

Brookline School Board
Tuesday, July 26, 2016
Captain Samuel Douglass Academy 6:00 PM
All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda adjustments
- 6:10 Nominations/Resignations/Correspondence
- 6:15 Public Input
- 6:25 Principals reports
 - Update on existing staffing/training
 - An update on the RMMS front entry project
 - Current projected enrollment numbers and class sizes
 - Update building project(s)
- 6:45 Discussions
 - Start time committee update
 - Job description policy discussion
 - Class size policy discussion
- 6:50 Approval of minutes
- 6:55 Agenda building - August
 - Smarter Balanced Assessment tests for the upcoming year
 - Strategic plan update
 - Technology plan update
- 7:00 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation
- 7:30 Adjourn

Brookline School Administrator's Report

July 26, 2016

Calendar, Events, Programs

July 5 - Extended School Year Program Begins
August 11 - Extended School Year Program Ends
August 25 - RMMS New Student Orientation
August 29-31 - Teacher In-Service Days
August 30 - Kindergarten Bus Run
September 1 - Students Return!
September 5th - School Closed (Labor Day Holiday)
September 7th - RMMS Fall Open House (6:30-8:00) ??
September 14th - CSDA Fall Open House (6:30-8:00)

I. RMMS

- Entrance Way update
- Summer work update
- Staffing update

II. CSDA

- Summer work update
- Staffing update

III. Brookline School District

- Curriculum Assessment and Instruction Administrator Position update
- New teacher

BSD Enrollment Summary

Pre- 3	Pre-4	K	1	2	3	4	5	6
11 RE - 5 SE - 6	14 RE - 5 SE - 9	76 44 full 32 half [4 Classes, 19 Pupils per Class]	65 [4 Classes, 16.25 Pupils per Class]	69 [3 Classes, 23 Pupils per Class]	70 [3 Classes, 23.33 Pupils per Class]	75 [3 Classes, 25 Pupils per Class]	66 [3 Classes, 22 Pupils per Class]	102 [4 Classes, 25-26 Pupils per Class]

RMMS: 305

CSDA: 243

Job Descriptions

Problem: The lack of a clear school board policy on this topic has led to the inability to proceed on the approval of several pending job description revisions and the hesitancy to pursue other needed new and revised job descriptions.

There is additional confusion on who has the authority to revise formats and the role of the unions in the process.

Resolution: A new policy that clearly outlines the expectations of each school board especially the determination of the final approval (please see suggested policy). Also needed is a procedure created by the Superintendent that clearly outlines the creation, revision, approval and distribution of all job descriptions (please see the Superintendent's draft procedures).

Job Descriptions

Requirements

A written job description shall be prepared for each position to ensure that every employee has a clear and concise explanation of the tasks that the school board is expecting him/her to perform.

Job descriptions will be developed by the business administrator and the supervisor and/or the building administrator. The format of all job descriptions will be determined by the business administrator and all job descriptions will be maintained by the business office. All job descriptions should be reviewed on a regular basis as determined by the Superintendent.

The goal of each job description is to provide clear and easily understood requirements of the position. If there is a duty or responsibility in the job description the employee does not understand, it is the employee's responsibility to seek clarification from the building administrator.

Every job description should include the essential duties and responsibilities that an employee is expected to perform, the skills, competencies and physical/cognitive abilities needed to do the work and the conditions and term of employment.

Approvals

All new and revised job descriptions will go through an approval process developed by the Superintendent that will include gathering union feedback for union job descriptions. Job description content will not be part of the negotiations for collective bargaining agreements. Final approval of all new and revised job descriptions resides with the Superintendent.

Procedures

Please see the detailed procedures, as developed and maintained by the Superintendent, that describes the creation, revision, approval and distribution of all job descriptions.

Job Description Procedures

These procedures were developed in accordance with Policy GAA.

New Job Description Creation and Approval Procedures

1. New job descriptions will be created by the business administrator with input from other employees as needed to include, but not limited to, the human resources coordinator, the supervisor, the building administrator, SAU administration and the union president.
2. The job description will conform to the format as determined by the business administrator.
3. Drafts will be distributed to the appropriate supervisors, administrators and to the union president for their comments and suggested changes.
4. Once all applicable feedback has been captured and the appropriate changes have been made, the final draft will be submitted to the superintendent for his/her review.
5. Following any changes requested by the superintendent, the final, original job description will be signed and dated by the superintendent and filed in the business office with the other official current job descriptions.

Current Job Description Revision and Approval Procedures

1. All job descriptions will be reviewed by the business office every 3-5 years. If it is determined that revisions need to be made, the needed revisions will be documented and used to create a new final draft of the job description.
2. Drafts will be distributed to the appropriate supervisors, administrators and to the union president for their comments and suggested changes.
3. The final draft will be submitted to the superintendent and if approved, the superintendent will sign and date the final revision which will be filed in the business office along with the documentation originating the revision. The revision should capture all previous revision dates.
4. If no revisions are made based on the review process, the date of the review will be noted on the current official job description as maintained in the business office.
5. If the need for a revision arises outside the review process, a written request, in the form determined by the business administrator, will be submitted to the business administrator documenting the desired revisions.
6. If the business administrator accepts the revision, a new final draft is created and the process, as described in #2 and #3 above, is followed to completion.

Job Description Distribution Procedures

1. All newly created job descriptions are filed with the other official descriptions maintained in the business office.
2. All revised job descriptions are also filed with the others in the business office and distributed to the affected employee(s), supervisor and building administrator. The revised description is also incorporated into each affected employee(s) personnel file.
3. The most current job description for each position under the SAU umbrella will be on the SAU website.
4. All individuals interviewing for a job under the SAU umbrella will receive the most current job description prior to their interview.