreement

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Evaluation of Professional Staff
Policy # GCO

FILE: GCO

EVALUATION OF PROFESSIONAL STAFF

In order to assure a high quality of teacher and administrator performance and to advance the instructional programs of the schools, a continuous program for teacher and administrator evaluation will be established by the School Committee. Regular reports will be made to the Superintendent concerning the outcomes of these evaluations.

The evaluation process will include:

1. The development and periodic review of techniques and procedures for making evaluations.
2. Interpretation of the information gained in the evaluative process in terms of the objectives of the instructional program.
3. The application of the information gained to the planning of staff development and in-service training activities, which are designed to improve instruction and increase teacher competence.

Policy References:
BEA Collective Bargaining Agreement
BPS Professional Supervision & Evaluation Document
M.G.L. 69:1B; 71:38; 71:38Q; 150E; 152B
603 CMR 35:00

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Evaluation of Professional Staff
Policy # GCO-R

FILE: GCO-R

EVALUATION OF PROFESSIONAL STAFF

M.G.L. 71:38 reads in part:

Pefromance standards for teachers and other school district employees shall be established by the School Committee upon the recommendation of the Superintendent, provided that where teachers are represented for collective bargaining purposes, all teachers' performance standards shall be determined as follows:

> The School Committee and the collective bargaining representative shall undertake for a reasonable period of time to agree on teacher performance standards.
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> Prior to said reasonable period of time, the school district shall seek a public hearing to comment on such standards.
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> In the absence of an agreement, after such resonable time teacher performance standards shall be determined by binding interest arbitration.
>
> Either the school district or the teachers' collective bargaining representative may file a petition seeking arbitration with the Commissioner of Education.
>
> The performance standards developed either by mutual agreement or as a result of arbitration will be incorporated in the collective bargaining agreement and may be used in decisions to dismiss, demote or remove a teacher or administrator pursuant to M.G.L. 71:42; 71:42A and 71:63.

Policy References:
M.G.L. 71:42; 71:42A; 71:63

Adoption Date: 12/6/2000
G - Personnel