

**Minutes of the
Monson School Committee
Regular Business Meeting
Quarry Hill Community School – School Committee Meeting Room
September 28, 2016**

Present: Chair Peter Sauriol; Vice Chair Joshua Farber; Secretary Patricia Oney;
Committee Member Joel Keller

Also Present: Superintendent Cheryl Clarke; School Committee Member Elect Ed Maia;
Director of Business and Facilities Don Smith; Director of Curriculum Katherine Watts (arrived
7:25 p.m.); Director of Guidance Robert Bardwell; Director of Pupil Personnel Services Suzanne
Morneau; Principals Jennifer Beaudry (QHCS); Mary Cieplik (GVMS); William Metzger
(MHS); Dean of Students Jack Champagne (GVMS) and Recording Secretary Karen Methe

Note: This meeting was video-recorded.

Mr. Sauriol called the meeting to order at 7:01 p.m.

Ms. Oney read the **Mission & Vision Statements**.

Announcements:

Mr. Sauriol introduced Mr. Maia as a member of the School Committee and thanked him for stepping in to fill the vacancy of a recent member resignation.

Recognition:

Mrs. Beaudry and Mr. Pagliaro, Physical Education teacher Quarry Hill Community School (QHCS) presented a PowerPoint of school specials, created by Mrs. Meserve who works in the QHCS library. The presentation highlighted Art, Physical Education, Music, Technology and Library.

Mr. Pagliaro outlined the Character Education NED (Never Give Up, Encourage Others, Do Your Best) Program initiative that continues this year. With the addition of a fifth special this year, specialists have a block of time that they are able to go into classrooms and assist teachers as needed, including behavioral strategies and interventions. Mrs. Beaudry remarked that the collaboration was very positive.

Mr. Pagliaro noted that the annual Grade 2 Fun Night for parents and students is coming up soon. This event is always well attended and allows parents the opportunity to participate in all activities with their child. A future plan is to coordinate a Fun Night event for Grade 3 families which had been suggested by Mrs. Beaudry.

Mrs. Beaudry spoke of the Fall Scholastic Book Fair that is now going on. Tonight is Family Night where parents can attend and purchase books as well. She mentioned that proceeds from last year's book fair were used to purchase musical instruments.

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- **Motion by Mr. Keller to approve the September 14, 2016 minutes of the Regular Business Meeting as submitted. (Second by Mr. Farber)**
- **Mr. Sauriol requested that Lines 146-148 and 161-163 be removed from the final minutes, stating that his requests for clarification were not necessary.**
- **Short discussion**
- **Motion carries 4-0**

Student Representative Reports:

Ben Pagliaro (MHS)

Ben reported that the Boys (4-2) and Girls Cross Country (7-0) teams seasons are off to a great start.

The junior class has begun a Yankee Candle Fundraiser which will run through October 12, 2016.

A school-wide Krispy Kreme fundraiser is scheduled to begin on October 11, 2016.

Ben spoke of a newly formed Student Advisory Program (SAP) committee led by Mrs. Foulis.

The committee will be responsible for creating and trying to implement new ideas into SAP.

On October 29, 2016, Grade 10 students will take the PACT test and Grade 11 will take the PSAT test.

Superintendent's Report:

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) drills were conducted at the middle school on September 20, 2016. The drills were very successful and Mrs. Clarke added that students were quite responsive. A live Periscope broadcast on the A.L.I.C.E. Program was presented by Mrs. Clarke Tuesday evening. She noted that the accompanying PowerPoint was available on the website.

The middle and high schools both had successful Open Houses.

The Adventure In/Out Program held for Grade 9 students was also very successful. Mrs. Clarke was able to Periscope portions of the activities.

Mrs. Clarke thanked the Parent Teacher Student Association (PTSA) and Monson Savings Bank for their attendance at the Open Houses.

Mrs. Clarke was invited and scheduled to visit the Senior Center tomorrow, September 29, 2016. She will be providing pertinent information about the schools and answer any questions people may have.

Mrs. Clarke will be hosting a meeting with a group of parents, students, community members, Town Librarian and the Town Administrator to continue with the envisioning protocols, envisioning of the future roll-out of the new Strategic Plan. The meeting time will be 3:45 p.m. due to cancellation of the Guidance Advisory Council's monthly meeting. She asked the Committee for their input as to the timeline and whether they would like to do a separate envision protocol with Committee members, perhaps a Working Meeting or any other context they may prefer. Mr. Keller questioned at what point in the timeline did Mrs. Clarke see them getting involved. Mrs. Clarke noted all Committee members were welcome to attend any of the meetings, stating that the envisioning for the future protocol is really an effective protocol that looks forward three years as to what the district would look, sound and feel like. Mr. Keller asked the Chair to get consensus from the group on the type of context preferred and that he will attend as many as possible. It was agreed that a Committee representative attend the October 12,

2016, 3:45 p.m. meeting as a start. Both Mr. Keller and Mr. Sauriol stated they would attend. It was also agreed that Mrs. Clarke would provide an update status of the groups involved.

