

**NORTH READING PUBLIC SCHOOLS**  
North Reading, Massachusetts

**Regular Meeting of the School Committee**  
*Open Session*

Date: August 29, 2016  
Time: 6:30 PM  
Place: NRHS Distance Learning Lab

***School Committee Members Present***

Clifford Bowers  
Julie Koepke  
Janene Imbriano  
Gerald Venezia  
Mel Webster

***Staff Members Present***

Jon Bernard – Superintendent of Schools  
Michael Connelly – Director of Finance and Operations  
Cindy Elmore – Recording Secretary

**Visitors:** Mr. Scott Buckley (NR Resident), Mr. Dan Tomasello (of the North Reading Transcript)

**I. Call to Order Open Session:**

Chair Cliff Bowers called the Open Session to order at 6:31 PM.

**II. A. Public Input:**

No public input at this time.

**II. B. Student Input:**

No student input at this time

**II. C.1. MSBA/SSBC Update:**

- a. A corrective action plan is scheduled for August 30, 2016 to address the drainage lines. PMA reports that contractors were on site on August 17<sup>th</sup> to re-test/inspect the drainage lines that failed the mandrel-blade test.
- b. AV systems training in the Performing Arts Center is scheduled for September 21, 2016; the Gymnasium AV systems training will follow (TBD).
- c. Construction on the installation of the walkway to connect the baseball diamond to the turf field began August 24<sup>th</sup>.
- d. Punchlist items continue to be addressed.
- e. The next SSBC meeting is scheduled for August 30, 2016.

**II. D.1. First Reading: Policy EEC; “Food Services Management: Student Meal Assistance”**

Mr. Connelly (Director of Finance and Operations) introduced the draft of Policy EEC; “Food Services Management: Student Meal Assistance” for a first reading.

The Committee voted on a motion by Mr. Webster and seconded by Ms. Imbriano to approve the first reading of Policy EEC; "Food Services Management: Student Meal Assistance" as written. Motion passed 5-0.

**II. D.2. Fiscal Year 2018 Budget Development Calendar**

Mr. Connelly reviewed the draft of the Fiscal Year 2018 Budget Development Calendar.

**II. D.3. Appointment: Northshore Education Consortium Board of Directors**

The School Committee voted on Superintendent Bernard continuing to serve on the Northshore Education Consortium Board of Directors for a one year term.

The Committee voted on a motion by Mr. Webster and seconded by Ms. Imbriano to appoint Superintendent Jon Bernard to serve a one year term on the Northshore Education Consortium Board of Directors. Motion passed 5-0.

**II. D.4. Appointment: SEEM Collaborative Board of Directors**

The School Committee voted on Superintendent Bernard continuing to serve on the Northshore Education Consortium Board of Directors for a one year term.

The Committee voted on a motion by Mr. Webster and seconded by Ms. Imbriano to appoint Superintendent Jon Bernard to serve a one year term on the SEEM Collaborative Board of Directors. Motion passed 5-0.

**II. E.1. Minutes:**

The Committee voted on a motion by Mr. Webster and seconded by Ms. Imbriano to approve the July 25, 2016 Goals Workshop minutes as written. Motion passed 5-0.

The Committee voted on a motion by Mr. Webster and seconded by Ms. Imbriano to approve the July 25, 2016 Open Session minutes as written. Motion passed 5-0.

The Committee voted on a motion by Mr. Webster and seconded by Ms. Imbriano to approve the July 25, 2016 Executive Session minutes as amended. Motion passed 5-0.

Amendment: Page 1, Second paragraph third line the word "longer" replaced with "larger".

**II. E.2. Budget Update:**

Mr. Michael Connelly, Director of Finance and Operations, gave a presentation on the use of a P-card and the desire to obtain one for use in the school district by identified personnel. With the support of the North Reading School Committee, Mr. Connelly will seek the endorsement by the Board of Selectmen, which is required to adopt such an initiative.

**II. E.3. Staffing:**

Superintendent Bernard reviewed the list of new staff for 2016-2017 that have been hired to date. See list of Documents and Exhibits to view the names and positions.

