

**School Committee Meeting**

**December 19, 2019**

**7:00 P.M.**  
**Open Session**

**RMHS Schettini Library**



## Town of Reading Meeting Posting with Agenda

### Board - Committee - Commission - Council:

#### School Committee

Date: 2019-12-19

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Agenda: Revised

Purpose: Open Session

Meeting Called By: Linda Engelson on behalf of the Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

**All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.**

### Topics of Discussion:

7:00 p.m.	A.	Call to Order
7:05 – 7:20 p.m.	B.	Public Comment
7:20 – 7:25 p.m.	C.	Consent Agenda <ul style="list-style-type: none"> <li>- Accept the Donations from the RMHS PSST</li> <li>- Accept a Donation from Peter Burbank</li> <li>- Accept a Donation from Lueders Environmental</li> <li>- Accept an Anonymous Donation to Parker</li> <li>- Approval of Minutes (November 7 &amp; December 12, 19)</li> </ul>
7:25 – 7:40 p.m.	D.	Reports <ol style="list-style-type: none"> <li>1. Students</li> <li>2. Director of Student Services</li> <li>3. Assistant Superintendent</li> <li>4. Chief Financial Officer</li> <li>5. Superintendent</li> <li>6. Liaison/Sub-Committee</li> </ol>
7:40 – 7:50 p.m. 7:50 – 8:00 p.m. 8:00 – 8:10 p.m. 8:10 – 8:40 p.m. 8:40 – 9:00 p.m.	E.	New Business <ol style="list-style-type: none"> <li>1. Quarterly Personnel Report</li> <li>2. Quarterly Financial Report</li> <li>3. Disposal of Surplus Equipment</li> <li>4. FY2021 Prebudget Discussion</li> <li>5. Second Reading of Policy BHE – Social Media</li> </ol>
9:00 – 9:30 p.m.	F.	Old Business <ol style="list-style-type: none"> <li>1. Superintendent's Evaluation Process</li> <li>2.</li> </ol>

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



## Town of Reading Meeting Posting with Agenda

	G.	Information/Correspondence 1.
	H.	Routine Matters 1. Bills & Payroll Warrants 2. Calendar
	I.	Future Business
9:35 p.m.	J.	Adjourn
9:40 p.m.	K.	Executive Session - To discuss strategy with respect to non-represented personnel

\*\*Times are approximate

John F. Doherty, Ed. D.  
Superintendent of Schools

82 Oakland Road  
Reading, MA 01867  
Phone: 781-944-5800  
Fax: 781-942-9149



Christine M. Kelley  
Assistant Superintendent

Jennifer A. Stys, Ed.D.  
Director of Student Services

Gail Dowd, CPA  
Chief Financial Officer

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.  
Superintendent of Schools

DATE: December 16, 2019

TOPIC: Accept a Donation from the Reading PSST

At our meeting on Thursday evening, I will ask the School Committee to accept a donation in the amount of \$5,250 from the Reading PSST to be used to support the Shakespeare, Improv and Playwriting Advisors for the 2019-20 school year.

If you have any questions, please contact us.

PSST  
PO Box 432  
Reading, MA 01867

November 3, 2019

Reading School Committee  
c/o Ms. Anna Wentlent  
Reading Memorial High School  
62 Oakland St  
Reading MA 01867

Dear Sirs and Madams,

Reading Parents Supporting Student Theater is pleased to make a donation of \$750 to the Town of Reading in support of a stipend to be paid to Mary Margaret Hogan for her respective contribution as Shakespeare Advisor to the Reading Drama Club during the 2019/2020 season.

Please feel free to contact either me, Christine Parks or Kate Goldlust if there are any questions.

Sincerely,



Amanda Moda  
amanda\_moda@me.com  
Treasurer, PSST



cc: Christine Parks  
Kate Goldlust

PSST  
PO Box 432  
Reading, MA 01867

November 3, 2019

Reading School Committee  
c/o Ms. Anna Wentlent  
Reading Memorial High School  
62 Oakland St  
Reading MA 01867

Dear Sirs and Madams,

Reading Parents Supporting Student Theater is pleased to make a donation of \$3,000 to the Town of Reading in support of a stipend to be paid to Robert Smithney for his respective contribution as Improv Advisor to the Reading Drama Club during the 2019/2020 season.

Please feel free to contact either me, Christine Parks or Kate Goldlust if there are any questions.

Sincerely,



Amanda Moda  
amanda\_moda@me.com  
Treasurer, PSST

cc: Christine Parks  
Kate Goldlust



PSST  
PO Box 432  
Reading, MA 01867

November 3, 2019

To: Reading School Committee  
c/o Ms. Anna Wentlent  
Reading Memorial High School  
62 Oakland St  
Reading MA 01867

Dear Sirs and Madams,

Reading Parents Supporting Student Theater is pleased to make a donation of \$1,500 to the Town of Reading in support of a stipend to be paid to Leia Richardson for her respective contribution as Playwriting Advisor to the Reading Drama Club during the 2019/2020 season.

Please feel free to contact either me, Christine Parks or Kate Goldlust if there are any questions.

Sincerely,



Amanda Moda  
amanda\_moda@me.com  
Treasurer, PSST

cc: Christine Parks  
Kate Goldlust



John F. Doherty, Ed. D.  
Superintendent of Schools

82 Oakland Road  
Reading, MA 01867  
Phone: 781-944-5800  
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Christine M. Kelley  
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Director of Student Services

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Chief Financial Officer

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.  
Superintendent of Schools

DATE: December 16, 2019

TOPIC: Accept a Donation from Peter Burbank

At our meeting on Thursday evening, I will ask the School Committee to accept a donation in the amount of \$23,000 from the Peter Burbank on behalf of his father's estate to be used to support the boys and girls swim, girls and boys hockey and football programs at RMHS.

If you have any questions, please contact us.



47 Farrwood Drive  
Andover, MA 01810  
December 9, 2019

Gail Dowd, CFO  
Reading Public Schools  
82 Oakland Road  
Reading, MA 01867

Dear Gail:

I enjoyed talking to you on the telephone the other day.

In accordance with our conversation, I am enclosing checks for the following organizations:

<u>Organization</u>	<u>Amount</u>
Reading Boys Swim Team	\$ 1,000.00
Reading Girls Swim Team	\$ 1,000.00
Reading Girls Hockey Team	\$ 1,000.00
Reading Boys Football Team	\$10,000.00
Reading Boys Hockey Team	\$10,000.00

Please note the contributions to the boys football and hockey teams should be allocated as follows:

<u>Description</u>	<u>Amount</u>
<u>Football:</u>	
Endzone Camera System – HD Endzone Cam	\$ 6,450.00
Practice Equipment and Gear (Adidas, Riddell)	<u>\$ 3,550.00</u>
Total Football	\$10,000.00

Gail Dowd, CFO  
December 9, 2019  
Page Two

<u>Description</u>	<u>Amount</u>
<u>Hockey:</u>	
Drug Awareness Presentation/Workshop	\$ 750.00
Game Shirts	\$ 3,900.00
Locker Room Coaching Board	\$ 700.00
Game Socks	\$ 1,125.00
Coaches Pay	\$ 1,500.00
Falmouth Tournament Team Dining	\$ 1,000.00
Team Bags	\$ 960.00
Coach Jacket	\$ <u>65.00</u>
Total Hockey	\$10,000.00

Should you have any questions, please telephone me at (978) 470-2011 or (978) 886-1606.

Best regards,



Peter N Burbank

PNB:lwg

Enclosures: Checks (5)

John F. Doherty, Ed. D.  
Superintendent of Schools

82 Oakland Road  
Reading, MA 01867  
Phone: 781-944-5800  
Fax: 781-942-9149



Christine M. Kelley  
Assistant Superintendent

Jennifer A. Stys, Ed.D.  
Director of Student Services

Gail Dowd, CPA  
Chief Financial Officer

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.  
Superintendent of Schools

DATE: December 16, 2019

TOPIC: Accept a Donation from Lueders Environmental

At our meeting on Thursday evening, I will ask the School Committee to accept a donation in the amount of \$100 from Lueders Environmental to be used to support the Reading Public Schools.

If you have any questions, please contact us.



# LUEDERS

ENVIRONMENTAL, INC.

December 5, 2019

Dr. John F. Doherty  
Reading Public Schools  
82 Oakland Road  
Reading, MA 01867

Dear Dr. Doherty,

In appreciation of the many clients we are privileged to service in Reading, we are pleased to make this donation to the school department. Lueders Environmental is a Lawn, Tree & Shrub care company specializing in science based environmentally sound approaches and attentive customer service.

Contributing to your school department is a way we can give back to the Reading community for considering us the company of choice. I always hope that in supporting education, other companies will join us. Please use these funds in any way you consider appropriate.

Sincerely,

Michael Lueders  
President

MEL/cll  
Enclosure

*District wide  
donation*  
*(Signature)*

John F. Doherty, Ed. D.  
Superintendent of Schools

82 Oakland Road  
Reading, MA 01867  
Phone: 781-944-5800  
Fax: 781-942-9149



Christine M. Kelley  
Assistant Superintendent

Jennifer A. Stys, Ed.D.  
Director of Student Services

Gail Dowd, CPA  
Chief Financial Officer

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.  
Superintendent of Schools

DATE: December 16, 2019

TOPIC: Accept a Donation to the Parker Middle School Music Program

At our meeting on Thursday evening, I will ask the School Committee to accept an anonymous donation in the amount of \$2,500 to be used to support the music program at the Parker Middle School.


If you have any questions, please contact us.



**Walter S. Parker  
Middle School**

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# Memo

**To:** Dr. John Doherty, Superintendent of Schools  
**From:** Richele Shankland, Principal   
**CC:** Brendan Norton, Assistant Principal  
**Date:** December 9, 2019  
**Re:** School Instrument Donation

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W.S. Parker Middle School has received a donation of \$2,500.00 to be used to purchase instruments for the music program at Parker. Please accept this gift for the benefit of Parker students.

Donated by: The donor would like to remain anonymous





## Town of Reading Meeting Minutes

### Board - Committee - Commission - Council:

#### School Committee

Date: 2019-11-07

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Session: Open Session

Purpose: Open Session

Version: Draft

#### Attendees: **Members - Present:**

Chuck Robinson, Linda Snow Dockser, Jeanne Borawski, Tom Wise, Pat Calley and John Parks

#### **Members - Not Present:**

#### **Others Present:**

Superintendent John Doherty, Chief Financial Officer Gail Dowd, Assistant Superintendent Christine Kelley, Director of Student Services Jennifer Stys, Director of Facilities Joe Huggins, Dale Gienapp, Gienapp Architects

**Minutes Respectfully Submitted By:** Linda Engelson on behalf of the Chair

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### Topics of Discussion:

#### I. Call to Order

Chair Robinson called the meeting to order at 7:02 p.m. and reviewed the agenda.

#### A. Public Input

Mr. Robinson called for public comment.

There was none.

#### B. Consent Agenda

Mr. Robinson asked if the committee wanted any items removed from the consent agenda.

- Accept a Donation from the Friends of Reading Rockets Hockey, Inc.
- Approval of Coolidge Nature's Classroom Field Trip

**Mrs. Borawski moved, seconded by Mr. Parks, to approve the consent agenda. The motion carried 6-0.**

#### C. Reports

Student Representative

Ms. Drummey reported on the upcoming RMHS production of Chicago. Football, swimming, cheer and cross-country teams are participating in post season tournaments and the RMHS Veterans Day celebration at RMHS will be at 8:00 a.m. tomorrow.

D. Old Business

Elementary Space Update

Dr. Doherty began by saying that Town Meeting approved funding for the elementary space/enrollment study. Dale Gienapp is here tonight to update the committee on what has been done to date. He also shared that the Permanent Building Committee has been involved.

Mr. Gienapp shared the topics he would be discussing tonight. He will discuss the project purpose, background and assumptions, existing conditions, enrollment and space needs, planning options and conclusion and next steps.

He reviewed the enrollment projections. The data from NESDEC shows modest increases, however most of the growth is in the Killam and Birch Meadow area. With that in mind the goal is to develop multiple schemes and plan for the next 20 years. Mr. Gienapp next reviewed MSBA standard square footage for classroom spaces. Additional classroom space will be required for enrollment increases and programmatic changes. Our pre-kindergarten numbers continue to increase impacting classroom space in the district. Programmatic changes have also contributed to the reduction in classroom space.

The existing conditions at the five elementary schools was reviewed. Constraints contributing to any solution include limitations in current districts, cycle of building renovation/needs and awareness of middle school districting. Wood End would be difficult to expand due to insufficient access roads. It is not practical to expand at Joshua Eaton or Barrows; enrollment would need to be reduced to meet square foot/student guidelines.

Assumptions made when developing possible scenarios include having pre-k students at the high school is not advantageous, modular classrooms are not a long-term solution, redistricting is acceptable, interest in downsizing to 4 sites and all estimates are based on approximate cost/sq. ft. It has been determined that it is not practical to expand at all sites, structurally it is not feasible to add a 2<sup>nd</sup> floor to any school and there would be no advantage to move grade 5 to the middle schools.

Mr. Gienapp reviewed the proposed scenarios to address the elementary space needs.

- Scheme A – Add a second floor to Killam to create a 750-student school, redistrict and does not address Pre-K.
- Scheme B – Build new 660 student school on Killam site, build an addition to Birch Meadow, would address Pre-K.
- Scheme C – Gut and renovate Killam for 500 students, build an addition to Birch Meadow, redistrict and does not address Pre-K.
- Scheme F – Build new 650 student school on Killam site, vacate Birch Meadow, add on to Wood End, redistrict and does not address pre-K.
- Scheme G – Build a new 750 student school on Killam site, demolish Birch Meadow, redistrict and does not address Pre-K.
- Scheme H – Build a new school on Birch Meadow site to house Pre-K and K, and Killam becomes new 650 student school.



Using Killam appears to be the most logical site for development. There is no advantage to renting space to address the space issues, we cannot just redistrict, and it is not practical to add onto each building.

Mr. Gienapp reviewed the timeline and MSBA process. The MSBA Statement of Interest (SOI) window opens in January. If we choose to submit a SOI and are selected we will receive a contract, once the contract is signed, we have 270 days to prepare the required documentation.

Mrs. Borawski said we are out of space and we are in a bit of an enrollment bump, what is driving enrollment. NESDEC looked at births, home sales, populations by school district and an aging population selling to families. They also reached out to realtors and met with the Assistant Town Manager.

The committee asked clarifying questions on MSBA reimbursement, timeline, enrollment and funding decisions.

The discussion turned to the schemes that have been presented. We would have to submit one project at a time to MSBA. Mr. Robinson feels if we decide on a plan it may be a combination. MSBA will ask you to prioritize the projects. There is a lot of competition, Reading does not have tremendous growth and our buildings are in good shape. The process will be competitive, and we may receive a lower rank which may result being put on the waitlist.

Mrs. Borawski asked about next steps and community outreach. Dr. Doherty said we would have an opportunity for the community to give feedback at a public meeting or at a School Committee meeting.

The School Committee will decide on a scheme after the community has the opportunity to provide feedback.

The Chair called for a brief recess at 8:40 p.m.

The meeting was called back to order at 8:42 p.m.

#### Continued Discussion District Improvement Plan/Superintendent's Goals

As discussed at the last meeting, Superintendent Doherty reviewed the 8 priority indicators he recommends using for the evaluation process.

Mrs. Borawski would like to use all indicators rather than just the 8 recommended by the Superintendent.

Mr. Wise asked if we limit the evaluation to the 8 indicators how would they be weighted. Dr. Doherty said that DESE does not recommend weighting.

Mrs. Borawski thought that was a good point and we would have to be a consistent voice on whether we evaluate on all of the indicators or just the 8 priority indicators.

Dr. Doherty asked what evidence he would need to provide; all or just the 8. Mr. Robinson said the committee appreciates the 8 but would like to stick to all the indicators. Dr. Doherty will still have to use fiscal responsibility, but it would not be a goal.

Mr. Parks asked if we should focus on the 8 indicators and look at the others.

Mrs. Borawski is leaning towards no change in the process and would like to hear how other districts are handling the process.

Dr. Doherty said he will be attending a workshop on the Superintendent's Evaluation process.

Mrs. Calley felt only evidence on the 8 indicators would be necessary. Mr. Robinson felt it is important to have evidence available for all indicators.

