

**Minutes of the
Monson School Committee
Regular Business Meeting
Quarry Hill Community School – School Committee Meeting Room
July 6, 2016**

Present: Chair Peter Sauriol; Vice Chair Joshua Farber; Secretary Patricia Oney; Committee Members Jenny Curry and Joel Keller

Also Present: Superintendent Cheryl Clarke and Recording Secretary Karen Methe

Note: This meeting was video-recorded.

Mr. Sauriol called the meeting to order at 7:04 p.m.

Mr. Farber read the **Mission & Vision Statements**.

Announcements:

The second annual Summer Bus Tour has been scheduled for August 22, 2016. All staff and School Committee members are welcomed and encouraged to ride the bus and participate in this fun event where students get to meet their teachers, support staff and includes distribution of school supplies.

Minutes:

Mr. Sauriol reviewed a revised procedure for approving meeting minutes. Minutes will be included, for review, as part of a School Committee meeting packet to be distributed on Monday prior to the Wednesday scheduled meeting. Approval of those minutes will be voted on at that meeting. Mr. Sauriol noted that Committee members should have received email distribution of the June 8, 2016 minutes of the Regular Business Meeting, June 15, 2016-Reorganization Meeting and June 15, 2016-Working Meeting for distribution only. They will be voted on for approval at the August 10, 2016-Regular Business Meeting, in addition to minutes for May 18, 2016-Regular Business Meeting.

Subcommittee & Liaison Reports:

Mr. Sauriol read the Department of Elementary and Secondary Education (DESE) information regarding School Committee members not serving on School Councils unless they are elected as a parent member of the council. Discussion followed including pros and cons of the information provided. Mr. Farber solicited the opinion of Mrs. Clarke who said she did not have a strong opinion either way, however noted that consistent representation at the meetings would be very beneficial. Mr. Farber stated that he felt Committee members added value to School Councils; to which Mr. Keller agreed. Discussion continued. Mr. Sauriol noted that he also doesn't have a strong opinion either way but wanted to be sure that what the Committee, or individuals of the Committee were doing will be adding value as opposed to continuing with the way something has always been done. Mr. Sauriol added that the goal of liaison positions in the past were to

keep the channels of communication open and he agreed with Mr. Farber about not necessarily having to attend every meeting to accomplish that goal, but important to stay in touch. Ms. Curry spoke about the concept of using liaisons on an as-needed basis stating that a member of a certain group could reach out to a Committee member if they wanted/needed someone at their meeting. Ms. Oney asked for clarification of the difference between subcommittees and liaisons. Mr. Sauriol explained that though there have been subcommittee members and liaisons each year, he suggested at the first meeting these two positions be combined for effectiveness. After further discussion it was the consensus of the Committee to include liaisons to the School Councils. Tentative assignments are Ms. Curry for Quarry Hill Community School, Ms. Oney for Granite Valley Middle School. Though Mr. Farber and Mr. Keller are both interested in Monson High School, Mr. Keller will serve as liaison.

Policy and Diversity Subcommittee:

The subcommittee met on July 6, 2016. It was noted that because this year the Policy Subcommittee had expanded to include a diversity audit the mandate will be split in half as such: To develop, adapt, review and consider changes to the policies of the Monson Public Schools as needed on behalf of the Monson School Committee, and bring proposed changes and/or new policies to the larger committee for vote and consideration as warranted and to work with administration to audit district diversity, and make recommendations to administration and School Committee to commodify desired protections and standards for diversity in policy and practice in compliance with law and policy book.

Following are the goals that were developed:

1. To establish policy book online hosted by the Massachusetts Association of School Committees (MASC)
2. To serve as first look for all new policy and policy changes as released or advised by the State, MASC or Committee
3. To complete diversity audit and subsequent recommendations within the year to ensure integration with strategic plan, including school choice and town diversity, Parent Advisory Council (PAC) reestablishment and visibility, gender and identity issues, programmatic diversity for vocational and Special Education offerings and programs, etc.

It was discussed and agreed upon that this subcommittee would reach out to the Parent Teacher Student Association (PTSA) and the Parent Advisory Committee (PAC). Mr. Farber noted that someone will contact the Council on Aging to provide them with a liaison contact name. The subcommittee will also begin a Code of Conduct discussion as distinct from expectations for members and Chair responsibility in maintaining order and prepping new members, all of which are in current Policy. Mr. Farber reported that according to Massachusetts Association of School Committees (MASC) there are no local School Board models that they see anywhere in the state. MASC suggested that "*Charting the Course*" program is designed as their way of reinforcing Code of Conduct and that serves as a state level conduct training. Mr. Farber noted that the program did not effectively allow dealings with individual members. He was informed by Glenn Koocher (MASC) that the Committee doesn't have town recall by-laws, which has been brought up to the Committee in the past, though tabled. Mr. Farber suggested to the subcommittee, and it was agreed, that the next step was getting in touch with Mr. Brassard, Town Administrator, and arrange a meeting to discuss whether this is a town issue and not just a school governance issue.

