

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

Regular School Committee Meeting

November 2, 2016

MEMBERS PRESENT: D. Volchok, Chair, Boxford T. Buono, Vice Chair, Middleton
C. Miller, Boxford L. Richards, Middleton arr. 6:50
K. Prentakis, Middleton P. Fitzsimmons, Boxford
J. Spencer, Topsfield W. Hodges, Topsfield

MEMBERS ABSENT: A. Pascucci, Middleton H. Rivers, Boxford
K. Sherwood, Topsfield

OTHERS PRESENT: K. Lyons, Superintendent S. Givens, CFO
P. Bampos, Middleton Resident

- A. **Call to Order** – Chair D. Volchok called the November 2, 2016 Regular School Committee meeting to order at 7:00 p.m. in the Ralph Osgood Presentation Room
- B. **Remarks by the Chair** – D. Volchok announced that the meeting the meeting is video and audio taped.
- C. **Comments from the Audience** – Middleton parent P. Bampos read the letter she sent to the Tri Town Transcript editor during the summer regarding the Class of 2016 gift to Masconomet. D. Volchok stated that he wasn't able to answer her question regarding determination of class gifts before he spoke with the principal. In response to her question asking why the Committee accepted funds from students for the digital sign, but not from PAC, D. Volchok and K. Lyons indicated that the PAC donation had some conditions associated with it. K. Lyons stated that all of the donations for the sign were given by graduating classes and the alumni association. K. Lyons shared that class gifts vary from year to year such as the gift for the TV Studio upgrade. The Committee doesn't direct how the class chooses to use their funds. S. Givens indicated that in order for the withdrawal of funds from the student activity fund, the class president and treasurer along with the class advisor need to sign for the request. It is the student government's responsibility to make the decision of the class gift and how the funds are used, not the School Committee. Class Officers represent their class. P. Fitzsimmons stated that she should contact the class officers in regard to how the gift decision was made. The digital sign will be used for student events and educational information. P. Bampos asked about minutes and indicated that the student government should be informed to take minutes of their meetings if they are not already taking them. P. Bampos cited Chapter 71, Section 37A in regard to accepting gifts for educational purposes and suggested that the Gift Policy should be reviewed by the subcommittee.
- F. **Chief Financial Officer Report** – S. Givens, CFO
1. October 1, 2016 Enrollment Report – S. Givens reported that the enrollment numbers that appeared in the report were the official numbers used to calculate town assessments. The October 1, 2016 enrollment will be used to calculate the FY18 assessments. The enrollment percentages shift between towns each year depended on the number of students enrolled at Masconomet as of October 1 from each town. She stated that for FY18, the assessment percentages would increase by .10% for Boxford, .27% for Topsfield and will decrease by .37% for Middleton. The information will be posted on Masco's website and town officials will be notified by email. Discussion was held regarding town trends for this year and in next few years. The breakdown by town and grade will be sent to committee tomorrow.
 2. Request for STAC Transportation Consultant Funding – S. Givens stated that the STAC Committee has been reviewing options for making adjustments to school start times. To understand the impact and viability of these options, a transportation study must be conducted. She indicated that the Tri-Town Elementary schools have agreed to share the cost of the study with Masconomet. To proceed, the Committee must appropriate funds for this purpose. A motion was made by P. Fitzsimmons.
MOTION: To appropriate \$4,000 from unencumbered free balances available in the FY17 general fund operating budget to pay for a transportation options evaluation.
DISCUSSION: J. Spencer stated that the bus company has conducted a route analysis previously with W. Hodges stating that the bus company has done a good job, but that an objective study needed to be done. Discussion was held regarding the need to increase the appropriation amount. A motion to amend the motion was made by P. Fitzsimmons.
AMENDED MOTION: To appropriate up to \$5,000 from unencumbered free balances available in the FY17 general fund operating budget to pay for a transportation options evaluation study.
VOTE: Motion passed unanimously.
 3. Request for Student Activity Account for Tennis Club – S. Givens stated that the the Tennis Program of America club was seeking permission to set-up an account in the student activity fund at the high school to deposit proceeds from donations and fund raising activities that can be used to support the Tennis Team activities. A motion was made by K. Prentakis.
MOTION: To approve the establishment of an account for the Tennis program in the High School Student Activity Fund in accordance with the provisions of Massachusetts General Laws Chapter 71, Section 47 as amended by Chapter 66 of the Acts of 1996.
VOTE: Motion passed unanimously.
 4. Request to Run Middle School Newspaper Below Minimum Participation Requirement – S. Givens stated that the fall registration data was included in her report. Winter and spring estimates were based on last year's actual

enrollments. Several clubs have not reached their minimum participation requirements and the administration would like the Committee to consider allowing these clubs to run this year below the minimum. The Robotics Club and the Women Gender Studies Club did not have sufficient interest to run this year. She indicated that the Co-curricular and Athletic Participation reports were included with her report. Discussion was held regarding lack of interest in the Robotics Club. S. gGvens indicated that the club had run for 3 years with great enthusiasm, but the advisor couldn't continue advising the club. The STEM program has projects similar to ones done by the robotics club and that could account for some of this year's lack of interest. K. Lyons hopes that there will be renewed interest in the club. K. Lyons indicated that there will be a Gender Studies course this spring. A motion was made by J. Spencer.