**II. E.4. Bids and Donations:**

Superintendent Bernard requested the acceptance of the following donations:

- Kitty's Restaurant; \$100.00 donation to support the proposed improvements to the athletic facilities at North Reading Middle/High School.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude a \$100.00 donation from Kitty's Restaurant to support the proposed improvements to the athletic facilities at North Reading Middle/High School. Motion passed 5-0.

- Frank J. Prusik Painting; \$100.00 donation to support the proposed improvements to the athletic facilities at North Reading Middle/High School.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude a \$100.00 donation from Frank J. Prusik Painting to support the proposed improvements to the athletic facilities at North Reading Middle/High School. Motion passed 5-0.

- Dooley and Mason Realty Group; \$200.00 donation to support the proposed improvements to the athletic facilities at North Reading Middle/High School.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude a \$200.00 donation from Dooley and Mason Realty Group to support the proposed improvements to the athletic facilities at North Reading Middle/High School. Motion passed 5-0.

- North Shore Printing; \$200.00 donation to support the proposed improvements to the athletic facilities at North Reading Middle/High School.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude a \$200.00 donation from North Shore Printing to support the proposed improvements to the athletic facilities at North Reading Middle/High School. Motion passed 5-0.

- Mr. and Mrs. Ronald Kern; \$300.00 donation to support the proposed improvements to the athletic facilities at North Reading Middle/High School.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude a \$300.00 donation from Mr. and Mrs. Ronald Kern to support the proposed improvements to the athletic facilities at North Reading Middle/High School. Motion passed 5-0.

- Graphique de France Company; in-kind contribution of 100 daily planner books to the North Reading High School; estimated value: \$300.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude an in-kind donation from Graphique de France Company of 100 daily planner books to North Reading High School, estimated value of \$300.00. Motion passed 5-0.

- China Cuisine, Inc.; \$1,000.00 donation to support the proposed improvements to the athletic facilities at North Reading Middle/High School.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude a \$1,000.00 donation from China Cuisine, Inc. to support the proposed improvements to the athletic facilities at North Reading Middle/High School. Motion passed 5-0.

- Batchelder School Parent Organization; \$1,879.98 donation for two projectors and two mounting brackets for the Batchelder School.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude a \$1,879.98 donation from the Batchelder Parent Organization for two projectors and two mounting brackets for the Batchelder School. Motion passed 5-0.

- North Reading Middle School Hornet Productions; in-kind contribution of a storage container to be used to store theater props and equipment; estimated value: \$6,500.00.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude an in-kind contribution of a storage container to be used to store theater props and equipment; estimated value of \$6,500.00. Motion passed 5-0.

- Mr. and Mrs. Douglas Carey; in-kind contribution of a fence at North Reading Middle/High School in the area between their personal home property and town property, located near the tennis courts; estimated value: \$6,500.00.

The Committee voted on a motion by Mr. Venezia and seconded by Ms. Koepke to accept with gratitude an in-kind contribution of a fence in the area between their personal property and town property, located near the tennis courts; estimated value of \$6,500.00. Motion passed 5-0.

The in-kind contribution of a fence by Mr. and Mrs. Douglas Carey at North Reading Middle/High School in the area between their personal home property and town property, requires a Memorandum of Agreement between Mr. and Mrs. Carey and town representatives. The North Reading School Committee members signed the Memorandum of Agreement.

The Committee voted on a motion by Mr. Webster and seconded by Mr. Venezia to accept and sign the Memorandum of Agreement between Mr. and Mrs. Douglas Carey related to the construction of a fence between the Carey property and Town property near the North Reading Middle/High School tennis courts. Motion passed 5-0.

## **II. F.1. Subcommittee Reports:**

Mr. Webster gave a report of the Middle/High School Athletic Facilities Committee meeting of August 9, 2016.

Mr. Venezia gave a report of the Athletic Subcommittee meeting held on August 23, 2016.

