

July 8, 2014

A meeting of the Wareham School Committee was held on Tuesday, July 8, 2014, at 7:00 p.m. in the Wareham Middle School Auditorium. Present were Geoffrey Swett, Clifford Sylvia, Michael Flaherty, Melvin Lazarus, and Nicole Russo, student representative, as well as Superintendent Kimberly Shaver-Hood, and recording secretary, Mrs. Ruiz. Absent was Rhonda Veugen.

The meeting was called to order by Chair Sylvia at 7:00 p.m.

PUBLIC PARTICIPATION

Tom Reilly, parent of a Grade 3 child, asked for procedural information regarding the promotion of his child. Superintendent Shaver-Hood will arrange a meeting with Mr. Reilly regarding his concerns.

GOOD NEWS

Superintendent Shaver-Hood announced that schools are out and we started the summer school program with approximately 400 students on campus.

Mr. Swett announced that Nicole Russo was elected captain of the Girls' tennis team and summer tennis began today.

Dr. Sylvia announced the summer celebration activities this week including a birthday party on Thursday with activities on Spillane Field and a parade on Saturday and on Sunday, an old fashioned fire muster. Onset had a great fireworks display.

Minutes of the Meeting

Mr. Swett move approval of the minutes of June 18, 2014, seconded by Mr. Flaherty

VOTE: yea – 4; nay – 0; abstain - 0

Superintendent's Evaluation Procedures & Instrument

Chair Sylvia stated that Massachusetts General Laws directs each committee to evaluate its chief officer in open session.

Mr. Swett stated there are two constraints – the contract as negotiated with the superintendent stating she be evaluated by September 30th and second, to evaluate according to regulations.

- a) Superintendent Rubric – the evaluation is based on four standards with indicators under each standard and elements, which are required by law. The only latitude the committee has is the verbiage inside each of these elements. This is 40% of the evaluation.
The superintendent can provide evidence. We can ask the superintendent to do a self-evaluation or establish a policy.

- b) Appendix A – End of Cycle Summative Evaluation Report: Superintendent
 - Step 2 - Rate based on the indicators for each standard
 - Step 3 – Rate overall based on progress toward goals and performance on standards
 - Step 4 – Rate impact on Student Learning does not have to be done at this time
 - Step 5 – Comments

The new evaluation instrument does not have a rating to quantify so as default we still have the ratings sheet we had previously.

Superintendent Performance Goals

Quantify the assessment of the rubric with a point value which add up to the 40 of the 100 points.

There was discussion on the two-page Superintendent Evaluation form with Ratings, Point Scale, and Dollar Increase.

Goals are to be weighted and voted upon as a committee must total up to 60.

Add both these together for total points with a dollar figure for a basis of increase \$0 - \$5,000.

Mr. Flaherty moved to change all dollar increases on the evaluation form to \$0 except for exemplary to read up to 5%, seconded by Mr. Lazarus.

Mr. Lazarus suggested the committee could take a % of the 5% for an increase.

Dr. Sylvia suggested rating 3 point scale 80-89 proficient dollar increase 0-2% and rating 4 point scale 90-100 exemplary 2-5%.

Mr. Swett stated there are two elements to the evaluation process as applied to compensation. The extraordinary performance during the 12 months' time as a one-time incentive bonus and is not based on her salary base.

Mr. Flaherty was concerned with increases to the salary base and wanted more flexibility in the percentage of increase on the evaluation form.

Mr. Flaherty withdrew his motion and Mr. Lazarus, his second.

Superintendent Shaver-Hood agreed that in her contract the incentive bonus up to 5% was a one time bonus and not part of her salary base.

There was discussion on the contract whereby goals should have been submitted by October 31st. Since no goals are on file the committee could judge basically 100% on standards for this past year only.

For the record the new superintendent is not going to count goals as part of this evaluation instrument. All 100 points attributed to standards by DESE for this year.

Superintendent Shaver-Hood noted that she has supporting evidence in a notebook for the committee's review.

Mr. Lazarus moved to change the rating scale to 80-85 2%; 86-90 3%, 91-95 4% 96-100 5%, seconded by Mr. Swett for discussion.

After discussion Mr. Swett moved to amend the motion, seconded by Mr. Lazarus.

1-3% 80-89 Proficient

4-5% 90-100 Exemplary

Vote on amendment: yea – 3; nay -1 (Mr. Flaherty); abstain – 0

Vote as main motion as amended. yea – 3; nay -1 (Mr. Flaherty); abstain – 0

Mr. Swett moved for this year 2013-14 all 100 points be attributed to the standards, seconded by Mr. Flaherty.

VOTE: yea – 4; nay – 0; abstain - 0

Dr. Sylvia asked if there was any reason to have a motion on the salary adjustments to be on the base salary. The consensus was no reason to have a motion made.

Acceptance of Gifts

Mr. Flaherty moved the recommendation of the Superintendent to accept two office printers and one office copier from High Tech Alarms for the Wareham Middle School, seconded by Mr. Swett.

VOTE: yea – 4; nay – 0; abstain - 0

Mr. Flaherty moved the recommendation of the Superintendent to accept \$989.79 from Stop and Shop A+ Bonus program to the Minot Forest School, seconded by Mr. Lazarus.