Dr. Dockser felt that there is a lot of work to be done. Dr. Doherty shared that the evidence is a collection of documents, it is more of an administrative task putting them into the drop box.

The committee decided to make no change in the Superintendent's Evaluation process for this year.

E. New Business

Ad Hoc Committee Appointment

Chair Robinson said that a School Committee representative to the Ad Hoc Committee needed to be named.

Mrs. Calley volunteered to serve as the liaison.

**Mrs. Borawski moved, seconded by Mr. Parks, to name Patricia Calley as the School Committee representative on the Human Rights Ad Hoc Committee. The motion carried 6-0.**

Festival of Trees

Dr. Dockser said this is a major fundraiser for the Reading Education Foundation and would love for the School Committee to do another exhibit to be raffled off. She offered to coordinate and asked that the committee share the cost. The Festival of Trees is December 7 & 8.

F. Reports

Chief Financial Officer

Mrs. Dowd shared that the work on Turf II is in the final stages finishing up some punch list items.

Director of Student Services

Dr. Stys reported that the Tiered Focused Monitoring visit is set and will meet in December most likely at the next SEPAC meeting pointing out that parent input is part of the process. We have received confirmation from the state of submitted data on the indicators and were happy with the prompt and thorough response.

Liaisons

Mrs. Borawski reported on the recent Select Board meeting where the tax split was discussed. She also followed up on public input at that meeting regarding the softball field. The resident had emailed the School Committee and thanked the Superintendent

and the Chair for getting back to him on the matter. The resident is now going through the proper channels.

The SEPAC met earlier this week for the first time with the new Board. The group of four women who have taken on the organization will be looking to outside resources to help define the roles and responsibilities to help develop a good foundation for the group. They spent part of the meeting brainstorming priorities for the year keeping in line with the role of the SEPAC to provide information, resources and support for the parents of students with special needs. Their goal for the upcoming year will be to increase p[aren't engagement. The SEPAC has a parent that has volunteered to serve as the budget parent. Dr. Stys reviewed the Dyslexia Pilot at Joshua Eaton and the work being done to ease the transition for our specials needs students to the high school.

Lastly, Mrs. Borawski shared that the SEPAC received an email from a SC member. She did not have the information, in her role as liaison, to respond to the SEPAC questions and asked that committee members follow the protocol and send emails to the Chair and the liaison to the boards or groups.

Mr. Parks reported that the next Recreation Committee meeting is on November 13<sup>th</sup> and he was able to attend the MCAS presentation at Coolidge.

Dr. Snow Dockser reported that RCASA continues to work on their reorganization and will be presenting on vaping soon.

## II. Routine Matters

### a. Bills and Payroll (A)

There were none.

### b. Calendar

## III. Information/Correspondence

## IV. Future Business

## V. Adjournment

### Adjourn

**Mrs. Borawski moved, seconded by Mr. Parks, to enter into executive session to discuss strategy with respect to non-represented personnel and to return to open session at approximately 9:30 p.m. The roll call vote carried 6-0. Mrs. Borawski, Mr. Parks, Dr. Dockser, Mr. Wise, Mrs. Calley and Mr. Robinson.**

The meeting adjourned at 9:10 p.m.

The School Committee returned to open session at 10:24 p.m.

**Mrs. Borawski moved, seconded by Mr. Parks, approve a 2.5% salary increase the Superintendent effective in the current pay cycle. The motion carried 6-0.**

Mr. Parks moved, seconded by Mrs. Borawski to adjourn. The motion carried 6-0.

The meeting adjourned at 10:30 p.m.

**NOTE:** The minutes reflect the order as stated in the posted meeting agenda not the order they occurred during the meeting.

Link to meeting video:

<https://www.youtube.com/watch?v=Tqo0EfPCXCc&list=PLkibnMpzKYxt6AcM02oLuPVC9Hw20TARx&index=2&t=0s>



## Town of Reading Meeting Minutes

### Board - Committee - Commission - Council:

#### School Committee

Date: 2019-12-12

Time: 7:00 PM

Building: School - Memorial High

Location: School Library

Address: 62 Oakland Road

Session: Open Session

Purpose: Open Session

Version: Draft

#### Attendees: **Members - Present:**

Chuck Robinson (arrived at 6:18), Linda Snow Dockser, Jeanne Borawski, Tom Wise, Pat Calley and John Parks

#### **Members - Not Present:**

#### **Others Present:**

Superintendent John Doherty, Chief Financial Officer Gail Dowd, Assistant Superintendent Christine Kelley, Director of Student Services Jennifer Stys, RMHS Principal Kate Boynton, Director of Guidance Lynna Williams, RMHS Assistant Principal Tom Zaya, Student Representative Maura Drummey

**Minutes Respectfully Submitted By:** Linda Engelson on behalf of the Chair

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### Topics of Discussion:

#### I. Call to Order

Vice Chair Borawski called the meeting to order at 6:02 p.m. and reviewed the agenda.

#### A. Public Input

Mrs. Borawski called for public comment.

There was none.

#### B. Consent Agenda

Mrs. Borawski asked if the committee wanted any items removed from the consent agenda.

- Accept a Donation from the Coolidge Olympiad Parents Group
- Accept a Donation of Books from Matt & Michele Sanphy
- Accept a Donation from the Friends of Reading Soccer
- Approval of Three RMHS Wrestling Team Trips
- Approval of Minutes (October 17, 23 & 28, 2019 & November 6, 19)

Dr. Doherty answered questions regarding the field trips.

No items were removed.

**Dr. Dockser moved, seconded by Mr. Wise, to approve the consent agenda. The motion carried 5-0.**

C. Reports

Student Representative

Student Representative Maura Drummey reported on the following high school events:

- The annual girls flag football game. Jr. vs. Sr girls, the teams were coached by the varsity football players. It was a great community event.
- RMHS pep rally- a great unifying event. Students recognized for accomplishments in all areas.
- Annual Town Tree Lighting at which the marching band performed, and 30 students volunteered at the event
- The DECA Club competed in their first competition today, 5 students received medals and will move on to the state competition. This is the club's first year with 10 members.
- RMHS Choral concert is tonight.

D. New Business

RMHS Guidance Presentation & Update

Director of Guidance Lynna Williams began by saying that the next few days students that applied early action/early decision will be hearing from the schools. It is a stressful but exciting time for families.

She went on to review college admissions data for the Class of 2019. The admissions criteria for colleges is trending to a more holistic approach, seeing the whole student and being test optional. She went on to discuss how the guidance department is helping students to put together a solid application packet.

Mr. Robinson arrived at 6:18 p.m.

Mrs. Williams shared information on SAT, PSAT and AP testing. This past fall the number of colleges visiting RMHS increased to 100. The College Fair has been moved to the spring and will include more career options. The move from the fall to spring will make the event accessible to more sophomores and juniors. There will be a Gap Year Fair in January. More juniors are taking AP classes and we now have a nice variety of offerings. The Guidance Department continues to meet with the seniors during flex block and our juniors have been working on their essays in the English classes.

Committee members asked questions about college visitations, and SAT/ACT testing.

Mrs. Williams shared that we do not track college visitations and she has not seen evidence that colleges/universities prefer the SAT over the ACT and vice versa.

Mrs. Borawski asked that we publicize the schools that our kids are being accepted to and will be attending.

Mrs. Williams shared that the Guidance Department website is being updated and she will add that information.

Dr. Dockser asked who has access to AP offerings.

Mrs. Williams shared that special education students and METCO students are taking AP classes. Some students qualify for accommodations. Mrs. Boynton added that the high school is working on equity at RMHS.

Mr. Wise asked how we were addressing anxiety/crisis. Mrs. Williams shared that the goal of her department is to get to know all students. There is personal counseling available, students can schedule appointments or drop in if they need to see someone immediately. The Guidance Department is partnered with the high school administrators and they meet weekly to share concerns and collaborate on action steps.

Chair Robinson thanked Mrs. Williams for presenting.

#### RMHS Update

Mrs. Boynton updated the committee on late start. The Late Start Group met in November and plans to send a survey out to stakeholders after the break. Adjustments were made to the drop off and it seems to be running fairly smoothly now. Dr. Doherty added that the anticipated congestion around the Birch Meadow complex at drop off is not an issue and the change in the RISE drop off procedure is working well.

#### High School Handbook

A committee has been formed to review the high school handbook. She shared that this will be a slow process. The Committee has set a goal to have comments/edit suggestions for the first three sections of the handbook by January 7<sup>th</sup>.

Mr. Wise left the meeting at 7:29 p.m.

#### Portrait of the Graduate

An invitation was sent out to the community to join the design team. They have the makings for a robust team and hope to have the final team set by the break. The design Team will begin meeting in early January and there will be a kick off event on January 15<sup>th</sup> with a community viewing of the film *"Most Likely to Succeed"* and will follow-up with staff on the January 17<sup>th</sup> PD day. Work will continue through the year and into the fall hoping to present to the School Committee approval in the fall of 2020.

#### Update on the Emergency

The fire in the boy's third floor bathroom is an active investigation. Communication was sent out to families and there was a full school meeting on Monday as well as a community meeting last night. Steps being taken include consistent taking of attendance, students must have passes and hallway monitoring. Mrs. Boynton hopes to hold another community wide event in the early part of the year.

#### School Improvement Plan Review

Mrs. Borawski thanked Dr. Doherty for including the School Improvement Plans for review.

#### Approval 2020-21 School Calendar

**Mrs. Borawski moved, seconded by Mr. Parks, to approve the 2020 – 21 School Calendar.**

Dr. Doherty said the calendar has remained unchanged.

Dr. Dockser wanted to be sure that the religious accommodations policy was followed for all religious holidays.

**The motion carried 5-0.**

**First Reading of Policy BHE – SM**

**Mrs. Borawski moved, seconded by Mr. Parks, to accept the first reading of Policy BHE – SM Social Media.**

Mrs. Borawski suggested two revisions to the revised policy – the elimination of the sentence beginning “*As such to the end of the paragraph*” and to remove the word also from the second paragraph.

The School Committee is only required to vote on the policy.

Mrs. Borawski continued by suggesting some revisions to the procedures.

Dr. Dockser has an issue with the whole section – Expectations of SC members using Social Media.

Mr. Wise returned to the meeting at 8:05 p.m.

The suggested revisions were reviewed. Mr. Wise feels the intent of the policy was correct. He also felt that #6 in the procedures section is important.

Mr. Robinson suggested leaving some semblance of #6 in the procedures.

The committee members discussed the pros and cons of having social media sites. Mrs. Borawski and Dr. Dockser are both uncomfortable with having Facebook & Twitter sites.

Dr. Doherty pointed out that he sees this as a duplication of efforts, the information is currently being posted on the School Committee page and he offered to have Counsel provide an opinion on the subject of the committee having social media sites.

Mr. Parks would like to have the Principal’s newsletters posted on the district site and social media.

**The vote to accept the first reading carried 6-0.**

E. **Old Business**

There were no agenda items.

F. **Reports**

**Director of Student Services**

Dr. Stys reported that a representative from DESE presented on the Tiered Focused Monitoring at the SEPAC meeting. Representatives from DESE will be in district the first week of January. The SEPAC will hold a daytime meeting on February 26<sup>th</sup> at 10:30 a.m. in the Reading Public Library. The next SEPAC meeting will be January 14<sup>th</sup>.

**Chief Financial Officer**



Mrs. Dowd reported on the damage from the fire at the high school. The high school has cameras and they are operational; however, they do not cover all areas in the high school including bathrooms.

There will be an update meeting next week on the security project to discuss next steps.

Members of the administration will be attending a meeting held by the MA School Safety Initiative to discuss crisis plans.

#### Assistant Superintendent

Mrs. Kelley said we had a successful in-service day in November at the middle school level. We also held several opportunities for paraeducator training. The PD Committee will be sending out a survey to determine what PD opportunities the staff would like to see.

Mrs. Kelley attended several conferences and workshops recently.

#### Superintendent

Dr. Doherty shared that the first kindergarten deadline has passed. He pointed out that the Northshore Education Consortium's Annual report was in the packet and referred the committee to page 19 which spelled out the cost effectiveness of belonging to a collaborative.

#### Liaisons

Mr. Wise reported on the recent Select Board meeting. The board has been holding budget meetings. He commended Director of Facilities Joe Huggins on an informative energy conservation presentation. He also attended the SEPAC meeting and asked if the committee could consider supporting Understanding Disabilities during the budget deliberations.

Mr. Robinson shared that he participated in the recent Police Chief Assessment process. There were 5 candidates and felt it was an interesting process. Former School Committee member Gary Nihan was the recipient of the Cliff Allen award at the RMHS Hall of Fame induction dinner. He also attended the annual Football Luncheon and was impressed how our student athletes presented themselves.

Mrs. Borawski complimented the students of the Parker bands and choruses on their recent winter concerts.

Dr. Snow Dockser shared that the RCASA Board is working on their reorganization. The YRBS data team is analyzing the data, SBIRT is ongoing at the high school and have presented on vaping prevention. New Outreach Coordinator Sammie Salkins is in place.

RCTV is holding their holiday party this evening and they are transitioning to a new budget system.

Mrs. Calley reported on the Ad Hoc Committee meeting. The group has finalized its mission statement and are looking at having the committee established within a Town department. They have begun the planning for the annual MLK celebration.

Mr. Parks updated the committee on the Recreation Committee. He referred to the softball field email and said the timeline is set and safety work has been completed.

## II. Routine Matters

### a. Bills and Payroll (A)

Warrant S2018	10.31.19	\$253,950.96
Warrant S2019	11.07.19	\$364,296.82
Warrant S2020	11.14.19	\$264,897.59
Warrant S2021	11.21.19	\$219,362.94
Warrant S2022	11.27.19	\$84,526.72
Warrant S2024	12.12.19	\$253,340.57
Warrant P2008	10.18.19	\$1,681,117.90
Warrant P2009	11.01.19	\$1,796,124.74
Warrant P2010	11.15.19	\$1,683,029.03
Warrant P2011	11.29.19	\$1,703,575.24
Warrant P2012	12.13.19	\$1,660,430.03

### b. Calendar

## III. Information/Correspondence

Mrs. Borawski announced that she will not seek reelection to the School Committee.

Dr. Dockser announced that she will not seek reelection to the School Committee.

## IV. Future Business

## V. Adjournment

### Adjourn

**Mrs. Borawski moved, seconded by Dr. Dockser, to adjourn. The motion carried 6-0.**

The meeting adjourned at 9:37 p.m.

**NOTE:** The minutes reflect the order as stated in the posted meeting agenda not the order they occurred during the meeting.

Link to meeting video:

<https://www.youtube.com/watch?v=ws0XxFtV3cM&list=PLkibnMpzKYxt6AcM02oLuPVC9Hw20TARx>

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Christine M. Kelley  
Assistant Superintendent

Jennifer Stys  
Director of Student Services

Gail S. Dowd, CPA  
Chief Financial Officer

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

## MEMORANDUM

TO: Reading School Committee  
FROM: Jennifer Allard, Human Resources Administrator  
CC: John F. Doherty, Superintendent of Schools  
DATE: December 19, 2019  
RE: Personnel Quarterly Report-1<sup>st</sup> Quarter FY20

This is a summary of the 1<sup>st</sup> quarter personnel report for the 2019-2020 school year. The 1<sup>st</sup> quarter personnel report is inclusive of all relevant personnel actions between the dates of July 1, 2019 through, December 9, 2019.

As shown in Table 1 below the Reading Public Schools has **hired 69 (59.19 FTE)** new professional employees. In this context professional employees include Teachers, Administrators, Paraeducators, Custodial Workers, and Secretaries. This does not include Cafeteria Workers, Daily Substitutes, Long-term Substitutes, Coaches and Extended Day Staff and any other short-term, seasonal, or temporary positions.

