School Committee Minutes

Upper Town Hall

Monday, June 25, 2018

6:15 p.m.

Members attending: Mary Traphagen, John Ruark, Shannon Molloy, Jon Green and Linda Dwight. Absent: SusanMary Redinger, Maureen Babcock and Peter Rowe.

Mary Traphagen called the meeting to order at 6:15 p.m.

Mary Traphagen read the Vision Statement

**Public Commentary –** None

**Student Report** - None

**Grant Approval**

The following grants were presented for approval:

Flexible Seating – Amy Bassage - $461

Scholarship Fund for Fifth Grade Trip Nature’s Classroom - $660

Flexispot Deskcise – Cricket Segaloff - $999.98

Bromfield Robotics Club – Keith Lavigne - $750

Drums Alive Drumastic Arts & Movement - $2,100.

John Ruark made the motion and Jon Green seconded to approve the grants from Harvard Schools Trust as presented.

VOTE 4/0

John Ruark made the motion and Shannon Molloy seconded to move Agenda Item X (Stipend Approval) to Agenda Item VII.

VOTE 4/0

**School Improvement Plan – End of Year Review; Bromfield**

Scott Hoffman, Robin Benoit and Julie Horton attended the meeting to present the Update of Progress for The Bromfield School Improvement Plan for June 2018.

The goals of Student Achievement, Personal Growth and School Climate we presented by activity, responsibility, timeline, measurement, impact on budget, progress and percent complete.

**Turf Field Information**

Karen Strickland presented as a member of the Bromfield School Turf Project Champions (BSTP) Committee. She shared the Committee’s timeline, why turf, why Pond, product data and next steps. The Bromfield School Turf Project Champions Committee will be seeking approval from the Water Commission, Planning Board, Pond Committee and Board of Selectman moving forward. The Committee discussed taking a vote of support or non-support after more research is done.

**Stipend Approval; Teacher Liaisons, Global Program Coordinator, Dean Position**

The Committee was asked to approve the following Stipend positions:

***Elementary School Design Faciliator***

John Ruark made the motion Shannon Molloy seconded to move to support the plan to have up to 5 School Design Facilitators that will be paid a stipndn of $1,000 per year for the 2018/2019 schoolyear.

VOTE 4/0

***Dean of Students***

John Rurak made the motion and Jon Green seconded to move to approve the Dean of Student position at .6 FTE as presented by the Superintendent.

VOTE 4/0

John Ruark made the motion and Shannon Molloy seconded to change the previous stipend for the Global Program Coordinator from $4,800 to $3,000 as presented.

VOTE 4/0

**End of Year Goal Update**

Dr. Dwight presented on three goals

Leadership Team – By June 2018 leaders at both schools will have participated in mentoring sessions, regular team meetings, and case study analysis.

Innovation – by June 2018 we will develop a program analysis tool and use it to evaluate the success and needs of the Global Competency program, technology integration, Mindfulness Education, and Engineering program.

Networking – By June 2018 we will have attended 5 learning opportunities with members from other districts where collaboration is part of the event.

**Superintendent Update**

*Hildreth Elementary Building Project Update*

Here is a list of the actions completed in the past two weeks:

\*Met with members of the Historical Commission to plan how to work together

\*Met the Historical Commission on 6/20 to begin the collaboration process

\*Submitted paperwork to MSBA regarding the funding agreement

\*Welcomed two new members to the SBC; Carl Sciple and Nick Browse

\*Met with the SBC on 6/21 to discuss the site plan, landscaping, and exterior building elements

\*There is a need to vote to authorize the Chair to sign the funding agreement prepared by MSBA.

*End of Year Events*

The end of year events included ceremonies for grade 5 and grade 8 students, an awards ceremony for students in grades 9-11, retirement parties, a PTO event, and classroom celebrations. Teachers and families helped students celebrate their accomplishments and prepare for their transition to the next grade level.

*Custodial Transition*

After careful consideration and discussions with the leadership team, we ended the contract with the cleaning company. We are planning for this transition to hire our own custodians on July 1st.

*Special Education Report*

Special Education Coordinators, Heather Montalto and Catherine Polis ad Director, Dr. Marie Harrington, presented the yearly special education information to parents in the evening on June 13th.

Request for Floated Funding

At Monday's meeting we will be requesting to have the School Committee vote to authorize the Chair to sign this required MSBA funding agreement. Here is a copy of the document and the supporting documents. Please contact me or Mary if you have any questions about this ahead of our meeting.

John Ruark made the motion and Jon Green seconded to move to authorize the School Committee Chair to sign the MSBA funding agreement.

VOTE 4/0

John Ruark made the motion and Shannon Molloy seconded to move to authorize the School Committee to allocate up to $1 Million dollars from the Devens account to be used by the School Building Committee for payment of invoices for the school building project with the understanding that such funds will be returned to the Devens account in August when the town secures the BANN.

VOTE 4/0

**Update on Custodial Plan**

The Committee reviewed the “Custodial Cost Analysis” prepared by Peter Rowe. The cost analysis shows that the FY19 budget with the cleaning company was $523,488 and the new model would cost $522,013. The plan would be to hire seven staff members at an average hourly rate of $20.29. We have secured 4 new custodians as of today. We will advertise for 3 additional.

**Kindergarten Enrollment**

Dr. Dwight shared with the Committee that although there are only 48 Kindergarten students registered , to accommodate summer and mid year additions and keep the class size range between 15-18 it it recommended to leave 4 teachers in place for 2018/2019 school year.

**Decide on Retreat Topics**

Jon Green recommended spending time on data collected from the recent surveys results to see what the surveys are telling us and engage in discussion and plans going forward. Goal setting – contribute goals prior to retreat.

The following topics were recommended for the retreat topics:

Data Analysis

School Committee Goals

Communications Plan Activities

Strategic Update on Liaison Subcommittee Assignments

Superintendent Evidence

**Review the Superintendent Evaluation Tool**

Dr. Dwight asked if the Committee would be interested in limiting the indicators and not having the expectation that she speak to the 42 indicators, but instead speak to the 22 categories. Choose what indicators you want her to focus on. Nancy Lancellotti agreed to participate in the evaluation. Evidence of effect effort. Shared understanding of how we can look at the evidence more broadly and naturally. Dr. Dwight will share reflections of her work as she did last year.

**Approval of Meeting Minutes**

John Ruark made the motion and Jon Green seconded to approve the minutes of the June 11th meeting as amended.

VOTE 4/0

**Liaison and Subcommittee Reports**

Mary Traphagen was not able to attend the HES School Council meeting. Dr. Dwight update the Committee on the building project.

Shannon Molloy – no report

John Ruark – HEAC met big new is that DOER approved revised project to include audiotorium house lighting.

Jon Green – no report

**Open to Interested Citizens’ Commentary - None**

**School Committee Commentary**

Jon Green – congrats on finishing the school year.

Happy Birthday to Mary!!

**Adjournment**

John Ruark made a motion and Jon Green seconded to adjourn the meeting at 9:17 p.m.

Respectfully submitted:

Mary Zadroga