

NORTH READING PUBLIC SCHOOLS
North Reading, Massachusetts

Regular Meeting of the School Committee
Open Session

Date: September 22, 2014

Time: 7:00 PM

Place: North Reading High School Distance Learning Lab

School Committee Members Present

Clifford Bowers

Karen Errichetti

Janene Imbriano

Gerald Venezia

Mel Webster

Staff Members Present

Kathleen Willis – Superintendent of Schools

Michael Connelly – Director of Finance and Operations

Cindy Elmore – Recording Secretary

Visitors: Ms. Emma Hoey (Student Representative), Ms. Danielle Gillis, Ms. Alexandra Bilodeau, Ms. Ashely Kor, Ms. Jane Whitney (Teacher/Club Advisor), Mr. Dan Tomasello (of the North Reading Transcript)

I. Call to Order Open Session:

Chairman Venezia called the meeting to order at 7:04 PM.

II. A. Public Input: There was no public input.

II. B. Student Report:

Emma Hoey presented the student report and her student work.

II. C.1. North Reading High School Club Proposal:

Ms. Emma Hoey (Student) and Ms. Jane Whitney (Teacher/Club Advisor) presented a PowerPoint presentation proposing a North Reading High School Dance Club which would be a pilot program for two years.

The Committee voted on a motion by Mr. Bowers and seconded by Ms. Imbriano to approve a two year pilot Dance Club at the North Reading High School during the 2014-2015 and 2015-2016 school years. Motion approved 5-0.

II. B.1. MSBA/SSBC Update:

a) The last SSBC meeting was held on September 16, 2014.

- b) The High School Grand Opening Ceremony and Tours took place on September 20, 2014 and was attended by approximately 1,000 guests.
- c) Construction: A variety of touch-up jobs continue to be completed in the high school. The demolition of the middle school is almost complete. Structural steel for beams and girders will be delivered this week. Underground excavation on E building is complete and has begun in F building. The roof should be installed before the snow flies. The removal of utility poles located along route 62 and on the access road is complete.
- d) Design: Permanent fire evacuation signs have been finalized. Core shared facility raised letters are in fabrication and will be mounted when complete.
- e) Invoices: Seven invoices were approved in the amount of \$3,527,628.79.
- f) Move: The final packing crates are being removed by Wakefield and it was noted that the complex move that began last June was well organized.
- g) The next regular meeting of the SSBC is scheduled for October 7, 2014, in the High School Cafeteria.

II. B.2. Policy Manual Review/Revision-First Reading:

At the August 25, 2014 School Committee meeting, members received copies of the current *LEC Relations with Booster Organizations* and a revised copy of policy LEC with tracked changes of the proposed *Guidelines for Booster/Parent Organizations*. Specific areas of concern were discussed. It was recommended that the policy and guidelines be reviewed and revised by the Policy Subcommittee. The Subcommittee met with the Director of Finance and Operations and the Superintendent, discussed proposed changes, and revised the document resulting in a shorter, more user friendly set of guidelines for booster and support organizations. After reviewing the revisions and discussing additional revisions the committee recommended that the Policy Subcommittee, Director of Finance and Operations and the Superintendent reconvene and present the School Committee with another revised set of documents. The first reading of Policy *LEC – Organizational Relations – Relations with Booster and Support Organizations* was approved.

The Committee voted on a motion by Mr. Webster and seconded by Mr. Bowers to approve the first reading of Policy *LEC – Relations with Booster and Support Organizations* and *LEC-R Guidelines for Booster and Support Organizations* as amended. Motion passed 4-1 Dr. Errichetti voted no.

II. B.3. FY16 NRPS Capital Improvement Plan:

At the last School Committee meeting, the Director of Finance and Operations reviewed the four-year capital improvement plan, provided the rationale for FY16, and shared the history of funded capital improvement projects over the last five years. Committee members shared their priorities for funding and those priorities were reviewed by the Administrative Council at their last meeting.

The Director of Finance and Operations presented to the Committee the recommended priority list for capital improvement projects and the Committee identified and voted for those projects that will go forward as proposals to the Capital Improvement Planning Committee. The deadline in submitting proposals to the CIPC is September 30, 2014.

The FY16 Requests total \$555,000; FY17 Requests total \$570,000 and FY18 Requests total \$435,000.

The Committee voted on a motion by Mr. Bowers and seconded by Ms. Imbriano to approve the presented Large Capital Project Priority List. Motion passed 3-2, Mr. Bowers, Ms. Imbriano and Mr. Venezia voted yes, Dr. Errichetti and Mr. Webster voted no.

II. B.4. Negotiation Team Representative Appointments:

This year the contract with the North Reading Educators Association needs to be renegotiated. The School Committee identified Mr. Venezia and Mr. Webster as representatives for the School Committee on the negotiations team and Ms. Imbriano as an alternate.

The Committee voted on a motion by Dr. Errichetti and seconded by Mr. Webster to appoint Mr. Gerald Venezia and Mr. Mel Webster as representatives on the NREA Contract Negotiation Team with Ms. Janene Imbriano as an alternate. Motion passed 4-0-1 Mr. Bowers abstained.

II. C.2. School Trip – North Reading Middle School Grade 8, Washington, D.C.:

Superintendent Willis presented Middle School Principal Catherine O’Connell’s proposed Grade 8, Washington, D.C. class trip with alternate plans for students not going to D.C..

The Committee voted on a motion by Mr. Bowers and seconded by Mr. Webster to approve the Middle School, Grade 8, Washington, D.C. class trip June 8-12, 2015. Motion passed 5-0.

II. C.3. 2014-2015 Preliminary In-District Enrollments:

Superintendent Willis reviewed the preliminary in-district enrollment taken on the first day of school this year. The official numbers are taken on October 1, 2014. Total enrollment for the NRSB for 2014-2015 was 2,566.

