

MINUTES OF SPECIAL MEETING - Tuesday, March 12, 2013



MINUTES of the “48th District School Committee” SPECIAL 2013 Meeting

Membership: Francis J. Fistori, Avon; Germano John Silveira, Braintree;
Vice Chairman Aidan G. Maguire, Jr., Canton; Chairman Joseph A. Pascarella, Dedham;
Mr. Robert A. McNeil, Holbrook; Mr. Fess Joyce, Milton; Mr. Kevin L. Connolly, Norwood;
Mrs. Marybeth Nearen, Randolph and Mr. Charles W. Flahive, Westwood.

Tuesday, March 12, 2013

The Blue Hills Regional Vocational School Forty-Eighth District School Committee **Special Meeting** was called to order at **7:00 p.m. on Tuesday, March 12, 2013** at the Blue Hills Regional Vocational Technical School, District Board Room #402, 800 Randolph Street, Canton, Massachusetts. Chairman Joseph A. Pascarella presided.

1. **ROLL CALL :**

MEMBERS PRESENT: Messrs. Connolly, Fistori, Joyce, Maguire, McNeil, Mrs. Nearen and Messrs. Pascarella and Silveira

MEMBERS ABSENT: Mr. Flahive (Out of State.)

OTHERS PRESENT Mr. James P. Quaglia, Superintendent-Director , Executive Director MASC, Mr. Glenn Koocher

*On occasion, individual(s) attending the meeting do not sign the attendance sheet.

Chairman Joseph A. Pascarella announced that the District complies with the revised Open Meeting Law in effect, as of July 1, 2010. This meeting is being recorded in person by the recording secretary. All documents referred to within the meeting are in the Meeting-Record File. Meeting minutes are recorded electronically as well as by person.

- **Approval of Previous Meeting Minutes** - Continued to Tuesday, March 19, 2013 DSC Meeting.

Communications – The District School Committee receives regular flow of emails which provide the Committee with an accurate synopsis of what is happening within the District School. All email correspondences are archived.

- **DSC Chair Report** – Chairman Pascarella announced that a report would be given by Building, Facilities, Safety and Security Subcommittee Chairman Aidan G. Maguire, Jr. This subcommittee meeting was conducted on March 11, 2013 at Blue Hills Regional Technical School. Chairman Maguire reported on the outcome of the subcommittee meeting.

Pool Project:

STEP	DESCRIPTION OF POOL PROJECT DEVELOPMENTS (Including Timelines)	DATE
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1	<p>Review and define scope of work on Pool Projects at Facility Subcommittee. The Subcommittee met and adaptations were made to the project and recommended to the full Committee with a new Option 3. recommended. Present at this meeting were Messrs. Maguire, McNeil and Silveira. Also present were the architects and engineers involved with the project, as well as Superintendent-Director James P. Quaglia and Director of Buildings and Facilities Gene Mastro. Brainstorming was implemented for the Pool Project, Option 3. with the project significant savings realized. A vote was taken and the Subcommittee was UNANIMOUSLY in favor of the adoption and acceptance of the Option 3. Pool Project.</p>	<p>Building, Facilities, Safety and Security Subcommittee Meeting Monday, 3.11.13</p>
2	<p>The recommendation of the Building, Facilities, Safety and Security Subcommittee to the Full Committee is to recommend Option 3. be adopted and accepted and put out to bid. Chairman Pascarella moved the question. Building, Facilities, Safety and Security Subcommittee Chairman Aidan G. Maguire, Jr., moved to adopt and accept the bid process for the implementation of Option 3. For the Pool Project. Motion was seconded by Member Marybeth Nearen.</p> <p>Motion was taken to a vote and it was UNANIMOUSLY</p> <p>VOTED: to adopt and accept the bid process for the implementation of Option 3.</p>	<p>Special Meeting Tuesday, 3-12-13 Vote of the Full Committee for Option 3. Pool Project Bid</p>
3	Go out to bid	Wednesday, 4-17-13
4	Bid Opening	Wednesday, 5-15-13
5	Buildings, Facilities, Safety and Security Subcommittee will meet to review the contract and move forward with a recommendation to the Full District School Committee at its next meeting.	Monday, 5-20-13
6	DSC votes to award contract	DSC Regular Schedule Meeting Tuesday, 5-21-13

