

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

**Regular School Committee Meeting**

June 21, 2017

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

MEMBERS ABSENT: A. Pascucci, Middleton

OTHERS PRESENT: K. Lyons, Superintendent S. Givens, CFO  
P. Delani, HS Principal D. Flaherty, MS Principal  
P. Bullard, Dir. Student Services R. O’Keefe, Music Department Head  
T. Murphy, Youth Orchestra J. Dolan, Youth Orchestra Director  
Others

- A. **Call to Order** – Chair D. Volchok called the June 21, 2017 Regular School Committee meeting to order at 7:04 p.m. in the Middle School Library. The meeting is video and audio taped.
- B. **Remarks by the Chair** – D. Volchok – No remarks.
- C. **Comments from the Audience** – No comments
- D. **Comments from SAB** - None
- E. **Comments from the Principals** – **Middle School Principal D. Flaherty** reported on the following: Life is Good Interviews, end of the year activities, National Junior Honor Society, Science Fair, Masco Millions, Summer reading and a student created math video. A Middle School Improvement Plan update was given by D. Flaherty who referenced the highpoints indicating that the majority of the goals were accomplished.
1. 2017-2018 Student Handbook Changes – Middle School Principal D. Flaherty reviewed the proposed changes to 2017-2018 student handbook highlighting the Gay Straight Alliance description. She will contact the High School to maintain consistency in the club name. If any Committee members would like to see the complete handbook, they should contact the Superintendent. The handbook will be completed by the beginning of August. In response to W. Hodges’ question, D. Flaherty stated that the handbook is available online and that students and parents signoff on the hard copy. Discussion was held regarding having the handbook signoff being done electronically. **High School Principal P. Delani** reported on the following: the successful graduation, STEM MCAS exams for freshmen, successful Spring Athletic season, music highlights, new peer leaders selected and their first training day, the Class Advisors and the Principal’s decision to reinstate the senior prom for the Class of 2019, coaches summit, pre-season parent/coaches/administration meetings under development, final exams completed on June 20<sup>th</sup>, teachers last day on June 21<sup>st</sup>. All the teachers and support staff were recognized for their hard work and professionalism. The High School Improvement goals and accomplishments were reviewed.
1. 2017-2018 Student Handbook Changes - High School Principal P. Delani reviewed the proposed changes to the 2017-2018 Student Handbook. Questions regarding proposed changes were answered and discussed. It was determined that “locker fee” should be changed to “locker replacement cost.” A motion was made by P. Fitzsimmons.
- MOTION: To accept the 2017-2018 proposed Student Handbook Changes with the changes (language around dress code and locker fee) as discussed.
- VOTE: Motion passed unanimously.
- F. **Northeast Massachusetts Youth Orchestra (NMYO) Fee Waiver Request for Use of Masconomet Facilities** – T. Murphy, Executive Director, J. Dolan, Music Director and Conductor and Masco Music Director R. O’Keefe - T. Murphy gave an overview of the history of NMYO, the organization now and its relationship with Masco stating that the group has collaborated with Masco since 1992. She reviewed the mission of the organization, the benefits to both NMYO and students, the high level program offered to families, the tuition charged (\$525 to \$800 depending on ensemble and how long rehearsal is), that the tuition covers 60% of the budget with the remaining covered through grants, fundraisers and donations, that financial assistance is provided to families as needed, that all youth orchestras in this area rehearse rent free at facilities, and that all funds are put back into the program. She stated that the Facility Rental form was never submitted in the past and that the facility coordinator was just contacted. Discussion was held regarding the fee for the year (\$28,000), that \$500 had been given yearly to the music boosters as a donation in the past, the possibility of transitioning payment of the fee over the next 2 or 3 years, the academic portion of the program, other area programs, that the lack of an orchestra at Masco was alleviated by having the NMYO option for students, receiving credit for the program without approval by the School Committee, and the benefits of the program. W. Hodges commented that the Budget Subcommittee may need to take another look at facility use and

that perhaps the practices put in place recently may not have been as beneficial as anticipated. P. Fitzsimmons shared her concerns regarding Tri-Town kids paying the full fee and granting fee waivers to groups that are not solely comprised of Tri-Town kids. She indicated that fairness for all groups was the mission of the task force. J. Spencer stated that a complete waiver was not appropriate but that the group was an important contributor to the culture of the community. L. Richards stated that the main goal was to offer opportunities to students in the community and that there should be a way to negotiate the fee structure. K. Prentakis proposed that the group transition to the full fee over the next 3 to 5 years charging \$5,000 for the first year to the full fee over the period determined. A motion was made by P. Fitzsimmons.

MOTION: To approve the Northeast MA Youth Orchestras Fee Waiver Request for the use of Masconomet Facilities with the following parameters, 25% of the fee the first year, 50% the second year, 75% third year, 100 % fourth year.

