

WEYMOUTH SCHOOL COMMITTEE
Meeting of the Whole
MEETING NOTES
Approved 6/8/17

Date: April 27, 2017

Present: Chair Belmarsh Dr. Sullivan, Ms. Flemer, Mrs. Sheehan, Mrs. Curran & Superintendent Curtis-Whipple

Absent: Mrs. Nardone and Mayor Hedlund

Mrs. Curran arrived at 6:25 p.m.

Call to Order

At 6:15 p.m. Chair Belmarsh called the meeting to order.

Review 2017-2018 School Year Calendar

Dr. Whipple opened the meeting with the distribution of copies of the School calendar document. She clarified that she was not looking for a vote this evening. The Leadership Team reviewed the calendar at their last meeting. Dr. Whipple and the Leadership Team would be requesting feedback this evening. Once the Committee reviewed and provided their feedback, the Leadership Team would review the calendar again and finalize the document.

Chair Belmarsh asked the Committee if they had any questions. Mrs. Sheehan asked about Tuesday half day Professional Development days and how they would be scheduled in FY17/18. Dr. Whipple provided a detailed explanation to the Committee and stated that we did look at the Town Wide Parent Council schedule.

Dr. Whipple also continued to explain the first day of school for FY17/18. She stated that the first day would be the Staff Colloquium on Sept. 5th. Chair Belmarsh asked if we could begin the week before the 5th. Dr. Whipple described the reasoning behind beginning on Tuesday Sept. 5th. She added that students would begin the FY17/18 Academic year on Sept. 6th. The FY17/18 Calendar will be voted at the next School Committee meeting on May 11th.

Superintendent Evaluation: Criteria & Schedule

Chair Belmarsh discussed the agenda for this evening; and stated that it would be regarding the evaluation form and evaluation schedule for Superintendent Whipple.

Mrs. Sheehan asked the Chair if she had contacted Mrs. Curran regarding what she missed and had she received the materials from the previous meeting (Mrs. Curran did not attend due to a family obligation). The discussion continued regarding the materials and if Committee members had received all that they needed for this meeting this evening.

Chair Belmarsh assured Committee members that Eileen Pitts had sent all materials to Committee Members through their in-boxes and they should have everything they needed for this evening.

Chair Belmarsh discussed the Superintendent Evaluation cycle and the timing to be considered by the Committee. Several Committee members commented:

Ms. Flemer commented that the ending of the cycle in December is a good idea. She confirmed that MASC stated that School Committee members do have the authority to set the timeline for the Superintendent's evaluation.

Chair Belmarsh suggested a mid-year review with the end of the year occurring in December. She asked Dr. Whipple what her thoughts were regarding that cycle. Dr. Whipple stated that she was open to anything that Committee decided upon.

Mrs. Curran arrived to the meeting at 6:24PM.

Mr. Sullivan commented on the using December as the end of cycle for the evaluation schedule. Mrs. Sheehan added to the discussion by reading the minutes from the previous Meeting of the Whole. She focused on the comments made by Mr. Sullivan regarding his proposed Evaluation cycle.

Chair Belmarsh repeated Ms. Flemer's original idea from the previous meeting. Ms. Flemer felt that the election in November would bring new members of the Committee to the table in January. This would create a need to include the new members in the evaluation process. It is a factor that would need consideration.

Mrs. Curran stated that she did not have an issue with "stretching out" the timetable. "We don't have to rush" to finish everything by December. Going forward with extending the timeline to include the new Committee members is something she would consider. She discussed the many changes and shifting personnel as being factors in the extension of the timeline. The process cannot be completed quickly.

Chair Belmarsh agreed that the Committee should not rush through this decision or the evaluation process. She stated that the Committee is required to do an annual review of the Superintendent, but a flexible timeline maybe an option. Chair Belmarsh also wanted to request information from MASC regarding the flexibility of the Evaluation schedule. She went onto to ask the Committee to agree on a good option.

The Committee agreed that Dr. Whipple would do a "check in" with the Committee each December including a discussion of progress made on personal and district goals. A summative evaluation would be completed by the Committee in June after individual meetings with the Superintendent and Committee members.

Chair Belmarsh offered to check with MASC to be sure that the schedule for evaluation would be considered acceptable practice.

Chair Belmarsh summarized the discussion of goals from the previous Meeting of the Whole and asked Mrs. Curran if she had any questions. Chair Belmarsh also reviewed the steps taken

at the previous Meeting of the Whole. She went through the rubric with Mrs. Curran and described how the Committee reviewed the criteria and how they selected the four goals to be the focus of the Superintendent's Evaluation.

