

**Westport School Committee**  
**Regular Meeting**  
**DATE: Friday, February 28, 2025**  
**TIME: 5:00 p.m.**  
**PLACE: WMHS – 2<sup>nd</sup> Floor Conference Room**

**MINUTES**

**Members Present:** Gloria Cabral, Evan Gendreau, Jason Pacheco, Melissa Pacheco, Christopher Thrasher

**Also Present:** Kristin McDaniel Human Resources Coordinator, Lori Melo Executive Secretary, 2 Community Participants

**I. Call to Order and Pledge of Allegiance** - Chair Evan Gendreau opened the Regular School Committee Meeting at 5:06 pm. with a quorum of the members present, followed by the Pledge of Allegiance.

Chair Evan Gendreau announced Under MGL Chapter 30A, section 20(f) – This meeting is being recorded.

**II. Comments and Statements from the Public** - There were none.

**III. Informational Agenda**

A. Discussion of School Committee Process for Large Expenditures - Mr. Thrasher requested to review the process and procedures on how expenditures with transfers are done. He received guidance from council and MASC and is satisfied with the results.

Mr. Pacheco asked if new hires and shifting of staff were in the scope of the school committee?

Chair Gendreau explained decisions on teacher positions are delegated to administration. The school committee has a few positions that fall directly under the committee's purview with one being the superintendent.

Mr. Pacheco asked if administration's substitutes come out of the regular substitute line item? Chair Gendreau will check on this.

Chair Gendreau asked if there was anything further to discuss? There was nothing else.

B. Discussion of Superintendent Job Description -

Ms. McDaniel distributed 2 different job descriptions with one being the long version and the other a condensed version. For posting and advertising purposes either one can be used.

Discussion took place on which version to post as well as any changes in language.

Ms. Pacheco would like to add eligibility for a Massachusetts License if a candidate comes from another state.

Mr. Thrasher asked if there is any data on compensation? Ms. McDaniel shared the average salary is at \$186,000 with \$158,000 being on the lower end.

Chair Gendreau would like the committee to take action so the posting can be up by Monday.

Discussion took place on the acceptance period for applications. Ms. McDaniel will look at the timeline. Average length of a posting is 2 ½ weeks to a month.

Mr. Thrasher asked if there were any differences between the 2018 version of the job description and the present one? Ms. McDaniel responded no.

**IV. Action Agenda**

**A. Review and Act on Superintendent Job Description -**

A motion was made to approve the full version of the superintendent job description for posting and add under qualifications *MA Superintendent/Assistant Superintendent License, or other state Superintendent/Assistant Superintendent License with eligibility for a MA Superintendent/Assistant Superintendent License.*

Motion by Thrasher, seconded by Cabral 5/0/0

**V. Routine Matters - Correspondence and Notices - There were none.**

**VI. Topics the Chair could not Reasonably Anticipate Forty-eight (48) Hours in Advance of the Meeting - There were none.**

**VII. Adjourn** - A motion was made to adjourn. With members being present and voting individually and unanimously, the motion passes.

Motion by Cabral, seconded by MPacheco 5/0/0

Roll call vote:

Cabral Yes Gendreau Yes JPacheco Yes MPacheco Yes Thrasher Yes

The School Committee Meeting adjourned at 5:31 p.m.

**Meeting Documents**

Superintendent Job Description, long and condensed version

*Submitted by Sharon Pinho School Committee Recording Secretary*