

**Minutes of the  
Monson School Committee  
Regular Business Meeting  
Quarry Hill Community School – School Committee Meeting Room  
August 23, 2017**

**Present:** Chair Joshua Farber; Vice Chair Peter Sauriol; Secretary Joel Keller; Committee Member Michelle Heroux

**Also Present:** Superintendent Cheryl Clarke; Director of Transportation Michelle Loglisci; Director of Counseling Robert Bardwell (8:05 p.m.) and Recording Secretary Karen Methe

**Absent:** Ms. Oney

**Note:** This meeting was video-recorded.

Mr. Farber called the meeting to order at 7:03 p.m.

Mr. Sauriol read the Mission and Vision Statements.

**Announcements:**

The high school's Freshmen Barbeque is being held this evening.

August 24, 2017 – Kindergarten Transportation Night for parents and students, 6:00 p.m. at Quarry Hill Community School

August 25, 2017 – New Teacher Orientation

August 28, 2017 – Teacher Work Day beginning with a district-wide staff Welcome Back meeting, and Kindergarten Open House

August 29, 2017 – Professional Development Day for staff

August 30, 2017 – First day for Students K-12

September 1 & 4, 2017 – No School

September 5, 2017 – First day for Pre-K

September 7, 2017 – Granite Valley Middle School Open House

September 21, 2017 – Quarry Hill Community and Monson High School Open House

**Minutes:**

- **Motion by Mr. Sauriol to approve the June 21, 2017 minutes of the Reorganization/Business Meeting as submitted. (Second by Mr. Keller)**
- **Request to move Line 145 to Line 141**
- **Motion carries 4-0**
  
- **Motion by Ms. Heroux to approve the July 17, 2017 minutes of the Working Meeting as submitted. (Second by Mr. Sauriol)**

- **No discussion**
- **Motion carries 3-1 (Mr. Keller abstained)**
- **Motion by Ms. Heroux to approve the July 19, 2017 minutes of the Regular Business Meeting as submitted. (Second by Mr. Sauriol)**
- **No discussion**
- **Motion carries 4-0**

### **Superintendent's Report:**

The Administrative Leadership Team (ALT) attended the Superintendent's Retreat and participated in a Book Study, data discussions and goal setting for the year.

The August 21, 2017 Summer Bus Tour was a huge success. Over 40 staff and administrators filled two busses this year due to an overwhelming response for specific stops. More than 150 bags of school supplies were distributed to students and, new this year, were parent bags which contained school and community resources. Mrs. Clarke credited Michelle Loglisci for all the supply ordering, Lisa Joseph for creating the bus routes and Vinnie Whitcomb, transportation department mechanic, for hanging the banners, wiring the music and making sure the busses were in order. She also thanked Deb Pafumi and Sherri Partlow for driving the busses and the Central Business Office staff for helping to pack the bags.

Mrs. Clarke noted that the schools were prepared for the students' first day. The buildings are in great shape thanks to Mr. Smith, Mr. Gross and the custodial staff. Certificates of Occupancy have been issued following inspections by the Town Building Inspector and Fire Department. The school gardens have been producing abundant vegetables. Mrs. Lecours and summer school students have tended the gardens throughout the summer. Mr. Bardwell will provide a full report at the next meeting.

Mrs. Clarke noted that the district received a \$20K grant for Summer Curriculum and other Professional Development work. She explained that the grant program provides districts with funding to support teachers in deepening their understanding of the revised 2017 English Language Arts-Literacy, 2017 Mathematics Curriculum Frameworks and the 2016 Science/Technology/Engineering standards as well as implementation of the continuing Positive Behavior Intervention and Supports (PBIS) work. Mrs. Clarke noted that 104 districts applied for this funding and only 38 were chosen.

Mrs. Clarke reviewed the newly hired employees and job positions that are still posted. The district received notification that the YMCA before and after school program has been cancelled. Mrs. Clarke stated that this has occurred in several other districts as well. To assist those families left without these services the MADE Program will offer a MADE Plus option which will be self-funded. Currently, enough families have signed up to sufficiently fund the program.

The 30 Days of Summer Feeding Program was a success. Cafeteria staff served 2,498 lunches and 557 breakfasts to those in need. A satellite program was also available for 12 days at Converse Middle School in Palmer and for 20 days at the Palmer Public Library. Mrs. Clarke thanked Mrs. Gustafson, Director of Food Services for her hard work and dedication to the program.

Enrollment is increasing. The district has registered 30 new students in the past two weeks.

### **Subcommittee & Liaison Reports:**

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Mr. Farber provided an overview of the Joint Meeting with the Board of Selectmen. He noted that it is important for all subcommittees to meet, requesting that meetings be scheduled within the next few weeks and members be prepared to report at subsequent Regular Business Meetings. He then spoke of a public request regarding transportation procedures, reviewing the current process for addressing a request of this nature. Mr. Farber asked members of the Committee if they'd prefer a different format for presenting public requests, (i.e. present it to the appropriate subcommittee initially, then to the Committee). Mr. Keller stated that the current procedure of introducing the matter at the table first allows members to be aware of a topic or request when a subcommittee brings it forward through an Agenda item. Mr. Sauriol agreed. Discussion followed about policy versus procedure.