Please use this key to help define how FTE's for each position type are calculated:

FTE Calculations
1.0FTE Paraeducator works 70 hours biweekly
1.0FTE Secretary works 75 hours biweekly
1.0FTE Custodian works 80 hours biweekly
1.0FTE Teacher works 70 hours biweekly

***Table 1: Newly Hired Professional Employees-Barrows Elementary School***

<b>First Name</b>	<b>Last Name</b>	<b>DOH</b>	<b>Position</b>	<b>FTE</b>
Karen	Anderson	9/9/2019	Regular Education Paraeducator	0.57
Lisa	Daddario-Juliano	9/16/2019	Regular Education Paraeducator	0.46
Donna	Kavanaugh	9/9/2019	Regular Education Paraeducator	0.80
Christine	Crocker	8/26/2019	School Psychologist	1.0
Emily	Felter	8/26/2019	Special Education Teacher	1.0
Jacqueline	Lytle	8/26/2019	Grade 4 Teacher	1.0
Elena	Raucci	8/26/2019	Music Teacher	0.5

<b>TOTAL FTE</b>	<b>5.33</b>
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***Table 2: Newly Hired Professional Employees-Birch Meadow Elementary School***

<b>First Name</b>	<b>Last Name</b>	<b>DOH</b>	<b>Position</b>	<b>FTE</b>
Bernardo	Garcia	7/22/2019	Night Shift Custodian	1.0
Ashley	Jasmin	8/26/2019	Special Education Program Paraeducator	0.81
Michelle	LeBlanc	8/26/2019	Regular Education Paraeducator	0.41
Allison	Wessells	11/4/2019	Regular Education Tutor	0.52
Andrea	Cote	8/26/2019	Special Education Teacher	0.5
Ashley	Dennis	8/26/2019	School Psychologist (One-Year)	1.0
Allison	Kramer	8/26/2019	Grade 2 Teacher	1.0
Lauren	Reidy	8/26/2019	Grade 4 Teacher	1.0
Molly	Burr	8/26/2019	Special Education Teacher	1.0

<b>TOTAL FTE</b>	<b>7.24</b>
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***Table 3: Newly Hired Professional Employees-Coolidge Middle School***

<b>First Name</b>	<b>Last Name</b>	<b>DOH</b>	<b>Position</b>	<b>FTE</b>
Kevin	Phillips	8/26/2019	Special Education Teacher	1.0
Lisa	Wistrom	8/26/2019	Music Teacher	1.0
Jennifer	Porter	9/30/2019	Special Education Program Paraeducator	0.86
Jessie	Nason	10/8/2019	Special Education Program Paraeducator	0.86

<b>TOTAL FTE</b>	<b>3.71</b>
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**Table 4: Newly Hired Professional Employees-District**

First Name	Last Name	DOH	Position	FTE
Grant	Hightower	7/1/2019	METCO Director	1.0
Jennifer	Stys	7/1/2019	Director of Student Services	1.0
Jeffrey	Tran	7/15/2019	Computer Technician	1.0
Jacquelyn	Paton	8/19/2019	Team Chairperson	1.0
Heather	Grada Durbeck	8/26/2019	Board Certified Behavior Analyst	1.0
Danielle	Collins	10/16/2019	Director of School Nutrition	1.0
Christopher	Nelson	11/18/2019	Director of Community Education	1.0

<b>TOTAL FTE</b>	<b>7.0</b>
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**Table 5: Newly Hired Professional Employees-Joshua Eaton Elementary School**

First Name	Last Name	DOH	Position	FTE
Hillary	Sullivan	8/26/2019	Regular Education Paraeducator	0.46
Kimberly	Torra	8/26/2019	Regular Education Paraeducator	0.47
Ann	Glynn	11/25/2019	Regular Education Paraeducator	0.46
Elmy	Trevejo	8/26/2019	School Nurse	1.0
Kathryn	Boilard	8/26/2019	Speech Language Pathologist	1.0
Colleen	Martin	8/26/2019	Grade 1 Teacher	1.0
Lesley	Meagher	8/26/2019	Kindergarten Teacher	0.6
Taedra	Turco	8/26/2019	Special Education Teacher	1.0
Crystal	Varghese	8/26/2019	Grade 1 Teacher (one-year)	1.0
Elena	Raucci	8/26/2019	Music Teacher	0.5

<b>TOTAL FTE</b>	<b>7.5</b>
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**Table 6: Newly Hired Professional Employees- Killam Elementary School**

First Name	Last Name	DOH	Position	FTE
Christine	Bridges	8/26/2019	Learning Center Paraeducator	0.43
Laura	Fusco	8/26/2019	Regular Education Paraeducator	0.17
Katrina	Kataftos	8/26/2019	Special Education Program Paraeducator	0.84
Dana	Levin	8/26/2019	Special Education Program Paraeducator	0.84
Cristina	Prior	8/26/2019	Regular Education Tutor	0.54
Meghan	McClune	9/3/2019	Special Education Program Paraeducator	0.86
Stephen	Clermont	9/23/2019	Special Education Program Paraeducator	0.86
Jaculen	Maglio	7/30/2019	Principal Secretary	1.0
Melissa	Greenberg	8/26/2019	Social Worker	1.0
Julie	Vetal	8/26/2019	Grade 4 Teacher	1.0

Ashley	Wheaton	8/26/2019	Kindergarten Teacher	0.6
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<b>TOTAL FTE</b>	<b>8.14</b>
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**Table 7: Newly Hired Professional Employees-Parker Middle School**

First Name	Last Name	DOH	Position	
Derek	Galante	8/28/2019	Special Education Paraeducator	0.86
Kristjan	Asgeirsson	10/21/2019	Special Education Paraeducator	0.86
Terri	Bello	8/26/2019	Special Education Math Teacher	1.0
Nancy	Fowke	8/26/2019	Grade 8 Social Studies Teacher	1.0
Shelbylynn	McCoy	8/26/2019	Grade 7 Math Teacher	1.0
Nicole	Schweizer	8/26/2019	Health Teacher	0.5

<b>Total FTE</b>	<b>5.21</b>
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**Table 8: Newly Hired Professional Employees- Reading Memorial High School**

First Name	Last Name	DOH	Position	FTE
Tracey	Jorgenson	8/26/2019	Special Education Paraeducator	0.88
Craig	Murray	8/13/2019	Assistant Principal	1.0
Andrea	D'Antonio	8/26/2019	Math Teacher (one-year)	1.0
Helen	Day	8/26/2019	Biology Teacher	1.0
Mark	Farrin	8/26/2019	Physics Teacher	1.0
Brittany	Francis	8/26/2019	Special Education Crossroads Teacher	1.0
HollyBeth	Murphy	8/26/2019	English Teacher	1.0
Ryan	Sacco	8/26/2019	Guidance Counselor	1.0
Jillian	Solivan	8/26/2019	Social Worker	1.0
Maura	Keefe	9/9/2019	Guidance Counselor	1.0
Amalia	Lisaukas	12/9/2019	Chemistry Teacher	1.0

<b>TOTAL FTE</b>	<b>10.88</b>
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**Table 9: Newly Hired Professional Employees- Wood End Elementary School**

First Name	Last Name	DOH	Position	FTE
Genevieve	Cote	8/26/2019	Special Education Program Paraeducator	0.86
Lauren	Paskerian	8/26/2019	Special Education Program Paraeducator	0.86
Rachael	Levanites	9/16/2019	Regular Education Tutor	0.46
Katherine	Burton	8/26/2019	Grade 5 Teacher	1.0

Emma	Conry	8/26/2019	School Psychologist	1.0
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<b>TOTAL FTE</b>	<b>4.17</b>
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The table below represents all budgeted positions for which a vacancy occurred to date in FY20:

*Table 11: FY20 Budgeted Positions*

<b>Position</b>	<b>FTE</b>	<b>School/Department</b>
Regular Education Paraeducator	0.57	Barrows
Regular Education Paraeducator	0.46	Barrows
Regular Education Paraeducator	0.80	Barrows
School Psychologist	1.0	Barrows
Special Education Teacher	1.0	Barrows
Grade 4 Teacher	1.0	Barrows
Music Teacher	1.0	Barrows/Eaton
Night Shift Custodian	1.0	Birch
Special Education Program Paraeducator	0.81	Birch
Regular Education Paraeducator	0.41	Birch
Regular Education Tutor	0.52	Birch
Special Education Teacher	1.0	Birch
Special Education Teacher	0.5	Birch
School Psychologist (One-Year)	1.0	Birch
Grade 2 Teacher	1.0	Birch
Grade 4 Teacher	1.0	Birch
Special Education Teacher	1.0	Coolidge
Music Teacher	1.0	Coolidge
Special Education Program Paraeducator	0.86	Coolidge
Special Education Program Paraeducator	0.86	Coolidge
METCO Director	1.0	District
Director of Student Services	1.0	District
Computer Technician	1.0	District
Team Chairperson	1.0	District
Board Certified Behavior Analyst	1.0	District
Director of School Nutrition	1.0	District
Director of Community Education	1.0	District
Regular Education Paraeducator	0.46	Eaton
Regular Education Paraeducator	0.47	Eaton
Regular Education Paraeducator	0.46	Eaton
School Nurse	1.0	Eaton
Speech Language Pathologist	1.0	Eaton

Grade 1 Teacher	1.0	Eaton
Kindergarten Teacher	0.6	Eaton
Special Education Teacher	1.0	Eaton
Grade 1 Teacher (one-year)	1.0	Eaton
Special Education Paraeducator	0.43	Killam
Regular Education Paraeducator	0.17	Killam
Special Education Program Paraeducator	0.84	Killam
Special Education Program Paraeducator	0.84	Killam
Regular Education Tutor	0.54	Killam
Special Education Program Paraeducator	0.86	Killam
Special Education Program Paraeducator	0.43	Killam
Principal Secretary	1.0	Killam
Social Worker	1.0	Killam
Grade 4 Teacher	1.0	Killam
Kindergarten Teacher	0.6	Killam
Special Education Paraeducator	0.86	Parker
Special Education Paraeducator	0.86	Parker
Special Education Math Teacher	1.0	Parker
Grade 8 Social Studies Teacher	1.0	Parker
Grade 7 Math Teacher	1.0	Parker
Health Teacher	0.5	Parker
Special Education Paraeducator	0.88	RMHS
Assistant Principal	1.0	RMHS
Math Teacher (one-year)	1.0	RMHS
Biology Teacher	1.0	RMHS
Physics Teacher	1.0	RMHS
Special Education Crossroads Teacher	1.0	RMHS
English Teacher	1.0	RMHS
Guidance Counselor	1.0	RMHS
Social Worker	1.0	RMHS
Guidance Counselor	1.0	RMHS
Chemistry Teacher	1.0	RMHS
Special Education Program Paraeducator	0.86	Wood End
Special Education Program Paraeducator	0.86	Wood End
Regular Education Tutor	0.46	Wood End
Grade 5 Teacher	1.0	Wood End
School Psychologist	1.0	Wood End

<b>TOTAL FTE</b>	<b>58.76</b>
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For our new positions or additions to staff for which a vacancy was created please see the table below:

**Table 12: New Positions (not budgeted for FY 20)**

Position	FTE	School/Department
Special Education Program Paraeducator	0.43	Killam
<b>Total FTE</b>	<b>0.43</b>	

Throughout the first quarter Reading Public Schools has processed 47 internal position transfers. Of those 47 transfers the table below lists those that resulted in an addition in staff (FTEs).

**Table 13: Internal Transfers (staffing increase)**

Date of Change	New Position	Location	FTE	Notes
8/26/2019	Occupational Therapy Assistant	District	0.86	Budgeted as a 0.54 FTE so actual increase is 0.32 FTE
8/26/2019	Special Education Teacher	Killam	1.0	Temporary increase of 0.5 FTE for 19-20 only
12/5/2019	Physical Therapist	District	1.0	Budgeted as a 0.9 FTE so actual increase is 0.1 FTE

The table below shows all current open job requisitions for professional staff:

**Table 14: Current Open Requisitions**

Position	FTE	School/Department
Regular Education Tutor	0.46	Barrows
Accounting Assistant	1.0	Central Office
Payroll and Personnel Assistant	1.0	Central Office
Special Education Paraeducator	0.34	Coolidge
<i>Special Education Paraeducator</i>	<i>0.83</i>	<i>Eaton</i>
<i>Special Education Program Paraeducator</i>	<i>0.83</i>	<i>Eaton</i>

- **Italicized text signifies that an offer has been made for the position**

The table below displays the reason for Teacher termination/resignation:

**Table 8: Reasons for Teacher Separation**

Reason for Separation	%Teachers	#Teachers
Involuntary Termination (Non-renewal)	36.67	11
Involuntary Termination (RIF)	0.00	0
Resignation-Career Change	3.33	1

Resignation-Medical (personal or family)	3.33	1
Resignation-Full Time Position	6.67	2
Resignation-Career Advancement	6.67	2
Resignation-Commute	0.00	0
Resignation-Lifestyle	13.33	4
Resignation-Relocation	10.00	3
Resignation-Found another position	13.33	4
Resignation-Job Demands	6.67	2
Resignation-None Given	0.00	0

Please see the key below for a description/definition of the “reasons for separation”

**Table 9: Reason for Separation Descriptions**

<b>Reason for Separation</b>	<b>Description</b>
Involuntary Termination (Non-renewal)	The District has chosen to terminate a teacher for performance related reasons
Involuntary Termination (RIF)	Reduction in force; the position has been eliminated
Involuntary Termination (1 yr. assignment)	The teacher was filling a one-year leave of absence
Resignation-Career Change	The teacher has left the field of education to pursue a new career path
Resignation-Medical (personal or family)	The teacher has chosen to resign from the position for medical reasons
Resignation-Full Time Position	The teacher was less than 1.0 FTE status with RPS and has found another position out of district that is full time
Resignation-Career Advancement	The teacher is pursuing career advancement in another district that was not available to them within our district
Resignation-Commute	The teacher has found a position of closer proximity to their home
Resignation-Lifestyle	The teacher has chosen to resign to spend time caring for their family
Resignation-Relocation	The teacher has moved
Resignation-Job Demands	Amount and or frequency and or nature of the work
Resignation-None Given	Declined to disclose

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Superintendent of Schools

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Chief Financial Officer

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*  
**MEMORANDUM**

TO: Reading School Committee

FROM: Gail Dowd

CC: John Doherty

DATE: December 17, 2019

RE: FY'20 First Quarter Budget Update

At the Reading School Committee meeting on Thursday, December 19, 2019, we will provide the Committee with an update on the Fiscal 2020 Budget. The table below reflects that we currently have an unencumbered balance of \$332,881 in the School Department Budget which represents approximately 0.7% of the Fiscal 2020 Budget.

**FY20 Budget Projection**  
**As of December 13, 2019**

	<b>FY'20 Adopted Budget 13-Dec-19</b>	<b>Budget Transfers</b>	<b>FY'20 Revised Budget 13-Dec-19</b>	<b>Expended as of 13-Dec-19</b>	<b>Encumbered as of 13-Dec-19</b>	<b>Remaining Balance 13-Dec-19</b>	<b>Projected Remaining Expense</b>	<b>Under (Over) Budget</b>
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Administration</b>	1,093,892	-	1,093,892	520,897	8,688	564,307	594,702	(30,396)
<b>Regular Day</b>	27,015,632	-	27,015,632	8,795,193	405,608	17,814,831	17,519,566	295,266
<b>Special Education</b>	15,227,638	-	15,227,638	4,457,090	1,975,306	8,795,242	8,775,436	19,805
<b>District Wide:</b>								
Health Services	692,113	-	692,113	218,023	8,290	465,800	447,837	17,963
Extra Curricular	77,603	-	77,603	46,617	2,999	27,987	27,144	843
Athletics	671,715	-	671,715	311,342	22,892	337,481	328,936	8,545
Technology	599,911	-	599,911	254,385	13,870	333,606	326,269	5,387
<b>Subtotal - District Wide</b>	<b>2,041,343</b>	<b>-</b>	<b>2,041,343</b>	<b>830,367</b>	<b>48,051</b>	<b>1,164,875</b>	<b>1,130,186</b>	<b>32,739</b>
<b>School Facilities</b>	1,388,844	-	1,388,844	639,786	216,183	532,875	517,408	15,467
<b>TOTAL</b>	<b>\$ 46,767,348</b>	<b>\$ -</b>	<b>\$ 46,767,348</b>	<b>\$ 15,243,333</b>	<b>\$ 2,653,835</b>	<b>\$ 28,872,129</b>	<b>\$ 28,537,298</b>	<b>\$ 332,881</b>

The following two tables summarize the surplus/(deficit) by Expense Category and Cost Center and are followed by detailed explanations.

