HOLLISTON FINANCE COMMITTEE
EXECUTIVE SESSION MEETING MINUTES
November 20, 2013

The Committee entered Executive Session at 5:00 PM in the Conference Room at the School Administration Offices at 370 Hollis St. Present from the Committee were, Charlie Kaslow, Clerk, Dan Alfred, Bill Dowd and Beth Liberty. Chairman Ken Szajda and Vice Chairperson Michelle Zeamer were absent. Charlie Kaslow presided over the meeting.

The School Committee and Board of Selectmen were also in attendance. Present for the School Committee were Chairperson Erica Plunkett, Vice Chairperson Kathy Pennypacker, Carol Emmons, Ian Kelly and Lisa Galeaz-Weber. Also present for the Schools were Dr. Brad Jackson, Superintendent of Schools, Sarah Ahern, Assistant Superintendent of Schools and Keith Buday, Business Manager. Present for the Board of Selectmen were Chairman Jay Leary and Clerk Jay Marsden. Also present for the Town was Paul LeBeau, Town Administrator.

School Committee Chairperson Plunkett returned to her document summarizing the Stone Report recommendations picking up at the recommendation shown as being on page 19. (Attachment I) The meeting participants engaged in a discussion of the current and possible changes to the teachers' contract salary structure. The focus of the discussion was on finding a way to meet the dual objectives of a.) competitive compensation to attract and retain the best teachers at b.) an affordable and sustainable annual cost that is also equitable with other Town employees.

The School Committee and/or Administrators explained the remaining Stone recommendations. All agreed that another meeting would be necessary to complete the discussion and determine next steps, if any. Dr. Jackson agreed to poll members for available dates, and advise of the next date to meet again.

At 6:20 PM, Moved by Bill Dowd, Seconded by Dan Alfred to adjourn the Executive Session. Roll Call vote:

Kaslow	Yes
Alfred	Yes
Dowd	Yes
Liberty	Yes

Approved __12/3/13____________

Released ____3/10/15____________

Recommendations from the Stone Report- HPS

Page 5- In the private sector, the Compensation Committee of the Board establishes an organization's total compensation strategy. For Holliston, this authority rests with the Selectmen and the School Committee. We propose that the Selectmen coordinate the development of a total compensation strategy with the Town Administrator, School Committee, and the School Superintendent.

Page 8- As we have identified in the Executive Summary, our experience indicates that a community's operating budget and per capita income are best related to pay; so Holliston's existing pay practice for teachers to these communities results in teacher pay that is higher than communities of Holliston's size (as reflected by operating budget and pay). We recommend that the School Department consider not only school performance factors, but also community size factors in identifying the target labor market for positions.

Page 8- We recommend that secretarial, clerical, custodial and maintenance position, business and information technology positions are compared to the same target labor market, and that pay is managed on the same salary structures and non-union Town positions. The benefit structures of these positions should also be comparable, with the exception of vacation leave.

Page 8- Just as we recommend that for Town Hall management positions that these positions are taken off contracts, we propose the same for School Department management positions that are in these administrative management support roles.

Page 9- We propose that Holliston considers the following when comparing total compensation levels to the marketplace: base pay, longevity, health care contribution for employee-only coverage, and stipends.

Page 11- We recommend the practice of rewarding an employee with extra compensation for announcing in advance their retirement is discontinued. If this is deemed not possible for teaching staff, then we would propose that a bonus payment be paid to acknowledge the advance notification at the employee's retirement. We propose the elimination of Step 14.

Page 17- We recommend that the School District establishes a strategy with respect to the desired distribution of degrees. Once the desired distribution is determined, the salary ranges can be established to support this strategy. For example, a less competitive salary range maximum for Bachelor's prepared teachers may encourage continuing education.

Page 19- Instead of focusing on the total increase in payroll, we recommend that Holliston also looks at the increase in a matched employee set from one year to the next. This more clearly identifies pay escalation that otherwise can be masked by changes in staffing patterns.

Entire page 24- Establishing a Task Force to look at the development of a teacher performance management system. Same Task Force consider consolidating the number of teacher pay levels.

Page 26- Holliston's salary structure increases are consistent with the comparative market.

Page 29- We would propose that Holliston undertake a review of stipends in comparison to our recommended peer group and then assign activities and sports to one of four or five bands. We would propose that the bands minimums are raised and the band ranges are narrowed.

Page 33- Holliston is atypical in comparison to other school districts as it does provide longevity. We would propose building in an additional $750 (the rate at 20 years of experience) into the salary schedule to reflect the longevity shortfall. This would be built into the salary range maximum.

Page 36- We advise Holliston to conduct a cost analysis of their sick leave practices. ... Our preference would be to eliminate sickleave buyback altogether.