BOURNE SCHOOL COMMITTEE

POLICY SUBCOMMITTEE MEETING

DATE: JANUARY 14, 2013

TIME: 5:30 PM

PLACE: BOURNE ADMINISTRATION BUILDING

AGENDA

1. Approval of Minutes
2. Policy IKAB - Reporting to Students and Parents/Caregivers
3. Policy GCF-G - Guidelines for Hiring an Assistant Superintendent, Director of Student and Special Education Services, Director of Business Services
4. Policy GCF-GA - Guidelines for the Hiring of a Principal
5. Policy GCG - Philosophy of Staff Development
6. Policy GCIB - Professional Staff Visitations and Conferences
7. Policy GCJ - Professional Teacher Status
8. Policy GCK - Professional Staff Assignments and Transfers
9. Policy GCL - Professional Staff Time Schedules
10. Policy GCO - Evaluation of Professional Staff
11. Policy GCO-R Evaluation of Professional Staff
12. 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 Meeting
January 14, 2013

Members Present: Jay O'Hara, Matthew Stuck, Anne-Marie Siroonian
Other's Present: Steven Lamarche, Christine Borning

Meeting commenced at 5:32pm in the Central Office Conference Room
Minutes accepted as presented with the addition of adjournment time.

IKAB: Reporting to Students/Parents/Caregivers – 3rd read for sub committee – Pre-school must, by law, report a minimum of three times a year and not two. Change was noted in the policy. Only feedback was concern for additional workload. Still a concern for workload, should it be stated what the pre-established forms of communication should be? Steven suggested adding in the third paragraph the word "students" in front of parents/caregivers. Committee agrees to release the Policy to full School Committee, with the noted change above, for a vote in March. Effective date of Policy implementation will be 2013-2014 School year.
GCF-G: Staff Hiring–recommendation for #3 to include at least one other interviewer. Want to be clear that the principal is responsible for hiring staff for their building and flexibility in the process – should we add language for consistency with the process. Add the word "consistent" in #3 after the word "a" and before the word "process." Move the last sentence in paragraph three to be the first sentence in paragraph 3. The committee agrees to release Policy GCF to full committee in February.
Policy GCCD: Independent Medical Evaluation Policy - Steven would like to bring Policy GCCD back for policy sub in the future and would like to impact bargain or negotiate the process with BEA prior to bringing said policy to the policy sub committee.

Policy GCA: Professional Staff Positions,Policy GDA: Support Staff Positions, Policy GDF: Support Staff Hiring, Policy GCE: Professional Staff Recruiting/Vacancies and Policy GAB: Staff Hiring can be retired because of the new GCF Policy- Staff Hiring. Need to wait to retire these policies until final approval of Policy GCF.

Policy GCFA: Guidelines for Hiring Central Office Administrators and Principals - (formerly GCF-G& GCF-GA) Recommendations;

- move paragraph #2 to be paragraph #1
- Take out the original first paragraph and move it to the second paragraph to read "The Superintendent will appoint a search committee that includes representatives, etc...
- List: 2 School Committe members, 1 Administrator from Central Office, 1 Principal, 2 teachers, and 2 parents. (strike the bottom three from the list)
- Add to the policy language to speak to honoring internal candidates
    - "Superintendent will interview internal candidates etc...

    - "If the superintendent identifies a highly qualified internal candidate ???? then move on to say something about the process
- Language- "The Superintendent will screen the applicants and forward no less than three and no more than five to be interviewed by the Search committee."
- Language - "The Search committee will then recommend candidates to the Superintendents for final consideration."
- Strike "if possible" from second to the last sentence.
- Language - For Central Office section – the Superintendent will facilitate the process and for Principals, a designated administrator will facilitate...

Steven will draft some language and combine hiring of Central Office administrators as well as Principals in regards to internal candidates.

Future Agenda Items:
GCCD: Employee Attendance,
GCG: Philosophy of Staff Development,
GCIB: Professional Staff Visitation and Conferences ,
GCF: Professional Staff Hiring
GCK: Professional Staff Assignments and Transfers
GCL: Professional Staff Time Schedules
GCO: Evaluation of Professional Staff
GCO-R: Evaluation of Professional Staff
IHCB: Private School

Meeting adjourned at 6:50pm

Next Meeting Date: February 4, 2013 at 5:30 in the Central Office Conference room

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

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 Visitations and Conferences
Policy # GCIB

FILE: GCIB

PROFESSIONAL STAFF VISITATIONS AND CONFERENCES

The Bourne School Committee wants its professional staff to stay abreast of current trends and developments in education.

Employees authorized by the Superintendent to represent the school system at such educational meetings, visitations, and conferences will be allowed salary and expenses in conformance with regulations on expense reimbursement.

Absence for the purpose of attending area, state, or national meetings must be approved by the Superintendent within amounts budgeted for such purposes. Any leave for visitations or conferences involving exceptional expenses will require prior School Committee action.

Policy References:
Collective Bargaining Agreement

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Professional Teacher Status
Policy # GCJ

FILE: GCJ

PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the school district for three consecutive years shall be entitled to professional teacher status. The Superintendent, upon recommendation of the principal, may award such status to a teacher who has served in the principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth of Massachusetts. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to the School Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 15th or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the school system. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employment of the school system in another position for which he or she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

Policy References:
Collective Bargaining Agreement
M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

Adoption Date: 12/6/2000
G - Personnel

Policy Information

Series G - Personnel

Professional Staff Assignments and Transfers
Policy # GCK

FILE: GCK

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional staff members will be the needs of the students and the instructional program.

Therefore, the assignment and transfer of professional staff members will be accomplished by the Superintendent on the basis of the employee's qualifications, the needs of the school system, and the employees' expressed desires.

Care will be exercised by the Superintendent to assure that all schools are staffed with effective teachers.

Within an individual school, the building administrator will have the authority to assign classes and courses, provided this is done with full regard for the teacher's area of certification and the policies delineated above.

Policy References:
BEA Collective Bargaining Agreement

Adoption Date: 12/6/2000
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.
>
> Prior to said reasonable period of time, the school district shall seek a public hearing to comment on such standards.
>
> 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