- MOTION: To waive the minimum participation requirements for the Middle School Newspaper Club, the High School American Sign Language Club and the Photography Club for the FY17 school year.
 VOTE: Motion passed unanimously.

D. Evaluation of Superintendent – D. Volchok stated that there was 100% member participation in the process. The evaluation was reviewed, an overview of the goals/standards and Committee evaluation results were given. The Committee comments were shared. The majority of the Committee rated the Superintendent proficient in all standards. Discussion was held indicating that there were no options between proficient and exemplary which caused frustration with the form and document and the parameters of the evaluation form. C. Miller stated that the Superintendent set high standards for himself and that she appreciated that. D. Volchok stated that a long-term succession plan (5 years out) needed to be looked at in regard to the administrative office needs. K. Lyons stated that the evaluation indicated confidence in him from the Committee and that working with the Committee has been a great experience and he feels like it's a partnership. The Need Improvement areas will be addressed. The evaluation is a public document and can be requested at the Central Office.

E. Approval of Appendix D Teacher Evaluation Language – K. Lyons requested that the Committee approve the evaluation language that was developed and approved by teachers and the administrators. The Educator Evaluation Committee was asked to overhaul the system and process. K. Lyons shared that intense coaching and class visits promoted good teachers. K. Lyons gave an overview of the evaluation system, the increased number of tiers and didn't eliminate accountability and values experience. An explanation of positive feedback visits was given. Discussion was held regarding the old evaluation system and the proposed new teacher evaluation language. W. Hodges indicated that it appeared that the new system would achieve a more trusting environment. A review of all five tiers was given, along with an overview of the definitions, the evaluation cycle and the timelines. K. Prentakis suggested working on clearer wording in future changes so the public can understand easily. A motion was made by J. Spencer.

- MOTION: To approve Appendix D Teacher Evaluation language as presented.
 VOTE: Motion passed unanimously.

G. Superintendent Report – K. Lyons reported on Evaluation criteria for digital learning at Masco. Discussion was held regarding evaluating the program to assess if it was meaningful to students and the need to get conclusive data that the program was educationally beneficial. The hiring status of the business office and technology was given indicating that the accountant, administrative assistant to CFO, and network administrator positions were filled with the technology technician position unfilled. K. Lyons reported that Proctor School had 4 students enrolled at St. John's Prep for Grade 6 this year and 2 students enrolled at Brookwood School, while Spofford Pond had 3 students enrolled at St. John's Prep. Howe-Manning had no students attending private school for 6th grade. K. Lyons reported on the following: the Foreign Language National Honor Society induction on Oct. 24, the High School musical *Carrie*, early release day sessions, the completed coordinated program review that would have no budget implications for FY18, and the North Shore Special Education Fair held tonight.

H. Relay For Life Request for June 2017 – K. Lyons indicated that reconstruction of the football field was going to be done this spring. He requested that the Committee table action on the Cancer Society request pending a further review by him and other staff regarding the level of risk to the renovation project and the exact timing. He has communicated with the cancer society to look for an alternative venue for this year just in case. He would like to defer a decision to December or early January. The Fair Grounds might be a good alternative site. Other space on campus did not appear to be conducive for the event.

I. Report of the Subcommittees –

1. **Budget Subcommittee** – T. Buono stated that the next meeting is Wednesday, Nov. 9 and that agenda items should be sent to her.

Payroll Warrant	\$	50,823.17	Vendor Warrant	\$	820,300.78
Vendor Warrant	\$	659,055.23	Vendor Warrant	\$	21,855.85
Payroll Warrant	\$	652,066.04	Vendor Warrant	\$	11,964.08
Vendor Warrant	\$	109,306.04	Vendor Warrant	\$	67,694.58
Vendor Warrant	\$	3,041.38	Vendor Warrant	\$	93,595.42
Vendor Warrant	\$	12,470.55	Vendor Warrant	\$	1,256.11
Vendor Warrant	\$	7,020.00	Vendor Warrant	\$	89,736.31
Vendor Warrant	\$	1.94	Vendor Warrant	\$	<u>42,991.30</u>
Vendor Warrant	\$	67,138.25	TOTAL	\$	2,710,317.03

2. **Policy Subcommittee** – J. Spencer

a. Policy ADDB-R CORI Screening For Challenge Courses – K. Lyons requested an emergency approval for this policy as the course cannot be held until the policy is approved. A motion was made by J. Spencer.