Mr. Keller questioned information provided that there were no other School Boards Code of Ethics. He cited several districts that he had information on. During discussion it was noted that most were expansions to Policy and Regulations. Mr. Sauriol feels starting a conversation with the town is warranted. If determined that the town does not want to pursue the issue, the subcommittee could begin looking at ways to adapt Policy BCA. Mr. Farber commented that the Committee, as far as he could tell, does not have the power to create or enforce their own Code of Conduct.

Curriculum Subcommittee:

Ms. Curry and Mrs. Watts met on June 13, 2016 where they reviewed end of the year information. Ms. Curry provided a detailed overview that highlighted E-Doctrina which covers Curriculum, Common Assessment and Student Data. It was noted that the feedback on this program is still very positive. Title I, Summer Reading Program and the Summer Drop-In Reading Sessions commenced on July 5, 2016. The subcommittee met three times this past year. It was decided that Mrs. Watts would present an in-depth report to the Committee at a September meeting. There was discussion that followed with Mr. Farber noting that his understanding is that the Committee only gets involved if there are significant changes to the curriculum and, that stated, questioned whether the subcommittee foresees any right now. Mr. Farber noted that the last change to be presented and approved by the Committee was math requirements for graduation. Currently being discussed is the requirement of Work-Based Learning or a Capstone project for graduation which will be brought to the Committee for approval. Goals of this subcommittee are built in as the first mandate of the Policy/Diversity Subcommittee suggests. It was decided that this subcommittee would act as liaison to the Music Boosters and Guidance Advisory Council. Upon discussion, it was decided that Monson Free Library would also be the responsibility of this subcommittee.

Mr. Sauriol stated that his expectation of a subcommittee liaison position was to keep the lines of communication open, not necessarily attending every meeting. That could be in the form of a monthly e-mail to inquire about an upcoming meeting agenda or touching base after a meeting to obtain information discussed. He would like to be proactive with the liaison contacts.

Finance Subcommittee:

The subcommittee met on July 5, 2016. The mandate of this subcommittee is to facilitate the annual budget development and ongoing review of spending throughout the year in the context of the approved budget.

Following are the goals that were developed:

1. To ensure that the subcommittee is developing an all funds budget which would mean that all revenue sources are going to part of budget development to include more comprehensive subcommittee facilitation of all dollars going through the district including School Choice, Grants, Circuit Breaker, basically anything the Committee could sign would require a clearer sense and that the budget process is accounting for every dollar being used whether or not in the net school spending budget.
2. To continue to be proactive about capitalization and long-term planning in budget and development which may require some collaboration with the Facilities and Long-Term Planning subcommittee to be done thorough the Chair of that subcommittee.

3. To continue to guide budget development process to ensure that it is explicitly driven by clearly stated priorities and strategic initiatives, especially in the context of this year's Strategic Plan development process.
4. There was discussion surrounding the question of Pathfinder's impact on town and school, both financially and in general, and the usefulness of having a subcommittee that is catching the information on a first pass. The Finance subcommittee is willing to do that if it seems useful to the rest of the Committee members. That said, Mr. Farber feels that in addition to this subcommittee being liaison to the Board of Selectmen and Town Finance Committee should it be considered that a formal liaison to Pathfinder be assigned? Mr. Sauriol felt it was appropriate and in the best interest to the students of Monson. Mr. Keller noted that the struggle foreseen is what the mandate would be for a member of that subcommittee, would it be to attend a Pathfinder meeting and if so, how would that manifest itself? He noted that the member would have no discretion or voting rights. Mr. Keller suggested that the Committee pursue a meeting with the Town Administrator as well as the Board of Selectmen and Finance Committee as part of the liaison responsibility. Mr. Farber feels that there is a heightened sense this year in part due to the understanding of Pathfinder's financial needs. He feels a liaison is necessary because the town is often not aware of what is happening at the Pathfinder end until it is very late in the game for the Committee to be able to do anything other than be reactive to their needs, and if we want to be able to set the agenda for own schools we may have to step up and insist on being more informed and earlier in the process of what they are thinking at their table. Mr. Farber suggested simply attending a few meetings initially, prior to the formation of a specific subcommittee. Mr. Keller agreed.

Facilities and Long-Term Planning Subcommittee:

The subcommittee met on July 5, 2016. The mandate developed was to identify the district's long term capital planning and evaluate building/facility utilization.