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7	Contract awarded	Wednesday, 5-22-13

• Athletic Fields:

Building, Facilities, Safety and Security Subcommittee Aidan G. Maguire, Jr., reported on the analysis of the Athletic Field Proposal, as reworked and submitted by Superintendent-Director James P. Quaglia and Director of Buildings and Facilities Gene Mastro. The Building, Facilities, Safety and Security Subcommittee met on Monday, March 11, 2013 to discuss a previously submitted feasibility study. It is noted that all members of the District School Committee have received this Plan electronically. Also noted: There has been no significant improvements to the school's Athletic Fields since the school started operating 48 years ago.

Proposed Plan for Athletic Fields: *Re-worked as of 3/8/13*

Step	Actions	Responsible Parties	Funding Source
1	Review Section of Feasibility Study relating to Athletic Fields	District Administration	N/A
2	A. Identify Funding for FY14 (School Year 2013-2014) B. Include in development of FY14 Budget	Business Manager and Superintendent - Director	Operating Budget FY14 Capital Improvements
3	A. Re-work Baseball / Softball areas Softball field to have new sand mix Baseball field to have new sand mix, and level out the outfield B. Procure and install new Backstops and Fencing, including fenced dugouts and new benches for Baseball field	DSC Finance & Administration Subcommittee approval of scope and funding source Facilities Director and Athletic Director (Compilation of bid specs) Approval of Bid Spec by F&A Subcommittee Business Manager (Bid and Procurement) Facilities Manager (Supervision of performance)	\$300K (estimated)
Step	Actions	Responsible Parties	Funding Source
4	Replace existing grass football field with synthetic turf football field: <ul style="list-style-type: none"> • Excavation & Leveling • Irrigation as required • New synthetic surface 	DSC Finance & Administration Subcommittee approval of scope and funding source Facilities Director and AD (Compilation of bid specs) Approval of Bid Spec by F&A Subcommittee Business Manager (Bid Review and Procurement) Facilities Manager (Supervision of performance)	\$1,000,000 (estimated Cost) <hr/> 600K Estimated Capital Improvement Funds Available <hr/> 400K Unfunded

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Subcommittee Chairman Aidan G. Maguire, Jr., reported on the outcome of the Building, Facilities, Safety and Security Subcommittee meeting regarding Athletic Fields. It has been determined that the **Softball and Baseball fields are a priority** and should go out for bid with specifications. Member Nearen wants to know the timelines involved with this project to insure safe use of the fields. Member Nearen was assured by administration (Messrs. Quaglia and Mastro) that holes and ruts would be fixed before students played on baseball and softball fields this spring. The football field project will be addressed at a future time. A vote was requested to move forward with the bid process for the Softball and Baseball Fields Project. Chairman Pascarella accepted a motion from Subcommittee Chairman Aidan G. Maguire, Jr., to commence the bid process for the Softball and Baseball Fields Project. Motion was seconded by Member Robert A. McNeil. Motion was **taken to a vote** and it was **UNANIMOUSLY**

VOTED: to commence the bid process for the Softball and Baseball Fields Project, as recommended by the Building, Facilities, Safety and Security Subcommittee.

- **Massachusetts School Building Authority (MSBA) Statement of Interest, Statement of Interest (SOI):**

Building, Facilities, Safety and Security Subcommittee Chairman Aidan G. Maguire, Jr., reported on the findings of the Subcommittee, after their line-by-line inspection of the document, and recommended the approval of the submission of the SOI to the MSBA. Following discussion, Chairman Joseph A. Pascarella moved the question of the approval of the State of Interest submission to the Massachusetts School Building Authority. Vice-Chairman Aidan G. Maguire moved that the District School Committee empower the superintendent to file a Statement of Interest with the Massachusetts School Building Authority for the possibility of selection in 2013. The SOI is in regards to a large capital repair project which includes HVAC and building envelope work, as well as other systems. Motion was seconded by Member Fran Fistori. Motion was taken to a **vote** and it was **UNANIMOUSLY (8 – 0)**

VOTED: to empower the superintendent to file a Statement of Interest with the Massachusetts School Building Authority for the possibility of selection in 2013.