DISCUSSION: K. Sherwood asked if the orchestra could be a cocurricular activity charging students a fee and paying an advisor a stipend. An amendment to the motion was made by K. Prentakis.

AMENDMENT: To have the first year fee be \$5,000, 50% the second year, 75% third year, 100 % fourth year.

VOTE: The amendment to the motion passed.

OPPOSED: K. Sherwood and H. Rivers

MOTION: To approve the Northeast MA Youth Orchestras Fee Waiver Request for the use of Masconomet Facilities with the following parameters, \$5,000 fee the first year, 50% the second year, 75% third year, 100 % fourth year.

VOTE: Motion passed.

OPPOSED: K. Sherwood and L. Richards

The Committee will try to contact the Youth Orchestra group after the fee schedule is reviewed.

**G. Facility Fee Waiver Request From Spaulding Rehabilitation Centers to Run Summer ACL Prevention Conditioning Camp for Athletes At Masconomet Summer 2017** – Discussion was held regarding the fee waiver request, that the camp would have 12 to 15 athletes participating, and that the District works with Spaulding Rehab. A motion was made by P. Fitzsimmons.

MOTION: To approve the fee waiver request by Spaulding Rehabilitation to run the Summer ACL Prevention Conditioning Camp for Masconomet student athletes at Masconomet during the summer 2017.

VOTE: Motion as presented.

**N. Out of Order - Other Business, Old or New** - The Middleton American Legion requested a waiver for this year. A motion was made by P. Fitzsimmons.

MOTION: To have them pay \$75 for one game.

DISCUSSION: Waiver requests should be made one month before the rental.

VOTE: Motion passed

OPPOSED: K. Prentakis and H. Rivers

It was determined that a discussion about waivers and the process will be on the agenda for the next meeting.

**H. Athletic Survey Results** – High School Principal P. Delani & Superintendent K. Lyons – P. Delani acknowledged J. Daileanes for his work on creating and conducting the survey. P. Delani gave an overview of the questionnaire survey, the responses, and the next steps.

**I. Financial Report** – S. Givens, Assistant Superintendent for Finance and Operations

1. Approval of Auditor Contract - S. Givens referred to the minutes of the Budget Subcommittee indicating the subcommittee's recommendation to remain with the present District auditor. A motion was made by P. Fitzsimmons.

MOTION: To authorize the Assistant Superintendent for Finance and Operations to sign a two year Letter of Engagement with Giusti, Hingston & Co. to perform all FY17 and FY18 audits.

VOTE: Motion passed unanimously.

2. Fund Transfers

- a. Safety and Security Capital Project Fund Approval and Contribution - A motion was made by J. Spencer.

MOTION: To create a capital project fund title "FY18 Safety and Security Projects" and appropriate \$150,000 from the stabilization fund for the District's contribution to the project.

VOTE: Motion passed unanimously.

- b. Entryway Replacement - A motion was made by J. Spencer.

MOTION: To create a capital project fund titled "Exterior Entryway Project" and appropriate \$25,000 from the stabilization fund to fund the replacement of the two major entryways located near the gym and athletic area of the building.

VOTE: Motion passed unanimously.

- c. Transfer from Excess & Deficiency (E & D) to Stabilization - S. Givens indicated that with the actions taken tonight, the balance in the stabilization fund has fallen from a starting balance of \$659,606 to \$399,344. This is an extremely low number to carry in the stabilization fund given the aging buildings. The balance in E & D will increase at the close of the year due to favorable circumstances that had a positive impact on the bottom line. The balance in E & D is \$1,296,899 presently. S. Givens stated that it would be ideal to transfer funds to the stabilization fund at this time. A motion was made by K. Prentakis.

MOTION: To appropriate \$350,000 from the Excess and Deficiency fund and transfer said funds to the Stabilization Fund.

VOTE: Motion passed unanimously.

3. Appropriation

a. Middle School Gay Straight Alliance Advisor Stipend - S. Givens stated that the state conducted an extensive program review of the District's policies and practices related to special education, civil rights and English language learners. One of the few criticisms noted in the audit was the lack of a Gay Straight Alliance (GSA) club for our Middle School Students. In response to this finding, a Middle School GSA club was introduced in January. No advisor stipend nor appropriation was approved because the club didn't exist prior to the adoption of the FY17 budget. A motion was made by J. Spencer.

MOTION: To appropriate \$1,558 to pay the Middle School Gay Straight Alliance club advisor from funds available in the FY17 operating budget.

VOTE: Motion passed unanimously.

b. Technology Coordinator Additional Days - The Technology Coordinator worked five additional days beyond his 196 contractual requirement in order to complete needed projects this year. A motion was made by C. Miller.

MOTION: To appropriate \$2,158 to pay the Technology Coordinator for 5 additional days from funds available in the FY17 operating budget.

VOTE: Motion passed unanimously.

4. FY18 Approvals

a. Salary Increases for Unrepresented Staff - A motion was made by J. Spencer.