Chair Belmarsh reiterated that the discussion for tonight was to focus on the form and timeline for the evaluation. She also stated that there could be a discussion of the chosen goals if Committee members felt that they needed further clarification.

Chair Belmarsh read the selected goals chosen at the April 4th Meeting of the Whole.

Performance Goals-

1. Professional Practice – 4B1- Cultural Proficiency
 - a. Indicator- Ensures that policies and practices enable the students and staff to learn and work in a culturally aware environment.
2. Student Learning – 1E3 – Improvement of Performance and Effectiveness on Learning
 - a. Indicator- Data informed decision making. Use of multiple sources of evidence to improve student learning.

The committee discussed these goals and Mrs. Curran asked specific questions regarding the criteria used to choose these particular goals.

3. 2E1- Fiscal Systems
Indicator – The development of a budget, effective fiscal resource management.
4. 3B – Social / Emotional and Family Support-
Indicators – Student Support and Family Engagement

Chair Belmarsh asked the Committee and Mrs. Curran in particular, if they were comfortable with the goals chosen.

A discussion pertaining to the form to be used for the valuation was proposed by Chair Belmarsh. She suggested using the form that was available to them in the MASC handbook. She also suggested that some changes could be made, but keeping to the basic format was the best way to proceed.

Mrs. Sheehan asked the Chair if she could give some details on the MASC form. Mrs. Curran asked to recognized by the Chair and Mrs. Curran stated that it was the form that the Committee had used during a previous Superintendent Evaluation (Dr. Salim's).

The Committee discussed various aspects of the form and the previous evaluation in order to reach a consensus of opinion. Chair Belmarsh pointed out to the Committee that they have discretion as to the weight each goal would have in the overall evaluation of the Superintendent. She provided several examples of how the Committee could weigh each goal i.e. Aspects of Professional Practice and Student Learning could outweigh Fiscal Systems and Social Emotional Learning.

Dr. Whipple asked the Committee if a form was completed by each individual member of the Committee.

Chair Belmarsh described the process to Dr. Whipple. She stated that each member would complete an evaluation form, the Committee would meet to discuss the individual forms and then they would consolidate the evaluation into a summative Superintendent evaluation.

There was a discussion concerning the availability of the information to the public. Chair Belmarsh explained that the individual forms were not available to the public until the Superintendent had the opportunity to meet individually with each Committee member. Once the End of Cycle Superintendent Evaluation report was presented in a Public Meeting, then all of the documents associated with the evaluation would be made available to the public.

Dr. Sullivan added information regarding the evaluation ratings, i.e. the Proficient and exemplary rating provided in the MASC form. He felt that there were marked differences in each selection.

Chair Belmarsh summarized the discussion this evening:

The Committee has accepted the goals and the evaluation form; she would check with MASC concerning the timeline. Once that had been established, the Committee would move forward with the timeline and the use of the accepted form as they proceed through the FY17/18 Superintendent evaluation for Weymouth Public Schools.

Open Forum

Dr. Whipple made several announcements regarding Weymouth Public Schools Personnel. She announced the resignation of Mr. Peter Haviland, Weymouth High School Principal. Mr. Haviland has accepted a position in North Attleboro. It was a matter of proximity to his home and it was a difficult decision for him to make.

Mrs. Kelly Stukenborg has requested a change in her current role as Assistant Superintendent of Instructional Services and Support. Mrs. Stukenborg explained that she would be seeking a position that would provide her with an improved work life/family life balance.

Dr. Sullivan asked Dr. Whipple if she had determined Mrs. Stukenborg's new role. Dr. Whipple responded that she was currently working on several options for Mrs. Stukenborg in the district.

Mrs. Sheehan asked Dr. Whipple if she would consider an Interim Principal at Weymouth High School. Dr. Whipple assured Mrs. Sheehan that there were multiple plans that she was considering at this time.

Dr. Whipple also announced the resignation of Mrs. Jean Marie Vaughn from her position as the Director of Health Services for Weymouth Public Schools.

An update on the principal search for the Wessagusset Primary School was presented by Dr. Whipple. She stated that the Search Committee had selected three finalists and they would be conducting site visits over the next week.

Dr. Whipple also stated that May will bring additional openings in the district. Typically it is a very busy time for Human Resources from now through the summer. She plans to reach out to

several retired Superintendents to seek out their expertise in filling these important positions so late in the School year. Internal candidates are being considered for most of the open positions at this time.

Dr. Whipple has a concern regarding the Director of Health Services position. She felt it would be a difficult position to fill; there are very few viable candidates available to us at this time.

Dr. Whipple is aware that there many openings, but Administration will do their best to fill those openings with people who possess the best skill set for each job. She has thought about Interim candidates in several positions. The plan would be to proceed with a full search next year when there are more candidates available for consideration.