Note: The SOI is in regards to a large capital repair project which includes HVAC and building envelope work, as well as other systems.

4. **Training – Massachusetts Association of School Committees (MASC) Executive Director Glenn Koocher**

was recognized by Chairman Joseph A. Pascarella and greeted by the Committee. Mr. Koocher appeared before the Committee to add to the Professional Development of the Committee sharing his expertise on a number of issues for the benefit of the District School Committee. Mr. Koocher provided the DSC Members with a document entitled: ***“Evaluating the Superintendent, Under the New Massachusetts Educator Evaluation System”***. The first topic of training discussion was:

- **Superintendent’s Evaluation:** Mr. Koocher stated that currently the State has provided 475 pages of guidelines related to the Superintendent’s Evaluation. MASC has compiled a document streamlining the

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evaluation process to 12 pages. The process includes four standards with 20 indicators and 41 elements in the Model Rubric for Superintendents. They are:

Standard I: Instructional Leadership

- A. Curriculum B. Instructions C. Assessment D. Evaluation E. Data Informed Decision Making

Standard II: Management and Operations

- A. Environment B. Human Resources Management & Development C. Scheduling and MIS D. Laws, Ethics and Policies. E. Fiscal Systems

Standard III. Family and Community Engagement

- A. Engagement B. Sharing Responsibility C. Communication D. Family Concern

Standard IV: Professional Culture

- A. Commitment to High Standards B. Cultural Proficiency C. Communications D. Continuous Learning E. Shared Vision F. Managing Conflict

It is noted: In the interest of providing clarity to the members of MASC and their colleagues in education as well as to parents, students and interested members of the District community, MASC has prepared documents as a guide to understanding the Massachusetts Educator Evaluation System as it relates to superintendents of schools.

More than 375 pages of additional information, including copies of relevant state law, regulations, guidelines, instructions and matrices that highlight individual evaluation standards may be downloaded from the MA Department of Elementary and Secondary Education's web site at <http://www.doe.mass.edu/edval/model/>

There, (above website) all will find highly detailed explanations of the educator evaluation system for faculty, including teachers and administrators, as well as superintendents of schools.

Mr. Koocher strongly urged the DSC to implement S.M.A.R.T. goals when evaluating the Superintendent.

Upon completion of this topic, Mr. Koocher provided a question and answer session for the DSC and examples of situations

that have occurred in other school systems of interest to the DSC.

Following conclusion of discussions, the Committee discussed setting up an Evaluation Subcommittee Meeting as soon as possible to move the Superintendent's Evaluation forward in a timely manner. It was the sense of the Committee that Evaluation Subcommittee Chairman Fran Fistori meet with the Superintendent-Director prior to this meeting.

Massachusetts Law mandates that the formal evaluation of the Superintendent-Director, Treasurer and Recording Secretary

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be conducted at an Open Meeting.

MASC was closely involved in helping to develop the general outline of the model system and has recommended adoption of most of the state's model system as a way to begin the process. MASC has also included a model evaluation tool for evaluating, rating, and scoring the performance of the superintendent that is based predominantly on the example produced by the MA Department of Elementary and Secondary Education. The MASC model calls special attention to the importance of the School Improvement Plans and to the ability of the school committee to adapt the evaluation to local standards and goals.

- **Subcommittees: The next topic of training addressed with training was the roll of Subcommittees of the District School Committee:**

Preliminary Steps

Before setting forth policies related to subcommittees of the District School Committee, clarifying certain key issues is necessary:

1. How are subcommittees to be established and under what rules and protocols must they operate?

Subcommittees are generally established in the district by-laws or policy books and with a vote of the School Committee. The membership is also usually set through the district by-laws. (By-Laws are often called "Rules of the School Committee" or by some other readily understandable name.)

The By-Laws may describe how often the subcommittees would meet and the number of members on it. The by-laws should also make clear who appoints the chairs and members. Usually it is the chair of the School Committee who appoints subcommittee members and chairs, but in some districts, that responsibility is assigned to the School Committee Vice Chair.

Subcommittees are fully subject to the Open Meeting Law as discrete bodies and must fulfill all the requirements of the statute.

