BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

DATE: APRIL 8, 2013

TIME: 5:30 PM

PLACE: BOURNE PUBLIC SCHOOLS ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. GCCD: Employee Attendance
3. GCIA: Philosophy of Staff Development
4. GCG: Part-Time and Substitute Professional Staff Employment
5. GCF: Professional Staff Hiring
6. GCF-G: Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
7. GCF-GA: Guidelines for Hiring a Principal
8. 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

Accepted 4/22/13

Bourne School Committee
Policy Sub committee
April 8, 2013

Meeting called to order at 5:35pm in the Central Office Conference Room

Members Present: Jay O'Hara, Anne-Marie Siroonian, Matthew Stuck (arrived at 5:50pm)
Other's Present: Steven Lamarche, Christine Borning, Ann Marie Strode, Erica Amaral, James Hathaway (MS)

GCCD: Independent Medical Evaluation Policy - Steven presented a background on this Policy. Decision was made to have a policy that covers all. It was brought to BEA on March 5, 2013. BEA has not responded to the policy as of this date. Add "consecutive" after the word 14. Question whether the Superintendent has the ability to randomly ask for medical requests. Request for some type of language around HIPPA. For example...medical privacy laws will be adhered to. The committee recommends Policy GCCD for distribution at the May school committee meeting.

Policy GCIA: Philosophy of Staff Development - Is this policy for a good reason? Is it an over arching objective with what is in contract? This falls as a guide policy, how do we want the district to guide? Change the title - Policy on Professional Development. Change the first paragraph - The BSC values and supports professional development for the purpose of continuous growth for student achievement. There will be a Professional development committee is comprised of professional staff members. The PD team will help determine the nature of professional development in the district. The PD team will be tasked with annual goals. BSC supports and wants the sharing of growth amongst staff members???? Keep next sentence. .
1. Delete from "offered" on.
2. Remove
3. Release time to observe in other classrooms and schools (new #2)
3. Released time for attendance at conferences, workshops, and other professional meetings. (New #3)
4. Remove
5. Remove
6. Remove
Keep the last sentence. Not ready for distribution. Review edits for next Policy subcommittee meeting.

Next Policy Sub Meeting on April 22, 2013 at 5:00pm at Central Office
Future Agenda Items
GCIA - Staff Development
GCG - Part time and Substitute Staff Employment
GCF - Staff Hiring
GCF-G - Guidelines for Hiring Asst. Superintendent, Dir. of Student & Special Ed Services, Dir. of Business Services, GCF-GA - Guidelines for the Hiring of a Principal

Policy Information

Series G - Personnel

Philosophy of Staff Development
Policy # GCIA

FILE: GCIA

PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

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

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses.
6. Educational research is encouraged.

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 purpose.

Adoption Date: 12/6/2000
G - Personnel

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

Professional Staff Hiring
Policy # GCF

FILE:

GCF

PROFESSIONAL STAFF HIRING

Through its employment policies, the district will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon an awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

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. No position may be created without the approval of the School Committee. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

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

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

1. There will be no discrimination in the hiring process due to age, sex, gender identity, creed, race, color, national origin, disability, sexual orientation 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 (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screen committee. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision. For those positions where the hiring authority resets with the School Committee a representative screening committee may be established by the School Committee or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his recommendation to the School Committee.

NOTE: School committees may determine the size and composition of the screening committee.

Policy References:
MASC Policy
M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:SSB
Massachusetts Board of Education Requirements for

Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994 BESE regulations 603 CMR 7:00, 26:00, and 44:00

Adoption Date: 1/1/1901, Revised: 10/6/1999
G - Personnel

Policy Information

Series G - Personnel

Guidelines for Hiring Asst.Superintendent, Dir. of Student & Special Ed Services, Dir. of Business Services
Policy # GCF-G

FILE: GCF-G

GUIDELINES FOR HIRING AN ASSISTANT SUPERINTENDENT, DIRECTOR OF STUDENT AND SPECIAL EDUCATION SERVICES, DIRECTOR OF BUSINESS SERVICES

The School Committee will establish a search committee for the hiring of an Assistant Superintendent, Director of Student and Special Education Services, or Director of Business Services.

Once the position of Assistant Superintendent, Director of Student and Special Education Services, or Director of Business Services is vacant the School Committee will authorize the Superintendent to post the job opening with a salary range that is agreed upon by the School Committee and the Superintendent.

The School Committee will appoint a search committee that includes representatives from the various groups listed below:

Two School Committee members
An administrator from Central Office
A Principal
A Teacher
A PTA Member
A Member From One of Our School Councils
A Member at Large

The Superintendent will screen the applications for the opening and select no more than ten semi-finalists
to be interviewd by the search committee.

The search committee will then select candidates (preferably three, no more than four) to recommend to
the Superintendent for final consideration.

The Superintendent will interview and conduct site visits with at least one School Committee member, if possible, and any other search committee members available and complete final reference checks.

The Superintendent will then recommend his/her choice to the School Committee for appointment.

Adoption Date: 1/1/1901, Revised: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Guidelines for the Hiring of a Principal
Policy # GCF-GA

FILE: GCF-GA

GUIDELINES FOR THE HIRING OF A PRINCIPAL

The Superintendent will establish a search committee for the hiring of a Principal.

Once the position of principal is vacant, the School Committee will authorize the Superintendent to post
the job opening with a salary range that is agreed upon by the School Committee and the Superintendent.

The Superintendent will appoint a search committee that includes representatives from the various groups listed below:

One School Committee Member
An Administrator from Central Office
A Principal
A Teacher from the Particular Building
A PTA Member
A Member from that Buildings School Council
A Member at Large

The Superintendent will screen the applications for the opening and select no more than ten semi-finalists
to be interviewed by the search committee.

The search committee will then select candidates (preferably three, no more than four) to recommend to the Superintendent for final consideration.

The Superintendent will interview and conduct site visits with at least one school committee member, if possible, and any other search committee members available and complete final reference checks.

The Superintendent will then make the appropriate appointment.

Adoption Date: 1/1/1901, Revised: 12/6/2001
G - Personnel