

**SHUTESBURY SCHOOL COMMITTEE**  
**THURSDAY September 19, 2013**  
**FINAL Minutes**

**Present: Michael DeChiara, Dan Hayes, Mare Fox, Emily Bloch, Sean Woodard-McNiff, members; Bob Mahler, Superintendent; Maureen Ryan, Principal; Polly Wagner, math coach; Paul Demarco, MTA; Nancy Birtwell, teacher; Fred VanDerbeck, community; Weezie Houle, Finance Committee.**

**A. The meeting was called to order** by Michael at 7:00.

**B. Review of Agenda and Perpetual Calendar** none

**C. Warrants and gifts** none

**D. Approval of Minutes**

**DAN MADE A MOTION TO APPROVE THE MINUTES OF AUGUST 22, 2013 AS AMENDED, MICHAEL SECONDED. THE COMMITTEE TABLED THE VOTE TILL THEIR NEXT MEETING.**

**E. Public Comments and Announcements**

Paul Demarco told the committee they would be receiving a formal letter to open teacher contract discussions.

Dan thanked Maureen and Bob for the successful school opening.

**F. New Business/Discussion Items**

- Educator Evaluation Plan- Vote

Bob said that the Union is working to install a new Educator Evaluation Plan district wide. He said the major changes are the evaluator has to stay at least 15 minutes per classroom visit and that the teacher data used covers a three year period. The Union negotiated a 3 year period of accumulated evidence. Bob said the School's attorney saw no red flag with the 3 year plan. The teachers have already ratified the changes and the plan now awaits the committee's approval.

**DAN MOVED TO APPROVE THE SHUTESBURY EDUCATOR EVALUATION AGREEMENT, MARE SECONDED. FIVE APPROVED.**

**G. Unfinished Business/Updates**

- Food systems research update (including management of paperwork)  
Bob described the Nutrikids payment system. The committee asked Bob to continue with the research, to include time saved by staff, annual maintenance fee, cost for Union versus Shutesbury Elementary School and that they would continue with the discussion at their next meeting. Mare discussed her conversation with Gail, Food Service Director concerning the paperwork requirements for the food service program. She said it is manageable and takes about 1 ½ hours per day as long as you keep on top of it. She also discussed with the committee the idea of selling pizza on Fridays as a fund raising effort for the food program. Dan

had several questions and wanted further exploration before it is started. The committee will put this on the agenda for October.

#### **H. Policy Review**

None at this time, however coming next month will be the first read Gift and Fundraising polices.

#### **Looked at JRA-R**

First read sent to committee. The committee said it will review old policies for deletions and duplications.

#### **I. Reports**

**Principal's Report** Maureen read from her report, highlights below:

The first sixteen days of the school year finds us all progressing steadily, navigating the bumps in the road with skill and patience. The principal, staff and the PTO have welcomed our new SES students and families. New students, along with their peers, have reviewed the rules of the school, the routines of dismissal and experienced the top-notch offerings of SES.

**Food Service.** The numbers for lunches has been averaging 80-90. The breakfast program maintains approximately 13 daily. Staff participation is very high and the compliments to the chef are constant and genuine. Rob and Gail report less food waste and more vegetables (salad) being consumed by students and they have a portion of salad served as an option with every lunch.

#### **Student Enrollment**

The total is now 155.

#### **Staff highlights**

- We temporarily increased the hours of a bilingual paraprofessional who had been hired to support our students who have special needs in the after-school program. Silvina Richards has been working with our new student in grade one who is an English language learner.
- We are interviewing for the position for long-term substitute teacher (5/6) tomorrow.

#### **Professional Development & Staff Training**

- All staff will have completed the required trainings (Confidentiality, Special Education, Harassment, Bullying, Mandated Reporting, etc.) by October 15<sup>th</sup>.
- Teachers have received two math trainings facilitated by our math coach, Polly Wagner.

