

**SHUTESBURY SCHOOL COMMITTEE**  
**THURSDAY, June 23, 2016**  
**FINAL Minutes**

**Present: Dan Hayes, Lauren Thomas-Paquin, Katie Fiander, Steve Sullivan, members; Fred Steinberg, Chair; Aaron Osborne, Director of Finance and Operations; Jennifer Haggerty, Superintendent; Public Guests**

**A. Meeting Called to Order at 7:01 P.M.**

**B. Review of Agenda and Perpetual Calendar**

**C. Warrants and Gifts**

#5010: \$1,334

**D. Approval of Minutes from May 19, 2016.**

Fred asked a clarifying question about a public comment recorded in these minutes.

**DAN MOVED TO APPROVE THE MINUTES OF May 19, 2016 AS EMENDED. FRED SECONDED. UNANIMOUS.**

**E. Public Comments and Announcements**

Fred Vanderbeck handed out copies of a resolution passed by the Pelham School Committee against lifting the cap on new Massachusetts charter schools. SSC discussed the implications of the ballot question this fall that would lift the cap on new charter schools indefinitely; SSC also discussed possible responses they could make to make these implications clear to the public. How can we work to balance out the inequalities that charter schools are introducing (different standards for public vs. charter schools, amount of public funds available to support each, etc.)? SSC will continue to discuss this issue, perhaps working toward drafting a resolution of their own.

**F. New Business / Discussion Items:**

1. Safety Committee Update: Jackie reported that she and Chief Harding have been discussing a couple of potential security issues with the school: there are dozens of copies of keys to the building out in the community, and there is a single code to disarm the security system. Chief Harding has proposed using a fob-based system instead; fobs can be programmed to be operational only at certain times and, potentially, for certain rooms. They are also proposing a front-door camera that will record images of visitors for 48 hours. Chief Harding is quite concerned about these issues and is pursuing a grant to pay for upgrades since these costs have not been put through the Capital Planning Committee, although they could be added to the list of capital upgrades. Jackie noted that SES is known for being progressive on safety issues (for example, our lockdown system and our fully articulated Reunion Policy).

**G. Unfinished Business / Updates: None.**

**H. Policy Review**

Final Vote on:

1. DI-A – Food Service Accounts Policy

2. JLCG – Head Lice Policy
3. GBED – Smoking and Tobacco Use on School Property by Staff Members

**DAN MOVED TO APPROVE POLICY DI-A – FOOD SERVICE ACCOUNTS POLICY. FRED SECONDED. UNANIMOUS.**

**DAN MOVED TO APPROVE POLICY JLCG – HEAD LICE POLICY. FRED SECONDED. UNANIMOUS.**

**DAN MOVED TO APPROVE POLICY GBED – SMOKING AND TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS. LAUREN SECONDED. UNANIMOUS.**

Second Reading, First Vote on:

1. JH – Absences and Excuses

**DAN MOVED TO APPROVE POLICY JH – ABSENCES AND EXCUSES. KATIE SECONDED. UNANIMOUS.**

Vote to Delete:

1. JFK – Discipline of Students Eligible for Special Education Needs (Final)
2. DDA – CORI Requirements (first vote to delete)
3. K – Residency Policy (first vote to delete)

**DAN MOVED TO DELETE POLICY JFK – DISCIPLINE OF STUDENTS ELIGIBLE FOR SPECIAL EDUCATION NEEDS. KATIE SECONDED. UNANIMOUS.**

**DAN MOVED TO DELETE POLICY K – RESIDENCY POLICY. LAUREN SECONDED. UNANIMOUS.**

## **I. Reports**

### 1. Principal's Report

Jackie reported that the first day of school will be August 29 this year. Over the last few weeks of school, we had a lot of very successful events here. Special Kudos to Fred for his appearance in the Graduation Day movie. Also, one of Lauren's children was a leader in the SES student theater club. The new playground will be installed this summer, and we're preparing documentation so that the track can go in; this is a bit complicated because we need to show that the installation will not impact any wetlands. The School Council has closed the survey; we only got 50 responses, but this number is proportional to the students we have, so we feel good about the magnitude of the response. We got a lot of positive comments about art, reading, school spirit, the community feeling, lunches, and communication. For improvements, the biggest concern was the relative lack of science curriculum as well as lack of alignment with state standards. However, we've just finalized a new science curriculum. There was also a general question about standardizing communication from teachers (some have blogs, some don't, etc.).

