

**NASHOBA REGIONAL SCHOOL DISTRICT
Personnel Subcommittee Meeting**

Emerson School
50 Mechanic Street, Bolton, Ma
School Committee Conference Room
Second Floor

Minutes - March 06, 2019

SCHOOL COMMITTEE IN ATTENDANCE : Kathy Codianne, Elaine Sanfilippo

ABSENT: Michael Horesh

ADMINISTRATION IN ATTENDANCE: Superintendent Brooke Clenchy (partial)

CALL TO ORDER

Ms. Codianne called the meeting to order at 3:35pm

NEW BUSINESS

Superintendent Evaluation Process

- The Committee provided an overview of the timeline and process for the Superintendent's annual evaluation. Ms. Codianne will lead a workshop on the process for the School Committee at 5pm on 3/27, preceding the School Committee's regular business meeting. Process is as follows:
 - The Superintendent will create a self-evaluation
 - Individual School Committee members each fill in evaluation forms per MA DESE & MASC guidelines
 - The Chair compiles each individual's evaluation into a single document. Process should be completed before School Committee elections take place mid-May

OLD BUSINESS

School Committee Manual

- Accepted revisions to the updated FAQ and discussed inclusion of any sections from Charting the Course (School Committee training course presented by MASC)
- Discussed including parliamentary procedure as an Appendix

REVIEW/APPROVE MINUTES

Ms. Sanfilippo moved to approve the minutes of the February 6, 2019 meeting. Seconded by Ms. Codianne. IN FAVOR: Ms. Codianne, Ms. Sanfilippo **VOTE AND PASSED (2-0-0)**

ITEMS TO CONSIDER FOR NEXT AGENDA

Process update for Superintendent Evaluation

Continue work on School Committee Manual, FAQ document & Appendices

Discuss potential for creating Subcommittee & School Committee Chairperson tManuals

ADJOURN

MOTION: Ms. Sanfilippo moved to adjourn the meeting at 4:32pm. Seconded by Ms. Codianne. IN FAVOR: Ms. Codianne, Ms. Sanfilippo **VOTE AND PASSED (2-0-0).**

Next meeting to be held 4/3/19 at 3:30pm in the School Committee conference room, Emerson Building.