

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

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

Date: March 18, 2019

Time: 5:30 PM

Place: Distance Learning Lab at North Reading Middle/High School

***School Committee Members Present***

Dyana Boutwell

Scott Buckley

Janene Imbriano

Rich McGowan

Mel Webster

***Staff Members Present***

Jon Bernard – Superintendent of Schools

Dr. Patrick Daly – Assistant Superintendent of Schools

Michael Connelly – Director of Finance and Operations

Cindy Elmore – Recording Secretary

**Visitors:** Bridget Grew, (Student Representative, Class of 2020), various members of the community to bid farewell to Mr. Webster, Dr. Catherine O’Connell (Principal, NRMS), Mr. Michael Maloney, (Assistant Principal, NRMS), Students, Teachers and Parents of the NRMS, Ms. Jillian String (of the North Reading Transcript)

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

Chair Janene Imbriano called the Open Session to order at 5:30 PM.

Current and past members of the Select Board, current and past members of the School Committee and various community members, said their goodbyes and thanked Mr. Webster for his 15 years on the North Reading School Committee.

**II. A. Public Input:**

There was no public input.

**II. B. Student Report:**

Bridget Grew, Class of 2020, presented the Student Report to the School Committee and presented her class work.

**II. D.1. Presentation: North Reading High School Faculty and Students  
School Committee Goal FCR-III-A-4**

Tonight was the fourth of the five school presentations to be made to the School Committee in the 2018-2019 school year. Dr. Catherine O’Connell, Principal, and members of the faculty gave a presentation of what is happening at the Middle School.

**II. D.2. Proposal: North Reading Middle School Grade 8 Washington DC Trip – 2020**

Mr. Michael Maloney, Assistant Principal at North Reading Middle School, proposed the Grade 8 Washington DC trip for 2020.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the NRMS Grade 8 Washington, DC trip for 2020. Motion passed 5-0.

**II. D.3. Fiscal Year 2020 Budget Presentation  
Superintendent's Professional Practice Goal**

Superintendent Bernard and Mr. Michael Connelly, Director of Finance and Operations, presented and reviewed the Fiscal Year 2020 Preliminary Budget for the North Reading Public Schools.

**II. C.1. School Committee Policies; Second Reading  
School Committee Goal FCR-III-A-4  
Superintendent's Professional Practice Goal**

Policy AFC; Emergency Closings/School Evacuation

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the second reading of Policy AFC – School District Organization – Emergency Closings/School Evacuation. Motion passed 5-0.

Policy CGA: Administrator Contracts

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the second reading of Policy CGA – General School Administration – Administrator Contracts. Motion passed 5-0.

Policy CGAC; Supervisor of Buildings and Grounds Contract

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the second reading of Policy CGAC – General School Administration – Supervisor of Buildings and Grounds Contract. Motion passed 5-0.

Policy CGAD; School Food Services Contract

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the second reading of Policy CGAD – General School Administration – School Food Services Contract. Motion passed 5-0.

Policy CGCA; Recruitment of Principals

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the second reading of revised Policy CGCA – General School Administration – Recruitment of Principals. Motion passed 5-0.

## Policy CGI; Educator Evaluation for Administrators and Principals

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the second reading of Policy CGI – General School Administration – Educator Evaluation for Administrators and Principals. Motion passed 5-0.

## Policy DJEA; Purchasing Authority

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the second reading of Policy DJEA – Fiscal Management – Purchasing Authority. Motion passed 5-0.

## Policy JGFH; Wireless Communication Devices

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the second reading of Policy JGFH – Students – Wireless Communication Devices. Motion passed 5-0.

**II. D.4. CORE Measurement Survey Administration for the NRMS/HS  
School Committee Goal FCR-III-B-1  
Superintendent's Professional Practice Goal  
Superintendent's District Improvement Goal #5**

On behalf of Ms. Amy Luckiewicz, Drug Free Communities Grant Director, Superintendent Bernard gave a presentation regarding a survey that is to be administered to students in grades six through twelve in order to gather information needed to fulfill identified requirements of the Drug Free Communities Grant. The middle school and high school surveys were reviewed by the committee and questions were added to the survey regarding school start times.

The Committee voted on a motion by Mr. Webster and seconded by Ms. Buckley to approve the surveys for the NRMS/HS in compliance with the Drug Free Communities Grant. Motion passed 5-0.

**II. D.5. Food Services Contract Recommendations**

Mr. Connelly presented a recommendation to award a contract for the operation and management of the food services program to Chartwells from July 1, 2019 to June 30, 2020.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to award the contract for the operation and management of the food services program to Chartwells from July 1, 2019 to June 30, 2020. Motion passed 5-0.