VOTE: yea – 4; nay – 0; abstain - 0

Amendment to School Calendar 2014-15

Superintendent Shaver-Hood recommended the following change to the 2014-15 school calendar: K/PreS first day Wednesday, September 10, 2014 due to a scheduled early release day on September 9th as state primaries and added testing for PARCC.

Mr. Lazarus moved to approve the changes as recommended, seconded by Mr. Flaherty.

VOTE: yea – 4; nay – 0; abstain - 0

Policy on Background Checks

Superintendent Shaver-Hood informed that committee that we need to adopt a policy on Background Checks. The current CORI policy we will keep and add to it Background Checks. A copy of the procedures and guidelines were provided as information. Motions were presented and voted upon to address changes in the policy.

Day/In Classroom Volunteers

Mr. Swett moved not to require day to day or in classroom volunteers to complete and submit to the new Act Relevant to Background Checks with the understanding and in accordance with the law they will continue to submit a CORI check, seconded by Mr. Flaherty.

VOTE: yea – 4; nay – 0; abstain - 0

Field Trip Volunteers (overnight)

Mr. Swett moved to require any volunteer/chaperone participating in an overnight school related activity to complete a Background Check in accordance with the new Act Relevant to Background Checks beginning at the start of the 2014-15 school year, seconded by Mr. Flaherty.

VOTE: yea – 4; nay – 0; abstain - 0

Field Trip Volunteer (one day)

Mr. Swett moved not to require chaperones participating in field trips which would only occur during the day under a regular staff employee's supervision to complete and submit to the new Act Relevant to Background Checks with the understanding and in accordance with the law that they will continue to submit a regular CORI check, seconded by Mr. Flaherty.

VOTE: yea – 4; nay – 0; abstain - 0

Subcontractors – construction/maintenance related only

Mr. Swett moved not to require subcontractors/construction or maintenance related workers to complete a Background Check in accordance with the new Act Relevant to Background Checks but that NO subcontractors/construction or maintenance related worker be left unsupervised, seconded by Mr. Flaherty.

After discussion the motion and second were withdrawn. Superintendent Shaver-Hood will present a plan to address the committee members' concerns relative to supervision and getting workers into the buildings.

School Committee Members

Mr. Swett moved to require all school committee members to complete a Background Check in accordance with the new Act Relevant to Background Checks beginning at the start of the 2014-15 school year, seconded by Mr. Flaherty.

VOTE: yea – 4; nay – 0; abstain - 0

Student Teachers

Mr. Swett moved to require all students completing an internship, practicum and/or observations to complete a Background Check in accordance with the new Act Relevant to Background Checks, seconded by Mr. Lazarus.

VOTE: yea – 4; nay – 0; abstain - 0

Student Observers/Pre Practicum Students

Mr. Swett moved not to require student observers/pre practicum students to complete a Background Check in accordance with the new Act Relevant to Background Checks with the understanding and in accordance with the law that they will continue to submit a regular CORI check, seconded by Mr. Flaherty.

VOTE: yea – 4; nay – 0; abstain - 0

Hardship Exceptions/Waivers

Mr. Swett moved to not to allow for hardship exceptions or waivers of the required fee, seconded by Mr. Flaherty.

VOTE: yea – 4; nay – 0; abstain - 0

Superintendent background check review

Mr. Swett moved to appoint the school committee chair to review with the Point of Contact and/or Administrative Assistant to the Superintendent the background check and make a suitability determination and sign off on the form that may be required to be submitted to the Department of Elementary and Secondary Education, seconded by Mr. Flaherty.

VOTE: yea – 4; nay – 0; abstain – 0

Chair to Release Executive Session Minutes

Chair Sylvia announced that the executive minutes of October 3, 2012 and October 17, 2012 are officially released to the public.

Superintendent's Report

- Set Meeting Date to Review Facebook and Social Networking Policy and School Property Disposal Policy – Mr. Flaherty and Mr. Swett to meet with the Superintendent on July 23rd 5:30 p.m.
- Chair Sylvia asked if three boards can meet – Board of Selectmen, School Committee, Finance Committee - on Wednesday, July 23rd at 7:00 p.m. Three of the four members present could attend this joint meeting.
- Update on Elementary Reconfiguration – Superintendent Shaver-Hood reported that moving is going on and will be finished by the end of next week. We appreciate the hard work and cooperation from the staff.
- The Coop and West – we will be going out to bid for the move over to East – 2 separate programs in one building. She has met with the Town Administrator and we will be moving offices into the Multi-Service Center for the collaborative model. The Cooperative building will be a storage area for the town and school. The gym area in multi-service center will be shared as a weight room for students and the cooking area for meals on wheels. We are still exploring with the town on other issues working collaboratively with technology and bus garage/harbor master.

School Committee Reports - None

Any other business - None

Mr. Swett moved to adjourn the meeting, seconded by Mr. Lazarus.

VOTE: yea – 4; nay – 0; abstain - 0

The meeting adjourned at 8:56 p.m.



List of documents:

Correspondence: Superintendent's Newsletter, Personnel List, Notice of Vacancy List
Contract/Evaluation Documents for Superintendent
Memo to Accept Monetary Contribution
School Calendar 2014-15
Background Checks policy
C.O.R.I. Requirements policy
Procedures and Guidelines Criminal Offender Record Information
Motions and Votes on Background Checks Law

SEP 5 2014