
**PERSONNEL / CONTRACT NEGOTIATIONS SUBCOMMITTEE
MEETING**

MINUTES

Monday, December 14, 2015

Mt. Hope High School

Present:

Subcommittee: Paul Silva, Chair, Diana Campbell, and Karen Lynch

**School Committee and Administration: Mario Andrade,
Superintendent**

Absent: John Saviano

Paul Silva called the meeting to order at 6:13 PM.

Approval of Minutes:

**MOTION: Karen L. made a motion to approve the minutes of the
November 23, 2015 meeting; seconded by Diana C. The motion
passed unanimously.**

Personnel Recommendations #S2015-73

Diana C. requested that during the regular School Committee meeting, the School Committee Chair pull A1 from the Consent Agenda for a separate vote in order to allow her to recuse herself.

No further discussion was held.

Executive Session

There was no need for an executive session.

Superintendent's Evaluation Tool

A short discussion ensued regarding the means for evaluating the Superintendent's interaction with and evaluation of school principals.

Karen L. raised a concern about the length of the Superintendent's Evaluation Tool.

Paul S. responded that other districts that use the same tool do not use the entire rubric each year, but pull pertinent pieces for evaluation as the year dictates.

Mario A. added that a limited scope is good for purposes of taking constructive feedback from a previous year and setting the next year's focus for those particular areas.

Paul S. clarified that the first implementation of the new Superintendent's Evaluation Tool would require completion of the

entire evaluation.

A short discussion ensued.

MOTION: Diana C. made a motion to adopt the Massachusetts Model System for Superintendent's Evaluation Tool to be modified as a Bristol Warren Regional School Committee Policy and then presented to the full School Committee through the School Committee Chair; seconded by Karen L.

The motion passed unanimously.

Athletic Director Position – Job Duties, Roles and Responsibilities

To better assess the current secretarial duties at the high school, including the Athletic Director's secretary, Paul S. would like an audit conducted regarding secretarial duties and time consumption in order to ensure that the secretaries are being utilized properly. He added that the goal is to provide enough coverage and support throughout. Mario A. commented that a determination should be made on whether the support is effective and efficient. Paul S. stated that he is looking for additional information regarding the number of secretaries sharing duties at the high school including the Athletic Director's secretary, their working hours and the cost differential between a 10 month secretary and a 12 month secretary.

A discussion ensued.

Paul S. requested that the Superintendent meet with the Athletic Director to assess the Athletic Director's roles, responsibilities, secretarial needs, and expectations.

Paul S. commented that because the high school administrators utilize the secretaries, they would need to be a part of any secretarial reorganization discussion.

Adjournment

MOTION: Diana C. made a motion to adjourn the meeting at 6:33 p.m.; seconded by Karen L. The motion passed unanimously.

/kd