Mr. Keller noted that the Finance Subcommittee has a meeting scheduled for September 6, 2017.

### **Policy/Diversity:**

- **Motion by Mr. Farber to move the Substance Use Policy to a third read. (Second by Mr. Sauriol)**
- **Discussion followed**
- **Mr. Sauriol requested a friendly amendment to the motion to read Substance Use Prevention and Education Policy.**
- **Motion carries 4-0**

### **Old Business:**

Mr. Farber outlined the visioning check-in with the Board of Selectmen (BOS). Ms. Heroux commented that she felt it was very positive. Mr. Farber noted that to acquire a more comprehensive look, BOS members will be invited to attend subcommittee meetings. Mr. Keller observed the importance of defining ways the Committee would like to move forward in their collaboration with the BOS. A brief discussion occurred on the scheduling of working meetings with the BOS. Mr. Sauriol spoke briefly about the awareness of both Boards process of addressing matters.

Mr. Farber read a formal letter addressed to the School Committee from a community member offering to be a liaison to the Facilities and Long-Term Planning Subcommittee. A thorough discussion ensued on the subject of subcommittee meetings being Open Meetings that anyone can attend. A question was raised as to whether the Chair of the Subcommittee should appoint or approve a liaison. Currently there is no formal policy or procedure in place. Discussion continued around the necessity of external liaisons to subcommittees. Mr. Sauriol suggested that an Open Session process, for the sake of keeping these meetings more casual, not be required but the Chairperson of the subcommittee be aware when a member of the community is in attendance. Ms. Heroux was tasked with responding to Ms. Silva.

Discussion began about extending the timeframe for appointing a new member to the Committee due to the resignation of Mr. Sauriol. Mr. Keller questioned the platforms that are being utilized for posting the vacancy, requesting 7 more days to get the vacancy information out to the community. It was the consensus of the Committee that any future vacancies be posted in the weekly Journal Register newspaper. Committee members were in agreement that a letter of intent was sufficient for vacancy. Mr. Farber will communicate with Town Administrator, Mr. Brassard.

Mr. Farber then focused on the Memorandum of Understanding (MOU) between Monson Public Schools and Palmer Public Schools, regarding Special Needs Pupil Transportation, which had been emailed to Committee members prior to this meeting. He provided a concise overview noting that Palmer has already voted to approve the MOU.

- **Motion by Mr. Sauriol to approve the Memorandum of Understanding between Monson Public Schools and Palmer Public Schools, regarding Special Needs Pupil Transportation. (Second by Ms. Heroux)**
- **An extensive discussion, including questions and answers, was held.**
- **Motion carries 4-0**

Mrs. Loglisci thanked Mr. Morrell for the LED crossing device on Thompson Street which she stated increased the safety for students, community members and the crossing guard. She also encouraged everyone to attend the Kindergarten Transportation Night scheduled for tomorrow evening.

Mr. Farber thanked Mrs. Loglisci for her work, adding that he realizes the monumental time involved.

**Public session:**

Mr. Farber opened Public Session at 8:21 p.m.

Karen O'Toole, 54 Beebe Road, came forward to address the Committee concerning electronic school communication.

Mr. Farber closed Public Session at 8:22 p.m.

**Action Items:**

All subcommittees to meet within the next few weeks.

Mr. Farber will communicate with Mr. Brassard.

Ms. Heroux will send a follow-up letter to Ms. Silva.

Committee members shared thoughts on his service and offered thanks to Mr. Sauriol for his time served on the Committee.

Mr. Sauriol shared his experiences on the Committee and thanked members as well.

- **Motion by Mr. Sauriol to adjourn Open Session. (Second by Ms. Heroux)**
- **No discussion**
- **Roll Call Vote**
  - Mr. Keller Yes**
  - Mr. Farber Yes**
  - Mr. Sauriol Yes**
  - Ms. Heroux Yes**
- **Motion carries 4-0**

Open session closed at 8:23 p.m.

***Documentation for this meeting:***

*Agenda-Regular Business Meeting*

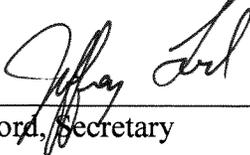
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*June 21, 2017 - Business/Reorganization Meeting Minutes-Draft*  
*July 17, 2017 - Working Meeting Minutes-Draft*  
*July 19, 2017 - Regular Business Meeting Minutes-Draft*  
*Letter to Committee from Jennifer Silva*

***Distributed at Meeting:***  
*None*

Approved by Committee:

  
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Mr. Lord, Secretary