MOTION: To approve FY18 wage increases as recommended by the Superintendent for unrepresented staff with satisfactory performance up to the amounts recommended on the attached worksheet.

DISCUSSION: K. Sherwood asked if comparables were researched and what the percentage increases were based on. K. Lyons stated that they were linked with bargaining groups. P. Fitzsimmons stated that it was determined last year that unrepresented wage increases would not be presented at the last meeting of the fiscal year and late at night.

VOTE: Motion did not pass.

A motion was made by W. Hodges.

MOTION: To table Item 4 (a) to the next meeting and be discussed at the start of the meeting.

VOTE: Motion passed.

b. Transportation Consultant - A motion was made by J. Spencer.

MOTION: To appropriate \$25,000 from Excess and Deficiency Fund to provide consulting services and other expenses related to start time change investigation in FY18.

VOTE: Motion passed unanimously.

c. Language Based Learning Specialist - S. Givens reported that the Assistant Superintendent for Student Services has been able to bring back several more students from Landmark School because of the Language Based Learning Program. Based on the number of students to be served, there is a need to add an additional part-time Language Based Learning Specialist to support the program. A motion was made by T. Cooper.

MOTION: To create a.65 Language Based Learning Specialist position and fund this position from the Non Resident Tuition-Special Education Revolving Fund in FY18.

VOTE: Motion passed unanimously.

d. AED Maintenance - The AED units require annual servicing by a certified medical professional. A motion was made by P. Fitzsimmons.

MOTION: To appropriate \$5,000 from the Excess and Deficiency Fund to procure AED testing and maintenance services in FY18.

VOTE: Motion passed unanimously.

5. Approval/Acceptance of Surplus List -A motion was made by J. Spencer.

MOTION: To declare the items noted on the attached list surplus in accordance with Massachusetts General Law, Chapter 30B, section 15 and to dispose of them appropriately. Add 51 Middle School desk/chair items to the list.

VOTE: Motion passed unanimously.

J. **Superintendent Report** – K. Lyons reported on the following: graduating class gift to be limited to \$1,000 and the possibility of class funds remaining to be used to defray senior activity costs. Masconomet Education Foundation is starting a campaign for a Middle School STEAM lab.

K. **Acceptance of Associate Master and Master Teacher Candidates** – A motion was made by J. Spencer.

MOTION: To accept the Associate Master and Master Teacher candidates as presented.

VOTE: Motion passed unanimously.

ABSTAIN: P. Fitzsimmons and L. Richards

L. **Report of the Subcommittees**

1. **Budget Subcommittee** – W. Hodges reported that the meeting on Monday focused on facility use and setting goals for the year. The goals and the budget schedule will be finalized at the July 17<sup>th</sup> meeting. The following three (3) warrants were signed since our last meeting:

Vendor Warrant	\$	412,547.52		
Vendor Warrant	\$	169.15		
Vendor Warrant	\$	<u>4,800.00</u>	<b>TOTAL \$</b>	<b>417,516.67</b>

2. Policy Subcommittee - C. Miller reported that on the meeting held on Monday and indicated that Section K will be reviewed. C. Miller asked that if there are any topics that should be looked at, the member should let her know. The next meeting will be July 25<sup>th</sup>.
3. Community Relations Subcommittee – K. Sherwood reported on the meeting held where a quick review of the previous year’s work was done, goals of writing articles for tri-town were discussed, work on website organization was discussed and discussion about expanding people’s knowledge of what the School Committee does was held.
4. Turf Up Masco Update – W. Hodges stated there is a meeting scheduled for 8:30 a.m. tomorrow.

**M. Consent Agenda**

1. Accept Barnes & Noble Gift Card Donation of \$499.42 to be Used to Purchase Books for the Middle School Library
2. Warrants \$417,516.67 – Three (3) Warrants Signed

A motion was made by P. Fitzsimmons

MOTION: To approve Consent Agenda as presented.

VOTE: Motion passed unanimously.

It was determined that an Executive Session was not needed.

**O. Adjournment** - A motion was made by P. Fitzsimmons.

MOTION: To adjourn.

VOTE: Motion passed at 10:58 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  | 10. 1:1 Device Program Open House letter                 |
| 2. Northeast Massachusetts Youth Orchestras Fee Waiver Request | 11. Letter to Families & Staff-Shelter-In-Place Drill    |
| 3. Spaulding Rehabilitation Centers Fee Waiver Request         | 12. Letter to Families and Staff - Sweep of MS and HS    |
| 4. Athletic Survey Results                                     | 13. Grade 8 Promotion Ceremony Program                   |
| 5. Financial Reports   | 14. Middle American Legion Fee Waiver Request            |
| 6. Superintendent Report                                       | 15. 2017-2018 HS & MS Proposed Calendar Handbook Changes |
| 7. Associate Master and Master Teacher Candidates              | 16. HS & MS School Improvement Plans                     |
| 8. Consent Agenda  |  |
| 9. MEF Teacher Grant   |  |