

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

**Regular School Committee Meeting**

January 4, 2017

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 K. Sherwood, Topsfield  
W. Hodges, Topsfield

MEMBERS ABSENT:

OTHERS PRESENT: K. Lyons, Superintendent J. Giusti and R. Hingston, Giusti & Hingston, Co  
D. Bachelder, Director of Operations Others

- A. **Call to Order** – Chair D. Volchok called the January 4, 2017 Regular School Committee meeting to order at 7:04 p.m. in the Ralph Osgood Presentation Room
- B. **Remarks by the Chair** – D. Volchok announced that the meeting is video and audio taped.
- C. **Comments from the Audience** – None
- E. **Out of Order - FY16 Audit Report**– J. Giusti and R. Hingston, Giusti & Hingston, Co. – J. Giusti and R. Hingston stated that they conduct a financial statement audit and management letter and referred to the table of contents in the financial statement. An overview of the audit was given highlighting the independent auditors report (opinion letter). An overview of the management letter was given stating that there were no material weaknesses or major deficiencies in the internal controls. There were four minor notations associated with recording transactions and record keeping. These issues arose as a result of three extended medical leaves of absence and staff changes. He indicated that the District had good systems in place. In response to D. Volchok’s question, J. Giusti said that the treasurer responsibility was typically in house now. A motion was made by P. Fitzsimmons.  
MOTION: To accept the FY16 Audit Report and Management Letter as written.  
VOTE: Motion passed.
- D. **Staff Analysis Discussion** – D. Volchok stated that the staff analysis was presented at last meeting and that tonight was meant for discussion. Discussion was held regarding present and anticipated future enrollment, that staffing will continue to be an issue, the correlation between teacher/student ratio and SAT scores, future student/teacher ratio - past trends and potential future trends, and looking at possible reductions in High School core subjects. D. Volchok referred to a letter he received from a Boxford resident stating that the it’s a seller’s market with young families moving in to the District and that may have a major impact on education. T. Buono cautioned making drastic changes. K. Lyons is working with HS Principal L. Hodgdon on an analysis of core courses and what will need to run. K. Lyons explained the two types of co-teaching and how the headcount is done and he doesn’t see co-teaching as a focus for reductions. K. Lyons indicated that he will have information about the program of studies in March and that the whole picture needs to be considered. Discussion was held regarding the pros and cons of reductions, the value of teaching 4 classes rather than 5, that reduction in force would not affect special education, just general education, how attaining the goals of vision 2025 would be impacted by a reduction of staff, the need for the best affordable education possible for the Towns, that further enrollment confirmation was needed before making reduction decisions and that the public needed to be informed of what the Committee was thinking. K. Lyons indicated that if incentives for retirement were beneficial, he would approach the Committee.
- F. **Facility Assessment Report** – K. Lyons announced that S. Givens was the point person with Habeeb & Associates, but she couldn’t attend tonight’s meeting. He spoke with D. Volchok and it was determined that an overview focusing on the executive summary would be held tonight. All priority level items were reviewed with associated costs. Discussion was held regarding roofing materials and the benefits of solar heating. Habeeb did not recommend repaving the entire campus due to the astronomical expense and that resealing and restriping would suffice. T. Buono stated that the report was still a draft and that any questions or comments should be directed to K. Lyons. The Budget Subcommittee will meet with Town Selectmen and Finance Committees about telecommunications being a warrant article. A capital strategic plan will be developed once the report is finalized.
- G. **Superintendent Report** – K. Lyons reported on the following: NESDEC enrollment projection, HS Psychology Club Speaker, HS Band and Chorus Performance for Tri-Town Senior Citizens, MS Commendation Celebration on Feb. 1 and that Committee members are invited and should contact K. Lyons if interested in attending.
- H **Report of the Subcommittees** –

1. Budget Subcommittee – T. Buono announced that the next meetings will be on Jan. 11 and Jan. 25. She will send out charge regarding E & D and stabilization uses. The warrant article will be discussed at the Jan. 11<sup>th</sup> meeting. Thirteen (13) warrants were signed since the last meeting.

