

A G E N D A

SCHOOL COMMITTEE MEETING

FAIRHAVEN PUBLIC SCHOOLS
128 WASHINGTON STREET
FAIRHAVEN, MASSACHUSETTS 02719

FAIRHAVEN HIGH SCHOOL
BERNARD F. RODERICK LIBRARY
12 Huttleston Avenue, Fairhaven
Wednesday August 26, 2015
6:30 p.m.

1. CALL TO ORDER
2. ROLL CALL OF COMMITTEE MEMBERS
3. DELEGATIONS, VISITORS, ETC
4. APPROVAL OF MINUTES
August 12, 2015 Regular Session
5. PUBLIC COMMENT
6. REPORT OF THE STUDENT ADVISORY COMMITTEE
7. REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT
Receive follow-up information regarding Net School Spending
Receive info regarding District and School Leadership: Functions & Duties of the District's Administrative Team
Receive info regarding District and School Staffing
Receive info regarding District Operations
Receive info regarding the Stage Platform on the Visitors Center/FHS Lawn
Discuss upcoming events:
Next School Committee Meeting is September 9, 2015
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. QUESTIONS FROM INDIVIDUAL COMMITTEE MEMBERS
11. EXECUTIVE SESSION:
12. ADJOURNMENT

Timeline		Task				Resources and support			Done?
Action	Person Responsible	ESE Submission	Startby	Dueby	Item	Resource	Call	ESE contact	Type
District and School Leadership	Superintendent			1-Aug-15	Share with all District and School Leadership Roles and Responsibilities School Committee/Superintendent, Highly Effective District and School Leadership Continuity and Consistency Matter, Functions and Duties of the District's Administrative Team				
District and School Leadership	Superintendent	No	1-Aug-15	15-Aug-15	Determine MASC Membership				
District and School Leadership	Superintendent		1-Aug-15	15-Aug-15	Compose and mail welcome back letters to all staff				
District and School Leadership	Superintendent		15-Aug-15	15-Aug-15	Establish initial administrative council meeting, Determine schedule of Bi-Monthly Ad Council Meetings				
District and School Leadership	Superintendent	No	15-Aug-15	31-Aug-15	Determine/Distribute Service Awards				
District and School Leadership	Building Principals	No	1-Jun-15	31-Aug-15	Principals determine Open House Dates for Handbooks				
District and School Leadership	Building Principals		1-Jun-15	31-Aug-15	Publish student handbook and send required notices to parents/guardians (see third tab in workbook for list). Notices may be included in the handbook (G.L.c. 71, §37H).	Click for more info	3400	Legal Office	
District and School Leadership	Building Principals		15-Aug-15	31-Aug-15	Student Handbook Distribution				
District and School Leadership	Superintendent	No	1-Aug-15	31-Aug-15	Distribution of Mass General Laws/Presentation of Legal Update				
District and School Leadership	Building Principals		1-Sep-15	30-Sep-15	Hold school council elections for parent, teacher, and community representatives.	Click for more info	3400	Legal Office	
District and School Leadership	Superintendent	Required	1-Sep-15	1-Oct-15	Submit personnel agreements, including educator evaluation system agreements, to the Department of Elementary and Secondary Education under the authority of MGL c. 15, § 55A, amended 2008 and 603 CMR 35.11.	Click for more info	3246	Contract Agreements	
District and School Leadership	Superintendent	No	15-Oct-15	15-Nov-15	Superintendent and school committee review school improvement plans (M.G.L. ch. 71 §99C).	Click for more info	3535	CDSA	(Ongoing)
District and School Leadership	Superintendent		15-Oct-15	15-Nov-15	Superintendent and School Committee review District Improvement Plan				
District and School Leadership	Superintendent		1-Mar-16	1-Mar-16	Determine Early Release Dates for next year calendar				
District and School Leadership	Superintendent		1-Mar-16	1-Mar-16	Prepare and establish the District's Annual School Calendar				
District and School Leadership	Superintendent		1-Jan-16	1-Mar-16	Publish notice of public hearing on annual budget by school committee at least seven days in advance of hearing (M.G.L. ch. 71 §98N).	Click for more info	6520	Christine Lynch	
District and School Leadership	Superintendent		1-Mar-16	1-Mar-16	Determine Early Release Dates for next year calendar/school calendar/first day of teachers				
District and School Leadership	Superintendent		1-Mar-16	1-Apr-16	Conduct a public hearing regarding the annual budget				

