



## NASHOBA Regional School Committee

### Personnel Subcommittee Minutes

October 4, 2022

7:30 pm

Meeting Remotely via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/88240068965>

Meeting ID: 882 4006 8965

I. **Call to Order** Meeting was called to order at 7:32 by Mr. Horesh. Members in Attendance: Amy Cohen, Leah Vivirito and Mike Horesh.

#### II. **Approval of Meeting Minutes**

Ms. Cohen moved to approve the September 22, 2022 meeting minutes. Seconded by Ms. Vivirito. **Voted 3-0 AND PASSED.**

#### III. **Unfinished Business**

- None

#### IV. **New Business**

A. Review of SC Manual Will Commence. Members have been assigned sections to review. Highlighted indicates who is responsible for each area. (Yellow = Mike, Green = Amy, Pink = Leah, Red = Kirk)  
(Table of Contents Copied from May 5, 2021 revision)

Table of Contents

Introduction

**District Mission Statement (updated 10/4/22)**

School Committee Member Qualifications/Oath of Office

#### **School Committee Officers**

- Duties of the Chairperson
- Duties of the Vice Chairperson
- Duties of the Secretary

School Committee Members Authority and Duties

#### **New School Committee Member Orientation**

- School Committee Professional Development
- School Committee Conferences
- Conventions and Workshops

#### **School Committee Powers and Duties**

- Personnel Matters
- Budget Planning
- Budget and Fiduciary Responsibilities
- Evaluation of Superintendent
- Negotiations

## School Committee Self – Evaluation(Policy BAA)

### NRSD School Committee Protocols

#### Behavior Problems at Public Meetings

#### Communication

- With District Personnel and the Schools
- With Students
- With Parents, Guardians, Families and Community
- With Outside Institutions
- Social Media

#### Subcommittees, Advisories and Liaisons (Insert charges from each committee/advisories - AMY to get chart from Aleta)

#### School Committee Meetings

- Agendas
- Public Participation at School Committee Meetings
- Open Meeting Law
- Minutes of Meetings

#### APPENDICES:

By-Laws (Policy AAA)

School Committee Meeting Calendar

School Year Calendar

#### NRSD Organizational Chart - Check for consistency with Communications Chart (KIRK)

Appendix Attachments

Appendix I – Sample Planning Calendar

Appendix II - NRSD Central Office Depts. Roles and Responsibilities - Replace with NEw Org Chart

Appendix III - Financial Terms Glossary

Appendix IV - SC Terms Glossary

Appendix V - Acronyms Used in the Educator Evaluation System

Appendix VI – NRSC Education Acronyms

Appendix VII - School Committee Members FAQ

Appendix VIII – Public Hearings

Appendix IX – Superintendent Search

Committee members will bring their review comments and suggestions to the December meeting.

B. Discuss strategy for developing and holding training sessions prior to superintendent mid-cycle evaluation . Ms. Vivirito advised that we need to establish a timeline for formative and summative evaluations. The PSC can use the training from last year but adjust it based on the survey results. Survey would be issued the first week of December, training would be in January, and Kirk’s formative assessment would be tentatively scheduled for February.

C. Future Agenda Items:

- Next meeting is scheduled for November 7th, 2022 at 7:00 pm via zoom.
- develop survey for SC members
- develop Formative Evaluation Training Presentation for full SC
- Members will make edits to individual copy of the SC manual to bring back to the December meeting for discussion.

## V. Adjourn

Ms. Cohen moved to adjourn at 8:49 pm. Seconded by Ms. Vivirito. **VOTED 3-0 and Passed.**