Following are the goals that were developed:

1. Develop a 3, 5, 7, and 10 year outlook
2. Re-evaluate and replace Pool Agreement
3. Transportation budget
4. Inform Strategic Plan development

The subcommittee's liaison responsibilities are the Athletic Boosters Association, Monson Arts Council and Parks & Recreation.

Negotiations Subcommittee:

The subcommittee met on June 29, 2016. The mandates developed were: to be the first face of the School Committee to interact with union for negotiations or grievances; to lead the School Committee professional growth; to review district policy in regards to positions (job descriptions, contract template, interview process).

Following are the goals that were developed:

1. Review of fingerprinting process
2. School Committee Training/Team Building

3. School Committee Evaluation (Unit)
4. Job descriptions /Posting reviews
5. Process of hiring

The subcommittee's liaison responsibility is the District Technology Committee

Superintendent's Report:

Mrs. Clarke reported that the last day of school went very smoothly. The Central Business Office (CBO) has been quite busy with new hires due to resignations, retirements and reassignments. The one brand new position is a School Counselor at Quarry Hill to support the behavioral program. At Granite Valley there is a new Dean of Students, Jack Champagne, who will be introduced at a later meeting. Monson High has new Math, Science, English, Manufacturing Technology and Foreign Language teachers. Mrs. Clarke expressed her excitement about welcoming the new staff at all three schools. She also noted that the district is in the process of hiring a new Director of Pupil Personnel Services.

A new website is now available, and Mrs. Clarke commented that the information is still in the process of being transferred and updated. She noted it is quite user friendly and will now be tied to the parent portals. The process will be evolving throughout the summer months.

Teachers from each building are working on curriculum this summer, continuing work on the lesson plan components of their curriculum in English, Math and Science.

Mr. Bardwell continues to head up the crisis plan team to revise the crisis plan for the district, which has been a year-long undertaking. The team met recently to wrap up this initiative and Mrs. Clarke will be sharing it with the Committee upon final revision.

The new Monson Teachers Association (MTA) president is Mrs. Zippin. Mrs. Clarke met with Mrs. Zippin to discuss any questions or concerns she had in her new role.

Several Professional Development training opportunities are in the works. On July 14, 2016, the Deans of Students and Technology Assistants from each building will be attending a training at Rediker Software on the portals to learn about the additional features offered by that program. In August, team leaders from Quarry Hill will attend a two day DSAC Summer Data Institute, while Granite Valley and Monson High team leaders will participate in an in-house training with Ribas & Associates focusing on trends in the data and collaborating to support students strategically and how best to meet their needs. Team leaders have already participated in Peer Coaching trainings this summer with two additional ones scheduled for the fall. The

Administrative Leadership Team Retreat will be held on August 4 and 5, 2016. The team will begin brainstorming the Strategic Plan, Mrs. Clarke will conduct a training on coaching teams as part of the Instructional Leadership Team initiative to improve the structure of how the team leaders work. There will also be mindfulness training offered through Valley Mindfulness.

Mrs. Clarke read to a very large group of children, parents and grandparents that joined her in the School Committee Room as part of the Monson Free Library's Summer Read Aloud Program. The Summer Feeding grant funded program has begun. Children from Monson and surrounding towns are welcome to enjoy breakfast and lunch free of charge. There is a charge of \$3.75 for an accompanying adult.

The new playground equipment for Quarry Hill is scheduled for delivery next week. Mrs. Clarke thanked the town for funding this project. Mr. Schubach, Technology Specialist, will be meeting with Valley Communications tomorrow to begin planning installation of the cameras and fob

system at Quarry Hill, another capital initiative that Mrs. Clarke is very thankful to the town for funding.

As part of the Crisis Team, Mrs. Clarke met with the Palmer Schools Superintendent to create a cooperative Out of School Evacuation Agreement between districts. It was decided that Mrs. Clarke would defer her presentation on the Strategic Plan to an upcoming meeting due to the lengthiness of this meeting. The Committee was in consensus.

Business & Facilities Report:

Mrs. Clarke reported that she and Mr. Smith have been working on wrapping up the end of year budget. Mr. Smith has been meeting with Miss Poulin and will have updated information at the next meeting.

Public session:

Mr. Sauriol opened Public Session at 8:06 p.m.

No one came forward to address the Committee

Mr. Sauriol closed Public Session at 8:06 p.m.

Unfinished Business:

The Committee reviewed, and voted to approve, Mrs. Clarke's evaluation summary at a Working Meeting held earlier this evening. Mr. Sauriol gave a high level overview of the summary, noting that the entire document will be available in the Superintendent's office. The Committee assessed Mrs. Clarke's five goals as well as a number of indicators and four standards.