Timeline		Task				Resources and support			Done?
Action	Person Responsible	ESE Submission	Startby	Due by	Item	Resource	Call	ESE contact	Type *
District and School Leadership	Superintendent		1-Apr-16	1-Apr-16	School Committee Re-Structuring Meeting and approve representatives to various sub-committees				
District and School Leadership	Superintendent		30-Apr-16	30-Apr-16	School Committee votes a certified budget figure in order to seek approval of the school department budget presented to Town Meeting.				
District and School Leadership	Superintendent		1-May-16	29-May-16	Appoint student advisory member to local school committee (M.G.L. ch.71 §38M).	Click for more info	6520	Donna Taylor	
District and School Leadership	Superintendent		15-May-16	1-Jun-16	Certify School Choice participation vote by school committee, where applicable.	Click for more info	6527	Roger Hatch	
District and School Leadership	Superintendent		30-Jun-16	30-Jun-16	Vote to approve middle school and elementary student handbooks/Vote to receive and place on file high school student handbook				
District and School Leadership	Superintendent	Required	1-Jul-16	30-Jul-16	Submit Annual Statement of Assurances for federal and state grants.	Click for more info	6595	Grants Management	
District and School Leadership	Superintendent		Ongoing	Ongoing	Monitor and Revise District Policies and Regulations				
District and School Leadership	Building Principals	No	Ongoing	Ongoing	Full implementation and adherence to all Collective Bargaining Agreements will be monitored via on-going meetings with union representatives				
District and School Leadership	Superintendent		Late Fall-15		Update school and district contact information in Directory Administration to ensure correct listings on ESE's public website and receipt of important messages from ESE.	Click for more info	3582	Robert Curtin	

DISTRICT AND SCHOOL STAFFING

Implements a cohesive approach to recruitment, hiring, induction, development, and career growth that promotes high-quality and effective practice.

Recruitment and Hiring Strategies

Consistently identifies effective administrators and educators who share the district's mission. Empower administrators and faculty members to share in a structured, consistent interview process.

- Purposeful staff recruitment, selection, and assignment are demonstrated by established hiring procedures and staff trained to guide timely and effective recruitment, selection, and assignment of qualified educators, including the inclusion of appropriate staff and stakeholder input in executing these processes and;
- Staff retention practices that include appropriate compensation, incentives, and other strategies and;
- Assessment of teacher capacity in the hiring process based on the Standards for Effective Administrative Leadership and Teaching Practice articulated in the Massachusetts Educator Evaluation Framework and;
- Massachusetts state licensure requirements met by all professional staff and;
- Limited use of waivers to hire staff for vacant positions and;
- Hiring staff with current licensure in the areas in which they will be teaching for professional positions and;
- Extending new roles and opportunities to effective professional staff as identified through the evaluation process and;
- Hiring decisions based on school improvement plans and current student needs

Highly Effective Staff

The building principals make staffing decisions that provide the capacity for the district and schools to recruit and retain a highly effective staff. At the forefront of high academic achievement for all students is quality teaching. The National Staff Development Council (NSDC) 2001, defined quality teaching as having a deep understanding of the subjects taught, an appropriate use of instructional strategies, and an application of various classroom assessment techniques. Mass Partners (2002) consistently emphasized that teachers and the quality of teaching as the critical ingredient in increasing student learning. "Of all the factors that are important to student achievement in productive schools – and there are many – none is as important as what individual teachers know, believe about students, and can do p.9"

Vacancies/New Hires

Vacancies occur as a result of resignations, non-renewals, reductions in force, bereavement, re-structuring of the educational program, and retirements. In each and every school year we experience resignations, non-renewals, and retirements.

Most school years the district experiences resignations, non-renewals, and retirements. As we plan for the next school year, we continually assess the educational program in the most fiscally responsible manner and will re-structure when it is beneficial to our students and their educational program.

The district experiences staffing turnover throughout each year. A budget is developed in October and presented in January. It goes through a process through May and is appropriated by town meeting in May. There is a great deal of movement between the development of the budget in October of the current year and the actual staffing that is in place one year later. An Exited Staff/New Hires Report details the transitions that took place from one year to the next.

The district implements a professional vacancy process and an interview checklist in order to comply with the requirements of federal and state laws and local regulations. Currently, professional vacancies have expanded to the District Web Site and the district now utilize a job opportunity website named Schoolspring to post external vacancies in the most efficient and economical manner.

Staffing Protocols

District leadership informs the building principals and directors of the requirements of federal and state laws and local regulations.

The district must adhere to staffing protocols for both reduction in force and re-structuring purposes. Pursuant to Massachusetts General Laws Chapter 71 and adherence to our Collective Bargaining Agreement, a process must be adhered to with teachers informing them of their employment status with our school district.

In late April, pursuant to our Collective Bargaining Agreement specific teachers without professional teacher's status (Non-PTS) will be notified in a written letter that there are strong indications that they will not be recommended for contract renewal.

