

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

Regular School Committee Meeting

January 22, 2018

MEMBERS PRESENT: D. Volchok, Chair, Boxford W. Hodges, Vice Chair, Topsfield
P. Fitzsimmons, Boxford C. Miller, Boxford
L. Richards, Middleton K. Prentakis, Middleton
T. Cooper, Middleton H. Rivers, Boxford
K. Sherwood, Topsfield

MEMBERS ABSENT: A. Pascucci, Middleton J. Spencer, Topsfield

OTHERS PRESENT: K. Lyons, Superintendent S. Givens
Boxford Finance Committee Reps

A. Call To Order – Chair D. Volchok called the Monday, January 22, 2018 Regular School Committee meeting to order at 7:03 p.m. in the Ralph Osgood Presentation Room. The meeting is video and audio taped.

B. Remarks by the Chair – D. Volchok - None

C. Comments from the Audience – None

D. Financial Report - S. Givens, Assistant Superintendent for Finance & Operations

1. Approval of the Establishment of Rocket Club Student Activity Club Account - The establishment of the Rocket Club was approved by the Committee in the fall and the group would like to deposit donations for their club activities and need an account. A motion was made by L. Richards.

MOTION: To approve the establishment of a Rocket Club Account in the High School Student Activity fund in accordance with MGL Chapter 71, Section 47 and Chapter 66 of the Special Acts of 1996.

VOTE: Motion passed unanimously.

2. FY17 and FY18 E&D, Stabilization and Special Revenue Fund Spending History and Balances - An overview of the summary of the Committee's actions and other activity in FY17 and FY18 as related to the Excess and Deficiency and Stabilization Funds was given. Also included in the overview was the June 30, 2017 audited special revenue fund balances.
3. Exterior Entranceway Supplemental Appropriation - In June, the Committee appropriated \$25,000 from the stabilization fund to replace two exterior entranceway door fronts. The vendor originally chosen for the work backed out of the contract because they couldn't accomplish the project at the appropriated amount and the lowest bid received for the project (additional bid process was conducted) was \$41,400. To move forward with the contract award with a different vendor a supplemental appropriation of \$16,400 is needed. A brief discussion was held regarding penalty clauses needed in the contract and the name of the vendor. S. Givens will provide the name at the next meeting. A motion was made by P. Fitzsimmons.

MOTION: To approve a supplemental appropriation of \$16,400 to fund the exterior entryway replacement project from the stabilization fund.

VOTE: Motion passed unanimously.

4. FY18 Requests for Appropriations - In November, when the FY18 financial report was presented, there were several items noted where targeted appropriations for unanticipated expenses would be brought forth for Committee action.
 - a. Middle School Paraprofessionals - Two paraprofessionals were hired in the fall to attend to the needs of two students who were struggling. These were agreed to as an alternative to out-of-district placements. Discussion was held regarding how out-of-placements are determined. A motion was made by C. Miller.

MOTION: To appropriate \$35,000 from unencumbered free balances available in the FY18 salary accounts to fund two paraprofessionals at the Middle School.

VOTE: Motion passed unanimously.

- b. Security Software and Equipment - Items needed for safety and security that were not approved for funding in the FY18 budget were identified. A motion was made by T. Cooper.

MOTION: To appropriate \$2,500 from unencumbered free balances available in the FY18 utility accounts to fund BeSafe software, bull horns, batteries and radios for the security department.

VOTE: Motion passed unanimously.

- c. Transition Overlap Related to the Retirement of the Administrative Assistant to the School Committee and Superintendent - To ensure a smooth transition and adequate on-boarding of a key central office support person, resources were sought to hire a replacement as soon as possible. Discussion was held regarding the Central Office future makeup, the potential impact of the appropriation, how the appropriation was determined and the need for a job description, range and comps. A motion was made by C. Miller.

MOTION: To appropriate \$25,000 from unencumbered free balances available in the FY18 salary accounts to hire and fund a replacement for the Administrative Assistant to the School Committee and Superintendent in FY18.

VOTE: Motion passed.

OPPOSED: K. Sherwood

5. Shot Clock for Athletics - The gym shot clocks used for basketball and other sports are no longer working and cannot be repaired and replacement clocks are needed and will be funded from the Athletic Revolving Fund. No action by the Committee was needed.
6. Boxford Net-Metering Credit Agreement - A history of the net-metering credit program was given. After consultation with the District's legal counsel and the District's energy consultant, it was determined to table this until the challenges in the agreement were worked out. Updates will be given as needed.
7. FY19 Budget Thumbnail – W. Hodges referred to the revised thumbnail that was distributed and reported on the proposals made by the administration highlighting the following: the need for a HR director, school start time, health services restructuring and indicated that the thumbnail was a work in progress. Another Budget Subcommittee meeting may be needed before the January 31st Regular Committee Meeting. S. Givens reviewed the cost categories and the new proposals were reviewed indicating that 5.54% was the estimated overall increase to the O & M. A list of the cuts will be given to the Committee.

