

**THE GLOUCESTER PUBLIC SCHOOLS**

*Our mission is for all students to be successful, engaged, lifelong learners.*

**Personnel Subcommittee Meeting Minutes**

Tuesday, June 25, 2013

Superintendent's Conference Room – District Office

5:30 p.m.

**Members Present**

Melissa Teixeira, Chairperson (5:37 p.m.)

Tony Gross, Vice Chairperson

Jonathan Pope

**Administration Present**

Dr. Richard Safier, Superintendent

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**I. CALL TO ORDER** – Vice Chairperson Gross called the meeting to order at 5:34 p.m.

**II. REPORTS/DELIBERATIONS/DISCUSSIONS**

- A. Superintendent's Contract** – The subcommittee reviewed paragraph 5 of the superintendent's contract, specifically the dates contained in that paragraph. Dr. Safier noted that he will be presenting a report on the progress being made toward his goals at the first School Committee meeting in August of each year. Therefore, he recommended that the date for his evaluation be changed from June 30 to December 31 of each year.

Dr. Safier reviewed Part VI of the Massachusetts Model System for Educator Evaluation, specifically the cycle of the superintendent evaluation process. He stated that in January of each year, he will complete a self-assessment, identify goals, and present a proposed plan to the School Committee. The next step of the cycle is implementation of the superintendent's plan and collection of evidence.

Dr. Safier stated that he will prepare a mid-cycle progress report that will be reviewed by the School Committee at a public meeting. He suggested that this review take place during the first School Committee meeting in August of each year. He will then submit an end-of-cycle progress report, and each School Committee member will prepare an end-of-cycle summative evaluation report to be compiled by the Chairman and adopted by the full committee.

Dr. Safier reviewed and the subcommittee discussed the End-of-Cycle Summative Evaluation Report recommended by the DESE, which will include his goals. Chairperson Teixeira noted that the superintendent and the School Committee must mutually agree on an evaluation tool, and Dr. Safier agreed to use the model tool recommended by the DESE.

The subcommittee also discussed the revisions to the Open Meeting law which recommends that School Committee members submit their evaluations of the superintendent to someone who is not a member of the School Committee (i.e. an administrative assistant) for compilation. However, if that is not a practical option,

the Chair may compile the evaluations. Once they are submitted, there should be no deliberation among School Committee members regarding the content of the evaluations outside of an open meeting, either in person or by email.

After discussion, on a motion by Mr. Pope, seconded by Mr. Gross, it was unanimously

**VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that Section 5 of the Superintendent’s contract be amended as follows:

- (a) Deleting the first paragraph and replacing it with the following: “The Committee and the Superintendent shall mutually agree on an evaluation system that includes a set of goals and objectives, including measurable outcomes and dependencies, on or before January 31st for the next calendar year. These shall be utilized by the Committee as part of the Superintendent’s evaluation.”
- (b) Inserting the following as the second paragraph: “The Superintendent will prepare and present a Mid-Cycle Goal Review report, and the School Committee will review the report in a public meeting on or before August 15th.”
- (c) Deleting the word “beginning” in the first sentence of the last paragraph and changing the date in that sentence from June 30 to December 31st.

After discussion, on a motion by Mr. Pope, seconded by Chairperson Teixeira, it was unanimously

**VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that we adopt the Massachusetts Model System for Educator Evaluation, Part III and Part VI, as the tool for evaluating the Superintendent of Schools.

- B. Non-Union Personnel Contracts Salary Adjustment** – There was a discussion about whether the superintendent is included in this group for salary adjustment. Dr. Safier noted that his contract indicates that his compensation shall not be set prior to the completion of his annual evaluation. Chairperson Teixeira noted that he was evaluated at the end of FY12 but was not evaluated in FY13 because of the change in the evaluation cycle. She recommended that his contract be revised to make an exception to the statement regarding his compensation for FY13.
- A. Superintendent’s Contract (Continued)** – As a result of the above discussion, Mr. Pope amended his motion as follows:

**Amended Motion**

After discussion, on a motion by Mr. Pope, seconded by Chairperson Teixeira, it was unanimously

- VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that the Superintendent’s contract be amended by:
- (a) Changing the date in the third paragraph of Section 3 from the 30th day of June to the 31st day of December.
  - (b) Deleting the first paragraph of Section 5 and replacing it with the following: “The Committee and the Superintendent shall mutually agree on an evaluation system that includes a set of goals and objectives, including measurable outcomes and dependencies, on or before January 31st for the next calendar year. These shall be utilized by the Committee as part of the Superintendent’s evaluation.”
  - (c) Inserting the following paragraph as the second paragraph of Section 5: “The Superintendent will prepare and present a Mid-Cycle Goal Review report, and the Committee will review the report in a public meeting on or before August 15th.”
  - (d) Deleting the word “beginning” in the first sentence of the last paragraph of Section 5 and changing the date in that sentence to December 31st.

- B. Non-Union Personnel Contracts Salary Adjustment (Continued)** – Mr. Pope made a motion, seconded by Mr. Gross, to recommend to the full School Committee that we approve payment of 1.5% to all non-union personnel retroactive for FY13. After discussion, Mr. Pope amended his motion as follows:

**Amended Motion**

After discussion, on a motion by Mr. Pope, seconded by Mr. Gross, it was unanimously

- VOTED:** 3 in favor zero opposed, to recommend to the full School Committee that we increase the compensation for all non-union employees by 1.5% retroactively from July 1, 2012 to June 30, 2013 and that we increase their compensation for FY14 by 2%.

**III. ACTION** – See Items II.A and II. B.

**IV. EXECUTIVE SESSION**

On a motion by Mr. Pope, seconded by Mr. Gross, it was unanimously

**VOTED:** By Roll Call Vote

Mr. Pope – yes  
Chairperson Teixeira – yes  
Mr. Gross – yes

To enter into Executive Session at 6:47 p.m. to discuss the Superintendent's compensation and to enter back into regular session for the purpose of adjournment only.

**V. ADJOURNMENT**

On a motion by Mr. Gross, seconded by Chairperson Teixeira, it was unanimously

**VOTED:** 3 in favor zero opposed, to adjourn the Personnel Subcommittee Meeting of June 25, 2013 at 6:51 p.m.

*All reference documents and reports are filed in the Superintendent's office.*

*Maria Puglisi  
Recording Secretary*