

MASCONOMET REGIONAL SCHOOL COMMITTEE  
Regular School Committee Meeting  
September 7, 2016

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

MEMBERS ABSENT: K. Sherwood, Topsfield

OTHERS PRESENT: K. Lyons, Superintendent S. Givens, CFO  
D. Flaherty, MS Principal L. Hodgdon, MS Principal  
P. Bullard, Director PPS S. Dearborn, President MTA  
C. Fay, President PIC S. Callahan, SAB

- A. **Call To Order** – Chair D. Volchok called the meeting to order on Wednesday, September 7, 2016 at 7:03 p. m. in the High School STEAM Lab. The meeting is audio and video taped.
- B. **Remarks by the Chair** – D. Volchok announced that the meeting was being held in the STEAM Lab which is a new room in the High School and is not the usual meeting space for the Committee .
- C. **Comments from the Audience** – High School Principal L. Hodgdon announced that invitations for the STEAM Lab ribbon cutting on Sept. 22 will be sent out shortly.
- D. **Masconomet Teacher FY17-FY19 Agreement** – The Negotiation Team worked with the Masco Teachers Association over the summer to negotiate a new contract. The official signing was done by S. Dearborn, C. Fay, J. Spencer and D. Volchok
- E. **College Admissions Class of 2016 Report** – I. Duros, Director of Guidance reported on College & Career Readiness, parent programs, the key factors for college acceptance, and National and Masconomet trends. Senior Parents Night is scheduled for Sept. 15<sup>th</sup>. I. Duros indicated that there will be a more systematic process in regard to alumni tracking. In the future
- F. **Sleep Research Presentation** – H. Rivers announced Dr. Owen’s speaking engagement n Sept. 27<sup>th</sup> and shared 3 documents regarding sleep research she has conducted. A presentation was given by H. Rivers highlighting the recent research on adolescent sleep, the American Academy of Pediatrics Policy Statement regarding School Start Times for Adolescents, the benefits of later school start times and the different sleep patterns of adults and adolescents. An exercise in understanding sleep and adolescent sleep needs was taken by the Committee with H. Rivers explaining the different aspects of sleep.
- G. **Reorganization of IT Department** - S. Givens, CFO and S. Goodman, MIS Director – K. Lyons shared he had received an intent to retire from Technology Technician J. Morse who will be leaving in October. A replacement strategy consideration within the present budget was presented by S. Givens, CFO and S. Goodman, MIS Director. The history of the IT restructure done in 2007, the fact that the technology initiatives since then have created a much more complex operation and a review of the present structure of MIS was given. S. Goodman reviewed the proposed restructure highlighting the changes and benefits of the changes and indicating that the restructure would not impact the budget. A motion was made by J. Spencer.
- MOTION: To approve the IT Department restructuring proposal to add a Network Administrator position and shift the DL Help Desk position to a part-time, day technician position.
- VOTE: Motion passed unanimously.
- H. **Superintendent Report** – K. Lyons thanked the Masconomet Education Foundation for their gift of \$300,000 that funded the STEM room reconstruction and for equipment in both the Middle School and High School. He recognized L. Bermudez, the driving force, who visualized the grant to fund the lab. D. Batchelder and S. Givens were recognized for the subcontracting and C. Nicoll for his construction skill and efforts. S. Goodman and his team were recognized for the technology aspects of the lab. K. Lyons reported on the following: Grade 7 and Grade 9 Orientations, opening day for all students on Tuesday went well, the new Administrators’ Training, the New Teacher Orientation, Opening Day for Staff, Middle School Open House on September 8<sup>th</sup>, the ribbon cutting of the STEAM lab on Sept. 22<sup>nd</sup>, Life is Good: A Community Read, the start-up of the 1:1 Device Program, the Masconomet Readiness Meeting on Sept. 7<sup>th</sup>, the three international students enrolled (one grade 10 and two grade 12 diploma students). K. Lyons shared that Business Manager S. Sutherland has announced her intent to resign and will be going to another district. K. Lyons indicated that the opening would be posted as an accountant position with some expanded responsibilities with a salary range of \$68,000-\$78,000. A motion was made by J. Spencer.
- MOTION: To approve and support administrative recommendation to appoint an accountant in the range of \$68,000 to \$78,000 per year.

DISCUSSION: In response to W. Hodges question, S. Givens indicated that the Assistant in the Central Office has been trained in many of the aspects of the Accountant position and can cover until a new accountant is hired. S. Sutherland will complete the end-of-year report before she leaves.

