

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

Regular School Committee Meeting

December 14, 2016

MEMBERS PRESENT: D. Volchok, Chair, Boxford T. Buono, Vice Chair, Middleton
C. Miller, Boxford L. Richards, Middleton
K. Prentakis, Middleton P. Fitzsimmons, Boxford
J. Spencer, Topsfield A. Pascucci, Middleton
H. Rivers, Boxford

MEMBERS ABSENT: K. Sherwood, Topsfield W. Hodges, Topsfield

OTHERS PRESENT: K. Lyons, Superintendent, arr. 7:09 S. Givens, CFO
D. Flaherty, MS Principal L. Hodgdon, HS Principal
P. Bullard, Dir. PPS A. Sheehan, Middleton Town Administrator
J. Erickson, Middleton Fin. Com

- A. **Call to Order** – Chair D. Volchok called the December 14, 2016 Regular School Committee meeting to order at 7:06 p.m. in the Ralph Osgood Presentation Room
- B. **Remarks by the Chair** – D. Volchok announced that the meeting is video and audio taped. D. Volchok recognized Superintendent Lyons, the Principals, Security Officer S. Burt and the staff for their management of the recent events at the high school.
- C. **Comments from the Audience** – None
- D. **Staff Analysis Report** – K. Lyons and Leadership Team – K. Lyons gave the history of the FY17 budget period and vote and the discussion held regarding the need for a staff analysis. A Staffing Analysis: The Relationship of Staffing to Student Enrollment FY03-FY17 slide show was presented highlighting high school and middle school classroom teachers (Core Subject Faculty and Elective Program Faculty) and enrollment trends FY03-FY17, Pupil Personnel Services professional staff & enrollment/service delivery trends of FY03-FY17. The Committee will have until the January meeting to review the presentation document shared. P. Bullard addressed pupil personnel services trends in regard to students and faculty in both the Middle School and High School. The Guidance Counselor role was reviewed, a pie graph of services, and how guidance services have changed were shared. Administrators were not analyzed, but the end result would be that they would teach more if reductions were made. Tasks for non-represented administrators have increased with new mandates, etc., even though enrollment has decreased. Support staff – a review may be needed to look at reallocating as needs are analyzed. Paraprofessionals are Special Education for the most part and K. Lyons didn't feel an analysis of their numbers was relevant. K. Lyons indicated that the work of the MPFTs are not related to student enrollment, but the aging building has increased the workload for the MPFT staff. In conclusion, the Superintendent's opinion was that the analysis showed that there was one personnel area where a reduction in FTE should be considered for reduction in the FY18 budget, that being the High School Core Faculty. This item will be on the January 4, 2017 agenda for further discussion.
- E. **Chief Financial Officer Update** – S. Givens gave an overview of the Central Office and that being short staffed for a period of time has resulted in limited capacity. An overview of the capacity of 2015 and 2017 of the Business Office and IT was given. Based on the number of years experience in both departments, S. Givens stated that it will take time to have the same level of service as in the past. A list of projects completed in 2016 and 2017, projects that were up-to-date and the projects that were behind were reviewed. She has reviewed the audit and will try to have it completed for a presentation at the January 4, 2017 meeting. She stated that E & D certification occurs after the audit. T. Buono will give a summary of the budget subcommittee meetings held in December at the January 4th meeting. T. Buono stated that facilities and the Central Office will be on the budget subcommittee December 19 agenda meeting, along with the draft of the audit report and the facility assessment report. The next budget subcommittee meetings will be on Jan. 11th, and Jan. 25th.
- H. **Out of Order - Old/New Business** – T. Buono announced that she received an email from the Middleton Town Planner looking for students to help with a survey. K. Prentakis directed L. Hodgdon to the town website for more information. L. Hodgdon announced that the cheerleaders qualified for nationals. A request was received for approval for attendance at the Nationals competition in March 2017. The trip will be paid through fundraising and parents will be traveling with the students. All chaperones (parents) will have a CORI processed. The Cheerleading Boosters will be paying for the coach's related costs. A motion was made by K. Prentakis.
- MOTION: To approve the Cheerleading overnight field trip request to participate in the Nationals Cheerleading competition in Florida in March 2017.
- VOTE: Motion passed unanimously.
- F. **Superintendent Report** – K. Lyons referenced the disturbing incidences that occurred recently and recognized the work of the Assistant Principals and Security Officer S. Burt stating that all procedures were followed correctly and in a timely fashion. K. Lyons referenced the letter from the principal sent to parents and students, the public meeting held with 45-50 parents sharing their concerns. As a result of the public meeting, he was committed to summarizing routine interventions and safety things done more often. The meeting was beneficial as parents felt better after the meeting. D. Volchok suggested that K. Lyons send an email summarizing the meeting and things done. P. Fitzsimmons thanked the parent who contacted the school regarding the 2nd incident and was very grateful for their support. L. Hodgdon stated that she received calls from worried parents but also many who were

