

**Minutes of the
Monson School Committee
Regular Business Meeting
Quarry Hill Community School – School Committee Meeting Room
October 26, 2016**

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

Also Present: Superintendent Cheryl Clarke; Director of Business and Facilities Don Smith; Director of Curriculum Katherine Watts; Director of Guidance Robert Bardwell; Principal William Metzger (MHS); and Recording Secretary Karen Methe

Absent: Committee Member Ed Maia

Note: This meeting was video-recorded.

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

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

Announcements:

October 29, 2016 – The Monson Athletic Boosters are sponsoring a Monson Soccer “Under the Lights” Community Event held at Granite Valley Middle School beginning at 3:30 p.m. Mrs. Clarke thanked Northern Construction for donating the lights to make this event possible.

October 30, 2016 – The Parent Teacher Student Association (PTSA) will hold their annual Trunk or Treat in the Quarry Hill Community School parking lot from 4:00-5:30 p.m.

Recognition:

Mr. Metzger presented a PowerPoint of student work from new English teacher, Caitlin Walker’s class with the theme of “*What is Your 6 Word Story?*” Samples are on display at the high school. Mr. Metzger noted that he has been very impressed with the student artwork since he came to the district. Another exceptional painting of a Riverwalk in Paris, created by senior Charlene Meserve was shown to the Committee.

Minutes:

- **Motion by Mr. Keller to approve the October 12, 2016 minutes of the Regular Business Meeting as submitted. (Second by Mr. Farber)**
- **No discussion**
- **Motion carries 4-0**

- **Motion by Mr. Farber to approve the September 27, 2016 minutes of the Joint Meeting, Board of Selectmen and School Committee, as submitted. (Second by Mr. Keller)**

- **Discussion**
- **Mr. Sauriol asked that applicant letters be added to the minutes.**
- **No further discussion**
- **Motion carries 3-0 (Ms. Oney abstained from the vote)**

- **Motion by Mr. Farber to approve the September 28, 2016 minutes of the Working Meeting as submitted. (Second by Ms. Oney)**
- **No discussion**
- **Motion carries 4-0**

- **Motion by Mr. Farber to approve the October 12, 2016 minutes of the Working Meeting as submitted. (Second by Ms. Oney)**
- **No discussion**
- **Motion carries 3-0 (Mr. Farber abstained from the vote)**

Student Representative Reports:

Katie Roberts (GVMS)

October 31, 2016 - Staff and students are encouraged to dress in Halloween costumes. A parade will be held in the gym and prizes in several costume categories will be awarded.

November 4, 2016 – The annual Veterans Day Assembly will be held at 8:45 a.m. This event is well attended each year by military veterans and their families. Featured are readings by students, video presentations and guest speakers. The monthly Character Assembly will also take place this day. The trait this month is gratitude.

Staff members are participating in a getting healthy initiative on Tuesdays and Thursdays each week. Staff members are allowed to dress for fitness on these days incorporating various fitness opportunities throughout the day.

Parents are encouraged to check the portal and contact their child's homeroom teacher if they have any concerns or questions.

On October 28, 2016 the Nomads of Hope will be sponsoring a Halloween Dance. Grades 5 and 6 will be held from 4:30-6:00 p.m., Grades 7 and 8 from 7:00-9:00 p.m. Tickets purchased in advance are \$8, at the door, \$10.

Marley Nissenbaum (MHS)

The high school conducted a very successful Alert, Lockdown, Inform, Counter, and Evacuate (A.L.I.C.E.) training drill last week.

Grade 10 and 11 students participated in practice PSAT and PACT testing last week which provided them with a glimpse of upcoming tests.

On October 28, 2016 the Halloween Dance will be held. Pumpkins are being decorated in the Student Advisory Program (SAP) groups to use as decorations for the dance.

October 29, 2016 will feature Monson Soccer Under the Lights, sponsored by the Athletic Boosters at the middle school's Moriarty Field.

Game times are as follows:

Junior Varsity Girls Soccer versus Palmer at 3:30 p.m.

Varsity Girls Soccer versus Palmer at 5:30 p.m.

Varsity Boys Soccer versus Palmer at 7:30 p.m.

Admission costs are \$5 adults, \$3 students, \$3 senior citizens and all proceeds from this event will go to the Monson Light Account.

Superintendent's Report:

Mrs. Clarke noted that the group process of ideas for creating the Strategic Plan is winding down. She distributed a list of all groups and their participants. Mrs. Clarke distributed color coded hand-outs and thoroughly explained/reviewed the information regarding the eight themes contained within. The next step will be for the Administration Leadership Team (ALT) to be divided into three groups: Students, Staff and Community and they will be looking at all the ideas put forward by colleagues, families, students and community members. Upon completion of that step the ALT team will collaborate on initiatives and objectives that applied to their heading and discussion will begin regarding the formation of a draft copy, which Mrs. Clarke hopes will be available by the end of November. She thanked everyone for their participation in what she felt was a truly collaborative process.

Mr. Sauriol commented that he was appreciative to receive all the information Mrs. Clarke provided and thanked the participants.