E. Capital Budget Report - S. Givens & H. Rivers – H. Rivers reviewed the status of the previous town warrant article and the work done, the funds spent and funds encumbered. All items in the proposed FY19 warrant article request of \$549,500 for Preservation and Safety were reviewed. K. Prentakis noted the defibrillator donation from Ernie Whiton. K. Prentakis suggested adding the installation to the cost of the security cameras. Capital projects to be funded from various sources were reviewed. Discussion was held regarding the language of the warrant article. Items passed over in the capital budget were reviewed. The District Capital Investment timeline was reviewed.

F. Blizzard Bags, Remote Learning – K. Lyons, Superintendent reviewed alternative, structured learning day programs outlining the purpose, context, DESE advisory, the plan specifics, and what to do with students who don't participate. Discussion was held regarding the pros and cons of remote learning. The logistics of the plan was given by K. Lyons. A motion was made by P. Fitzsimmons.

MOTION: To authorize the District to pilot one or two blizzard bag days in school year 2017-2018 and report back to the School Committee.

AMENDMENT by P. Fitzsimmons: To authorize the District to pilot one or two remote learning days in school year 2017-2018 and report back to the School Committee.

VOTE: Motion passed.

G. Superintendent Report - K. Lyons reported that the High School Principal search has started with the position being posted and the John and Abigail Adams Scholarship award recipients were announced.

H. Report of the Subcommittees

1. Budget Subcommittee – W. Hodges announced that the subcommittee last met on the January 9th and that he hoped to meet on Monday, Jan. 29th. The following six (6) warrants were signed since the last meeting:

Payroll Warrant	\$	691,523.76	Vendor Warrant	\$	68,607.57
Vendor Warrant	\$	3,055.00	Vendor Warrant	\$	<u>85,762.72</u>
Vendor Warrant	\$	1,149,605.76	TOTAL	\$	1,999,625.81
Vendor Warrant	\$	1,071.00			

2. Policy Subcommittee – C. Miller reviewed the policies for 1st reading. The next meeting is will be February 7th and any input on 1st read policies should be sent to her before the next meeting.

- a. Policy BDFA, School Councils and School Improvement Plans – Revision, 2nd Reading
- b. Policy BGD, School Committee Review of Regulations - Revision, 2nd Reading
- c. Policy CF, School Building Administration - Revision, 2nd Reading
- d. Policy CH, Policy Implementation - Revision, 2nd Reading
- e. Policy CC, Administrative Organization Plan - Rescission 2nd Reading
- f. Policy CHCA, Approval of Handbooks and Directories, Revision, 1st Reading
- g. Policy CHD, Policy Absence Revision, 1st Reading
- h. Policy CM, Annual Report, Revision, 1st Reading
- i. Policy CEA, School Councils, Rescission, 1st Reading
- j. Policy CHB, School Committee Review of Regulations, Rescission, 1st Reading
- k. Policy BDFA-E1, School Improvement Plan, Rescission, 1st Reading

A motion was made by T. Cooper.

MOTION: To approve/adopt Policies BDFA, BGD, CF, CH, and CC as presented.

VOTE: Motion passed unanimously.

3. Community Relations Subcommittee – K. Sherwood stated that the next meeting will be January 31st.

4. Turf Up Masco – T. Cooper stated that work on the next RFP will be done with S. Givens.

5. Facility Use and Student Support Organizations Task Force - T. Cooper stated that the next meeting is January 31st.

6. District Capital Investment Task Force – H. Rivers announced that the next meeting is January 30th at 4:30 p.m. in the Middle School Conference Room and the focus will be to learn about the school building authority process.

I. Consent Agenda

1. Approval of January 3, 2018 Regular School Committee Meeting Minutes
2. Accept \$500 (Ck. # 9918) Puritan Lawn Memorial Park Donation for the Music Department
3. Warrants \$\$1,999,25.81 Six (6) Warrants Signed Since Last Meeting

A motion was made by L. Richards.

MOTION: To approve the consent agenda as presented.

VOTE: Motion passed.

ABSTAIN: P. Fitzsimmons, January 3, 2018 Minutes.

J. Approve December 13, 2017 Executive Session Minutes - A motion was made by P. Fitzsimmons.

MOTION: To approve the December 13, 2017 Executive Session Minutes as presented.

VOTE: Motion passed.

K. Other Business, Old or New – D. Volchok reminded everyone of the Thursday meeting with the bus consultants at 7:30 p.m. in the High School Library. H. Rivers commented that having a permanent HVAC person on board would be helpful to the future capital plan.

L. Adjournment - A motion was made by P. Fitzsimmons.

MOTION: To adjourn.

VOTE: Motion passed by roll call at 9:55 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. Policies |
| 2. Financial Report | 6. Consent Agenda |
| 3. Blizzard Bags, Remote Learning Powerpoint | 7. December 13, 2017 Executive Session Minutes |
| 4. Superintendent Report | |