grateful for what the school was doing and the communication shared. Keeping students safe was very important to all. D. Volchok stated that all three police departments worked together. Discussion was held regarding what steps could be taken to support legislature in regard to gaps in the law. K. Lyons reported on the following: MASBO consulting to STAC indicating that MASBO will be coming back and will conduct a public forum if the Committee would like them to, and that they will meet for a longer period with STAC. Additional information regarding Students Leaving Masconomet for 9th Grade in Private and Other Public Schools (07/08 to 16/17 school years) was given.

G. Report of the Subcommittees –

1. Budget Subcommittee – T. Buono announced that the next subcommittee meeting is Monday, Dec. 19th. The meeting agenda will have some carryovers from the previous meeting and the facility assessment report. The subcommittee will concentrate on just the warrant article related information in the facility assessment report. Five warrants have been signed since the last meeting.

Payroll Warrant	\$	659,745.97	Vendor Warrant	\$	67,726.72
Vendor Warrant	\$	716,277.36	Vendor Warrant	\$	14,117.08
Vendor Warrant	\$	86,490.90	TOTAL \$		1,544,358.03

2. Policy Subcommittee – J. Spencer reviewed the policies listed for the 1st reading and indicated that GCF-R would rescinded at the next meeting with the approval/adoption of Policy GCF.
 - a. Policy GCF, Professional Staff Hiring - 1st Reading
 - b. Policy GCG, Part-Time and Substitute Professional Staff Employment - 1st Reading
 - c. Policy GCH, Professional Staff Orientation - 1st Reading
 - d. Policy GCJ, Professional Teacher Status - 1st Reading
 - e. Policy GCK, Professional Staff Assignments and Transfers - 1st Reading
3. Community Relations Subcommittee – C. Miller reported on the meeting held last Wednesday where discussion was held regarding a tentative schedule (end of January or beginning of February) for budget communication with the community, an overview of the facility assessment article, and the articles for the town warrants. She stated that a public hearing notice regarding the budget and School Choice would be posted in the Feb. 10 edition of the Tri Town Transcript. Discussion was held regarding having an email from the District communicating with parents about the annual required public hearing for the budget and School Choice. After the FY18 budget has been approved and closer to town meeting time, an article about what's in the warrant article and the budget will be in the paper. The School Committee column is ongoing and maybe an article about school safety procedures will be developed. Details about community outreach will be coming. The Tri Town senior citizens concert will be on Dec. 21 at 11:45 a.m. in the auditorium
4. School Start Time Advisory Committee (STAC) – D. Volchok reported for W. Hodges indicating that work on a draft for evaluating criteria options is ongoing, the agenda for the meeting tomorrow is to work on criteria for evaluating options.
5. Turf Up Masco Update – D. Volchok stated that W. Hodges reached out to the people who started the project.

I. Consent Agenda –

1. Approval of November 16, 2016 Regular School Committee Meeting Minutes
2. Approval of November 30, 2016 Regular School Committee Meeting Minutes
3. Accept Masconomet Education Foundation Teacher Grant of \$425.00 (Ck. #1115) to be Used by Science Teacher D. Kurtz
4. Warrants \$1,544,358.03 – Five (5) Warrants Signed

A motion was made by K. Prentakis

MOTION: To approve the Consent Agenda as presented.
 VOTE: Motion passed unanimously.

**J. Approval of November 16, 2016 Executive Session Minutes
Approval of November 30, 2016 Executive Session Minutes**

A motion was made by K. Prentakis

MOTION: To approve the Nov. 16, 2016 and November 30, 2016 Executive Session Minutes as amended (delete arrival time for J. Spencer and P. Fitzsimmons).
 VOTE: Motion passed unanimously.

K. Adjournment – A motion was made by P. Fitzsimmons.

MOTION: Move to adjourn.
 VOTE: Motion passed unanimously at 9:10 p.m.

Submitted by: _____
 Olga Langlois, Secretary

Approved: _____
 Date

Per the New Open Meeting Law, the list of the documents that were either distributed to the Masconomet Regional School Committee before the meeting in a packet, or at the meeting:

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| 1. Agenda | 5. Superintendent Report |
| 2. Staff Analysis Report | 6. Policies for 1 st Reading |
| 3. Chief Financial Office Update | 7. Consent Agenda |
| 4. Cheerleading Overnight Field Trip Request | 8. Executive Session Minutes |