

SHUTESBURY SCHOOL COMMITTEE
THURSDAY November 21, 2013
FINAL Minutes

Present: Michael DeChiara, Dan Hayes, Mare Fox, Emily Bloch, (Sean Wood-McNiff arrived at 8:15pm), members; Bob Mahler, Superintendent; Maureen Ryan, Principal; Michael Kociela, Union 28 Director of Finance and Operations, Nancy Birtwell, teacher, Polly Wagner Math coach; Fred VanDerbeck, community.

- A. The meeting was called to order** by Michael at 7:01

- B. Review of Agenda and Perpetual Calendar** Michael suggested minor adjustment to the order of the agenda to accommodate Michael Kociela's schedule.

- C. Warrants and gifts** The committee signed two Food Service Warrants, one dated 9/24 for \$507.75 and the second dated 10/13 for \$1861.21.

- D. Approval of Minutes**

DAN MADE A MOTION TO APPROVE THE MINUTES OF OCTOBER 17, 2013 AS AMENDED, EMILY SECONDED. MOTION WAS TABLED TILL NEXT COMMITTEE MEETING.

E. Public Comments and Announcements none

F. New Business/Discussion Items

- **Review of Substitute Nurse Pay**
Bob recommended to the committee to raise the salary of the substitute school nurse from \$70/day to \$120. He said whenever the school functions without a school nurse it places a significant burden on the principal and secretary. Shutesbury's current pay rate for substitute school nurse is well below the daily rate available in other local towns and schools in our district.

MARE MADE A MOTION TO APPROVE THE PAY INCREASE OF THE SUBSTITUTE NURSE FROM \$70/DAY TO \$120, EXCEPT ON WEDNESDAY THE RATE WILL BE \$100, EFFECTIVE IMMEDIATELY, EMILY SECONDED. FOUR APPROVED.

DAN MOVED TO INCREASE THE SUBSTITUTE PAY OF NON CERTIFIED SUBS FROM \$60/DAY TO \$70, OF CERTIFIED TEACHER SUB FROM \$65/DAY TO \$80, AND RETIRED TEACHER SUB FROM \$70/DAY TO \$80. FOUR APPROVED.

The committee discussed increasing the rate of pay for a variety of other school substitutes. They recommended to Bob that they would like a uniform standard for the entire district and would be prepared to make that vote at their next meeting.

Michael Kociela discussed the preliminary FY15 budget draft for Union #28 that was in the committee's packet. He said the biggest increase was due to the need to upgrade central office's computer equipment/hardware. That line item will increase by \$8500. The total budget request increases \$13,565 which represents a 2.5% increase from the previous year. Michael said that next month the committee will discuss the elementary school budget before meeting with the town's select board and finance committee sometime in January. Dan wanted to know from Bob and Maureen what is needed in the school and to be sure to build that into the proposed budget.

The committee discussed the food payment system research that Bob worked on. Bob presented a Swipe card system that Erving Elementary School is adopting called Heartland School Solutions. He said the system is expensive with a one-time installation cost of about \$6000 and an annual maintenance cost of probably \$1000. He was not sure if this would reduce the paper work required of the Food Service Director. He said that a system like this would create another layer of technology to manage and keep up with. The committee asked if there could a Union wide administrator. Bob said this is not feasible district wide. He also noted that sometimes these systems are more work for the cooks in the kitchen. A swipe card systems he said is often more efficient in larger school districts. He said that he will continue to look at different swipe card systems and report back to the committee in December.

G. Unfinished Business/Updates

Administration Update: November 18 forum, school status-follow-up from October community feedback. Bob said that he had an open conversation on Monday night with about 50 parents. He acknowledged their concerns and told them that he and Maureen have been working together to answer the questions that people have with communication. One outcome is that the Road Town News will come out every week. Maureen also announced that they have hired a new school secretary to replace Toni Costa, Jessica Carlson Belanger. Jessica will start December 9.

H. Policy Review

- Second Reading, First Vote on:
JRA-R-Students Records

DAN MOVED TO APPROVE POLICY JRA-R STUDENT RECORDS AS AMENDED, SECOND READING FIRST VOTE, MARE SECONDED. FOUR APPROVED.

DAN MOVED TO APPROVE POLICY KCDA-PUBLIC GIFTS TO THE SCHOOL DISTRICTS, SECOND READING FIRST VOTE, MARE SECONDED. FOUR APPROVED.

I. Reports

Principal's Report

Maureen said again that she is very happy to announce the hiring of Jessica to replace Toni Costa as the school's new secretary.

Dan asked Bob to take a look at Leverett's salad bar and report back to the committee how that is working.

Is the gym roof leaking? The fix did not work. Bob will talk with Becky what the next steps are, and if a capital request will need to be made. He said at the moment it is not interfering with school activity.

Road Town weekly newsletter is back to a weekly activity.

Dan commented that he appreciates reading the classroom snap shots Maureen writes about in her Principal Report.

Superintendent's Report

Bob announced that the central office payroll clerk has retired after 32 years. She will be missed.

Bob introduced the co sped director Prudence Marsh and said that she will begin to work in the different elementary schools and attend special education meetings.

He told the committee that he is meeting with Kevin Courtney, a long time Superintendent, who is his mentor.

Regional School District Planning Board

Educational Study Planning Committee- did not have a quorum. The Shutesbury School planning board representatives met to review the different models being considered. The next meeting of the Planning Board is 12/5. A Mediator is coming to the meeting.

It was clarified that any change to the region school agreement requires all four towns to agree to any proposed change.

Amherst-Pelham Representative's Report

At their last meeting the board approved a nut policy to be put in place by the superintendent. No vote or discussion took place concerning that policy. Michael reported that the board will discuss the upcoming Superintendent goals at their next meeting

Michael reported that Shutesbury has the highest student enrollment of the three small towns.

Union #28 Report

Representatives reported that they extended the contract for Superintendent Mahler for one more year. Contract is being negotiated.

CES Report

Dan reported that a financial audit was conducted and everything looked good. They are currently reviewing existing bylaws and continuing the search for a new Executive Director.

J. Future Business

- Regional School District Planning Board-Dec. 5, ARMS
- Budget and Personnel- Dec. 10 6:00pm Central Office
- Joint Supervisory-January 27, 2014 7:00pm Erving Elementary School
- Regional Meeting-Nov. 26, 7pm ARHS
- Shutesbury School Committee-Dec. 19, 2013
- Future agenda items?

K. Executive Session

The Committee adjourned their regular meeting at 9:11pm.

MICHAEL MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING. THE COMMITTEE WILL NOT RETURN TO OPEN SESSION. HAYES YES, BLOCH YES, WOODARD-MCNIFF YES, DECHIARA YES, FOX YES.

**Respectfully Submitted
David C. Dann**