

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

**Regular School Committee Meeting**

March 1, 2017

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

MEMBERS ABSENT: A. Pascucci, Middleton

OTHERS PRESENT: K. Lyons, Superintendent S. Givens, CFO  
 L. Hodgdon, HS Principal D. Flaherty, MS Principal  
 P. Bullard, Director of Pupil Personnel N. Hartmann, Dir. Auxiliary Program Glen Urquhart

A. **Call to Order** – Chair D. Volchok called the March 1, 2017 Regular School Committee meeting to order at 7:07 p.m. in the Ralph Osgood Presentation Room. The meeting is video and audio taped.

B. **Remarks by the Chair** – D. Volchok

C. **Comments from the Audience** – None

D. **Approval of Glen Urquhart School Use of Parking Lot Request for Bus Pickup and Drop Off from June to August, 2017 (after school ends and before the school year starts)** – N. Hartmann, Director, Auxiliary Programs – N. Hartmann indicated that the school was revitalizing the day camp program and expanding their demographics. A background of the program, the parameters of the present program, the program policies and an overview of the use of the Masconomet parking lot request was given. A motion was made by K. Prentakis.

MOTION: To approve the request from Glen Urquhart School to use the parking lot for bus pickup and drop off from June to August 2017 (after school ends and before the school year starts) at a cost of \$5 per student per week - location to be determined.

VOTE: Motion passed.

E. **Superintendent Report** – K. Lyons reported that he has been working on calendar alignment with the Tri Town School Union and he was looking for feedback from the Committee on a 2-hour delayed opening instead of early release days on Feb. 5 and March 5, 2018 for professional development. Discussion was held regarding the pros and cons of this idea. A motion by P. Fitzsimmons.

MOTION: Move to implement delayed openings (2-hour) on Feb. 5, and March 5, 2018 as a pilot for the 2017/2018 school year for professional development days.

VOTE: Motion passed unanimously.

K. Lyons reported on the Essex Heritage and Showcase of Masco High School Students Work and the Emergency Dispensing Site Planning which will be presented by the Health Agents to the Committee at the March 15<sup>th</sup> meeting.

F. **Report of the Subcommittees** –

1. **Budget Subcommittee** – T. Buono – Nine (9) warrants signed since last meeting.

Payroll Warrant \$	702,859.84	Vendor Warrant \$	70,030.82
Vendor Warrant \$	1,235.97	Vendor Warrant \$	4,268.00
Vendor Warrant \$	181.82	Vendor Warrant \$	36,965.97
Vendor Warrant \$	5,036.84	Vendor Warrant \$	<u>384,379.23</u>
Vendor Warrant \$	611.97	<b>TOTAL \$</b>	<b>\$ 1,205,570.46</b>

2. **Policy Subcommittee** – J. Spencer reviewed the 3 policies up for 2<sup>nd</sup> reading.

- a. Policy EBC, Emergency Plans - 2<sup>nd</sup> Reading
- b. Policy JJIF, Concussion Management – 2<sup>nd</sup> Reading
- c. Policy JJIF-R, Concussion Management Procedures – 2<sup>nd</sup> Reading

A motion was made by J. Spencer.

MOTION: To approve/adopt Policies EBC, Emergency Plans, JJIF, Concussion Management and JJIF-R, Concussion Management Procedures as presented.

VOTE: Motion passed unanimously.

3. **Community Relations Subcommittee** – C. Miller reported that the meeting held earlier this evening focused on expanding information for parents on the website, mid-April to late-April communication of the budget and the warrant article with the community. The next meeting will be on March 29<sup>th</sup> at 6:00 p.m.

4. School Start Time Advisory Committee (STAC) – W. Hodges reported that there is a meeting scheduled for March 2<sup>nd</sup> at 3:30, that work with the transportation consultant on the draft report is ongoing, that a draft letter to parents and community members particularly about the survey on the 6 options is being developed, and that a community forum date and speakers is in the planning stages. Discussion was held regarding whether the transportation consultant draft report was a public record.
5. Turf Up Masco Update – W. Hodges – No report.

**G. Old/New Business** – None

**H. Consent Agenda**

1. Approve Request for Students to Attend Overnight MA Music Educators Convention/All State Chorus Festival in March 2017
2. Approve Facilities Use Request from Special Education Advisory Council (SEPAC) for Gym, Large Café, Small Café and Faculty Café for Tri-Town Carnival - removed
3. Warrants \$1,082,875.01 – Ten (10) Warrants Signed

A motion was made by K. Prentakis.

MOTION: To approve the Consent Agenda with Item #2 removed.

VOTE: Motion passed unanimously.

Item #2 – SEPAC Carnival is partnering with a bike ride and the group is looking for more volunteers. A motion was made by T. Buono.

MOTION: Move to approve Item #2.

VOTE: Motion passed unanimously.

- I. FY18 Budget Deliberation** –T. Buono proposed that K. Lyons, L. Hodgdon and P. Bullard address the following: the organization chart, nursing, class size and guidance. K. Lyons reviewed the changes in the organization chart/functional areas. An overview of the job descriptions of the recommended title change positions was given and a comparison of these job descriptions to the Tri-Town School Union positions was given. Discussion was held regarding the reporting on the organization chart, the need to add “Crisis Planning” to the Directory of Security title in organization chart, and whether the position name change should be in the budget as it doesn’t impact the budget.

The High School class size summary table with guidance removed was reviewed by L. Hodgdon. Discussion was held regarding the projections and the actuals and the purpose/value of the report. K. Lyons stated that the data supports the reduction in staff and that there was a need to rely on the judgment of the Principals in regard to staffing.

P. Bullard reviewed the High School and Middle School nurse to student ratio, the guidelines, the recommended ratios, FTEs, and the collaboration in place for supporting high need students. A review of the Health Services Staff Progression for a 12 year period was given along with what cannot be accomplished by the health services staff. K. Lyons gave an overview of the role of the RNs used at Masconomet and indicated that Director of Guidance I. Duros indicated that she would be adding a nurse in the 5-year plan. A discussion was held regarding the pros and cons of having an integrated health center, incorporating the wellness center concept along with how it could be developed/constructed in the scope of the strategic plan,. P. Bullard gave an overview of the student/counselor ratio, the varied needs of the students, the school counseling program being instituted, the guidance counselors providing not only academic skill support but also individual student support and system support, the counselors’ multifaceted role, the comps in regard to per pupil cost in guidance, and the department’s turnover for the last five years.

T. Buono distributed the compilation of questions and information requests and the staff analysis by FTE which the Committee was asked to review for the next meeting on March 8.

- J. Adjournment** - A motion was made by T. Buono

MOTION: To adjourn.

VOTE: Motion passed at 9:45 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. Consent Agenda
3. Compilation of Questions and Information Requests and FTE Staff Analysis