We've received two applications for School Choice, both sibling duos in 3<sup>rd</sup> and 1<sup>st</sup> Grades. Another student is also returning to SES from a charter school. In terms of staffing, Andrea Darby will not be retiring as she first thought, and we needed to hire a .4 ELL teacher to assist a student as well. We have an open search for a .4 ASD support position, and we have a need for Special Education support as well.

Steve wondered whether we shouldn't invite home school families to Assemblies to see what's going on here.

## 2. Superintendent's Report

Jennifer reported that she presented her Summative Report to JSC last week, and the Leadership Team met for the last time of the School Year as well. We're excited to attend a symposium on supporting students in August. We're also drafting a Theory of Action that will be used to create a Mission Statement; that work will continue this fall. Her box of artifacts and evidence is available in the Central Office.

## 3. Amherst-Pelham Representative's Report

Steve reported that the committee reorganized at the last meeting; there's a new Chair and Vice-Chair. We had a presentation from the ARMS Principal that was very well done. We passed a resolution against lifting the charter school cap. Steve then read the names of Shutesbury students who graduated this year. Steve now sits on the newly formed Recreation Commission in addition to the Food Service Committee; he's always looking for students to talk with about their food experience in Amherst.

## 4. Director of Finance and Operations Report

Aaron reported that there are no big mysteries on the Expenditure Report. Our network upgrade is encumbered and ready to go. We have a couple of transfers to approve as well, one to subsidize our small but excellent food service and one to approve Circuit Breaker funds for a new position. We will need to budget for a .4 ELL position because of MA's high ELL support standards (90 minutes/day per child). There are Special Education needs as well that will require a one-to-one assistant at this time; this might become more significant in the future. Circuit Breaker funds next year will be used to offset the Special Education position in order to free up funds for the ELL position. Aaron also noted that U#28 is moving toward paying vendors through the Central Office; this will cut back on the amount of time required to follow up with vendors and reconcile accounts later. In the future, we're looking at having a centralized Food Data position as well to take that burden off the individual Food Service Directors, who have to input nutritional information on a per-serving basis for the dishes cooked from scratch in our schools. Aaron noted that both SRS and EES were awarded grants from the EOS Foundation to offer breakfast in the classroom.

**DAN MOVED TO APPROVE THE TRANSFER OF AN AMOUNT NOT TO EXCEED \$12,000 FROM THE GENERAL FUND TO OFFSET THE FOOD SERVICES REVOLVING ACCOUNT DEFICIT FOR THE 2016 SCHOOL YEAR. FRED SECONDED. UNANIMOUS.**

**DAN MOVED TO APPROVE THE UTILIZATION OF UP TO \$55,000 OF ADDITIONAL CIRCUIT BREAKER FUNDING AS NECESSARY TO SUPPORT THE FY17 BUDGET FOR SHUTESBURY ELEMENTARY SCHOOL. FRED SECONDED. UNANIMOUS.**

## 5. Union #28 Report – including Budget and Personnel

Dan praised the Leadership Team for its cohesion and effectiveness.

## 6. CES Report: None.

## J. Future Business

- Shutesbury Policy Committee – Thursday, August 25, 7 P.M.
- Shutesbury School Committee – Thursday, August 25, 7 P.M.

- Budget and Personnel Committee – TBD
- Union #28 Joint Supervisory – TBD
- Future agenda items

**K. Executive Session – Personnel Matter**

**DAN MOVED TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER, NOT TO RETURN TO PUBLIC SESSION. LAUREN SECONDED. ALL VOICE VOTES AYE.**