A district technology committee is being formed which is one of Mrs. Clarke's goals. Several volunteer members have been identified, including a cross section of teachers and administration. A meeting date will be scheduled and Mrs. Clarke will keep the Committee updated.

Parent Teacher Conferences were held at each school on October 18, 2016 which was an early release day for students. Mrs. Clarke reported that conferences were well attended.

Business and Facilities Report:

The October/November variance is -\$69,000, and will be covered by School Choice funds with Mr. Smith noting that this number is right where it was budgeted for last year.

November will begin the process of putting together the calendar for the FY18 budget. Mrs. Clarke and Mr. Smith will work together to create that schedule.

Mr. Smith spoke of costs that may be associated with the structural analysis completed recently at Quarry Hill Community School (QHCS). He noted that this issue would be addressed in detail with the Finance Subcommittee.

Subcommittee & Liaison Reports:

Goals and Mandates Update:

Mr. Sauriol noted that the Goals and Mandates Update will now be a standing Agenda item.

Policy/Diversity: Work continues on the Concussion and Return to Play Policy.

Curriculum: A meeting will be scheduled.

Facilities & Long-Term Planning: A meeting will be scheduled now that the Finance Subcommittee has met.

Human Resources/Negotiations: A meeting will be scheduled.

Finance: Subcommittee met, report to follow.

Finance:

Mr. Keller gave a high level overview of the topics discussed at the recent meeting that included capital funding, an update on the structural inspection and testing at QHCS, variance report, Pool

Agreement and fuel tank relocation from Hillside, noting that Mrs. Loglisci will work with Mrs. Clarke and Mr. Smith to obtain further information, noting that the initial cost for this project is between \$35,000-50,000.

Brief modifications were made to the Pool Agreement and will now be sent to the Facilities and Long-Term Planning Subcommittee for guidance on a few of the sections in that Agreement. Finance will table this item until it receives feedback from that Subcommittee.

Mr. Keller stated that he will get the Finance Subcommittee notes to the Committee.

Policy:

Mr. Sauriol advised Committee members that he has copies of all the forms associated with the Concussion and Return to Play Policy, if they would like them.

- **Motion by Mr. Farber to dispense with the reading of the entire Concussion and Return to Play Policy and adopt it directly into Monson Schools Policy. (Second by Ms. Oney)**
- **No discussion**
- **Motion carries 4-0**

Mrs. Clarke spoke of moving forward with putting the Policy Manual on-line noting that having been tasked with and getting answers to questions regarding the introduction format and adoption date, researching other districts and the recent approval of the Concussion and Return to Play Policy, the information is ready to be forwarded to the Massachusetts Association of School Committees (MASC).

Public session:

Mr. Sauriol opened Public Session at 7:32 p.m.

No one came forward to address the Committee

Mr. Sauriol closed Public Session at 7:32 p.m.

Unfinished Business:

None

New Business:

Ms. Morneau, the new Director of Pupil Personnel Services, presented the Committee with a Special Education update via PowerPoint. She said that since August she has been meeting with administrators, teachers and parents to learn more about the district and obtain feedback regarding the special education services for students of the district. She stated that as a result of the meetings she had conducted, her focus this year would be on building communication and consistency, two issues she said were a common theme in discussion. She reviewed the steps planned to achieve her focus. A detailed list was provided in the PowerPoint presentation on how she planned to work toward her goals of Communication and Consistency.

Ms. Morneau noted that she is obtaining a good understanding of contracted services and the out of district caseload and will eventually reach out to parents regarding bringing students back into district.

Mr. Sauriol requested that a sample copy of an Individualized Educational Plan (IEP) be sent to the Committee.

Action Items:

Evaluation Timeline

Student representative feedback on Strategic Plan that they were given a copy of at this meeting.

Send a sample IEP to Committee members.

Policy Manual to MASC for on-line hosting.

Schedule a Facilities and Long-Term Planning Subcommittee meeting.

Mr. Sauriol and Ms. Oney will be attending the MASC Annual Conference in Hyannis, November 2-5, 2016.

- **Motion by Mr. Farber to adjourn Open Session and move into Executive Session under M.G.L. Chapter 30 A, §21a, Purpose #4, to discuss the deployment of security personnel or devices, or strategies with respect thereto, not to return to Open Session. (Second by Ms. Oney)**
- **Roll Call Vote:**

Mr. Sauriol	Yes
Mr. Farber	Yes
Ms. Oney	Yes
Mr. Keller	Yes
- **Motion carries 4-0**

Open session closed at 7:45 p.m.

Executive Session called to order at 7:50 p.m.

Documentation for this meeting:

Agenda-Regular Business Meeting

October 12, 2016-Regular Business Meeting-Draft Minutes

September 28, 2016-Working Meeting-Draft Minutes

September 27, 2016-Joint Meeting-Board of Selectmen and School Committee-Draft Minutes

Standards and Indicators – Cheryl A. Clarke – 2016-2017

District Improvement Goal #1

Concussion and Return to Play Policy - Draft

Distributed at meeting:

Results of Future Protocols-Variou Groups by Mrs. Clarke

Presented at Meeting:

Special Education Update PowerPoint

Individualized Educational Program (IEP)

Approved by Committee:

Patricia Oney
Ms. Oney, Secretary