In May, Pursuant to Massachusetts General Laws Chapter 71, Section 41 and the Collective Bargaining Agreement, written notice will be given to specific Non PTS Teachers and other specific employees informing them of Reduction in Force based upon the elimination/re-structuring of their educational program. Following that notification in May, we post internally for any vacancies. Following adherence to the Collective Bargaining Agreement, we post externally for any vacancies.

A "staffing update" document is utilized with the district's administrative team to monitor vacancies and new hires.

A "staffing differential" is implemented that compares the budgeted salary of a vacancy with the actual salary of the new hire.

Job Descriptions

The district develops, reviews, revises, and adopts job descriptions and categorizes them accordingly. Currently, job descriptions are available by logging on to fairhavenps.net, clicking under school committee and then clicking under policies and regs. Under policies and regulations double click job descriptions and the menu of current job descriptions are available by clicking the job description of choice.

Educator Licensure

Teacher certification is monitored to ensure compliance with state regulations. We check the licensure status of all educators via ELAR. This is a relationship between the employee and the Commonwealth of Massachusetts.

Seniority Lists

Pursuant to the Collective Bargaining Agreement, seniority lists are generated within the first 30 days of each school year.

Re-structuring

The Fairhaven Public School Budget is the policy statement that drives our educational program. Our budget is developed with the educational programs of the district as our top priority. It is developed using a "zero based budgeting" philosophy. Most school years we experience resignations, non-renewals, and retirements. As we plan for the next school year, we continually assess the educational program in the most fiscally responsible manner and will re-structure when it is beneficial to our students and their educational program.

Our budget is presented using state codes, which is in alignment with the state classification system. A description of any significant changes that occur based upon re-structuring of the educational program and/or re-classification of positions into another state code between the current

budget and the proposed budget is presented to the school committee with the preliminary draft budget each year.

Leaves of Absence

A paid leave of absence occurs for child rearing, illness, or any leave that is defined in the collective bargaining agreement. This leave of absence consists of the employee receiving their normal rate of pay due to the fact that they have enough accrued leave time available. This creates a scenario where the budgeted daily employee's salary is provided to the employee plus the cost of a substitute on a daily basis.

An unpaid leave of absence occurs for child rearing, illness, or any leave that is defined in the collective bargaining agreement. This creates an amount of one-time money that consists of the differential between the budgeted daily employee's salary minus the cost of a substitute. The leave of absence is

temporary and the employees who owns the position is budgeted for in the next fiscal year.

Induction, Professional Development, and Career Growth Strategies

Facilitates the administrator-led design and implementation of induction support, job-embedded professional development, and career growth support all of which are aligned with district goals; are consistently viewed by professional personnel as effective and helpful, and provide multiple opportunities for administrator and educator growth and learning. Leads the administrator team in developing district criteria for the awarding of professional status.

OPERATIONAL SYSTEMS

Develops systems and procedures for the effective supervision and support of custodial, clerical, food services, and other staff effectively so that the campus is clean, attractive, welcoming, and safe.

ASSISTANT TO THE SUPERINTENDENT FOR FACILITIES AND OPERATIONS FISCAL AND POLITICAL

- Ensures that an adequate and dependable source of revenue creates a framework for educational opportunity for all students
- Provides and maintains appropriate programs, personnel, professional development, facilities, equipment, technological support, materials and supplies for student learning
- Ensures that faculty and building administrators have active involvement in the budgetary process including its development and implementation
- Establish strong community relationships through productive partnerships with businesses
- School Budget Development Process
- School Budget Management Process, Financial Tracking, Forecasting, Controls, and Audits
- EOY Reporting/Net School Spending
- Written Agreement with Town
- Acushnet Tuition Agreement
- Revenue Funds
- Revolving Accounts
- Grant Programs
- Circuit Breaker
- Contractual Agreements with Outside Agencies

FACILITIES AND MAINTENANCE

- The school site, plant and equipment support and enhance all aspects of the educational program
- Ongoing planning that addresses future facility and technological needs as well as capital improvements
- A planned and adequately funded program of building and site management that ensures the maintenance and cleanliness of facilities and equipment as well as the health and safety of all who use the facility
- Extraordinary Maintenance
- The physical plant and facilities meet all applicable federal and state laws and are in compliance with local fire, health and safety regulations

STUDENT TRANSPORTATION

- The individual responsible that the Student Transportation utilizes appropriate procedures and that they are in place to ensure the safety of the students
- Bus Routes and Schedules

FOOD SERVICES

- Oversees that food services are provided, the area, menus and equipment ensure that the well being of the students is a priority and is in compliance with state and federal regulations

INSTRUCTIONAL TECHNOLOGY

- Director of Instructional Technology, Instructional Technology Teacher, Specialist, Professional Development Specialist

NURSING SERVICES

SECRETARIAL SERVICES