<b>Expense Category</b>	<b>Surplus/ (Deficit) (\$)</b>	<b>Explanation</b>
Salary savings district wide	261,191	Reflects projected salary savings across all five cost centers resulting from salary differences in turnover, retirements, timing of when positions are filled during the year, savings from currently unfilled positions and unpaid leaves of absence. In addition, budget included estimate for sick leave buyback related to teacher retirements, to date none are anticipated.
Special Education (non-salary)	53,330	Projected savings relates to anticipated savings in transportation and out-of-district placements.
Other Expense Accounts	18,360	Projected surplus reflects savings in various licensing and maintenance renewals across the district.
<b>Total</b>	<b>332,881</b>	

<b>Cost Center</b>	<b>Surplus (Deficit) (\$)</b>	<b>Variance to Total Budget (%)</b>	<b>Explanation</b>
Administration	(30,396)	(0.1)	Projected deficit reflects additional staffing costs associated with covering a leave of absence. In addition, the projection includes an estimate for the add-to-staff for an HR/Payroll assistant. The position is being added as a community priority in FY21. Due to staffing needs, we are currently recruiting and anticipate having it filled in January.
Regular Day	295,266	0.6	Projected surplus reflects salary savings across all eight schools related to staff turnover, retirements, timing of when positions are filled during the year, the impact of open positions and the impact of unpaid leaves of absence. Also reflected is savings related to no known sick leave buyouts related to teacher retirements.
Special Education	19,805	0.1	Projected surplus reflects a salary deficit related to a re-allocation of staffing from our IDEA grant to the operating budget offset slightly by salary savings related to staff turnover and timing of when positions are filled. The projection reflects a minimal increase in the final FY'19 Circuit Breaker and the ability to prepay FY'20 tuition in FY'19.
District Wide	32,739	0.1	Projected surplus primarily reflects salary savings across all 4 cost centers.
Facilities	15,467	0.0	Projected surplus reflects salary savings due to unpaid leaves of absence.
<b>Total</b>	<b>332,881</b>	<b>0.7</b>	

#### Summary by Cost Center:

The projected Administration Cost Center deficit of \$30,396 reflects costs associated with temporary coverage for a leave of absence. Due to staffing within the department, we do not have overlapping positions so temporary help was required to fill in during the leave of absence. In addition, the projected deficit also reflects an unbudgeted add to staff for a 1.0 Payroll/HR position. During the year, the position previously shared with the Town was vacated and in consultation with the Town it was determined that each department would benefit from a full-time position. The position is being funded as a Community priority in Fiscal 2021 but is anticipated to be filled in early January. We are

requesting a budget transfer in the amount of \$35,000 to cover both the temporary help as well as the new full-time position. The deficit in salaries is slightly offset by expense savings related to the TSA match as well as other various expenses across the cost center.

The projected Regular Day Cost Center surplus of \$295,266 is due primarily to salary savings spread across all eight schools associated with staff turnover, retirements, timing differences of when positions were filled during the year, unfilled positions, as well as the impact of unpaid leaves of absence. In addition, savings are currently anticipated as the budget included an estimate for sick-leave buy backs for potential teacher retirements that will not be incurred.

The Special Education Cost Center is currently projected to have a surplus of \$19,805. The surplus reflects the factors detailed below:

- The Special Education Cost Center reflects the district's ability to prepay approximately \$450,000 in out-of-district tuition with FY'19 funds as well as a slight increase in the final FY'19 circuit breaker reimbursement of \$35,796 due to an increase in the reimbursement rate. (MGL 71D allows for the prepayment of tuition for a period not exceeding three months.)
- We continue to monitor our out-of-district tuition and associated transportation and will provide updates throughout the year. The increased funding (\$300,000) allocated as part of the FY'20 budget process and the ability to pre-pay at the end of the last fiscal year has effectively closed the gap in our anticipated expenditures.
- The projection includes a re-allocation of staffing between the operating budget and our IDEA grant as we have moved one team chair into the operating budget and added a BCBA onto the grant.
- Also included within the projection is the addition of a 0.5 FTE related to our Therapeutic Support Program (TSP) at Killam to support additional students.
- Paraprofessional hours have been added at Killam due to increased student needs as a result of changes in individualized education plans (IEP).
- We continue to closely track costs including legal, consultation and program costs and we will update the Committee during the budget process as well as in February as to any associated costs impacted by student-centered decisions. We do continue to track all expenses closely and monitor the potential financial impact of decisions.

The District Wide Programs Cost Center (comprised of Health Services, Extra Curricular, Athletics and Technology) is currently projected to have a surplus of \$32,739 which is the primarily the result of salary savings.

The School Facilities Cost Center is currently projected to have a surplus of \$15,467 which is the result of salary savings due to unpaid leaves of absence currently being filled through overtime and temporary coverage. We will monitor the situation throughout the year.

We are requesting the School Committee vote to authorize the following cost center transfer to cover the projected deficit:

- Transfer \$35,000 to the Administration from the Regular Day Cost Center, utilizing salary savings from staff turnover, unfilled positions, to cover the cost of temporary help to cover a leave of absence as well as to cover the cost of an add to staff.

We will be prepared to discuss this request at Thursday's meeting and answer any questions you may have. Please feel free to contact me if you have specific questions you would like addressed or if you need additional information.

John F. Doherty, Ed. D.  
Superintendent of Schools

82 Oakland Road  
Reading, MA 01867  
Phone: 781-944-5800  
Fax: 781-942-9149



Christine M. Kelley  
Assistant Superintendent

Jennifer A. Stys, Ed.D.  
Director of Student Services

Gail S. Dowd, CPA  
Chief Financial Officer

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

TO: Reading School Committee  
FROM: Gail Dowd  
CC: John Doherty  
DATE: December 16, 2019  
RE: Surplus Property

We have completed an inventory of our school furniture, equipment and materials and to ensure compliance with the surplus disposition requirements of Massachusetts procurement law, MGL Chapter 30B, we would ask that the School Committee declare the items as outlined below as surplus property.

Location	Quantity	Description
District - technology	27	Desktops (Dell and HP) – replaced as part of technology replenishment process – missing parts, batteries do not hold charge
District - technology	355	Laptops (Dell, Lenovo, Toshiba, HP) – replaced as part of technology replenishment process – missing parts, batteries do not hold charge
District - technology	17	Smartboards/Projectors – no longer functioning and cannot be repaired (repairs are more costly than replacing)
Wood End Elementary School		Furniture – 2 Metal computer tables, 1 overhead projector cart, 1 easel board, 15 student chairs – all items are broken/damaged and have no salvage value
Wood End Elementary School	1	HP Printer 4014 series – printer no longer works, and repairs are more costly than replacing
Wood End Elementary School	See list	Curriculum Material – 1 World Book Encyclopedia set, 45 student dictionaries, 6 World Atlas books, 8 copies of Hill Health & Wellness books (no longer part of curriculum)
Coolidge Middle School	See list	Curriculum - miscellaneous old/damaged books (comprised of damaged books as well as books that no longer align with curriculum)
Parker Middle School	See list	Furniture – 3 VCR's (no longer work); 1 teacher desk (broken – drawers do not open/close properly); 1 Refrigerator (no longer functional – repairs too costly); 5 media carts, 4 cafeteria tables; 3 computer desks, 1 shredder, 1 TV

Once so declared, the school department will take the required steps to dispose of these items, the majority of which has been deemed to have no residual value. Items will be offered to other departments within the Town, other school districts or to nonprofit schools or agencies. All items will ultimately be disposed of in accordance with all laws and regulations of the Commonwealth of Massachusetts.

John F. Doherty, Ed. D.  
Superintendent of Schools

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# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.  
Superintendent of Schools

DATE: December 16, 2019

TOPIC: FY2021 Prebudget Presentation

At our meeting on Thursday evening, Mrs. Dowd will provide an overview of the budget process in preparation for our budget meetings in January.

If you have any questions, please contact me.

# FY21 Budget Process Overview

Reading School Committee

December 19, 2019

## Agenda

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Review of School Budget Structure

---

FY21 Budget Process

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Communication

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Calendar of Events

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Questions



# Review of School Budget Structure

School Committee Presentation

## Types of Funds

- Operating Budget
  - Funds salaries, materials, supplies, and services needed to operate the school district
  - Revenue sources include property taxes, state aid, excise tax, fees, sale of land
  - Property Taxes can only increase 2.5% per year plus any new growth unless community decides on a Proposition 2 ½ override
  - Any unspent/unencumbered funds at the end of the fiscal year are returned to the Town's General Fund

## Types of Funds

- Capital
  - Targeted at 5% of the operating budget
  - Funds capital improvement projects (i.e. roof replacement, Turf replacement, feasibility studies) or capital purchases (i.e. fire truck) and also supports the Town's Security Study initiative and Performance Management Contracting
  - Cannot use capital funds to support operating budget
- Grants and Revolving Accounts
  - Funds raised by user fees, tuitions, ticket sales, or receiving grants
  - Must be used for specific purposes (i.e. Full Day Kindergarten)

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## Budget Fundamentals

School budget is comprised of five "Cost Centers"

- Administration
- Regular Day
- Special Education
- District-wide Programs
  - Athletics
  - Extracurricular
  - Health Services
  - Networking and Technology Infrastructure & Maintenance
- School Custodians

School Budget is approved annually by the School Committee at the Cost Center level. (Once approved, funds cannot be transferred between cost centers without School Committee approval.)

Town Meeting approves one bottom line budget for the Schools at April Town Meeting.

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**Administration**  
*Smallest Cost Center*

Comprised of:

- Central Office Administrators and Administrative Assistants
- Legal and Auditing
- Employee Recruiting and Hiring
- Data and Information Management
- District Telecommunication Services
- Annuity Matching Contributions (per RTA contract for teachers)
- Professional Development and Memberships for Central Administration
- Supplies & Expenses

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**Regular Day**  
*Largest Cost Center*

Comprised of:

- Building Administrators and Secretaries
- Regular Education Teachers, Tutors, and Paraprofessionals
- School Psychologists and Guidance Counselors
- ELL and Instructional Specialists (Curriculum Coordinators)
- Teacher Mentor and Leadership Stipends
- Curriculum Materials
- Professional Development
- Substitutes for Teachers and Paraprofessionals
- Mandatory Student Transportation (> 2 miles for K-6)
- Instructional Materials and Supplies
- Instructional Technology and Equipment
- Library Materials and Technology
- Testing and Assessment Software and Materials

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## Special Education

Comprised of:

- Special Education Administrators and Secretaries
- Special Education Teachers and Paraprofessionals
- Therapeutic Specialists (OT, PT, SLP)
- Extended School Year Program Staff and Expenses
- Legal Services
- Home and Hospital Tutoring
- Consultative and Evaluative Services
- Adaptive Equipment and Technology
- Testing and Assessment Software, Materials, and Services
- Instructional Materials and Supplies
- Special Education Transportation
- Out-of-District Tuition

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## District Wide Programs

Comprised of 4 Departments:

### Athletics

- H.S. Assistant Principal (0.5 FTE), Secretary, and Coaches
- Officials, Event Detail and Crowd Monitors
- Equipment and Maintenance of Equipment
- Facility Rentals (Pool, Ice Arena)
- Transportation
- Supplies

### Extracurricular

- Assistant Principal (0.25 FTE) and Advisor Stipends
- Fees, Memberships, Royalties
- Transportation
- Supplies & Equipment

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## District Wide Programs (cont.)

### Health Services

- Director of Nursing and School Nurses
- Substitutes
- School Physician
- Medical Supplies and Equipment

### Networking & Technology Infrastructure/Maintenance

- Network Manager and Technology Support
- Computer Technicians
- Internet Service
- Software and Licensing
- Clocks and bells (program and maintaining)
- Network, Infrastructure, and Telecommunications Repair and Maintenance
- Network, Infrastructure, and Telecommunication Supplies and Equipment

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## School Custodians

### Comprised of:

- Custodial Manager
- Custodial Staff
- Courier
- Custodial Equipment and Supplies
- Radios for district
- Cleaning Services Contract (RMHS, Coolidge)

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## Items Not In the Budget

*(Funded by Grants, Donations, User Fees, Other Fees)*

- Field Trip Expenses
- Additional Technology Hardware
- Food Services
- Non-Mandatory Student Transportation
- Before and After School Programs
- Enrichment Programs
- Students' Supplies
- Additional coaches for athletics
- Additional advisors for drama, band, and other activities
- Additional tutor support
- A Portion of Athletics, Extracurricular, Pre-School, and Full Day Kindergarten

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## Grants – FY20

### State Grants

- Racial Imbalance (Metco)

### State Reimbursements

- Special Education Circuit Breaker

### Federal Grants (Entitlement Grants)

- Title I
- Title IIA
- Title IV
- IDEA
- Early Childhood Education

### Grants (Competitive Grants)

- Early Childhood Special Education Improvement Grant
- Improving Student Access to Behavioral and Mental Health Services
- Early Literacy Screener (Pilot Grant)

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## Change in State and Federal Grant Funding (FY19 to FY20)

Grant Funding/Program Name	Type of Grant	Primary Grant Use	FY19 Grant Award	FY20 Grant Award	Change in Funding
<b>FEDERAL GRANTS</b>					
Title I, Part A	E	Interventionists	99,665	118,840	19,175
Title II, Part A	E	PD	60,949	58,027	(2,922)
Title IV, Part A	E	PD	6,662	10,000	3,338
Individuals with Disabilities Education (IDEA)	E	Teacher Salaries	1,029,217	1,036,053	6,836
Early Childhood Special Education (IDEA)	E	Teacher Salaries	18,070	18,781	711
Early Childhood Special Education Improvement Grant	C	PD – stipends	7,000	10,000	3,000
High-Quality Instruction - Summer Planning Grant	C	PD – stipends	5,190	-	(5,190)
History and Social Science Instructional Planning	C	PD - stipends	7,540	-	(7,540)
School Climate Transformation Grant	C	PD	250,000	-	(250,000)
<b>FEDERAL GRANTS TOTAL</b>			<b>\$ 1,484,293</b>	<b>\$ 1,251,701</b>	<b>(232,592)</b>
<b>STATE GRANTS AND CIRCUIT BREAKER</b>					
Circuit Breaker - using FY20 in FY21			1,058,605	1,359,731	301,126
Improving Student Access to Behavioral and Mental Health Services	C	PD	-	63,762	63,762
Early Literacy Screener, Pilot	C	PD	-	5,915	5,915
Racial Imbalance - METCO	P	Staff, bus	423,214	453,509	30,295
<b>STATE GRANTS AND CIRCUIT BREAKER TOTAL</b>			<b>\$ 1,481,819</b>	<b>\$ 1,882,917</b>	<b>\$401,098</b>
<b>TOTAL</b>			<b>\$ 2,966,112</b>	<b>\$ 3,134,618</b>	<b>\$168,506</b>

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# FY21 Budget Process

School Committee Presentation

## FY21 Municipal Budget Process

- Town Manager establishes available revenues (October 16, 2019)
- Town Manager, with School input, estimates projected Accommodated Costs (October 16, 2019) including discussing Community Priorities
- Operating Budgets for Town and Schools determined
  - Subtract Accommodated Costs and Community Priorities from available revenues to determine Operating Budget
    - Net Available Revenues are apportioned based on historical share of expenses
    - Town/community priority for FY21 reflects funding 1.0 FTE payroll/HR position within the school budget (previously split resource with Town that was Town funded)
    - School share of operating expenses for FY'21 allocated at approximately 64%

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## Projected FY21 Community Priority



Community Priority:



FY21 Accommodated Costs \$60,000 to fund a School Payroll/HR position that was previously shared with and funded by the Town

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## Budget Summary

(October 16, 2019 Financial Forum)

				<u>FY20</u>	<u>% Change</u>	<u>Projected FY21</u>	<u>% Change</u>
Total Avail. Revenues				102,767,521	2.65%	106,482,030	3.61%
Total Accom. Costs				38,333,701	3.50%	39,260,525	2.42%
Total Operating Budgets				64,892,812	3.25%	67,156,935	3.49%

				<u>FY20</u>	<u>% Change</u>	<u>Projected FY21</u>	<u>% Change</u>
<b>School Budget:</b>							
Operating Budget				41,650,473	3.25%	43,032,463	3.32%
Accommodated Costs **				<u>5,116,875</u>	13.18%	<u>5,285,000</u>	5.24%
				46,767,348	4.25%	48,417,463	3.53%