II. C.4. 2014-2015 School Committee Goals Action Plan:

At the last School Committee meeting the Committee voted to approve the School Committee Goals. The Goals Action Plan, which includes persons responsible, measurement, due dates, and timelines were reviewed.

II. C.5. NRPS 2016: Year Four:

This is the fourth year of the five-year continuous improvement plan for the District. NRPS 2016 guides all of the work that takes place over the course of the school year. Superintendent Willis outlined the focus areas for the 2014-2015 school year and identified next steps.

II. D.1. Minutes:

The Committee voted on a motion by Dr. Errichetti and seconded by Mr. Webster to approve the July 28, 2014 Open Session minutes as written. Motion passed 4-0-1, Mr. Bowers abstained.

The Committee voted on a motion by Dr. Errichetti and seconded by Mr. Webster to approve the August 5, 2014 Open Session minutes as written. Motion passed 5-0.

II. D.2. Budget Update:

The Director of Finance and Operations provided a status report of the FY15 Budget. The final draft of the FY16 School Committee Budget Goals was approved.

The Committee voted on a motion by Dr. Errichetti and seconded by Ms. Imbriano to approve the FY16 School Committee Budget Goals as written. Motion passed 5-0.

II. D.3. Staffing:

Since the opening of the new High School, the Director of Finance and Operations and the Supervisor of Buildings and Grounds have closely monitored the ability of the current custodial staffing to accomplish the daily tasks associated with the cleaning and maintenance of the new High School and the current Middle School. It has become clear that an additional custodian is needed.

The Director of Finance and Operations explained the need for an additional custodian and how the District is able to absorb the cost associated with hiring an additional staff member at this time.

II. D.4. Bids and Donations:

The North Reading School District requests the acceptance of the following donations:

- Middle School Parent Association donation of \$4,759 to support the purchase of a set of 30 Chrome books for students to use in the classroom.

The Committee voted on a motion by Mr. Bowers and seconded by Dr. Errichetti to accept with gratitude the \$4,759 donation from the Middle School Parent Association to support the purchase of a set of 30 Chrome Books. Motion passed 5-0.

- Friends of North Reading Cheerleading donation of \$922.91 in support of the Girls' Cheerleading team.

The Committee voted on a motion by Mr. Bowers and seconded by Mr. Webster to accept with gratitude the \$922.91 donation from the Friends of North Reading Cheerleading. Motion passed 5-0.

II. E.1. Subcommittee Reports:

Mr. Bowers gave a brief update of the Finance Planning Team meeting that was held on September 12, 2014.

The Policy Subcommittee met on September 12, 2014. See policy revision under Section II. B. 2.

Subcommittee Schedule:

a) Athletic Subcommittee	September 23, 2014	12:30 pm
b) NORCAM BOD	September 25, 2014	7:00 pm
c) Policy Subcommittee	October 2, 2014	3:30 pm
d) Finance Planning Team	October 10, 2014	8:15 am
e) Evaluation Subcommittee	TBD	10:45 am

II. E.2. Administrative Report:

- **MTRS Audit:** The North Reading School District and 33 other local systems have been selected to participate in the FY2014 audit. This is the fourth audit that the NRPS will participate in this year. The other three audits include Medicaid, Civil Rights, and the Special Education Coordinated Program Review. Each audit requires a significant amount of time, often from the same departments, and can add stress to an already stretched work force.
- **PARCC Parent Information:** On September 15, Dr. Patrick Daly sent an information letter to parents regarding PARCC. He included a handout from MADESE that provides more detail about the test, participation, and field-test status. Dr. Daly will continue to keep parents informed about the test and North Reading School District's participation this year.
- **High School Principal Search:** Sixteen applications were submitted for the open position. Members of the Administrative Council screened all 16 and the search committee conducted a second screening resulting in the identification of 5 candidates for interviews. Interviews will take place September 24, 2014 and site visits to finalist candidates' current place of employment will take place on September 29, 2014. A community Q&A session with the finalist candidates will take place at 4:00 pm on October 1, 2014 followed by public interviews beginning at 6:00 pm. Announcement of the selected candidate is anticipated to take place on October 3, 2014.

II. E.3. Correspondence:

None at this time.

III. Future Business:

October 6, 2014	6:30 PM	Town Meeting, NRHS Auditorium
October 14, 2014	7:00 PM	NRHS Distance Learning Lab
October 27, 2014	7:00 PM	NRHS Distance Learning Lab

IV. Adjournment:

The Committee voted on a motion made by Dr. Errichetti and seconded by Mr. Bowers to adjourn at 8:52 pm. Motion passed 5-0.

Documents and Exhibits:

1. Policy: LEC – Relations with Booster Organizations and LEC-R Guidelines for Boosters and Support Organizations
2. Large Capital Project Priority List
3. Request from NRMS regarding Grade 8, Washington, D.C. trip
4. NRPS Preliminary In-District Enrollment 2014-2015 as September 8, 2014
5. North Reading School Committee Goals Action Plan for 2014-2015
6. NRPS 2016: A Strategy for the Future (PowerPoint)
7. NRPS 2016: A Plan for Strategic Continuous Improvement (PowerPoint)
8. Minutes: Open Session – July 28, 2014
9. Minutes: Open Session – August 5, 2014
10. FY15 Budget Report as of September 16, 2014
11. FY16 School Committee Budget Goals
12. Gift Acceptance Memo – Middle School Parent Association
13. Gift Acceptance Memo – Friends of North Reading Cheerleading
14. MTRS Letter to Superintendent regarding MTRS Audit
15. Handout from MADESE regarding PARCC