VOTE: Motion passed unanimously.

#### **I. Report of the Subcommittees**

1. Budget Subcommittee – T. Buono – Fourteen (14) warrants were signed since the last meeting.

Payroll Warrant	\$	139,059.15	Vendor Warrant	\$	31,184.93
Payroll Warrant	\$	121,620.68	Vendor Warrant	\$	1,100.00
Vendor Warrant	\$	505,725.00	Vendor Warrant	\$	4,922.37
Vendor Warrant	\$	43,331.61	Vendor Warrant	\$	7,369.72
Vendor Warrant	\$	4,128.67	Vendor Warrant	\$	45.00
Vendor Warrant	\$	4,860.55	Vendor Warrant	\$	6,474.26
Vendor Warrant	\$	20,731.43	<b>TOTAL \$</b>		<b>893,408.70</b>
Vendor Warrant	\$	2,855.33			

T. Buono indicated that she would meet with the CFO and the Superintendent before the budget calendar is finalized. The draft budget priorities that were discussed and developed during the Committee Retreat were reviewed. A motion was made by J. Spencer.

MOTION: To adopt the 2017-2018 Budget Priorities as presented.

VOTE: Motion passed

OPPOSED: K. Prentakis

The next subcommittee meeting will be on Sept. 14<sup>th</sup> in the Central Office.

2. Policy Subcommittee – J. Spencer reported that the subcommittee met on September 6 and worked on Section J, Section G, and Section, K. He indicated that Policy IJNDB, Digital Resource Policy needed to be reviewed and revised with input from various constituencies. They hope to have the policy ready for adoption by the spring. There will be a discussion about community service at one of the Committee meetings in the future

3. Community Relations Subcommittee – C. Miller reported on the meeting held tonight indicating that goals were formalized and that the one of the goals was to improve parent/community and staff communication. A discussion was held regarding the development of parent communication guidelines, possibly a parent handbook for new parents and to continue the Tri Town Transcript School Committee corner

4. School Start Time Advisory Committee – W. Hodges shared that work has continued over the last month and that the survey results were put together. A table will be set up at both the Middle School and High School Open Houses for attendees to stop by for discussion and to receive information. K. Lyons will lead Option Development. A survey will be developed after the options are selected. The hope is for a recommendation to be made in the winter. Dr. Owen will speak on September 27<sup>th</sup> to both the Committee and the public and a forum to discuss survey results is scheduled for October 4<sup>th</sup> in the High School Library.

5. Turf Up Masco Update – W. Hodges stated that the RFP for consultation on the feasibility of the turf project didn't receive any responses. S. Givens contacted two vendors and was told that the scope was very broad and involved business modeling and they felt they couldn't do both. Next steps need to be determined. Masconomet is not putting in turf fields at this time.

#### **J. Old/New Business – None**

#### **K. Consent Agenda**

1. Approval of June 8, 2016 Regular School Committee Meeting Minutes

2. Approval of June 22, 2016 Regular School Committee Meeting Minutes

3. Warrants \$1,469,037.12 – Seven (7) Warrants Signed

A motion was made by J. Spencer.

MOTION: To approve the Consent Agenda as amended (correct spelling of D. Volchok under Old business June 8 Minutes)

VOTE: Motion passed.

ABSTAIN: A. Pascucci, June 22, 2016 Minutes

#### **L. Approval of Executive Session Minutes**

1. June 8, 2016 Executive Session Minutes

2. June 22, 2016 Executive Session Minutes

A motion was made by J. Spencer

MOTION: To approve the Executive Session Minutes (June 8 and June 22, 2016 as presented).

VOTE: Motion passed

ABSTAIN: A. Pascucci, June 22, 2016 Executive Session Minutes

#### **M. Declassification of Executive Session Minutes**

- a. May 8, 2013, June 12, 2013, June 26, 2013, February 12, 2014, April 7, 2014, April 2, 2014, April 9, 2014, April 30, 2014, May 19, 2014, June 11, 2014, June 25, 2014, December 3, 2014, December 17, 2014, February 25, 2015, March 18, 2015, April 15, 2015, May 20, 2015, June 10, 2015, June 24, 2015

A motion was made by J. Spencer.

MOTION: To declassify the Executive Session Minutes as presented.

VOTE: Motion passed unanimously.

N. **Adjournment** – A motion was made by J. Spencer.

MOTION: To adjourn.

VOTE: Motion passed 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. College Admission Power Point
3. Sleep Research Documents
4. IT Department Reorganization
5. Superintendent Report
6. Executive Session Minutes