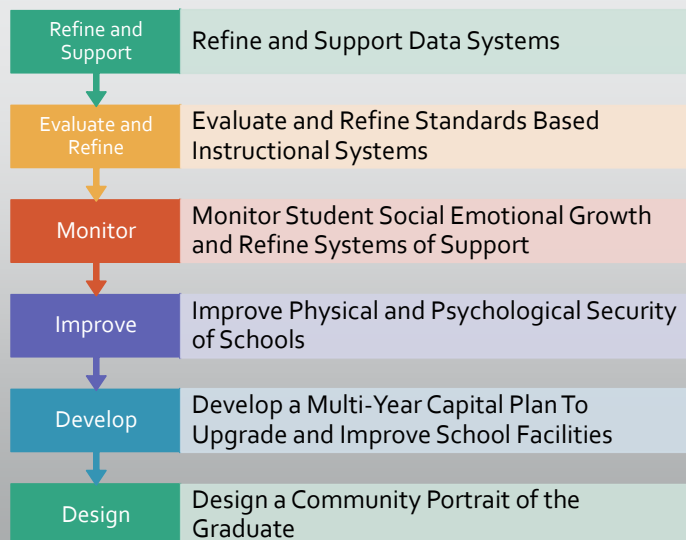
				<u>FY20</u>		<u>Projected FY21</u>	
Operating Budget Allocation							
Town Operating				35.8%		35.9%	
School Operating				64.2%		64.1%	

\*\* Note – for FY21 Accom. costs include \$60,000 Community Priority allocated for funding 1.0 FTE Payroll/HR assistant


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District Improvement  
Plan and Superintendent  
Goals


(Will be developing a new  
three year plan beginning  
in FY21)



20

- 


Funding of all contractual step and COLA increases for represented and non-represented employees (final year of contracts for all bargaining units)
- 


Special education tuition and transportation expenses reflecting any known or anticipated increase in rates, number of placements, and types of placements
- 

Curriculum Updates in the following areas to align with the Massachusetts Curriculum Frameworks

Social Studies (Year 2 of a three year implementation)

Mathematics (Algebra 1)

Grade 7-12 Foreign Language
- 

Increase in athletic and regular day mandatory transportation per final year of current transportation contract
- 

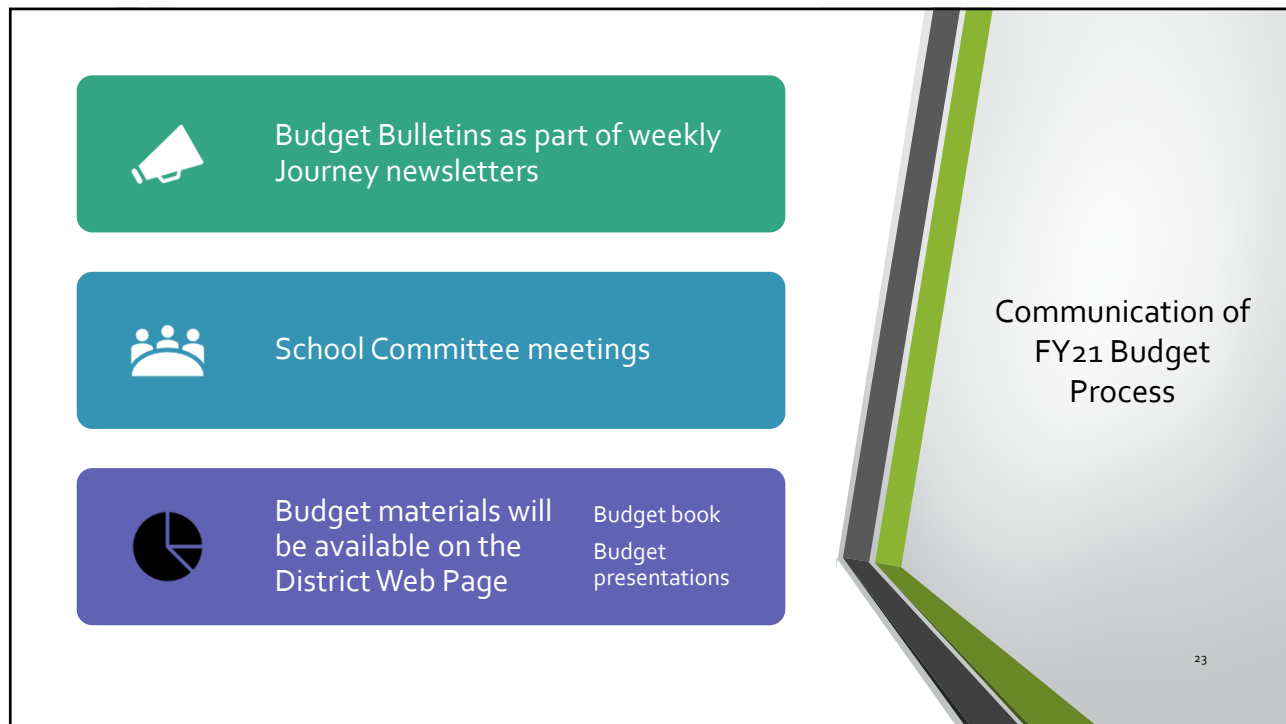
Renewal of software programs and maintenance programs based on three year renewal cycle and completion of capital projects

## Projected Budget Drivers for FY21 Budget

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# Communication

School Committee Presentation



A graphic titled "Communication of FY21 Budget Process" featuring three colored boxes on the left and a large grey box on the right. The green box contains a megaphone icon and text about budget bulletins. The blue box contains a group of people icon and text about school committee meetings. The purple box contains a pie chart icon and text about budget materials on the district web page, with a list of materials to its right. The right side of the graphic is a large grey box with the title and a small number 23 at the bottom right.

Budget Bulletins as part of weekly Journey newsletters

School Committee meetings

Budget materials will be available on the District Web Page

- Budget book
- Budget presentations

Communication of FY21 Budget Process

23



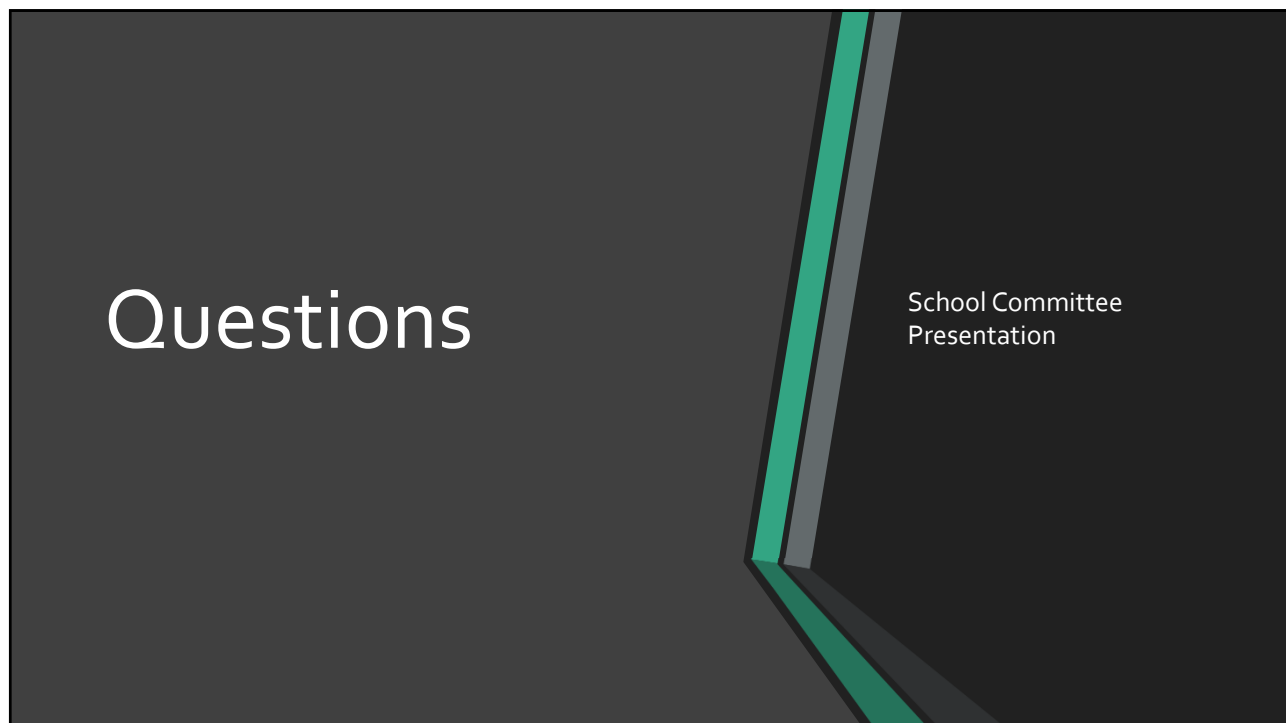
A graphic titled "Calendar of Events" with a subtitle "School Committee Presentation". The background is light grey with a green and grey diagonal stripe in the bottom left corner.

# Calendar of Events

School Committee Presentation

FY21 Calendar	
October 16	Financial Forum
Dec 3, 4, 10 & 11	Select Board Budget Meetings
December 19	School Committee Presentation: Budget Process Overview
January 6	School Committee Presentation: Administration, District Wide, School Facilities and Capital
January 16	School Committee Presentation: Regular Day, Special Education
January 23	School Committee Presentation: Public Hearing and Questions
January 27	School Committee Presentation: Final Vote
January 31	School Committee Budget to Town Manager per Town Charter
March 4	FINCOM: School budget
March 11	FINCOM: Vote Budgets & Town Meeting Articles

25



John F. Doherty, Ed. D.  
Superintendent of Schools

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Chief Financial Officer

# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

TO: Reading School Committee

FROM: John F. Doherty, Ed.D.  
Superintendent of Schools

DATE: December 16, 2019

TOPIC: Second Reading of Policy BHE – Social Media

At our meeting on Thursday evening, the Committee will hold the second reading and approval of Policy BHE – Social Media. I am attaching a copy of the redlined version of the policy for your review. I am also including the recommended procedures and current policy.

If you have any questions, please contact me.

## SOCIAL MEDIA POLICY

While the School Committee believes that communication via Open Meetings, inclusive of the Public Comment period as outlined in Policy BEDH, is the most effective means of giving and receiving feedback, it acknowledges many members of the public engage in communication via various Social Media platforms. ~~As such, to align with the Goals outlined in Policy KA, the School Committee endeavors to engage in “effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools” via Social Media platforms.~~

The Committee ~~also~~ notes that all communication by members of the Committee will be in accordance with the Open Meeting Law and will avoid any communication via ~~S~~social ~~M~~media that can be considered “deliberation” under the Open Meeting Law or have the appearance of deliberation. All communication via ~~S~~social ~~M~~media will be conducted in accordance with this policy and the underlying district’s procedures.

### Policy Specific Definitions

Social Media – forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos).<sup>1</sup> Examples include, but are not limited to Facebook, Twitter, Instagram, Reddit, LinkedIn and interactive Blogs.

Blog – a website that contains online personal reflections, comments, and often hyperlinks, videos, and photographs provided by the writer.<sup>2</sup>

### CROSS REFS:

- BEDH – Public Comment at School Committee Meetings
- BHE – Use of Electronic Messaging by School Committee Members
- KA – School/Community Relations Goals

### LEGAL REFS:

- Open Meeting Law and Regulations: MGL 30A:18; 940 CMR 29<sup>3</sup>

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<sup>1</sup> <https://www.merriam-webster.com/dictionary/social%20media>

<sup>2</sup> <https://www.merriam-webster.com/dictionary/blog>

<sup>3</sup> <https://www.mass.gov/regulations/940-CMR-2900-open-meetings>

## PROCEDURES FOR SOCIAL MEDIA USE BY SCHOOL COMMITTEE MEMBERS

### Procedure Specific Definition

Tagging – a Social Media functionality commonly used on Facebook, Instagram and Twitter that allows users to create a link back to the profile of the person shown in the picture or targeted by the update.<sup>1</sup>

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### **Expectations of the School Committee Members when using social media:**

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1. The intent of the Open Meeting Law was to avoid private, back room deliberation and deal making. As such, the phrase “between or among” is important in the deliberation definition within the law.
2. A quorum of public body members should not discuss topics under their jurisdiction between or among themselves in any electronic form, including Social Media platforms, whether open or closed.
3. Public body members should generally avoid posting policy positions or opinions concerning topics under their jurisdiction, but rather stick to factual information sharing.
4. Posting to a personal Social Media page, even if members of the public body are friends or connections, does not rise to deliberation so long as a quorum of that public body does not actively respond to the same post.
5. Posting to a public Social Media group or website, with the intent of communicating with the public, does not rise to deliberation so long as a quorum of the public body does not actively respond to the same post.
6. Posting to a private Social Media group or website is a bit riskier, but again, we need to look at intent. Is the intent to inform the public or have a private conversation? Proving the intent can be harder in a closed group, but is still highly possible, especially with very large Social Media groups. Thus, again, posting with the intent of communicating to the public does not rise to deliberation so long as a quorum of the public body does not actively respond to the same post.
7. One can, and should, avoid the perception of communicating to other members of a public body when posting to Social Media platforms by not directing the commentary to them and by not Tagging the other members of the public body in the post or response.

7.

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### **Method of Execution / Engagement with the Public via Social Media Platforms**

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As such, the method by which the School Committee will engage via Social Media is as following:

1. The School Committee will establish a Facebook page and Twitter profile with the intent of using them to distribute meeting information, documentation and links to School Committee materials (i.e. meeting agendas, meeting packets, links to recorded meetings, etc.).
2. Members of the School Committee, via an opt-in model, will rotate the role of Social Media Coordinator on a monthly basis. Two members of the School Committee will be Coordinators per month. This allows for the following:
  - a. Members of the School Committee that do not wish to participate do not have to.

<sup>1</sup> <https://blog.hubspot.com/marketing/social-media-terms>

- b. Maintaining a maximum of two members as coordinators per month will greatly reduce the possibility of accidental deliberation as it will be two members less than a quorum of the Committee.
  - c. The rotation will enable Committee Members to avoid burn out and feeling as though they are always on duty.
  - d. The rotation will prevent the monopolization of information sharing by a one or more members of the Committee.
  - e. The rotation will mimic the currently existing practice of two Committee Members holding office hours prior to an Open Meeting.
3. Members of the School Committee up for reelection will be exempt/excluded from participation in this Policy as they run their campaign. This will shorten the roster of Committee Members to officially respond but will also remove conflict of interest concerns during an election period. For the avoidance of doubt, the period covered for this clause will run from the official filing date for the Election Period with the Town Clerk to the day of the Election, inclusive.
4. Members of the School Committee in the role of Social Media Coordinator will ensure that the Chair of the Committee is kept abreast of all communications with the public via Social Media platforms.
5. It is the obligation of the Social Media Coordinators to carefully review Social Media threads for other members of the School Committee before responding to the thread. The intent of this clause is to avoid serial communication and potential accidental tripping of the deliberation definition.
6. If a School Committee Member is unable to fulfill their obligation as Social Media Coordinator, they shall discuss the conflict with the Chair so a suitable substitute can be appointed, as and when necessary.
7. For the avoidance of doubt, nothing in this Policy restricts the ability of a School Committee member from posting to their personal Social Media pages or engaging in Social Media discussions not related to topics under the jurisdiction of the School Committee as an individual member of the public.

7.

#### CROSS REFS:

- ~~BEDH – Public Comment at School Committee Meetings~~
- ~~BHE – Use of Electronic Messaging by School Committee Members~~
- ~~KA – School/Community Relations Goals~~
- ~~ADD SOCIAL MEDIA POLICY~~
- ~~BHE-SM – Social Media Policy~~
- ~~LEGAL REFS:~~
- ~~Open Meeting Law and Regulations: MGL 30A:18; 940 CMR 29~~
- Public Records Law: MGL 4:7; MGL 66:10

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# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

To: Reading School Committee  
From: John F. Doherty, Ed.D, Superintendent of Schools  
Date: December 19, 2019  
Re: Superintendent Evaluation Process

As we discussed at the October 28, 2019 School Committee meeting, the Committee will be conducting the Superintendent's evaluation using the recently revised DESE Superintendent Evaluation Rubric. At a recent workshop that was held by DESE, M.A.S.S. and M.A.S.C. regarding the Superintendent evaluation process, best practices were recommended regarding the frequency and timeline of the evaluation process for more experienced (3+ Years or more) Superintendents in good standing (A rating of Proficient or above). These best practices included the following:

- Going from a one-year evaluation cycle to a two-year evaluation cycle (see an example of a two-year timeline below). In a two-year evaluation cycle, the goals are recommended to still be annual goals.
- Changing the timing of the summative evaluation. There are two options to consider:
  - The current cycle which is a fiscal year cycle where the summative evaluation is completed by June 30<sup>th</sup>.
  - An election cycle where the evaluation is completed, presented, and voted on by the School Committee by the date of the local election (March or April).

