



SCHOOL COMMITTEE

BUSINESS MEETING OPEN SESSION MINUTES November 20, 2018

Meeting:	School Committee
Date:	November 20, 2018
Location:	MERMHS Learning Commons
Attendees:	Pamela Beaudoin, Superintendent Avi Urbas, Director of Finance Shannon Erdmann, Chairperson Rachel Fitzgibbon, Co-Chairperson Ken Warnock Julie Riordan Sarah Wolf Caroline Weld
Absent:	Ann Cameron
Guests:	
Recorded by:	Gail Hunter

A. Call to Order – Ms. Erdmann called the meeting to order at 6:00 p.m.

B. Executive Session – Central Office Conference Room – To discuss a collective bargaining session Unit A. *All members present: Ms. Erdmann, Ms. Weld, Mr. Warnock, Ms. Riordan, Ms. Wolf and Ms. Fitzgibbon voted yes to go into Executive Session.*

Executive Session lasted for 40 minutes.

Ms. Weld moved to close Executive Session at 6:40 p.m. Ms. Erdmann seconded the motion the motion passed with all members present stating YES: Ms. Erdmann, Ms. Weld, Mr. Warnock, Ms. Riordan, Ms. Wolf and Ms. Fitzgibbon.

C. **Business Meeting Open Session** – convened in the MERMHS Learning Commons at 6:45.

1) **Public Comment** – There was no public comment this evening.

2) **Chairman’s Report** –

Ms. Erdmann followed up on Superintendent Beaudoin’s evaluation and contract and opened the Committee’s discussion on both. Ms. Weld indicated she would move to approve a 2.5% increase in salary which is in line with other Districts as researched by the Committee.

Ms. Weld moved to approve a 2.5% salary increase for Superintendent Beaudoin, Ms. Fitzgibbon seconded the motion. The motion passed unanimously.

Ms. Wolf recognized Superintendent Beaudoin’s excellent leadership for shepherding through the vote on the Memorial School Building project. Mr. Warnock cited Superintendent Beaudoin’s competent and continued leadership in her role as District Superintendent for the past 9 years.

Ms. Erdmann thanked Superintendent Beaudoin for her commitment to the District and Ms. Fitzgibbon cited her support of both Essex and Manchester-by-the-Sea. The Committee concurred.

Ms. Weld moved to renew Superintendent Beaudoin’s contract for 2019-2024, Mr. Warnock seconded the motion. The motion passed unanimously.

3) Consent Agenda

- Acceptance of Warrants & Transfers
- Minutes 11/6/18

Mr. Urbas provided information on Transfers in response to Ms. Erdmann’s request for clarification on Transfers and Encumbrances.

Mr. Urbas stated encumbrance is a legal term for Purchase Order. Following the end of a Fiscal Year (FY) there are outstanding invoices for services provided prior to the end of the FY and those are encumbrances. A number of the encumbrances were for Out of District tuition payments.

Ms. Erdmann also requested information on Legal expenses incurred by the District. The District has budgeted \$65K which is even with the prior FY and an additional \$25K is budgeted for Student Services-Special Education and this budget line is trending lower than the previous FY when the District experienced an increase in requests for information; requests for information have declined this year.

Ms. Riordan moved to approve the Consent Agenda, Ms. Wolf seconded the motion. The motion passed with Ms. Fitzgibbon abstaining from approving the Minutes of 11/6/18, she was not in attendance at the meeting.

4) Sub-Committee Reports

- Elementary Facilities/MSBC (Ms. Weld and Ms. Cameron)

The School Building Committee voted to approve the Project Scope and Budget Agreement discussed and outlined at their August 29th meeting. Superintendent Beaudoin would like the School Committee's approval of the document. Superintendent Beaudoin will be signing the document on behalf of the District.

Ms. Weld moved to approve the Project Scope and Budget Agreement for the new School Building Project, Ms. Riordan seconded the motion. The motion passed unanimously.

Additional discussion around planning and staging for the Building Project took place with final decisions to come after meetings with Parks & Recreation Department. Mr. Federspiel and his team will meet to help coordinate decisions around staging for the Project. Initial consideration was given to Tennis Courts, Sweeney Park and the Turf Field.

Superintendent Beaudoin reminded the Committee part of the decision to go with W T Rich Co was their strong support in communicating with communities and maintaining relationships through the duration of their projects.

- Finance Committee (Ms. Cameron and Ms. Erdmann)

Ms. Erdmann indicated the Finance Sub-Committee met to discuss initial financing for the new school building project, Mr. Urbas will be exploring opportunities and coming back to the Sub-Committee with additional information.

The School Committee will meet with the MBTS Finance Committee on January 16, 2019 to review the District's budget request. Additionally, a meeting will be held in Essex for the purpose of reviewing the budget with Essex Town leaders.

The Collaborative Group meeting with the Finance Sub-Committee discussed:

- Project Time Line, which will likely be more firmly defined in February 2019
- Identify community liaisons
- Staging for the duration of the project
- Hot Line for neighbors to communicate with Project progress
- Engaging Town Government
- District recognition of Essex support of Memorial School Building Project
- JCJ will be hosting 3 community wide meetings to inform and engage.

- Policy Committee (Mr. Warnock and Ms. Fitzgibbon)

Ms. Fitzgibbon stated the Policy Committee had met last Wednesday and indicated the only change to the Travel Policy was the addition of language around gender neutral sleeping accommodations.

