

NORTH READING PUBLIC SCHOOLS  
North Reading, Massachusetts

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

Date: January 13, 2014  
Time: 6:32 PM  
Place: Town Hall – Room 14

***School Committee Members Present***

Clifford Bowers  
Karen Errichetti (not present)  
Janene Imbriano  
Gerald Venezia  
Mel Webster

***Staff Members Present***

Kathleen Willis – Superintendent of Schools  
Michael Connelly – Director Finance and Operations  
Cindy Elmore – Recording Secretary

Visitors: Mr. Wayne Hardacker (Supervisor of Building and Grounds), Mr. Jon Bernard (Principal, NRHS), Ms. Madison Capezzuto (Student Representative), Mr. Dan Tomasello (North Reading Transcript)

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

Chairman Webster called the meeting to order at 6:32 PM.

**II. Executive Session:**

At 6:32 p.m. the Committee voted on a motion by Mrs. Imbriano and seconded by Mr. Bowers pursuant to Massachusetts General Laws, Chapter 30A, Section 21, to go into Executive Session to discuss strategy with respect to collective bargaining and to return to Open Session to continue the meeting. Motion passed 4-0 on a roll call vote.

At 6:59 p.m. the Committee voted on a motion by Mrs. Imbriano and seconded by Mr. Bowers to return to Open Session. Motion passed 4-0 on a roll call vote.

**III. A. Public Input:**

None at this time

**II. B. Student Report:**

Madison Capezzuto provided the student report and presented her class work.

**III. D.1. Annual Building Maintenance Report:**

Mr. Wayne Hardacker, Supervisor of Buildings and Grounds, provided his annual report on building maintenance including an update on each school as well as any buildings and grounds issues.

Superintendent Willis thanked Mr. Hardacker and his staff for their dedication and hard work in keeping the North Reading Public Schools and grounds in excellent condition.

**III. D.3. NRHS Proposed Course of Study Change for 2014-2015:**

Principal Bernard presented an additional course proposal he would like to initiate at the High School to be included in the 2014-2015 Program of Studies. This request addresses a corrective action finding from the 2008 DESE Coordinated Program Review as required by M.G.L. Ch. 71, S.3 for offering physical education in grades 9-12.

*The Committee voted on a motion by Mrs. Imbriano and seconded by Mr. Venezia to approve the proposed Physical Education Program. Motion passed 4-0.*

**III. D.4. NRHS Overnight Trip Request:**

Principal Bernard requested approval for the Varsity Boys Hockey team to stay overnight on Cape Cod to participate in an Invitational Tournament during February vacation. This is the twelfth year that the hockey team has attended this tournament.

*The Committee voted on a motion by Mr. Venezia and seconded by Mrs. Imbriano to approve the proposed Physical Education Program. Motion passed 4-0.*

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

- a) The last SSBC meeting was held on December 17, 2013.
- b) Construction Update: Mr. Bowers and Mr. Venezia provided a brief update on the advances in the construction of the High School/Middle School. A lot of progress has taken place and the project is very close to schedule. Superintendent Willis commented that her two hour tour of the project on January 9, 2014 was breathtaking.
- c) Design Update: The project is currently meeting criteria for 59 LEED points which qualifies for the Silver Award. The architects would like to continue to push to obtain LEED Gold which requires a minimum of 60 points.
- d) The SSBC voted to approve the expenditure of the Technology Budget in the sum of \$1,644,000.
- e) Change order #11 was approved.
- f) On Tuesday, January 7, 2014, there was an elevated carbon monoxide reading in the sixth grade wing of the Middle School. Safety protocols were followed. The origin of the gas was from a piece of construction equipment which has been removed from the site. As an added precaution, six additional carbon monoxide detectors were purchased and installed in classrooms adjacent to the building

- project. Outside vents on the Middle School facing the building project have been sealed. Levels were measured the next day and all readings were normal.
- g) The next SSBC meeting is scheduled for January 14, 2014.

**III. C.2. Superintendent Evaluation Goals Progress Review:**

The School Committee agreed to pilot the implementation of the new educator evaluation system with the Superintendent in March 2013. The evaluation cycle extends from March 2013 to June 2014. Built into the evaluation cycle are two mid-cycle goals review sessions to check progress toward goal attainment. This is the second of the two goals review sessions. Superintendent Willis presented her progress toward meeting her goals.

**III. C.3. School Committee Goals Progress Review:**

Chairman Webster reviewed the School Committee Goals Action Plan and the status of the identified activities associated with each goal.

**III. C.4. 2013-2014 School Calendar Change Request:**

The Director of Academic Services, through the Superintendent has requested a change of date for an early release day from Friday, May 2, 2014 to Friday May 23, 2014. The purpose of the early release day is for professional development. The request is based on the need to match the schedule of the elementary mathematics consultant the District is working with this year.

*The Committee voted on a motion by Mrs. Imbriano and seconded by Mr. Bowers to approve the change of date for an early release day in the 2013-14 School Calendar. Motion passed 4-0.*

**III. D.5. Director of Pupil Personnel Services Search Timeline:**

Superintendent Willis presented a draft schedule of the search process for a permanent Director of Pupil Personnel Services to begin at the end of January 2014. Chairman Webster requested that a representative from the School Committee be on the interview committee. Chairman Webster will be the representative from the School Committee.

**III. D.6. Draft 2014-2015 School Calendar:**

Superintendent Willis presented a draft 2014-2015 School Calendar. After reviewing the calendar the School Committee requested Superintendent Willis work further with the Administrative Council on revising the calendar with the first day of school starting on September 8, 2014.