Given the fact that there will be three new School Committee members for this year's evaluation process with only 1.5 months of service on the board, I would recommend that the School Committee have a discussion as if this is an appropriate time to change the frequency and/or timeline of the current process. In addition, MASC does recommend that School Committee members who have been on the board for less than six months should consider whether or not they should participate in the summative process.

Some of the options to consider could include:

- Completing the entire evaluation process by the March, 2020 election.
- Keeping the current evaluation cycle and completing it by June, 2020.
- Going to a two-year cycle with this year being year one and completing it by June, 2021.
- Going to a two-year cycle with this year being year one and completing it by the April, 2021 election.

In each of the above cycles, the Superintendent's goals would remain annual goals, as recommended by DESE and the District Improvement Plan would remain a three-year plan.

For your information, I have attached the power point presentation from the workshop. Further information on the Superintendent Evaluation can be found on the DESE website at the link below.

<http://www.doe.mass.edu/eeval/resources/evaluation/>

Please contact me if you have any further questions.

## Appendix B: 2-Year Evaluation Cycle for a Superintendent

The Model System for Superintendent Evaluation describes a one-year evaluation cycle with a formative assessment occurring at mid-cycle. At the discretion of the School Committee, the evaluation cycle can be two years for experienced superintendents, although annual goals are still strongly recommended. A typical two-year cycle includes the following steps:

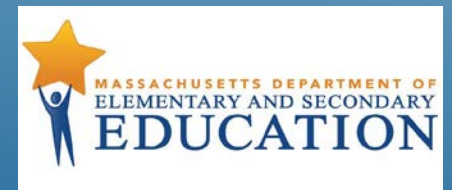


Late Spring/Summer	<b>Step 1: Self-Assessment.</b> The superintendent conducts a <a href="#">self-assessment</a> using the performance Standards and <a href="#">rubric</a> , data about student learning, past progress on the district improvement plan and goals (when available), the prior year's evaluation (when available), input from the administrative leadership team, administrator feedback, and other relevant evidence. Based on that assessment, the superintendent identifies goals to propose to the school committee: one professional practice goal, one student learning goal, and two to four district improvement goals. In addition, the superintendent identifies six to eight focus Indicators aligned to the goals—at least one from each Standard—to focus the school committee's assessment of performance on the Standards. Note: the superintendent may propose 1- or 2-year goals depending on the nature of the goals.
Summer/Early Fall	<b>Step 2: Analysis, Goal Setting, and Plan Development.</b> During a public meeting, the school committee and superintendent review the proposed goals, key strategies, and progress and outcome benchmarks, along with the proposed focus Indicators. <sup>9</sup> In consultation with the superintendent and with the objective of achieving mutual agreement, the committee revises as needed and approves the goals and related focus Indicators. These goals—along with key strategies and benchmarks of progress—become the Superintendent's Two-Year Plan. <sup>10</sup> The plan also outlines the evidence that will be used to assess goal progress and determine performance ratings on each Standard and overall.
Over 2 School Years	<b>Step 3: Plan Implementation and Collection of Evidence.</b> The superintendent implements the Superintendent's Two-Year Plan, with assistance from the committee, as appropriate. School committee members and the superintendent collect, share, and regularly discuss evidence of progress on goals and performance against the focus Indicators.
Year 1 Spring/Summer	<b>Step 4: Formative Evaluation.</b> At a mid-cycle public meeting (or series of meetings), the superintendent reports on progress made on the goals in the Superintendent's Annual Plan. The school committee reviews the report, offers feedback, and discusses progress and possible mid-cycle adjustments with the superintendent. At this point in time, the superintendent and school committee may discuss potential goals for Year 2, and/or determine the date by which those goals and related Year 2 Annual Plan will be established.
Year 2 Spring/Summer	<b>Step 5: Summative Evaluation.</b> The superintendent prepares an End-of-Cycle Report on goal progress and performance against the focus Indicators for each Standard. In a public meeting, the school committee completes a performance review and <a href="#">End-of-Cycle Summative Evaluation Report</a> assessing attainment of the goals from Years 1 and 2, as well as the superintendent's performance against the Standards.

# SUPERINTENDENT EVALUATION

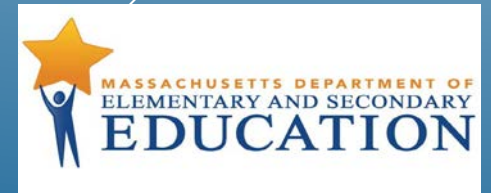
Drive-In

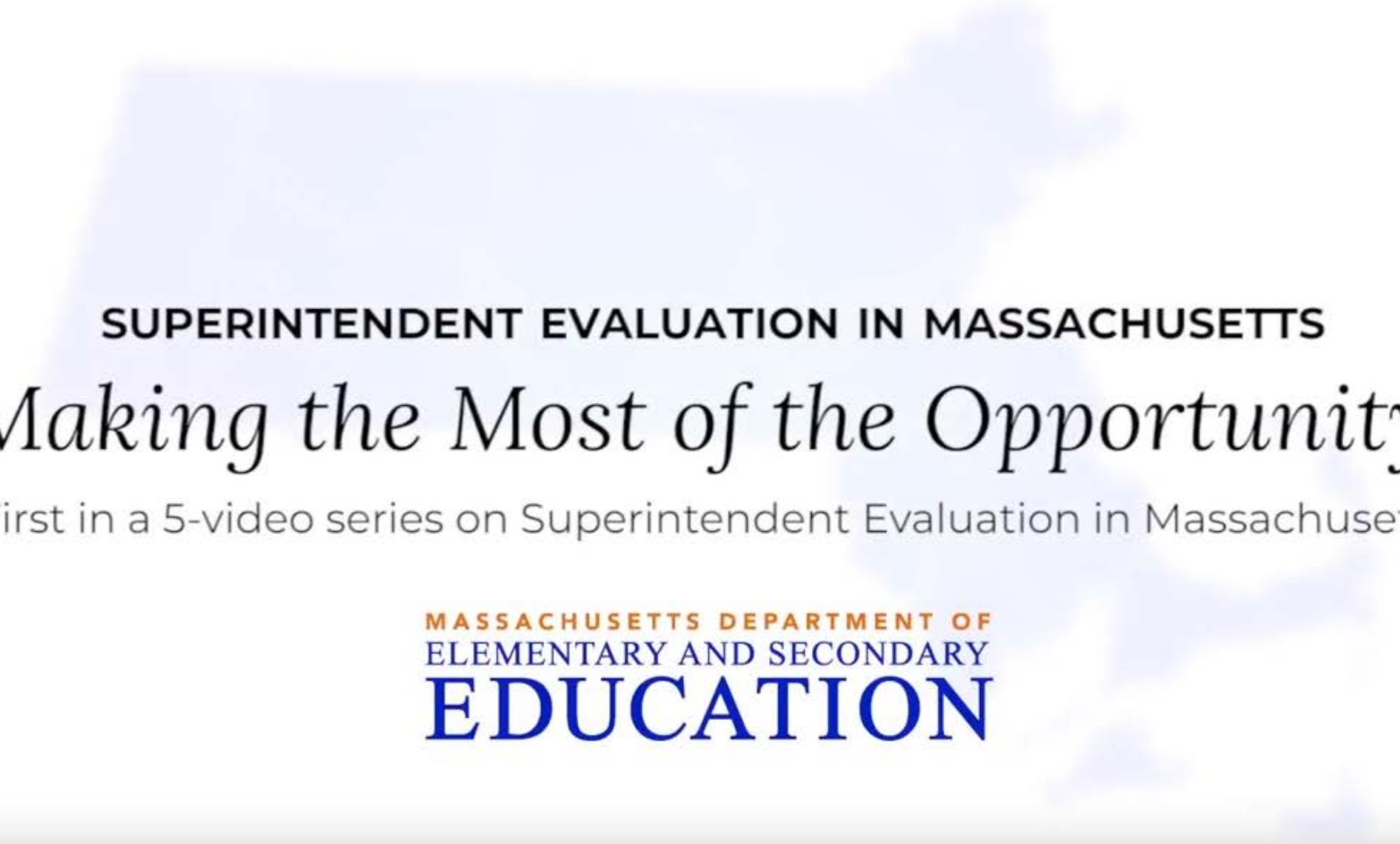
November 25, 2019



- ▶ Welcome
- ▶ DESE: Updated Guidance & Best Practices
- ▶ MASC: Guide to the Evaluation Process & Training Resources
- ▶ Q&A

# SUPERINTENDENT EVALUATION DRIVE-IN





**SUPERINTENDENT EVALUATION IN MASSACHUSETTS**

# *Making the Most of the Opportunity*

First in a 5-video series on Superintendent Evaluation in Massachusetts

MASSACHUSETTS DEPARTMENT OF  
ELEMENTARY AND SECONDARY  
**EDUCATION**

▶ ▶| 🔊 0:01 / 6:28



<https://youtu.be/h4OARGBphko>





# 01

## Updated Guidance & Best Practices

- ❖ Goal-Driven Evaluations & Focus Indicators
- ❖ Evaluation Plans
- ❖ 1- and 2-year cycles
- ❖ Organizing the Process

<http://www.doe.mass.edu/edeval/resources/evaluation/>



# Updated Guidance: Best Practices

## Goal-Driven Process Aligned to Focus Indicators

- ✓ Articulated “goal-driven” approach
  - 1 professional practice goal and 1 student learning goal
  - 2-4 district improvement goals
- ✓ Focus Indicators
  - 6-8 Focus Indicators (at least one per Standard) aligned to goals
  - tie goal progress to performance evaluation





# Updated Guidance: Best Practices

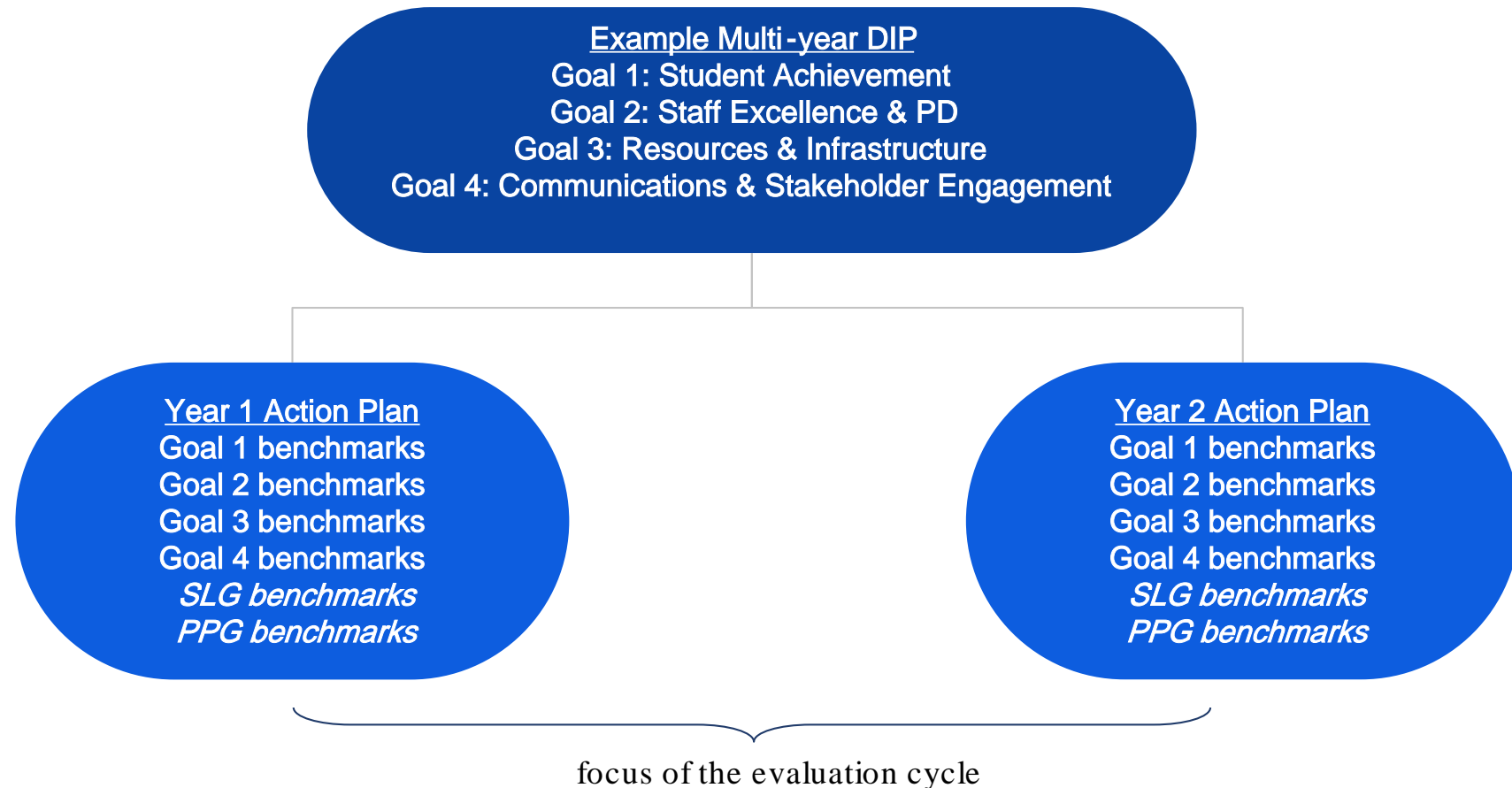
## 6-8 Focus Indicators (at least 1 per Standard)

- Aligned to goals
- Focus of the evaluation

Standard I: Instructional Leadership	Standard II: Management & Operations	Standard III: Family & Community Engagement	Standard IV: Professional Culture
A. Curriculum	A. Environment	A. Engagement	A. Commitment to High Standards
B. Instruction	B. Human Resources Management & Development	B. Sharing Responsibility	B. Cultural Proficiency
C. Assessment	C. Scheduling & Management Information Systems	C. Communication	C. Communication
D. Evaluation	D. Law, Ethics, and Policies	D. Family Concerns	D. Continuous Learning
E. Data-Informed Decision-Making	E. Fiscal Systems		E. Shared Vision
F. Student Learning			F. Managing Conflict

# Updated Guidance: Best Practices

## Evaluation Plans: Aligning your annual/action plan to the District Improvement Plan



# Updated Guidance: Best Practices

## 2-year Cycles for Experienced Superintendents

- 3+ yrs in the role or district
- At the discretion of the School Committee
- Annual goals/benchmarks still recommended

### Appendices

#### Appendix B: 2-Year Evaluation Cycle for a Superintendent

The Model System for Superintendent Evaluation describes a one-year evaluation cycle with a formative assessment occurring at mid-cycle. At the discretion of the School Committee, the evaluation cycle can be two years for experienced superintendents, although annual goals are still strongly recommended. A typical two-year cycle includes the following steps:



Late Spring/Summer	<b>Step 1: Self-Assessment.</b> The superintendent conducts a <a href="#">self-assessment</a> using the performance Standards and <a href="#">rubric</a> , data about student learning, past progress on the district improvement plan and goals (when available), the prior year's evaluation (when available), input from the administrative leadership team, administrator feedback, and other relevant evidence. Based on that assessment, the superintendent identifies goals to propose to the school committee: one professional practice goal, one student learning goal, and two to four district improvement goals. In addition, the superintendent identifies committee's assessment of performance on the Standards—at least one from each Standard—to focus the school 2-year goals depending on the nature of the goals.
Summer/Early Fall	<b>Step 2: Analysis, Goal Setting, and Plan Development.</b> During a public meeting, the school committee and superintendent review the proposed goals, key strategies, and progress and outcome benchmarks, along with the proposed focus Indicators. <sup>9</sup> In consultation with the superintendent and with the objective of achieving mutual agreement, the committee revises as needed and approves the goals and related focus Indicators. These goals—along with key strategies and benchmarks of progress—become the Superintendent's Two-Year Plan. <sup>10</sup> The plan also outlines the evidence that will be used to assess goal progress and determine performance ratings on each Standard and overall.
Over 2 School Years	<b>Step 3: Plan Implementation and Collection of Evidence.</b> The superintendent implements the Superintendent's Two-Year Plan, with assistance from the committee, as appropriate. School committee members and the superintendent collect, share, and regularly discuss evidence of progress on goals and performance against the focus Indicators.
Year 1 Spring/Summer	<b>Step 4: Formative Evaluation.</b> At a mid-cycle public meeting (or series of meetings), the superintendent reports on progress made on the goals in the Superintendent's Annual Plan. The school committee reviews the report, offers feedback, and discusses progress and possible mid-cycle adjustments with the superintendent. At this point in time, the superintendent and school committee may discuss potential goals for Year 2, and/or determine the date by which those goals and related Year 2 Annual Plan will be established.
Year 2 Spring/Summer	<b>Step 5: Summative Evaluation.</b> The superintendent prepares an End-of-Cycle Report on goal progress and performance against the focus Indicators for each Standard. In a public meeting, the school committee completes a performance review and <a href="#">End-of-Cycle Summative Evaluation Report</a> assessing attainment of the goals from Years 1 and 2, as well as the superintendent's performance against the Standards.