#### **Classroom Snap Shots:**

5/6

- Field Trip to Morse Hill for team building skills, self-esteem and confidence awareness, trust and communication, problem solving. Funded by money raised by 5/6.

- Field Trip to Rainbow Beach to visit one of the major geographic features of the Pioneer Valley in connection with the 3 & 4 geography unit of study and extending the Art unit of study on sculptures. (Andre Goldsworthy “Found Art Project”)

1 & 2

- Learning, adjusting to and re-adjusting to the daily routines. Teachers are assessing the reading levels of students.

Pre-K & K

- Exploring the environment. Adjusting to the routines and practices. Teachers continue to prepare for NAEYC visit in November.

### **Upcoming Events**

- September 25<sup>th</sup> Open House 6:00-8:15
- October 4<sup>th</sup> Back to School Pot Luck 6:00-8:00
- October 16<sup>th</sup> Picture Day
- October 16<sup>th</sup> Staff Training in Crisis
- October 19<sup>h</sup> Flu Clinic using the building
- October 22<sup>nd</sup> Lockdown Drill

The committee discussed the discontinuation of the salad bar. They acknowledged the decision is the principal’s; however they encouraged the principal to communicate the change to parents. Maureen said salad is available every day. The reasons behind its discontinuation are less waste, better hygiene, and the food service director can more accurately determine meals that qualify for reimbursement. The school now operates under the “serve” model as opposed to the “offer” model. This allows for a faster service and each meal is reimbursable.

### **Superintendent’s Report**

Bob apologizes for not having a written report, he said next time they would have one. He said MCAS results would be publicized soon. Shutesbury Elementary school was at level 2 last year (2012), and now (2013) is level 1.

PARCC- SES/Swift River are pilot schools. Tests are being developed, part of national desire to assess the common core standards. Shutesbury is testing just 5th grade. The test will be administered during the MCAS late March early April.

Met with Franklin County superintendents- lots of discussion about school choice, whether a school district was part of the school choice program.

Hired co- SpEd director-Prudence Marsh. She comes with special education experience from Easthampton. She signed her contract today. Deb, other co director will be a strong mentor.

MASC, new school committee training. Who will participate? Sean and Emily will be going from Shutesbury. Bob said they will have one for all school committee members in Union 28.

### **Regional School District Planning Board**

Michael reported that there was no meeting since the last school committee meeting. Their next meeting will be Monday September 23, 7-9 pm. He told the committee that Shutesbury's representatives, Elaine, Becky and Michael met to look at the 4 current models being considered by the board. The model review will include the total picture, finances educational benefits, etc. Whichever model is adopted all four towns have to agree. He said that the potential model could leave SES alone with K-6, with the other three towns Leverett, Pelham, Amherst being K-12. If there is a new regional agreement all four towns have to approve the new agreement.

#### **Amherst-Pelham Representative's Report**

Michael reported they reviewed the superintendent's goals. The next meeting is September 24, and he will continue to send the committee the meeting agendas.

#### **Union #28 Report**

No report

#### **CES Report**

Dan reported that election of officers and reorganization took place at their last meeting. They have hired a consultant to assist with the executive director's search. He also reported they appointed a new financial officer, and created a new board for the virtual school they are considering.

#### **J. Future Business**

- Budget and Personnel-Next Meeting- Tuesday September 24 SES 6:00pm
- Joint Supervisory- Next Meeting- Tue. September 24, 2013 SES 7:00pm
- Regional Meeting- Board Meeting September 23, 2013
- Shutesbury School Committee October 17, 2013
- Future agenda

#### **K. Executive Session**

**MICHAEL MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS NEGOTIATIONS AND THE EDUCATIONAL NEEDS OF STUDENTS, DAN SECONDED. THE COMMITTEE WILL NOT RETURN TO OPEN SESSION. HAYES YES, BLOCH YES, WOODARD-MCNIFF YES, DECHIARA YES, FOX YES.**

**Adjournment 8:50**

**Respectfully submitted**

**David C. Dann**