Business and Facilities Report:

Mr. Smith informed the Committee that the security system at QHCS will be completed soon. The Massachusetts School Building Authority personnel will visit the schools in the next week requiring walk-throughs of each building, analysis of all three buildings and information provided through an extensive checklist.

Structural engineers are scheduled to inspect the buildings.

The initiative to re-assign full-time Monson custodial staff has begun. Two new Monson residents have been hired to fill the positions.

Subcommittee & Liaison Reports:

Finance:

Mr. Keller reported that the following topics were discussed at the September 27, 2016 meeting:

- The fuel tank at Hillside needs to be moved and Mrs. Clarke and Mr. Smith will begin taking a look at cost and work with the town to discuss how to proceed. He noted that the cost may impact the FY18 budget.
- There was discussion regarding a fuel line to supply the boilers at QHCS, natural gas versus other sources that Mr. Smith is researching.
- Quarry Hill will have a structural inspection on the Columbus Day holiday. The subcommittee will continue to monitor this in case there is impact from a budget perspective.
- Subcommittee members started to look at some longer term goals and objectives. Though the pool came up as a topic for discussion, it was tabled pending the outcome of the structural inspection as to financial impact, if any, was to be incurred. There was discussion of integrating goals with the Facilities and Long-Term Planning Subcommittee which will occur after that subcommittee meets.
- Discussion occurred briefly regarding how School Choice funds are looked at from a budget perspective which will be an evolving topic as it is looked at with Mrs. Clarke and Mr. Smith to bring recommendations forward to this subcommittee.

Policy:

The subcommittee has not met again but is looking to move the Concussion Policy to a first read. Mr. Farber has been reviewing policy about policies and asked for a motion to not read the entire policy at this time.

- **Motion by Mr. Keller not to read the entire Concussion and Return to Play Policy. (Second by Ms. Oney)**
- **No discussion**
- **Motion carries 4-0**

Mr. Farber noted that it was a Massachusetts regulation that the district have a policy regarding Concussions and Return to Play. He explained that the procedural component contained in the last two pages of the distributed draft is not a governance issue, but did raise the question of the need for a policy that may address non extra-curricular concussions, which the Policy

Subcommittee will take up based on further discussion of district policy. Mr. Sauriol questioned whether there was a standard form that the state has attached to the policy or been developed. He would like to know about any forms before it is put into policy. Mr. Farber stated that his understanding is some of the forms will be embedded in the law and what the forms need to cover as well as the standard format. Mr. Keller commented that with the presentations given by Mr. Metzger and the Athletic Director, he feels the district has done a very good job surrounding concussions. Mr. Farber noted that there was discussion concerning if a parent did not sign the concussion form, could a student still play.

- **Motion by Mr. Farber to move the Concussion Policy to a second read. (Second by Ms. Keller)**
- **No further discussion**
- **Motion carries 4-0**

Public session:

Mr. Sauriol opened Public Session at 7:36 p.m.

No one came forward to address the Committee

Mr. Sauriol closed Public Session at 7:36 p.m.

Unfinished Business:

The subcommittee assignments will be realigned due to the resignation of Ms. Curry and new member Mr. Maia.

Mr. Sauriol proposed that Mr. Farber be moved to the Curriculum Subcommittee and taken off the Finance Subcommittee.

Mr. Sauriol proposed that he be moved to the Finance Subcommittee and taken off the Facilities and Long-Term Planning Subcommittee.

Mr. Sauriol assigned Mr. Maia to the Facilities and Long-Term Planning Subcommittee and the Human Resources/Negotiations Subcommittee.

Mr. Keller suggested that Mr. Farber stay on the Finance Subcommittee, noting that Mr. Farber and himself are a good team and work well together on this subcommittee. He asked that Mr. Sauriol consider his suggestion.

Mr. Sauriol agreed to leave Mr. Farber on the Finance Subcommittee and assigned himself to the Curriculum Subcommittee.

Mr. Sauriol stated that it was a personal goal of his to rely on the subcommittees to do the pushing of the School Committee's goals and would like a report from each subcommittee at the next meeting.

Mr. Maia will be the School Council representative for QHCS.