The Director of Maintenance is also available and has been posted. John Barker is in place now as the interim. Mrs. Sheehan asked if this might be the time to look at combining maintenance with the town. The candidates are being reviewed and an update will be coming soon.

Dr. Whipple assured the Committee that there will be decisions made; they may be made by “thinking out of the box”.

An update on the Special Education Director is provided to the Committee. Dr. Whipple reported that Ellen Varnerin and Patricia Hayes are providing coverage for the department. Maryann Bryan, Susan Kustka and Dr. Whipple all have Special Education backgrounds and will continue to provide support to the department when needed. All three administrators are providing support when needed. The position would not be posted at this time. Updates will be provided to the Committee as requested.

Dr. Whipple continued her discussion by asking the Committee members their thoughts regarding the many personnel changes in the district. She was looking at the situation as an opportunity to build a new team and move forward as a team. “Change can be good”.

Questions

Ms. Flemer discussed her views on the placement of interim personnel in certain positions. She said that an interim placement would give administration a chance to try out an internal candidate in the position; giving that person a chance to display their leadership abilities.

Chair Belmarsh added that it would provide an experienced person the opportunity to utilize their expertise and move forward from the start.

Dr. Whipple thanked them for their thoughts and added that she wanted to maintain a strategic process in choosing all new personnel.

An update on the new Technology Director was given by Dr. Whipple. He had already met with all of the Principals and Administrators district-wide. The process has gone very well and he is settling in to his new position.

Chair Belmarsh asked Mrs. Sheehan if she had an update on Committee minutes. Mrs. Sheehan stated that she was typing the 2015 Executive Session minutes and would update her as soon as they were completed.

Dr. Sullivan stated he perceived an increase in the quality of the minutes being submitted recently.

Mrs. Sheehan asked Dr. Whipple for an update on the Inclusion Training for the district. She believed that Kathy Porcaro was the trainer?

Dr. Whipple reported that Ms. Porcaro was being paid through grant funds and that the funding has now been expended. Ms. Porcaro has completed her trainings for FY 17 and has been compensated for those trainings.

Mrs. Sheehan brought up four concerns that she and Mrs. Curran learned at the OML workshop they attended in Stoughton on Tuesday. The first was that we should not be moving our meetings across town, like we did to Town Hall last year when there was an accident in front of the High School, when there was no power. We should have moved our meeting to another part of the school, or to a closer location - not across town. The public needs to be able to find the meeting Mrs. Curran added that location changes should be at least 48 hours in advance if possible.

Second, our agenda times and discussions should not be moved out of order, or ahead of the time scheduled on the agenda. Doing so, could cause an OML violation if someone comes to the meeting for a specific item at a specific item and we had moved it ahead.

Third, Mrs. Sheehan stated that texting at meetings are not subject to OML, but are subject to a public records request by anyone. She lastly stated that the Chair must disseminate all complaints and requests to all members of the Committee. And, that the Committee members should decide who would be responsible for responding to the complaints, not just the Chair herself.

Mrs. Curran added to the discussion by stating that texting between members during a meeting is considered an Open Meeting Law violation. The discussion continued with Mrs. Sheehan providing clarification of Mrs. Curran's statement that looking things up." That fact would be research, or listed in the documents. Chair stated she would get clarification on that.

Chair Belmarsh clarified that passing notes, post its, writing messages to each other or whispering to each other during the meeting is also a violation if it concerns a matter being discussed at the table and can be considered a deliberation.

Mrs. Sheehan turned their discussion to Security updates at the Weymouth High School. Mrs. Sheehan asked Dr. Whipple if she could provide any additional information regarding the recent incident in March with the two intruders at Weymouth High School. She wanted to be sure that Dr. Whipple knew that the Committee should be fully informed and can be under Executive Session reason #4 "Security, personnel or devices". Mrs. Sheehan also asked for an Executive Session as soon as the districts Safety and Security meeting has met. She stated that this could have been more serious than it was. Dr. Curtis-Whipple thought the meeting was happening at the end of May. Dr. Whipple stated the information was posted on the blog and that she would review if there was any additional information to provide.

Chair Belmarsh called for a motion to adjourn the April 27th Meeting of the Whole.

On a motion by Mrs. Sheehan, seconded by Dr. Sullivan the Weymouth School Committee Meeting of the Whole was adjourned at 7:07 PM.

The next Meeting of the Whole: May 25, 2017 – 6:00 PM

Respectfully submitted,

Gail Sheehan – Secretary

Approved

- Documents Related to April 27, 2017 Meeting of the Whole:
- MASC Superintendent Evaluation Guide

Approved