- MOTION: To approve/adopt Policy ADDB-R CORI Screening for Challenge Courses, under special provision policy.
 VOTE: Motion approved.
 ABSTAIN: T. Buono

- b. Policy JK Student Discipline – 1st Reading
- c. Policy JLF Reporting Child Abuse – 1st Reading
- d. Policy JQ Student Fees, Fines, and Charges – 1st Reading
- e. Policy GBD School Committee/Staff Communications – 1st Reading
- f. Policy GBEB Staff Conduct – 1st Reading
- g. Policy GBEBB Teacher/Staff Student Relations – 1st Reading
- h. Policy GBGB Staff Personnel Health and Safety – 1st Reading
- i. Policy GBI Staff Participation in Political Activities – 1st Reading
- j. Policy GBJ Personnel Records – 1st Reading
- k. Policy GCA Professional Staff Positions– 1st Reading
- l. Policy GCB Contracts and Compensation Plans– 1st Reading
- m. Policy GCC Professional Staff Leaves and Absences– 1st Reading
- n. Policy GCD Professional Staff Vacation and Holidays – 1st Reading
- o. Policy GCE Professional Staff Recruiting/Posting of Vacancies– 1st Reading
- p. Policy JFAAA Evidence of Residency/Guardianship – 2nd Reading
- q. Policy JK-R1 Student Discipline Guidelines – 2nd Reading
- r. Policy JK-R2 Suspension and Expulsion – 2nd Reading
- s. Policy JK-R3 Student Discipline and Students with Disabilities – 2nd Reading

A motion was made by P. Fitzsimmons

MOTION: To approve/adopt Policy JFAAA Evidence of Residency/Guardianship as amended

VOTE: Motion passed unanimously.

A motion was made by P. Fitzsimmons

MOTION: To approve/adopt Policy JK-R1 Student Discipline Guidelines as amended

VOTE: Motion passed unanimously.

A motion was made by K. Prentakis

MOTION: To approve/adopt Policy JK-R2 Suspension and Expulsion as amended

VOTE: Motion passed unanimously.

A motion was made by K. Prentakis

MOTION: To approve/adopt Policy JK-R3 Student Discipline and Students with Disabilities as amended.

VOTE: Motion passed unanimously.

3. Community Relations Subcommittee – C. Miller stated that the communication guide for parents might be called Problem Solver and Communications Quick Reference Guide, which can be adjusted as needed and will be promoted for parents. Teachers M. Butler and P. Wilson attended the subcommittee meeting and brainstormed with the members about handbooks for new parents and another handbook with the nuts and bolts for parents. The next meeting is scheduled for Nov. 16th at 5:45 p.m. The next Tri-Town Transcript article will be happening soon.

4. School Start Time Advisory Committee – W. Hodges reported that he attended the Umbrella Group meeting this morning where the conversation focused on school start time and homework. The group felt that the homework issue needed to be looked at sooner rather than later. K. Lyons stated that R. Schonewald's AP Statistics class identified homework as highly relevant and a pressure point. A homework survey will be conducted. The Options Development Group has gone as far as it can for now. The consultant group will help develop options. W. Hodges drafted a status update letter to send out to parents with a status update. Faculty listening tours will be starting next week. Monday, Nov. 7th, the elementary school faculty will be at Masco to hear about the progress to date and on 14th. Masco staff and Tri-Town elementary staff will hear a presentation on the progress and the 4 options that currently exist. K. Lyons strongly encouraged the committee to attend the presentations. Next meetings will be on Nov. 15th and Dec. 15th.

5. Turf Up Masco Update – W. Hodges – No report.

J. Old/New Business – None

K. Consent Agenda –

1. Approve July 20, 2016 Regular School Committee Meeting Minutes
2. Approve August 20, 2016 Regular School Committee Meeting Minutes
3. Approve August 20, 2016 School Committee Retreat Meeting Minutes - Removed
4. Approve September 7, 2016 Regular School Committee Meeting Minutes
5. Approve September 21, 2016 Regular School Committee Meeting Minutes
6. Approve October 19, 2016 Regular School Committee Meeting Minutes
7. Accept GE STAR Award for \$500.00 (Ck. # 008334) for English Teacher T. Trevenen
8. Warrants \$2,710,317.03 – Seventeen (17) Warrants Signed

D. Volchok stated that MOU presented at the August 20, 2016 was part of the agenda detail.

A motion was made by T. Buono with Item # 3 removed.

MOTION: To approve the Consent Agenda as amended.

VOTE: Motion passed unanimously.

Item # 3 – C. Miller asked that the following be added to the August 20, 2016 School Committee Retreat Meeting Minutes in Item C. Communication: Enhancing parent, community and School communication was going to be the focus and goal of the subcommittee.

A motion was made by K. Prentakis

MOTION: To approve Aug. 20 retreat minutes as amended.

VOTE: Motion passed.

L. Approval of Executive Session Minutes –

- a. July 20, 2016 Executive Session Minutes
- b. August 20, 2016 Executive Session Minutes

A motion was made by P. Fitzsimmons.

MOTION: To approve the Executive Session Minutes as presented.

VOTE: Motion passed

M. Adjournment & Executive Session (Discussion of Option B Salary Guide Requests) – 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 MTA Option B Salary Guide Requests, whereas discussing this in open session might have a detrimental effect on the bargaining position of the School Committee. The Committee will not return to open session.

VOTE: Motion passed by roll call at 10:15 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. Superintendent Evaluation
3. Appendix D Teacher Evaluation Language
4. Relay for Life Request
5. Policies for 1st Reading
6. Policies for 2nd Reading
7. Superintendent Report
8. Consent Agenda
9. Executive Session Minutes