**Subcommittee Schedule:**

a) SSBC	August 30, 2016	5:30 PM
b) Athletic Facilities Comm	August 30, 2016	6:30 PM
c) Finance Planning Team	September 12, 2016	8:15 AM
d) Athletic Subcommittee	September 21, 2016	12:30 PM
e) NORCAM BOD	September 22, 2016	7:00 PM
f) Evaluation Subcommittee	TBD	
g) Policy Subcommittee	TBD	

**II. F.2. Administrative Report:**

- **Little School Roof Replacement Project Update:**  
**Superintendent's District Goal #3**

The Little School Roof Replacement Project construction work continues. The number of workers on the project has increased in recent weeks and work did take place on Saturday, August 20<sup>th</sup> in an effort to complete as much work as possible before the start of the school year. The project remains on schedule and budget.

- **North Reading's Participation in #GoOpen**  
**Superintendent's Professional Practice Goal #1**

An informational handout was passed out to the School Committee on the #GoOpen technology symposium hosted by the United States Department of Education and the North Reading Public Schools at Amazon-Cambridge on Friday, September 23, 2016. Many thanks to Dr. Daniel Downs, Digital Learning Coordinator, for his efforts to engage North Reading in this initiative. This is an honor for North Reading Public Schools.

- **Superintendent's Summer 2016 Newsletter**  
**Superintendent's Professional Practice Goal #1**

A copy of the Superintendent's Summer 2016 newsletter was distributed to the School Committee.

- **Opening Day Preparations**

Much work has been done this summer to ready our schools to receive students and staff for the start of the new school year. Appreciation is extended to all personnel responsible for the work that has been completed to date and will be completed over the course of the next few days leading up to the first day of school to present each of our five schools in the best light possible and in a condition of which we all can be proud.

- **2016-2017 School Year**

Please take note of the following important dates and information as they relate to the 2016-2017 school year.

- September 1, 2016: Professional Development Day for Educators.
- September 6, 2016 (8:30 a.m.): Opening Day for Faculty and Staff, School Committee members are asked to please attend.

- September 7, 2016: First Day of School for Grades 1-12.
- September 7 & 8, 2016: Pre-K and Kindergarten Orientation.
- September 9, 2016: First Day of School for Grades Pre-K & Kindergarten.

**II. F.3. Correspondence:**

1. A flyer for the North Reading Baseball Diamond Club – 1<sup>st</sup> Annual Golf Tournament to be held on October 7, 2016.

**III. Future Business:**

September 12, 2016	6:30 p.m.	Regular Meeting, Distance Learning Lab
September 26, 2016	6:30 p.m.	Regular Meeting, Distance Learning Lab
October 11, 2016 (Tuesday)	6:30 p.m.	Regular Meeting, Distance Learning Lab
October 17, 2016	6:30 p.m.	Town Meeting, Superintendent's Office

**IV. Executive Session:**

At 7:56 p.m. the Committee voted on a motion by Mr. Webster and seconded by Mr. Venezia to go into Executive Session to discuss school safety and security protocols and to hear a Level Four grievance filed by the North Reading Education Association. Open Session will reconvene for the sole purpose of adjournment. Motion passed 5-0 on a roll call vote.

**V. Adjournment:**

At 9:18 p.m., the Committee voted on a motion made by Mr. Webster and seconded by Ms. Imbriano to adjourn. Motion passed 5-0.

**Documents and Exhibits:**

1. Policy EEC / Food Services Management: Student Meal Accounts
2. FY18 Budget Development Schedule
3. Minutes: Goals Workshop – July 25, 2016
4. Minutes: Open Session – July 25, 2016
5. Minutes: Executive Session – July 25, 2016
6. Gift Acceptance Memo – Kitty's Restaurant
7. Gift Acceptance Memo – Frank J. Prusik Painting
8. Gift Acceptance Memo – Dooley and Mason Realty Group
9. Gift Acceptance Memo – North Shore Printing
10. Gift Acceptance Memo – Mr. and Mrs. Ronald Kern
11. Gift Acceptance Memo – Graphique de France Company
12. Gift Acceptance Memo – China Cuisine, Inc.
13. Gift Acceptance Memo – Batchelder School Parent Organization
14. Gift Acceptance Memo – North Reading Middle School Hornet Productions
15. Gift Acceptance Memo – Mr. and Mrs. Douglas Carey
16. North Reading Public Schools New Staff Listing 2016-2017
17. North Reading Digital Learning Packet on #GoOpen
18. Superintendent's Summer 2016 Newsletter
19. Flyer: North Reading Baseball Diamond Club Golf Tournament