**III. E.1. Minutes:** None at this time.

**III. E.2. Budget Update:** Mr. Connelly provided an update of the FY14 budget.

**III. E.3. Staffing:** None at this time.

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

Little School Principal Christine Molle requested that the School Committee accept the following donations:

- Little School PTO donation of \$510 to be used to support a Grade 4 field trip to the Discovery Museum.
- North Reading High School Hall of Fame Association donation of \$200 to be used by the Physical Education department to purchase fitness equipment. The Little School had the highest percent participation in the annual NR Turkey Trot.

The Committee voted on a motion by Mr. Bowers and seconded by Mrs. Imbriano to accept with gratitude the \$510 donation from the Little School PTO to support a grade 4 field trip to the Discovery Museum. Motion passed 4-0.

The Committee voted on a motion by Mr. Bowers and seconded by Mrs. Imbriano to accept with gratitude \$200 from the North Reading High School Hall of Fame Association to be used by the Little School's Physical Education program to purchase fitness equipment. Motion passed 4-0.

Middle School Principal Catherine O'Connell requested that the School Committee accept the following donation:

- North Reading High School Hall of Fame Association donation of \$200 to be used by the Physical Education department to purchase fitness equipment. The Middle School had a high level of participation in the annual NR Turkey Trot.

The Committee voted on a motion by Mr. Bowers and seconded by Mrs. Imbriano to accept with gratitude \$200 from the North Reading High School Hall of Fame Association to be used by the Middle School's Physical Education program to purchase fitness equipment. Motion passed 4-0.

Hood School Principal Glen McKay requested that the School Committee accept the following donations:

- A \$1,000 grant from the Active Schools Acceleration Project to support the purchase of physical education equipment and curriculum materials.
  - Hood School Parent Association donation of \$5,580 to purchase 10 iPads.
- The Committee voted on a motion by Mr. Bowers and seconded by Mrs. Imbriano to accept the \$1,000 grant from the Active Schools Acceleration Project to support the purchases of equipment and curriculum materials to initiate promoting the benefit of physical activity to the students. Motion passed 4-0.

The Committee voted on a motion by Mr. Bowers and seconded by Mrs. Imbriano to accept with gratitude \$5,580 gift from the J. Turner Hood School Parent Association for the purpose of purchasing 10 iPads. Motion passed 4-0.

**III. F.1. Subcommittee Reports:**

The Finance Planning Team met on December 13, 2013 and January 10, 2014. Chairman Webster gave a brief update of the meeting.

**Subcommittee Schedule:**

a) Athletic Subcommittee	January 14, 2014	12:30 pm
b) Policy Subcommittee	January 22, 2014	9:00 am
c) Finance Planning Team	February 7, 2014	8:15 am
d) Communication Subcommittee	TBD	
f) Evaluation Subcommittee	TBD	

**III. F.2. Administrative Report:**

- **Northeast Metropolitan Regional Vocational High School Report:** The North Reading representative to the School Committee, Judy Dymont, will attend the North Reading School Committee meeting on February 24, 2014.
- **School Committee NEASC Training:** In preparation for the NEASC site visit to the North Reading High School March 2-5, 2014, training for the School Committee will be held at 6:00 p.m. on January 27, 2014 in the central office conference room. This training will precede the SC Meeting to be held in the Middle School library on this date. Principal Bernard and Assistant Principal Loprete will facilitate the training.
- **SEEM Collaborative Annual Report:** SEEM Collaborative Annual Report 2012-2013.
- **Northshore Education Consortium Annual Report 2012 – 2013:** Northshore Education Consortium Annual Report 2012-2013.
- **2013 MIAA Sportsmanship Honor Roll:** North Reading High School was notified on December 9, 2013 that they qualified for the 2013 MIAA Sportsmanship Honor Roll.
- **MASC PARCC Workshop:** MASC is offering a workshop on the PARCC assessment on January 21, 2014 from 6:30-8:30 p.m.

**III. F.3. Correspondence:** No correspondence at this time

**IV. Future Business:**

Monday, January 27, 2014	6:00 PM	NEASC Training, CO Conference Rm
	7:00 PM	Regular Meeting, Middle School Library
Monday, February 10, 2014	7:00 PM	Regular Meeting, Town Hall
Monday, February 24, 2014	7:00 PM	Regular Meeting, Town Hall

**V. Adjournment:**

*At 9:26 p.m., the Committee voted on a motion by Mr. Bowers and seconded by Mrs. Imbriano to adjourn. Motion passed 4-0.*

**Documents and Exhibits:**

1. 2013-2014 Facilities Overview Report
2. Proposed NRHS Physical Education Program
3. Request for the Varsity Boys Hockey Team's overnight Cape Cod trip in February 2014.
4. September-December 2013 Mid-Cycle Goals Progress Report – Superintendent
5. Status Update of the North Reading School Committee Goals Action Plan for 2013-2014
6. Director of Pupil Personnel Services Search Timeline
7. Draft: NRPS School Calendar 2014-2015
8. FY14 Budget Report
9. Gift Acceptance Memos from Michael Connelly for the following donations; \$510 donation from the Little School PTO; \$200 donation from the North Reading High School Hall of Fame to the Little School and Middle School, \$1,000 grant from the Active Schools Acceleration Project to the Hood School; \$5,580 donation from the Hood School Parent Association.
10. SEEM 2012-2013 Annual Report
11. Northshore Education Consortium 2012-2013 Annual Report
12. Letter from MIAA congratulating NRHS for the 2013 MIAA Sportsmanship Honor Roll
13. PARCC / MASC Workshop registration form