According to the evaluation summary, Mrs. Clarke's Professional Practice Goal was met, Student Learning Goal made significant progress, under District Improvement, there were three goals, one was met and the other two had made significant progress. In terms of standards, Professional Leadership was ranked as proficient, Management and Operations was also proficient, Family and Community Engagement was exemplary and Professional Culture was proficient. Overall Mrs. Clarke's summative performance was rated proficient. Rate of Impact on Student Learning was ranked as moderate. Mr. Sauriol read the summative evaluation narrative. Mrs. Clarke thanked the Committee for their comments and feedback. She told the Committee it was a pleasure to work in this district. Mr. Sauriol replied that they were very happy to have her in the district and added that she has done a lot this year and he was happy to see the district moving in the right direction.

New Business:

Mr. Sauriol briefly reviewed Policies BBAA-School Committee Member Authority, BCA-School Committee Member Ethics, BDB-School Committee Officers, BDD-School Committee-Superintendent Relationship, BDE-Subcommittees of the School Committee, BEDB-Agenda Format, BHC-School Committee-Staff Communications, BHE-Use of Electronic Messaging by School Committee Members, and ADC-Smoking on School Premises. Mr. Keller asked if Mr. Sauriol had a concern, though he felt the Policy information had tremendous value to new member Ms. Oney. He added that as a fairly mature member of the Committee why Mr. Sauriol felt he needed to go through that process. Mr. Sauriol responded that though it was partially for Ms. Oney's benefit, it was also a reminder to current members ensuring everyone is on the same page. Mr. Keller noted that he didn't mind the reminder, but felt the Committee was very good at understanding their responsibilities and hoped Mrs. Clarke would say the same. Mr. Farber

added that he felt it was a reasonable read of the Chair's responsibilities for the orderly conduct of the Committee meetings and as a spokesman for the Committee at all times to review the rules at the beginning of the year. Mr. Sauriol noted that the Policy Manual had been recently revised and this was a good example of using it as a living document as something that was actually put into practice.

Mr. Sauriol then spoke about Executive Session Meetings. He stated that the reasons for these meetings are clearly outlined under Massachusetts General Law, Chapter 38, Section 21A and the information discussed is absolutely confidential in nature and should remain as such until the minutes are released to the public by Committee vote. Mr. Farber asked that in advance he make the motion to move into Executive Session upon completion of the Action Items review because Purpose 2 states in the Open Meeting Law Guide that a public body must identify the specific non-union personnel or collective bargaining unit with which it is negotiating before entering into Executive Session. Mr. Farber stated that he had pre-scripted that motion to read a little differently from the Agenda due to a few other nuances there.

Action Items:

- Resend the minutes of the June 8 and 15, 2016 meetings.
- Update and distribute subcommittees, liaisons and School Committee member lists.
- Get Policy /Diversity, Negotiations and Facilities & Long-Term Planning subcommittee mandates from Mr. Farber and Mr. Sauriol.
- Mrs. Clarke will discuss with Administrative Leadership Team their thoughts on School Committee members participating in School Councils.
- Mrs. Clarke will present her Strategic Plan at the next Regular Business Meeting.
- Individual Chairs of all subcommittees should be emailing the Boards to which they are liaisons to notify them as such.

Future meeting dates scheduled:

August 10 and 24, 2016 – Regular Business Meetings – 7:00 p.m.

August 24, 2016 – Finance Subcommittee - 6:00 p.m.

September 14, 2016 – Facilities and Long-Term Planning Subcommittee (Time TBD)

September 14, 2016 – Regular Business Meeting – 7:00 p.m.

September 28, 2016 – Regular Business Meeting – 7:00 p.m.

Executive Session:

Under M.G.L. Chapter 30 A, §21a, Purpose #2, to conduct strategy session in preparation for negotiations with non-union personnel.

- **Motion by Mr. Farber to move into Executive Session under M.G.L. Chapter 30 A, §21a, Purpose #2, to conduct strategy session in preparation for negotiations with and to conduct negotiations with the Monson Public Schools Superintendent, not to return to Open Session. (Second by Mr. Keller)**
- **Roll Call Vote:**

Ms. Curry	Yes
Mr. Farber	Yes
Mr. Keller	Yes

Ms. Oney Yes
Mr. Sauriol Yes

- **Motion carries 5-0**

Open session closed at 8:41 p.m.

Executive Session called to order at 8:47 p.m.

Documentation for this meeting: (emailed as a packet on 7/5/16)

Agenda

Evacuation Agreement

School Committee Policies

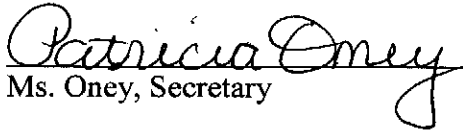
School Council Advisory

Smoking Policy

Distributed at meeting:

None

Approved by Committee:



Ms. Oney, Secretary