The Policy Sub-Committee has proposed a Task Force to review the entitled Merrowvista Trip for 5th Grade students. Although the event has historically been run in a specific way there are elements of the trip that may not be in alignment with District policy. Request to review the event came forward through District Administrators. Superintendent Beaudoin indicated there may be areas of concern around inclusivity and access. Further information and development of the Task Force will come forward at a future School Committee meeting in January and Policy Sub-Committee meetings between now and January.

Transportation Policy information was forwarded to Committee members for review. Superintendent Beaudoin indicated the objective of the review was to align the language in the policy to practice – and update the policy to reflect changes instituted between 2004 and now. The primary focus is to define fees for services and legally mandated requirement guidelines with the addition of language around fees being adjusted annually.

Mr. Warnock stated Safety of Students is of primary importance. Safety is what drives the routes. Mr. Urbas delegates the defining of bus routes to Salter.

Ms. Riordan inquired about the late bus ridership. Superintendent Beaudoin replied it was as anticipated with most students riding the 3:30 p.m. bus with ridership at 12 students and the 4:30 p.m. bus averaging 3 students.

Ms. Fitzgibbon stated that Mr. Urbas will be adding language to the policy about expectations for student behavior on the bus.

Superintendent Beaudoin asked the Committee to review the policy and come back with any additional recommendations or comments for the Sub-Committee.

- Negotiation Team (Ms. Wolf and Ms. Riordan)

Ms. Riordan updated the Committee on negotiations and indicated there had been a very productive meeting this past week with agreement reached on Health Care and Financial Package. Moving forward the Negotiation Team will focus on Working Conditions and Stipends with sub groups. Ms. Riordan stated things were on track to meet the dates outlined last year. The team is looking forward to having a completed three-year contract in spring.

5) **Superintendent's Report** – Superintendent Beaudoin indicated there was lot of positives to report:

- ✓ Middle School Play was fantastic and there was great attendance at all performances.
- ✓ Drama Fest is underway, and practice has begun for the musical. These events demonstrate how the District is building the Arts Program.

- ✓ NEASC was on site and met with focus groups of parents and teachers. Initial feedback was positive and indicated that what we're doing is what needs to be done. The District is waiting for the official write up and value the input of third-party reviews. It is anticipated there will be language in the report about Vision of the Graduate – will be part of the work going forward.
- ✓ Chief Conley informed the District about a grant for Opioid Prevention through a pharmaceutical company – the District has applied and is in line to receive a \$20K grant to set up a program. Dr. Riley will spearhead this project.
- ✓ It was signing week for Division One athletic programs and three student athletes signed: the Girls Field Hockey goalie, Christine Calandra is going to the University of Maryland; Eve Feuerbach and outstanding female runner is headed to Holy Cross and Harry Painter, a varsity baseball pitcher is heading to UMass Lowell.
- ✓ Thanksgiving football game is a go – Superintendent Beaudoin reserves the right to cancel the game up to the last moment, but plans are to move ahead with the game in spite of the anticipated freezing temperatures. She invited Committee members to join her at the game.

Ms. Weld indicated she thought it was important to recognize this year's team for their outstanding sportsmanship following a rocky start to the season. Committee members concurred.

Ms. Weld had a suggestion for the "Parking Lot" – she understands there are grants available for students to acquire one-on-one devices and believes there are students who may benefit from grant support.

6) **New Business** – There was no new business this evening.

7) **Continued Business**

- FY 20 Budget Workshop – Goals and Timeline

Mr. Urbas indicated at the next School Committee meeting the FY 20 Tentative Budget will be presented. He has been working with the Administrators to identify their needs and recommendations for FY 20. He went on to state that given how tight the FY 19 Budget was the District will be starting the budget process with a very tight FY 20 Budget and to maintain level services the District could be in the hole.

Mr. Urbas further stated this is one of the most challenging budget processes the District has faced, and it is only slightly less bad than the previous budget. As in past years staffing and health care are the most significant expenses and the District will be requesting budget transfers to clearly delineate the difference between last year and this year.

Ms. Erdmann asked when it would be known how many retirements are anticipated for this year. Superintendent Beaudoin stated the retirements come in slowly and it may not be until spring when the final number is known.

Superintendent Beaudoin indicated it was going to be essential to define District priorities. Ms. Weld asked if it would be possible to ask the Towns for help. Ms. Erdmann stated she did not think this was the year to make a request. Ms. Weld stated she and Ms. Cameron believe it may be necessary to ask the Towns for help. Superintendent Beaudoin stated the Towns have asked the District to budget at 3.25% vs. 3.5% and she is not sure that will be possible. It may be necessary to move up to 3.65% to meet the priorities of the District. She went on to say these are structural problems not spending issues.

Superintendent Beaudoin indicated we are going to be doing additional work and will come back with the Tentative Budget at the next meeting.

Ms. Erdmann wished everyone a Happy Thanksgiving!

8) Public Comment –

Ms. McKinnon, Essex attended the School Committee meeting as an interested parent who is returning to the District. She is most curious about devices specifically cell phones and the policy. There seems to be some confusion between teacher allowing cell phones and the policy being different. Ms. McKinnon has spoken to Principal Puglisi about the policy especially for freshman. Additionally, she had a question about transportation – there is a meeting in Essex about transportation coming up.

9) Adjourn

Ms. Wolf moved to adjourn the School Committee Business meeting, Mr. Warnock seconded the motion. The motion passed unanimously.