# Updated Guidance: Best Practices

## Organizing the Process

### ☐ Timeline

- ☐ *1 or 2-year cycle?*

- ☐ *Alignment to school year or election cycle?*

### ☐ Goals & Focus Indicators

- ☐ *How many?* “3- 6 goals with aligned to 6- 8 focus Indicators generally permits the level of focus needed yield necessary district improvement.”

### ☐ Forms

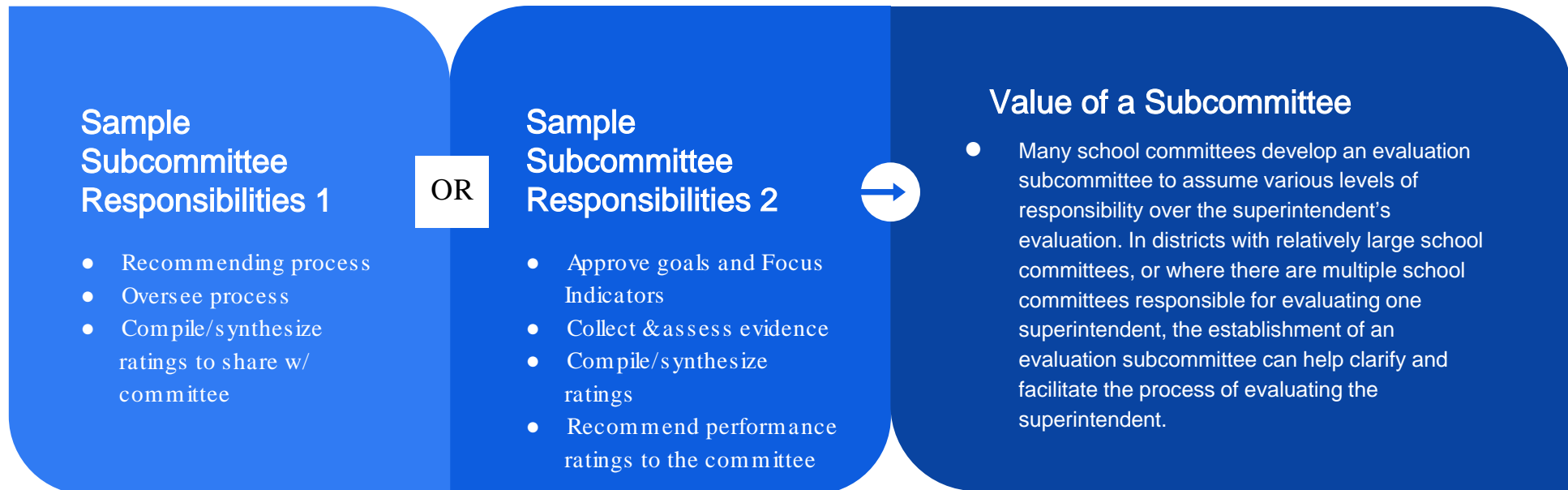
### ☐ Evidence for Assessing Performance

### ☐ Process for Compiling & Determining Ratings



# Updated Guidance: Best Practices

## The Role of Subcommittees



# 02

## New Resources

- Rubrics (Updated Model Rubric & Draft Indicator Rubric)
- Evidence Resource
- 5-Part Video Series

<http://www.doe.mass.edu/edeval/resources/evaluation/>

## Updated Model Rubric for Superintendents & District Administrators

- ✓ Articulated principles of effective district leadership
  - *LEADING WITH A COMMITMENT TO EQUITY*
  - *EMPOWERING PRINCIPALS and OTHER DISTRICT ADMINISTRATORS*
  - *ENSURING SYSTEMS ALIGNMENT AND COHERENCE*
- ✓ Tighter alignment to Teacher and Principal rubrics
- ✓ Fewer elements and clarified descriptors
- ✓ Adopt/ Adapt *OR* continue with existing rubric



# Rubrics

## DRAFT Indicator Rubric

- Indicator-level descriptions of practice (the 30+ elements are removed)
- Reinforces focus Indicator approach to evaluation
- Identifies practices to which School Committees can reasonably be expected to have insight or access

	Unsatisfactory	Needs Improvement	Proficient	Exemplary
<b>I-B-1. Student Engagement</b>	Does not look for evidence of or cannot accurately identify ways that principals identify effective teaching strategies that motivate and engage students.	While observing principal practice and artifacts, occasionally looks for or provides feedback to ensure principals are identifying effective instructional practices that motivate and engage students.	While observing principal practice and artifacts, regularly provides feedback to ensure that principals are identifying and promoting a variety of effective, high-leverage instructional practices that are likely to motivate and engage most students.	While observing principal practice and artifacts and providing high quality feedback, ensures that all principals are identifying and promoting the use of high-leverage instructional practices that motivate and engage all students. Models this practice for others.
<b>I-B-2. Quality of Effort and Work</b>	Does not set expectations for the content and quality of instruction and student work, or the effort required to produce it; or establishes inappropriately low expectations.	Sets high expectations for the content and quality of instruction and student work district-wide, and the effort required to produce it, but allows expectations to be inconsistent across the district; may allow inappropriately low expectations for quality of instruction and/or student work.	Sets and models high expectations for the content and quality of instruction and student work district-wide, and the perseverance and effort required to produce it; supports all administrators and instructional staff to consistently uphold these expectations for all students.	Sets and models high expectations for the content and quality of instruction and student work district-wide, and the perseverance required to meet these expectations, such that all administrators and instructional staff are empowered to do the same for their students.
<b>I-B-3. Meeting Diverse Needs</b>	Does not look for evidence of or cannot accurately identify ways that principals identify appropriate inclusive teaching practices that meet the diverse learning needs of all students.	While observing principal practice and artifacts, occasionally looks for or provides feedback to ensure principals are identifying appropriate inclusive teaching practices that meet the diverse learning needs of all students.	While observing principal practice and artifacts, regularly provides feedback to ensure that principals are identifying and promoting appropriate inclusive teaching practices that meet the diverse learning needs of all students.	While observing principal practice and artifacts and providing high quality feedback, ensures that all principals know and consistently identify appropriate inclusive teaching practices that meet the diverse learning needs of all students. Models this practice for others.
<b>Indicator I-B: Instruction in the ORIGINAL Model Rubric for Superintendents</b>				
<b>I-B. Instruction</b>	Does not ensure that instructional practices across schools and content areas reflect high expectations for teaching and learning, are engaging and motivating, or meet the diverse learning of all students; or establishes inappropriately low expectations for teaching and learning.	Supports instructional practices in some schools or content areas that reflect high expectations, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness; but allows lower expectations and/or insufficiently engaging instruction to persist in parts of the district	<b>Ensures that instructional practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness</b>	Sets and models high expectations for the content and quality of instruction and empowers all administrators to do the same, such that instructional practices throughout the district are engaging, inclusive, and personalized to accommodate diverse learning needs of all students
<b>Indicator I-B: Instruction in the NEW Indicator Level Rubric</b>				

Rubric: <http://www.doe.mass.edu/edeval/resources/rubrics/>

Register Interest to Pilot Here: <https://www.surveymizmo.com/s3/5162398/Rubric-for-Superintendent-Evaluation-Pilot-Interest-Form>



# Evidence Resource

## Examples of Common Types of Evidence

- Indicator-specific types of evidence
- Meant to guide - - not prescribe - - a thoughtful selection of evidence types
- Identifies evidence appropriate for review in a public process

SUPERINTENDENT EVALUATION: EXAMPLES OF COMMON TYPES OF EVIDENCE BY INDICATOR			
<p>In addition to relevant and publicly available artifacts such as school committee reports and presentations, accountability data, and school and district improvement plans, the following list includes <i>examples</i> of common types of evidence<sup>1</sup> associated with each Standard and Indicator. It is meant to guide—not prescribe—the collection of evidence of Focus Indicators that have been agreed upon by School Committees and Superintendents. This list should not be seen as comprehensive, nor should a superintendent or committee attempt to gather all of the examples cited below.</p>			
STANDARD I: Instructional Leadership	STANDARD II: Management and Operations	STANDARD III: Family and Community Engagement	STANDARD IV: Professional Culture
<b>A. Curriculum Indicator</b> <ul style="list-style-type: none"><li>✓ Curriculum maps</li><li>✓ Example unit plans</li></ul> <b>B. Instruction Indicator</b> <ul style="list-style-type: none"><li>✓ Aggregated classroom walkthrough/observation data</li><li>✓ Aggregated student feedback</li></ul> <b>C. Assessment Indicator</b> <ul style="list-style-type: none"><li>✓ Report on district assessments</li><li>✓ Aggregated classroom walkthrough/observation data</li><li>✓ Report of data team meetings and/or protocols</li></ul> <b>D. Evaluation Indicator</b> <ul style="list-style-type: none"><li>✓ Compilation of educator goals</li><li>✓ Analysis of school and classroom observation data</li><li>✓ Analysis of student and staff feedback data</li></ul>	<b>A. Environment Indicator</b> <ul style="list-style-type: none"><li>✓ Analysis of safety and crisis plan elements and/or incidence reports</li><li>✓ Analysis of student support systems, structures, or programs</li></ul> <b>B. Human Resources Management and Development Indicator</b> <ul style="list-style-type: none"><li>✓ Staff hiring and retention data</li><li>✓ School and district PD plans</li><li>✓ Annual Induction and Mentoring report</li></ul> <b>C. Scheduling and Management Information Systems Indicator</b> <ul style="list-style-type: none"><li>✓ Analysis of master schedules and time on learning</li><li>✓ Report on common planning time and professional development opportunities</li></ul> <b>D. Law, Ethics, and Policies Indicator</b> <ul style="list-style-type: none"><li>✓ Relevant leadership team meeting agenda items</li><li>✓ Policies and protocols governing confidentiality and district code of ethics</li></ul>	<b>A. Engagement Indicator</b> <ul style="list-style-type: none"><li>✓ Family and community engagement/participation rates and trends</li><li>✓ Examples of outreach to community stakeholders and organizations</li><li>✓ Example communications to representative cultural groups</li></ul> <b>B. Sharing Responsibility Indicator</b> <ul style="list-style-type: none"><li>✓ Reports of family participation in district/school services</li><li>✓ Compilation of family referrals to and use of outside services</li><li>✓ Compilation of parent feedback</li></ul> <b>C. Communication Indicator</b> <ul style="list-style-type: none"><li>✓ Compilation of survey results from parents/community stakeholders</li><li>✓ District website and newsletters</li><li>✓ Example agendas for Back-to-School Night and similar events</li></ul> <b>D. Family Concerns Indicator</b> <ul style="list-style-type: none"><li>✓ Compilation of parent feedback</li><li>✓ Observations of superintendent at school committee meetings and other public settings</li></ul>	<b>A. Commitment to High Standards Indicator</b> <ul style="list-style-type: none"><li>✓ Example leadership team meeting agenda items and analysis</li><li>✓ School-site walkthrough data and follow-up reports</li></ul> <b>B. Cultural Proficiency Indicator</b> <ul style="list-style-type: none"><li>✓ Implementation updates for relevant policies/practices</li><li>✓ Compilation of student/staff feedback on learning environments</li><li>✓ Related PD descriptions and/or feedback analysis</li></ul> <b>C. Communications Indicator</b> <ul style="list-style-type: none"><li>✓ Memos/newsletters to staff and public</li><li>✓ Compilation of procedures and protocols to communicate effectively with the School Committee</li></ul> <b>D. Continuous Learning Indicator</b> <ul style="list-style-type: none"><li>✓ Professional development for principals/administrators</li><li>✓ Report on professional development/continuous learning for superintendent</li></ul>
<p><sup>1</sup> Any evidence collected by or shared with a school committee as part of the superintendent's evaluation—particularly when such evidence may communicate information about students, families, and/or staff—must adhere to all confidentiality rules and regulations.</p>			
<p>1</p>			

<http://www.doe.mass.edu/edeval/resources/evaluation/example-evidence.docx>

# 5-Part Video Series: Superintendent Evaluation in Massachusetts

## **SUPERINTENDENT EVALUATION IN MASSACHUSETTS**

*VIDEO ONE: Superintendent Evaluation in MA: Making the Most of the Opportunity*

*VIDEO TWO: Superintendent Evaluation In MA: Organizing the Process*

*VIDEO THREE: Superintendent Evaluation in MA: Putting Goals at the Center*

*VIDEO FOUR: Superintendent Evaluation in MA: Assessing Progress and Performance*

*VIDEO FIVE: Superintendent Evaluation in MA: Deciding and Reporting Ratings*

# Evaluating the Superintendent

Guide to the Evaluation Process

# MASC Training

## **Overview:**

How Superintendent Evaluation supports district work

## **Review of Model Process:**

5-step cycle

2-part tool

Multi-part rating system

## **How it works:**

What happens in each step of the cycle

Decisions to be made at each point

Tips for a smooth process

Additional considerations

# Overview:



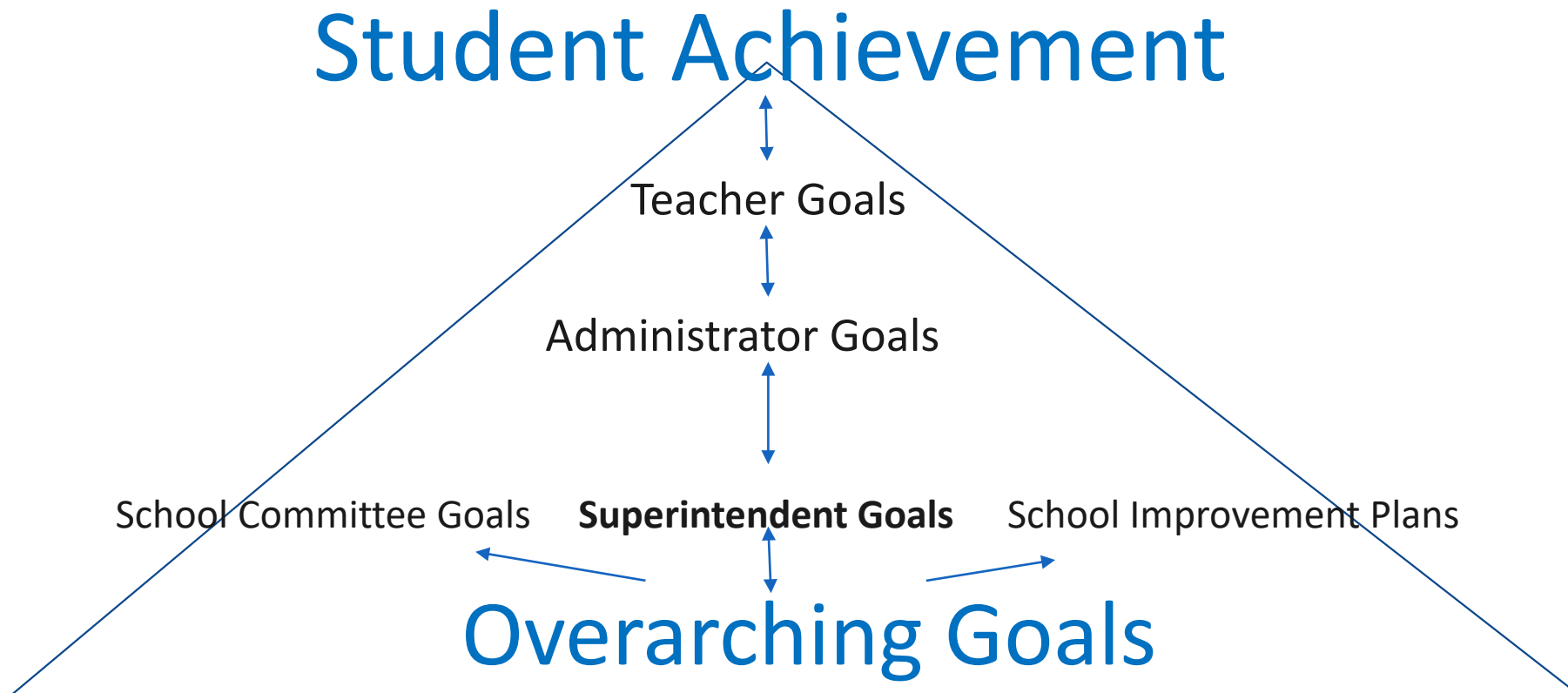
## **Educator Evaluation in Massachusetts**