2. What subcommittees do you need?

The most common subcommittees set by School Committees are Budget, Warrant, Policy, Buildings and Grounds, Curriculum, Negotiations and Personnel. Other boards establish other subcommittees to meet the needs as they establish them. It is up to the School Committee to determine what subcommittees it wants to have and whether they will be permanent or temporary or ad-hoc.

3. Will any subcommittees be made up of a specified number of members or subcommittees of the whole body¹?

¹ Some school committees establish the most important subcommittees as a "Committee of the Whole," meaning that it is comprised of the entire board membership. Often the Budget/Finance committee is such a subcommittee

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Because of the Open Meeting Law, a subcommittee is best comprised of a sub-majority of the school committee. In other words, a seven member School Committee should use subcommittees of no more than three members. In this vein, it is also helpful to prescribe the situations when non subcommittee members of the School Committee may attend or participate in a subcommittee meeting. When that fourth member of the School Committee appears at a three member subcommittee meeting, you will suddenly have a majority of the full board without having correctly posted the meeting in a way that alerts the public of the presence of four members. The OML would allow the fourth member to observe and participate in the subcommittee meeting as a member of the public, but not as a school committee member. In order to avoid that situation, the School Committee and the Subcommittee could call a joint meeting if it wished so everyone could participate. Conversely, if the subcommittee were a subcommittee of the whole, this problem is averted because the meeting would have been posted appropriately as a subcommittee meeting.

4. What is the role of the School Committee Chair?

Your by-laws should specify if the School Committee Chair is an ex-officio member of the board subcommittees. This practice occurs occasionally in some districts. If so, and if the chair plans on attending or participating, the School Committee rules and by-laws should specify how this affects the quorum. A seven member school committee that uses subcommittees of three can create complications if the chair is an ex-officio member who chooses to attend sessions in that role. (See above.)

5. What are the charges to the subcommittees that are established?

It is critical to have the sphere of responsibility clearly defined for each subcommittee to avoid conflicts in authority with other boards. In many cases there will be fine lines between responsibilities as in the case of Personnel and general Policy. In those situations, the subcommittees should either know their roles, or refer one's output to the other.

6. How actions of the subcommittee will be communicated to the school committee.

Subcommittees meet, conduct public hearings, host presentations, deliberate and make recommendations. Minutes of the meeting should be taken and all recommendations of the body should be prepared and referred to the School Committee or to the Superintendent as may be appropriate.

Recommendations of the subcommittee should be clear and, preferably, in writing and reflected in the minutes.

The advantage of the committee of the whole is that all members of the school committee may participate in a preliminary deliberation process at the subcommittee table and the chair may designate another board member as the chair of the subcommittee – providing an additional leadership opportunity.

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The School Committee should include on its agenda a section to receive reports and recommendations of the subcommittees, and they should take up any recommendations that require action by the full board.

In some cases, usually with policy, a proposal is referred by the School Committee to the subcommittee (First Reading), deliberated and acted upon in the subcommittee, referred back to the School Committee (Second Reading), and placed on the agenda for a future meeting for action (Third Reading). However, the process varies.

Policy may require several stages of review and time to be thoughtful, or it might be important enough to speed through with an expedited process.

The budget may require public hearings and other steps, including reviews by other subcommittees.

7. What is the role of the Subcommittee Chair?

As always, “the chair is the **servant of the assembly, not the master.**” Whether it’s the School Committee or the subcommittee, the chair must represent fairly and impartially the entire school committee and the community in ensuring an efficient and productive meeting.

Following conclusion of questions and answers directed to Mr. Koocher, the training session concluded. Mr. Koocher was thanked by the Committee for his profession input and insights.

5. **Adjournment** – Following conclusion of all District School Committee’s Special Meeting business, Chairman Pascarella accepted a motion from Member Robert A. McNeil and seconded by Member Fess Joyce to close the Special Meeting of the District School Committee.

It was **unanimously**:

VOTED: to adjourn the Special Meeting, with all regular business concluded, at **9:47 p.m.**

The Committee’s **next meeting** will be a **Regular Scheduled Meeting** conducted in the **William T. Buckley District School Committee Board Room (#207A), on Tuesday, March 19, 2013 at 7:00 p.m.,** unless otherwise posted.

Minutes Approved:

Minutes submitted by:

Joseph A. Pascarella, Chairman

Joanne Kuzborski, Recording Secretary