**II. D.6. Fine Arts Subcommittee  
School Committee Goal FAM-III-A-1**

The School Committee has established, as one of its goals for 2018-2019, to “Explore the need to form a Fine Arts Subcommittee.” It was agreed upon to start the subcommittee and appoint two representatives of the School Committee to serve. Superintendent Bernard has sought interest of Ms. Carla Lister and Ms. Allison Kane, Fine Arts teachers, to serve as members of the Fine Arts Subcommittee as well as the Superintendent and the Director of Finance and Operations.

The Committee voted on a motion by Mr. Webster and seconded by Ms. Buckley to form a Fine Arts Subcommittee with the School Committee members being named at the organizational meeting in May. Motion passed 5-0.

**II. D.7. Proposal: North Reading High School Trip; Varsity Baseball Team**

Athletic Director David Johnson requested permission for an overnight trip for the NRHS Varsity Baseball Team to play Bedford High School in Cooperstown/Oneonta, NY, on May 18-19, 2019.

The Committee voted on a motion by Ms. Boutwell and seconded by Mr. McGowan to approve the NRHS Varsity Baseball Team trip to Cooperstown, NY May 18-19, 2019. Motion passed 5-0.

**II. D.8. Special Education Reserve Fund**

Superintendent Bernard presented the desire/need to establish a “Special Education Reserve Fund.” This concept has been discussed with the Finance Planning Team and the Select Board. The request to place an Article in the June 10, 2019 Annual Town Meeting Warrant, co-sponsored by the School Committee and Select Board, was approved.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to co-sponsor with the Select Board a warrant article in the June Town Meeting for the establishment of a Special Education Reserve Fund. Motion passed 5-0.

**II. D.9. 2019-2020 Before School Childcare Rates**

Mr. Connelly proposed and increase in the Before School Childcare Rates for 2019-2010.

The Committee voted on a motion by Mr. Buckley and seconded by Ms. Boutwell to approve the Before School Childcare rate increase for the 2019-2020 school year as recommended by the Administration. Motion passed 5-0.

**II. D.10. 2018-2019 Revised School Committee Meeting Schedule**

Superintendent Bernard presented a revised 2018-2019 School Committee Meeting Schedule given the change of the date for the June Town Meeting.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Buckley to approve the revised 2018-2019 School Committee Meeting Schedule. Motion passed 5-0.

**II. D.11. 2018-2019 School Committee Self-Evaluations  
School Committee Goal LG-III-C-1  
Superintendent’s Professional Practice Goal**

Mr. McGowan reviewed the documents and timeline for completing the School Committee’s annual self-evaluation for 2018-2019.

**II. E.1 Minutes:**

The Committee voted on a motion by Mr. Webster and seconded by Mr. Buckley to approve the January 7, 2019 Open Session Minutes as written. Motion passed 5-0.

The Committee voted on a motion by Mr. Webster and seconded by Mr. Buckley to approve the January 28, 2019 Open Session Minutes as written. Motion passed 4-0-1, Ms. Boutwell abstained.

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

Mr. Michael Connelly, Director of Finance and Operation, provided a status report on the FY19 budget.

**II. E.3 Staffing:**

Deborah Pierce from the Central Office retired February 1, 2019 and is being replaced by Rosaly MacKillop on April 1, 2019.

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

Superintendent Bernard requested the acceptance of the following donations:

- Anonymous; a donation of a Milwaukee Pipe Wrench, valued at \$335.00

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Webster to accept with gratitude a donation a 65 pound Milwaukee Pipe Wrench valued at \$335.00 from an anonymous donor for the North Reading Public Schools. Motion passed 5-0.

- Mr. Geoffrey Simons; \$500.00 donation toward NRPS Parent University.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Webster to accept with gratitude a donation of \$500.00 from Mr. Geoffrey Simons for the NRPS's 2019 Parent University. Motion passed 5-0.

- NRHS Boosters; \$681.84 donation towards the purchase of hockey bags.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Webster to accept with gratitude a donation of \$681.84 from the NRHS Boosters toward the purchase of hockey bags to support the NRHS Hockey Team. Motion passed 5-0.

- Wepay\_Snap Raise; \$5,905.34 donation toward the North Reading Track Team Fundraisers.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Webster to accept with gratitude a donation of \$5,905.34 from multiple donors raised by the NRHS Track Team through their Snap Raise Fundraiser to support the Girls and Boys Track teams at the High School. Motion passed 5-0.

- Barbara and James Thorstad; \$200.00 donation towards the purchase of Girls Varsity/JV Soccer Goalie Uniforms.

The Committee voted on a motion by Mr. McGowan and seconded by Mr. Webster to accept with gratitude a donation of \$200.00 from Barbara and James Thorstad toward the purchase of soccer goalie uniforms to support the NRHS Girls Varsity and Junior Varsity Soccer. Motion passed 5-0.

## II. F.1. Subcommittee Reports:

Mr. Webster provided a report on the February 26, 2019 Athletic Subcommittee meeting.