A Working Meeting was held at 6:00 p.m. this evening. Mr. Sauriol suggested that a timeline be created for the Committee's plans for the Superintendent's evaluation. Mrs. Clarke noted that would be very helpful. Mr. Sauriol reviewed the cycles of the evaluation process. There was a lengthy discussion regarding the number of mid-cycle reviews to schedule. Mr. Maia commented that Mrs. Clarke was trying to convey that if her goals were not set until mid-October, the January timeline being discussed would only allow for a couple of months. Additional timeline discussion followed with Mr. Keller stating that Mrs. Clarke needs time after the end of the school year to assemble and provide information to the Committee for the

Summative Evaluation. It was the consensus of the Committee that the following dates would be used:

June 30, 2017 – Evidence due from Mrs. Clarke

July 12, 2017 – Summative Evaluation due from Committee members

July 14, 2017 – Completion Date

New Business:

Mr. Bardwell reviewed in detail the Post-High School Plans for the Class of 2016 for the 89 graduates. He noted that 94% of this class went on to higher education. He distributed packets of pertinent data to Committee members and thoroughly explained the statistics and data. Mr. Bardwell provided a breakdown of Special Needs students as well.

Mrs. Clarke commented to Mr. Bardwell that he supplied excellent data each year and she thanked him for it. He then went over the annual Exit Survey information.

Mr. Bardwell distributed information containing two proposals.

Proposal #1: To formally request changes in verbiage to current guidance job titles as follows:

Employee	Current Job Title	Proposed Job Title
Colleen Lukasic	Guidance Counselor	School Counselor
Wendy Rosazza	Guidance Counselor	School Counselor
Kristen Sorel	Guidance Counselor	School Counselor
Jennifer Gouvin	Career Facilitator	School-to-Career Coordinator
Bob Bardwell	Director of Guidance	Director of School Counseling

Proposal #2: To have the department be officially referred to as the Counseling Department.

Mr. Bardwell reviewed the rationale for each request.

An in-depth discussion followed which included Mr. Keller questioning whether there were contractual implications, to which Mr. Bardwell and Mrs. Clarke responded there were not. Mr. Farber spoke briefly of slight changes to Policy. Mr. Sauriol asked if guidance counselor positions have evolved into something more or is this simply a terminology change. Mr. Bardwell explained the different philosophies to answer Mr. Sauriol's question.

- **Motion by Mr. Farber that the Monson Public Schools accepts the proposed job titles and name change of the department to be officially recognized as the Counseling Department and make all changes to Policy & Procedure to reflect those changes. (Second by Mr. Keller)**
- **No further discussion**
- **Motion passes 4-0**

Mr. Bardwell next reviewed the information contained in the MCAS Math Data Analysis as it related to Math Boot Camp which consisted of algebra, geometry, measurement, number sense and statistics, the five areas that Grade 10 MCAS focuses on, noting that very positive results and feedback were received.

Action Items:

Mr. Farber referenced Policy JLD (Guidance Program). He asked Mr. Bardwell to review that Policy with his staff and, if agreed that the language change is not enough, requested a draft to be sent to the Policy Subcommittee to look at.

Mr. Sauriol will get the minutes from the Joint Meeting with the Board of Selectmen and the Working Meeting to Mrs. Methe.

Mrs. Methe to revise and re-send the Subcommittee Liaison Positions for 2016-2017.

A Working Meeting will be scheduled on October 12, 2016, 6:00 p.m. which will continue addressing the Superintendent's Evaluation. Mrs. Methe will get the Agenda item(s) from Mr. Sauriol and send an Outlook invite to Committee members.

Schedule a mid-cycle review date.

Mr. Sauriol will send indicators and timeline to Committee members.

Mrs. Methe to send upcoming meeting dates to Mr. Maia.

Mr. Sauriol reviewed the Procedure for Scheduling Regular Business and Subcommittee Meetings created by Mrs. Clarke.

- **Motion by Mr. Keller to adjourn the Open Meeting. (Second by Ms. Oney)**
- **No discussion**
- **Motion passes 4-0**

Open session closed at 8:28 p.m.

Documentation for this meeting:

Agenda-Working Meeting

Agenda-Regular Business Meeting

Regular Business Meeting Minutes for September 14, 2016

Procedure for Scheduling Regular & Subcommittee Meetings

Mrs. Clarke's History Standards and Indicators

Guidance Department Name Proposal

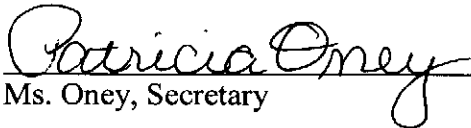
Strategic Plan Timeline

Concussion and Return to Play Policy

Distributed at meeting:

After High School Plans-Class of 2016

Approved by Committee:



Ms. Oney, Secretary