Objectives

Background information

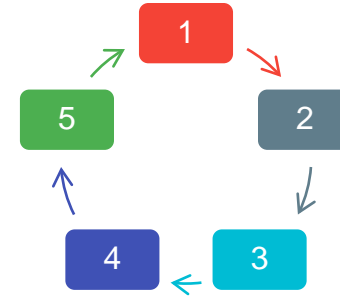


# Overview: Goal Alignment

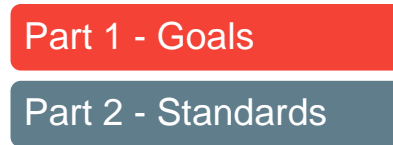


# The Model Process: Three Key Components

1. Five step cycle



2. Two-part tool



3. Multi-part Rating System



# The Model Process Evaluation Tool: Part 1

## SMART Goals

- ✓ **S**pecific \* Strategic
- ✓ **M**easurable
- ✓ **A**ction-oriented
- ✓ **R**igorous, Realistic & Result-focused
- ✓ **T**imed & Tracked

SMART Goals have:

- ✓ Key Actions
- ✓ Benchmarks

## Goal Areas

- Professional Practice
- Student Learning
- District Improvement



# The Model Process Evaluation Tool: Part 2

## **STANDARDS AND INDICATORS OF EFFECTIVE PROFESSIONAL PRACTICE**

- Instructional Leadership
- Management and Operations
- Family & Community Engagement
- Professional Culture

Source: DESE Educator Evaluation Regulations

# The Model Process: Multi-part Rating System

## SUMMATIVE PERFORMANCE RATING ON:

### GOALS:

- ✓ *Exceeded*
- ✓ *Met*
- ✓ *Significant Progress*
- ✓ *Some Progress*
- ✓ *Did Not Meet*

### STANDARDS:

- ✓ *Exemplary*
- ✓ *Proficient*
- ✓ *Needs Improvement*
- ✓ *Unsatisfactory*

OVERALL SUMMATIVE RATING: *Exemplary, Proficient,  
Needs Improvement, Unsatisfactory*

# How Does it Work?



# Goal Setting and Plan Development

Work with Superintendent to draft goals

- ✓ Can use subcommittee to begin work
- ✓ School Committee has final approval

Identify Standards & Indicators from Rubric

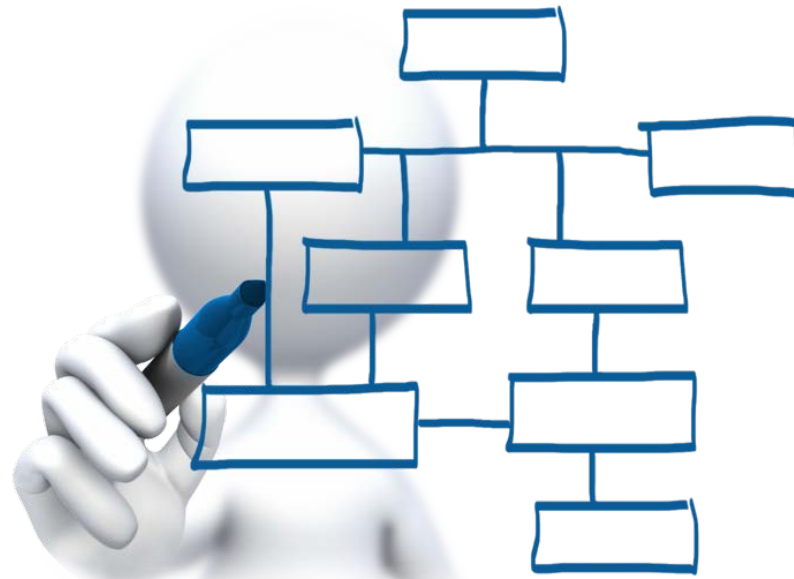
- ✓ All Standards must be evaluated

Decide on Weighting of Standards

**Discuss Evidence to demonstrate  
Proficiency/Progress**



# Implement the Plan



# Formative Assessment

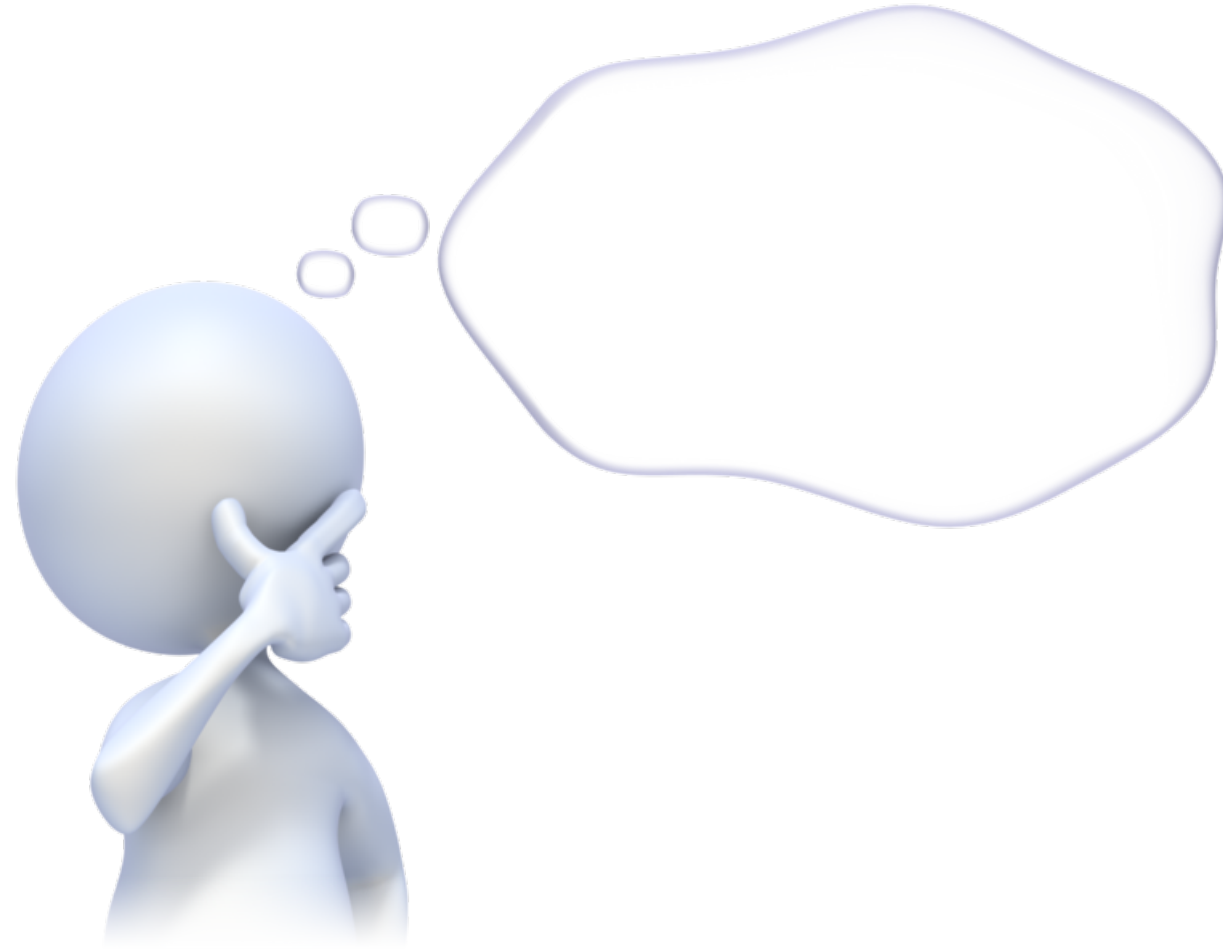
- ✓ Check-in
- ✓ Opportunity for feedback
- ✓ Opportunity to re-align



# Summative Evaluation

1. Committee members complete individual evaluations
  - Superintendent self-assessment
  - Evidence of progress/proficiency
  - Form to complete evaluation
2. Composite Evaluation prepared
  - Chair or Designee
  - Subcommittee
  - *Discuss process for preparation*
3. Discussed and voted on by full Committee at a public meeting
  - New SJC ruling may require a change to your process

# Additional Considerations





# Required vs. Optional

## REQUIRED

- 4 SMART Goals in 3 areas
  - District Improvement
  - Student Learning
  - Professional Practice
- Ratings on all 4 Standards
  - Instructional Leadership
  - Management & Operations
  - Family & Community Engagement
  - Professional Culture
- Overall Summative Rating

## OPTIONAL

- Do not need to use all Indicators
- Can weight Standards differently
- Timing of Evaluation cycle
- How Evaluation is used
- Process for completing evaluation

# Timing of the Cycle

**What makes the most sense in terms of planning and district work?**

Election time considerations

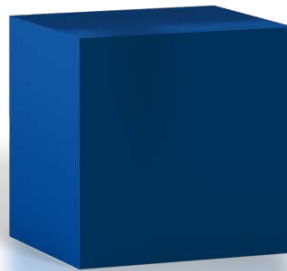
Who prepares individual evaluations?

When are they prepared by outgoing members?

What about newly elected members?

Who votes?

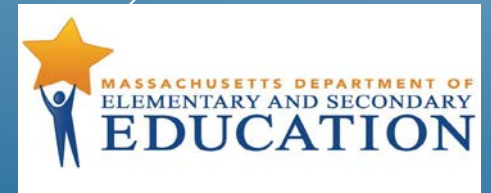




# THANK YOU

- ▶ Claire Abbott, DESE Manager PK12 Educator Effectiveness [clabbott@doe.mass.edu](mailto:clabbott@doe.mass.edu)
- ▶ Dorothy Presser, MASC Field Director [dpresser@masc.org](mailto:dpresser@masc.org)

## SUPERINTENDENT EVALUATION DRIVE-IN



## School Committee Calendar Topics

*Please note that this may change depending on availability of presenters and topic material in consultation with the Chair  
An Asterik\* indicates office half hour for this session at 6:30 p.m. All meetings will be in the RMHS Schettini Library unless noted.*

Date	Topic	Group	Facilitator
<b>July 11<sup>th</sup></b> <b>6:00 p.m.</b>	Approval of RMHS Handbook MASC Training School Committee Protocol Reorganization	Administration MASC Administration School Committee	Kate Boynton Dorothy Presser Elaine Webb Elaine Webb
<b>August 1<sup>st</sup></b> <b>6:00 p.m.</b> <b>Meeting cancelled</b>	Superintendent Evaluation Executive Session 1 <sup>st</sup> Reading of Policies CBI – Evaluation of the Superintendent	School Committee School Committee School Committee	Jeanne Borawski School Committee Chair School Committee Chair
<b>August 29*</b> <b>6:00 p.m.</b>	New Teacher Introductions Adopt School Committee Operating Protocols Summer Update Capital Plan Update	New Teachers  School Committee Administration Finance	Administration  School Committee Chair Administration Gail Dowd/Joseph Huggins
<b>September 11</b>	Financial Forum	Finance Committee	Eric Burkhardt
<b>September 12*</b>	School Facilities Assessment Report 2019 YRBS Survey Results	Finance  Administration	PBC Chair/Gail Dowd/Joe Huggins Erica McNamara (RCASA)
<b>September 25</b>	RCASA Annual Meeting Jordan's Furniture	RCASA	Erica McNamara
<b>September 26</b>	Middle School 2019 YRBS Presentation Superintendent's Evaluation Appointment of Superintendent to Collaborative Boards	RCASA  School Committee  School Committee	Erica McNamara  Ms. Borawski School Committee Chair
<b>October 16</b>	Financial Forum Reading Public Library – 7:30 p.m.	Finance Committee	Eric Burkhardt
<b>October 17*</b>	MCAS Presentation Middle School Math/Social Studies Update	Administration Administration	Christine Kelley Christine Kelley
<b>October 23</b> <b>5:30 p.m.</b>	School Committee Vacancy	School Committee & Select Board	Chairs
<b>October 28</b>	District and Superintendent's Goals Dyslexia Screening Presentation 1 <sup>st</sup> Reading of Policy BHE-SM Social Media Policy	Administration Administration School Committee	John Doherty Chris Kelley/LisaMarie Ippolito School Committee Chair
<b>November 6<sup>th</sup></b> <b>7:00 p.m.</b> Town Hall Conference Room	Elementary Space	Administration	John Doherty/Gail Dowd
<b>November 7*</b>	Elementary Space Update 2 <sup>nd</sup> Reading of Policy BHE-SM Social Media Policy	Administration School Committee	John Doherty School Committee Chair
<b>December 3,4,10 &amp; 11</b>	Finance Committee/Select Board FY20 Budget		

<b>December 12 6:00 p.m.</b>	RMHS Guidance Presentation and Update School Calendar 1st Reading Social Media Policy School Improvement Plan review	RMHS Administration School Committee Administration	Kathleen Boynton  John Doherty School Committee Chair John Doherty
<b>December 19*</b>	Quarterly Personnel Report Quarterly Financial Report FY21 Prebudget Presentation 2 <sup>nd</sup> Reading of Policy BHE-SM Social Media Policy Superintendent's Evaluation Process	Human Resources Finance Finance School Committee  Administration	Jenn Bove Gail Dowd Gail Dowd/John Doherty School Committee Chair  John Doherty
<b>January 6*, 16, 23 &amp; 27</b>	Public Hearing FY21 Budget FY21 Budget Discussion FY21 Capital Plan	Administration	Gail Dowd/John Doherty  Gail Dowd/Joe Huggins
<b>February 6*</b>	Curriculum Update Kindergarten Update Collaborative Agreement	Administration Administration Administration	Christine Kelley John Doherty John Doherty
<b>February 26 (Town Hall)</b>	Finance Committee	FY21 Budget Presentation	Gail Dowd/John Doherty
<b>March 3</b>	Town & Presidential Primary Election		
<b>March 4</b>	Finance Committee Town Hall – 7:30 p.m.	FY21 Budget Presentation	Gail Dowd/John Doherty
<b>March 11</b>	Finance Committee Town Hall – 7:30 p.m.	FY21 Budget Meeting Vote TM Articles	
<b>March 18</b>	Finance Committee Town Hall – 7:30 p.m. (If Needed)		
<b>March 26*</b>	Quarterly Personnel Report Quarterly Financial Report Capital Update RMHS Handbook Update	Human Resources Finance Finance Administration	Jenn Bove Gail Dowd Gail Dowd/Joe Huggins Kate Boynton
<b>April 16*</b>	Elementary Schools Presentation Middle Schools Presentation REF Grants	Elementary Principals  Middle School Principals REF	Elementary Principals  Middle School Principals REF
<b>May 14*</b>	Superintendent's Evaluation Process Declare Surplus Equipment School Choice	School Committee  Finance Administration	John Doherty  Gail Dowd School Committee
<b>May 28</b>	Quarterly Personnel Report Quarterly Financial Report Capital Update	Human Resources Finance Finance	Jenn Bove Gail Dowd Gail Dowd/Joe Huggins
<b>June 7th (RMHS Field House)</b>	Graduation		
<b>June 11*</b>	Teacher Recognition Reorganization FY 20 and 21 Budget	Teachers School Committee Administration	Jennifer Bove John Doherty Gail Dowd
<b>June 25</b>	Superintendent Evaluation	School Committee	Chair or Designee