Ms. Boutwell and Mr. McGowan provided a report on the February 28, 2019 Policy Subcommittee meeting.

Mr. McGowan gave a status report on the work of the School Start Times Advisory Committee.

### Subcommittee Schedule:

a) Substance Abuse Coalition	March 19, 2019	10:00 AM
b) Finance Planning Team	March 25, 2019	1:00 PM
c) CIPC	March 25, 2019	4:30 PM
d) Policy Subcommittee	March 27, 2018	4:00 PM
e) Athletic Subcommittee	April 9, 2018	12:30 PM

## II. F.2 Administrative Report:

- **Survey Report: “Measuring Connectedness and Student Support at North Reading High School”**  
**School Committee Goal EP – III -8**  
The summary report of a voluntary survey that was administered recently to students at NRHS and which details students’ connectedness to their school was distributed.
- **North Reading High School Assistant Principal Search**  
**Superintendent’s Professional Practice Goal**  
Information and a timeline that outlines the process being used to facilitate the search for and hiring of an Assistant Principal at the NRHS was reviewed.
- **North Reading High School’s Five-Year Report to the New England Association of Schools and Colleges (NEASC)**  
**Superintendent’s Professional Practice Goal**  
A copy of the NRHS Five-Year Report was distributed that was submitted to the NEASC as part of the obligations associated with maintaining the successful accreditation of North Reading High School. Mr. AJ Loprete, Principal, and the High School community are commended for their efforts.
- **Good News Department**  
**School Committee Goal FCR-III-A-4**  
**Superintendent’s Professional Practice Goal**
  - Copies of letters were distributed which extend an invitation to attend a celebration of 2018 Massachusetts Schools of Recognition, of which the

Batchelder School and the Little School are included, to be held at the Massachusetts State House on June 7, 2019.

- Congratulations to the cast, crew, and staff of North Reading High School's Masquers Club for their outstanding performance at 2019 Dramafest.

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

No correspondence at this time.

**III. Future Business:**

April 3, 2019	3:00 PM	Fiscal Year 2020 Budget Workshop Superintendent's Conference Room
April 8, 2019	6:30 PM	Fiscal Year 2020 Budget Public Hearing Distance Learning Lab at North Reading Middle/High School
April 24, 2019	3:00 PM	Fiscal Year 2020 Budget Workshop (if necessary) Superintendent's Conference Room
April 29, 2019	6:30 PM	Regular Meeting Fiscal Year 2020 Budget Vote Distance Learning Lab at North Reading Middle/High School

**IV. Adjournment:**

The Committee voted on a motion made by Mr. Webster and seconded by Mr. Buckley to adjourn at 9:21 pm. Motion passed 5-0.

**Documents and Exhibits:**

1. Student Work
2. NRMS Presentation Agenda
3. 2020 NRMS 8<sup>th</sup> Grade Washington DC Trip – Draft Agenda
4. NRPS FY 2020 Preliminary Budget Presentation
5. Policy AFC – School District Organization – Emergency Closings/School Evacuation
6. Policy CGAD – General School Administration – School Food Services Contract
7. Policy CGA – General School Administration – Administrator Contracts
8. Policy CGAC – General School Administration – Supervisor of Buildings and Grounds Contract
9. Policy CGCA – General School Administration – Recruitment of Principals
10. Policy CGI – General School Administration – Educator Evaluations for Administrators and Principals
11. Policy DJEA – Fiscal Management – Purchasing Authority
12. Policy JGFH – Students – Wireless Communication Devices
13. NRMS/HS CORE Measurement Student Survey
14. MEMO – Food Service RFP Results & Contract Recommendations
15. MEMO – NRHS Athletic Department Request for NRHS Varsity Baseball Overnight Trip
16. PowerPoint for Town Meeting Article – Special Education Reserve Fund
17. MEMO – 2019-2020 School Year Before School Childcare Rates
18. Self-Evaluation Documents for School Committee
19. Revised 2018-2019 School Committee Meeting Schedule
20. Minutes – January 7, 2019 – Open Session
21. Minutes – January 28, 2019 – Open Session
22. FY19 Budget Update
23. Gift Acceptance Memo – Anonymous
24. Gift Acceptance Memo – Mr. Geffrey Simons
25. Gift Acceptance Memo – NRHS Boosters
26. Gift Acceptance Memo – Wepay\_Snap Raise
27. Gift Acceptance Memo – Barbara and James Thorstad
28. NRHS Assistant Principal Search Process Timeline
29. Five-Year Special Report NRHS
30. Letter from Commissioner of Elementary and Secondary Education with invitation to the 2018 Massachusetts Schools Recognition, 2018 National Blue Ribbon Schools and the 2018 National ESEA Distinguished Schools event on June 7, 2019.