

**Minutes of the
Monson School Committee
Regular Business Meeting
Quarry Hill Community School – School Committee Meeting Room
September 27, 2017**

Present: Chair Joshua Farber; Vice Chair Joel Keller; Secretary Jeff Lord; Committee Members Michelle Heroux and Patricia Oney

Also Present: Superintendent Cheryl Clarke; Director of Business & Facilities Don Smith; Director of Student Services Suzanne Morneau; Director of Curriculum Katherine Watts; Interim Principal Paige Bernat (QHCS) and Recording Secretary Karen Methe

Note: This meeting was video-recorded.

Mr. Farber called the meeting to order at 7:02 p.m.

Ms. Oney read the Mission and Vision Statements.

Moved to Agenda Item # 6

Superintendent's Report

Mrs. Clarke reported that the Parent Teacher Student Association's (PTSA) Fall Fair was very successful. She thanked the PTSA for all of their hard work in coordinating the family event which was well attended. She also thanked administrators and staff members that volunteered their time as well.

Mrs. Clarke provided an update on open job positions that included a half-time counselor and Dean of Students at Quarry Hill Community School.

A letter regarding a risk assessment survey was sent home to high school parents. The survey, which will remain anonymous, is scheduled for distribution to students on October 13, 2017. Grade 8 students will be offered the survey on-line at a date to be determined. Monson HEARS has funded the survey. September 19, 2017 was an early release day for students. Staff from Quarry Hill and Granite Valley attended an Empowering Writers workshop. The high school staff continued their New England Association of Schools and Colleges (NEASC) accreditation work. Ms. Morneau, Director of Student Services, held an informational session for Instructional Aides.

Google training will be held for appropriate staff members. The original CORE team will participate along with administrators, Grade 4 and 7 teachers.

Announcements:

Mrs. Clarke introduced Ms. Bernat who was appointed as Interim Principal of Quarry Hill. Noting that she has served in the role of teacher and Dean of Students, Mrs. Clarke added that Ms. Bernat has been exclusively in Monson since her career began. She thanked everyone for the warm welcome shown to Ms. Bernat.

Recognition:

Ms. Bernat thanked Mrs. Clarke and spoke to the Committee offering insight into her time in the district.

She then explained, in detail, the Quarry Hill student work that was on display in the School Committee Room.

Minutes:

- **Motion by Mr. Keller to approve the August 28, 2017 minutes of the Working Meeting as submitted. (Second by Ms. Oney)**
- **No discussion**
- **Motion carries 5-0**

- **Motion by Mr. Keller to approve the August 28, 2017 minutes of the Business Meeting as submitted. (Second by Ms. Oney)**
- **No discussion**
- **Motion carries 5-0**

- **Motion by Mr. Keller to approve the September 13, 2017 minutes of the Regular Business Meeting as submitted. (Second by Ms. Oney)**
- **No discussion**
- **Motion carries 5-0**

Student Representative Reports:

None

Business and Facilities Report:

Mr. Smith stated that quotes were being gathered for the repairs outlined in the recent report from Kaestle Boos. He noted that he has been in communication with the Massachusetts School Building Authority to discuss possible reimbursement for some of the associated costs of these repairs.

Subcommittee & Liaison Reports:**Policy/Diversity:**

Mr. Farber reported that the subcommittee met earlier this evening and discussion focused on technology policies. Mr. Schubach, District Technology Specialist, brought 3 existing policies and a newly proposed policy forward to the subcommittee for review. The proposed File IJNDD Social Media policy language was distributed to Committee members. Mr. Farber outlined the proposed changes to each of the existing policies, noting that the changes were minor. He asked for the Committee's consensus to move forward on File IJNDD. Mrs. Clarke will email the proposed tracked policy changes to Committee members for their consideration.

- **Motion by Mr. Farber to move file IJNDD-Social Media Policy to a second read. (Second by Ms. Oney)**
- **Brief discussion**

- **Motion carries 5-0**

Finance Subcommittee:

This subcommittee did not meet.

Facilities and Long-Term Planning:

This subcommittee did not meet.

Human Resources and Negotiations:

The subcommittee has not yet met, though a meeting has to be scheduled before November 15, 2017.

Curriculum:

The subcommittee did not meet.

Old Business:

Visioning check-in: Mr. Farber noted that with the exception of the attendance of Town Administrator, Mr. Brassard, at a recent Facilities and Long-term Planning subcommittee meeting, there hasn't been Board of Selectmen representation at meetings.

Subcommittee mandates and structure were discussed. Mr. Farber suggested expansion of the mandates. Mr. Keller requested subcommittees remain as they currently are.

A discussion was held on the creation of assembling a few Committee members to look at joining with the town regarding visioning. Mr. Lord and Ms. Heroux will meet with Mr. Brassard initially, followed by the Board of Selectmen, to discuss a possible paid facilitator to coordinate both Boards in the visioning process.

Mr. Metzger provided a detailed outline of all the work being done to complete the NEASC requirement.

Mrs. Clarke informed the Committee that the Memorandum of Understanding with Palmer Public Schools, regarding transportation of special education students, remains on hold. There has been no forward movement from either district.

New Business:

Mrs. Gustafson, Director of Food Services, addressed the Committee with a proposal to increase cafeteria substitute pay. She told the Committee that it has been increasingly difficult to secure substitutes at the current \$8 per hour rate, noting there has not been an increase to this rate in seven years. She is proposing an increase to \$11 per hour. A short discussion followed.

- **Motion by Mr. Keller to increase the cafeteria substitute hourly rate to \$11 effective October 1, 2017. (Second by Mr. Lord)**
- **No further discussion**
- **Motion carries 5-0**

Public session:

Mr. Farber opened Public Session at 7:51 p.m.

No one came forward to address the Committee.

Mr. Farber closed Public Session at 7:51 p.m.

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Review of Action Items:

The Human Resources and Negotiations Subcommittee needs to schedule a meeting soon, prior to the November 15, 2017 deadline.

Mrs. Clarke will send tracked policy revisions to Committee members and the Monson Teachers Association.

Ms. Heroux and Mr. Lord will arrange a meeting with Mr. Brassard.

A Working Meeting will be scheduled for October 11, 2017 at 6:00 p.m. Agenda will be Superintendent's Goals for 2017-2018.

Upcoming Regular Business Meetings as follows:

October 11 and 25, 2017 – 7:00 p.m.

November 15 and 29, 2017 – 7:00 p.m.

- **Motion by Ms. Oney to adjourn Open Session. (Second by Mr. Keller)**
- **No discussion**
- **Roll Call Vote**
 - Mr. Keller Yes**
 - Mr. Farber Yes**
 - Ms. Oney Yes**
 - Ms. Heroux Yes**
 - Mr. Lord Yes**
- **Motion carries 5-0**

Open session closed at 7:56 p.m.

Documentation for this meeting:

Agenda-Regular Business Meeting

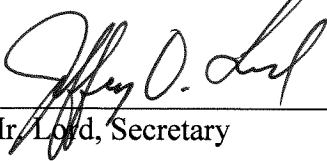
Distributed at Meeting:

Parent Letter - Prevention Needs Assessment (PNA) Survey

Substitute Pay-Cafeteria Workers – Comparison Rates

File IJNDD-Social Media

Approved by Committee:



Mr. Lord, Secretary