Payroll Warrant	\$ 696,952.38	Vendor Warrant	\$ 3,291.00	Vendor Warrant	\$ 21,534.23
Vendor Warrant	\$ 447,919.01	Vendor Warrant	\$ 1,251.79	Vendor Warrant	\$ 39.00
Vendor Warrant	\$ 36,237.67	Vendor Warrant	\$ 137.95	Vendor Warrant	\$ 116,866.00
Vendor Warrant	\$ 6,620.25	Vendor Warrant	\$ 2.12	TOTAL	\$ 1,419,656.83
Vendor Warrant	\$ 19,476.52	Vendor Warrant	\$ 69,328.92		

2. Policy Subcommittee – J. Spencer reviewed the changes in policies for the 1<sup>st</sup> reading. Once GCF is approved, Policy GCF-R will be rescinded. The next meeting is January 9<sup>th</sup>.
  - a. Policy GCF, Professional Staff Hiring – 1<sup>st</sup> Reading
  - b. Policy GA, Personnel Goals – 1<sup>st</sup> Reading
  - c. Policy GBA, Equal Opportunity Employment – 1<sup>st</sup> Reading
  - d. Policy GBEB, Gifts to and Solicitations By Staff – 1<sup>st</sup> Reading
  - e. Policy GBEC, Drug-Free Workplace – 1<sup>st</sup> Reading
  - f. Policy GBK, Staff Complaints and Grievances – 1<sup>st</sup> Reading
  - g. Policy GCI, Staff Development, Conferences and Related Activities – 1<sup>st</sup> Reading
  - h. Policy IHAMA, Teaching and Intervention: Alcohol, Tobacco, and Drugs – 1<sup>st</sup> Reading
  - i. Policy JICH, Use, Possession and Distribution of Drugs, Alcoholic Beverages and Inhalants When Under School Control: On-Campus or at School-Related Activities Off Campus – 1<sup>st</sup> Reading
  - j. Policy KDB, District Public Records – 1<sup>st</sup> Reading
  - k. Policy GCG, Part-Time and Substitute Professional Staff Employment - 2nd Reading
  - l. Policy GCH, Professional Staff Orientation - 2nd Reading
  - m. Policy GCI, Staff Development, Conferences and Related Activities – 1<sup>st</sup> Reading
  - n. Policy GCJ, Professional Teacher Status - 2nd Reading - tabled
  - o. Policy GCK, Professional Staff Assignments and Transfers - 2nd Reading - tabled

A motion was made by K. Prentakis.

MOTION: To approve/adopt Policies GCG and GCH as presented.

VOTE: Motion passed unanimously.

3. Community Relations Subcommittee – C. Miller reported on the meeting held tonight and that an article summarizing the facility assessment study will be done, a notice of the public hearing will be in the Tri Town Transcript and primary source will be the topic of the next School Committee column article. Tickets for the Noises Off production will be offered to senior citizens. The next meeting will be February 1<sup>st</sup> at 5:45 in the Administration Building.
4. School Start Time Advisory Committee (STAC) – W. Hodges reported on the December 15<sup>th</sup> meeting that focused on the walking tours feedback. He hopes that the options evaluation criteria and a timeline will be finished by next month. The MASBO consultants report is due at the end of January.
5. Turf Up Masco Update – W. Hodges reported that he and CFO S. Givens met with B. Davidson to discuss the RFP and to confirm that the group was going to fund this.

**I. Old/New Business - None**

**J. Consent Agenda –**

1. Approval of December 14, 2016 Regular School Committee Meeting Minutes
2. Accept \$125 (Ck. # 115) Donation from K. Prentakis to be Used for the Senior Citizen Holiday Concert
3. Warrants \$1,419,656.84 – Thirteen (13) Warrants Signed

A motion was made by P. Fitzsimmons

MOTION: To approve the Consent Agenda as amended (minutes – delete sentence in Item E.

VOTE: Motion passed.

ABSTAIN: K. Sherwood and W. Hodges (Dec. 14, 2016 Minutes)

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

MOTION: To go into Executive Session in accordance with Chapter 30, Section 21a (3) of the General Laws for the purpose of discussing strategy with respect to discussion of MTA Salary Guide B Request whereas discussing this in open session might have a detrimental effect on the bargaining position of the School Committee. The MTA Representatives and the MTA Legal Representative were invited to attend the Executive Session. The Committee will not return to open session.

VOTE: Motion passed by roll call at 9:50 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:

1. Agenda
2. Staff Analysis Report
3. FY 16 Audit Report
4. Superintendent Report
5. Policies for 1<sup>st</sup> and 2<sup>nd</sup> Reading
6. Consent Agenda