



**NASHOBA Regional School Committee
Personnel Subcommittee
Meeting Minutes
September 7, 2022**

Met Remotely via Zoom

Call to Order: 7:00 PM

Members in Attendance: Mike Horesh, Amy Cohen, Leah Vivirito

Guests in Attendance: Kirk Downing, Superintendent.

Absent: None

New Business

1. **Discussion of Draft Superintendent Goals.** Mr. Downing shared a document showing his draft goals for review and approval from the School Committee, including:
 - a. Strategic Goal #1: Connections and communications - Improve communication systems and protocols to strengthen culturally responsive home/school relationships that foster understanding and community engagement
 - b. Strategic Goal #2: Teaching, Learning and Leading: Support and inspire all learners through improving and implementing clearly aligned and articulated curricula, equitable innovative instructional and assessment practices, and shared leadership.
 - c. Strategic Goal #3: Culture and Belonging: Ensure equitable opportunities and outcomes for all through increased awareness, representation, practices, and communication around diversity, equity, and inclusion.
 - d. Strategic Goal #4: Human Resources: Maximize the potential of students, staff, caretakers and community through effective resource allocation through cultivating short-term and long-range planning, maintenance, renovation, and building initiatives; recruiting, hiring, supporting and retaining a highly effective, diverse workforce; -maintaining and upgrading technology systems to ensure access to robust digital resources.
 - e. Student Learning Goal: All curriculum in grades 6-12 will be developed, aligned, and mapped by the conclusion of the 2022-2023 school year. All curriculum maps will include the four core components of the written curriculum. Mr. Downing proposes that an audit will be conducted and presented to the SC in November, but the process of implementing changes to the curriculum will be a multi-year process, and will review one subject at a time on a prioritized basis .
 - f. Professional Practice Goal: Human Resources Goal: In an effort to bring the highest quality

educators to the NRSD, the protocols for recruiting, vetting, hiring, training, and the retention of new employees will be updated to meet current conditions of workforce supply and demand. Those protocols will reflect the core values of our school system and guide us to build a more diversified workforce.

Mr. Downing and CSC members discussed including the following elements of the Superintendent Standards in Mr. Downing's evaluation this year:

*I-A: Curriculum I-C: Assessment I-E: Data-Informed Decision Making,
II-B. Human Resources Management & Development, II-E. Fiscal Systems
III-A. Engagement, III-C. Communication
IV-A. Commitment to High Standards, IV-C. Communications, IV-E. Shared Vision*

NOTE: Mr. Downing left the meeting at 7:45pm.

2. Discuss Personnel Subcommittee Charge:

- Create 2022-2023 calendar of meeting dates and key topics
- Support Superintendent in developing annual goals and provide recommendation to full School Committee
- Guide SC in Superintendent mid-cycle and year-end evaluations
- Recommend Superintendent annual compensation change
- Review new or significantly enhanced/changed job descriptions and salary ranges, recommend for SC approval
- Revise School Committee manual and present as recommendation to SC (has not been reviewed in 4 years, link to most current one is [SC Manual.ASM.5-10-21KCfinal.pdf](https://www.sharpschool.com/SCManual/ASM.5-10-21KCfinal.pdf) (sharpschool.com))

Subcommittee members discussed recommending the following goal to the School Committee:

“Facilitate the superintendent evaluation process including establishing goals, training of SC, mid-cycle review and summative evaluation. Review and vote on all new job descriptions and salary range changes.”

3. Set Personnel Subcommittee Meeting Dates

Members agreed to hold future meetings on the first Monday of the month at 7:30 pm via remote technology.

4. Adjourn:

Mrs. Vivirito moved to adjourn the meeting at 8:38 pm, seconded by Mrs. Cohen; IN FAVOR: Mr. Horesh, Mrs. Cohen, Mrs. Vivirito **VOTED AND PASSED (3-0-0)**

Next Meeting: 10/3/22 at 7:30pm.