



SCHOOL COMMITTEE

BUSINESS MEETING OPEN SESSION MINUTES September 4, 2018

Meeting:	School Committee
Date:	September 4, 2018
Location:	MERMHS Learning Commons
Attendees:	Pamela Beaudoin, Superintendent Avi Urbas, Director of Finance Shannon Erdmann, Chairperson Rachel Fitzgibbon, Co-Chairperson Ann Cameron Sarah Wolf Caroline Weld Ken Warnock
Absent:	Julie Riordan
Guests:	Jennifer Roberts, Principal Essex Elementary
Recorded by:	Gail Hunter

A. Call to Order – Ms. Erdmann called the meeting to order at 4:10 p.m.

B. Executive Session – The School Committee moved into Executive Session with Ms. Erdmann, Ms. Cameron, Ms. Wolf, Mr. Warnock and Ms. Fitzgibbon approving by voice vote.

At 5:55 the Committee adjourned from Executive Session with Ms. Erdmann, Ms. Cameron, Ms. Wolf, Mr. Warnock and Ms. Fitzgibbon approving by voice vote.

C. Business Meeting Open Session

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

2) Chairman's Report –

Ms. Erdmann is committed to moving the Committee Business Meetings along and one primary objective for the Committee is to hold questions until the end of the Presentation. Ms. Wolf is maintaining the “parking lot” to assure nothing is lost or missed prior to the end of the meeting. Also, agendas may have time allotted to each item.

3) Consent Agenda

- Acceptance of Warrants
- Minutes 8/7 and 8/21
- Out of State Travel

The Consent Agenda was approved with one edit to the Minutes of 8/21/18.

Ms. Cameron moved to approve the Consent Agenda, Ms. Wolf seconded the motion. The motion passed with Ms. Weld, Mr. Warnock and Ms. Cameron abstaining from approving the Minutes of 8/21/18, they were not in attendance at the meeting.

4) Sub-Committee Reports

There were no reports presented from the Finance Committee or the Policy Committee. Meetings will be scheduled for later this month.

- Elementary Facilities/MSBC

Ms. Weld informed the Committee the Parents Group has a Facebook Page – Vote Yes for the Kids. Ms. Cameron indicated there would be an Open House/Tour held on 9/20 – there was an Open House/Tour today, in conjunction with voting, however there were no tours. On 9/23/18 there will be a presentation on the proposed new Memorial School to the Rotary at the Beach Street Café.

Tomorrow evening Mr. Oldeman a member of the School Building Committee and Manchester Finance Committee will present to the Manchester Finance Committee and BOS.

Ms. Cameron continues to promote the New Memorial School at the Essex Town Dump on Saturday mornings. (Relieved this does not require Minutes.) Ms. Cameron has also set up Office Hours at Essex Town Hall likely on Thursday evening. Additionally, she is scheduling meetings with Essex Town Opinion Leaders.

The Building Committee is keenly aware there are only 5 weeks to Town Meetings and the Committee is working to clarify the messaging with attention to the dynamics of the 2 Towns.

Mr. Warnock spoke to concerned residents who were asking if the Committee had done its Homework on the project. Additionally, Mr. Warnock thought it was important to mention the

completion of the Lincoln Street Bridge repairs and solar panels added to the MSHS. He recognized the good work of Mr. Urbas on both projects supported by the School Committee.

- Negotiation Team – is requesting a vote to approve the FY19 Memorandum of Understanding for one-year Collective Bargaining Agreement.

Ms. Weld moved to approve the FY 19 Memorandum of Understanding for One-Year Collective Bargaining Agreement, Ms. Cameron seconded the motion. The motion passed unanimously.

Ms. Cameron requested a date added to the Title indicating the year for which the Memorandum covered. Ms. Wolf stated the negotiating team was looking forward to the upcoming year.

5) Superintendent's Report

- Superintendent Beaudoin indicated that Opening Day went great except for the HEAT. She indicated had she known the sustained intensity of the heat in the building she would have called two half days at the start of the week. The heat inside the building was 90 degrees without adding 25 students and a teacher. Additionally, the cafeteria was unbearable without turning on the ovens to prepare food for the students. The issue of waiting to after Labor Day to start the school year was raised and Superintendent Beaudoin thought it best to see how snow days play out this year because it is difficult to hold classes into late June.
- Important dates for the Committee to keep in mind are: 9/19 – the Japanese Delegation will be observing the MERSD Inclusion Program, 10/5 – Commissioner Riley, Department of Education will be visiting and on January 21, 2019 the Department of Education will be conducting a Compliance Review.
- The MERSD High School was ranked number 5 by Boston Magazine. Superintendent Beaudoin indicated this ranking is the result of the District's K-12 process and how the District prepares students to learn in a healthy environment. She sees this as a by-product of the District's focus and investment in social emotional health.
- The District enrollment is 1399 students, this does not include the out-of-district places students. There were 58 new students added to the enrollment from families moving into the District. Additional details on enrollment and trends will be presented in the next School Committee meeting.

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

7) Continued Business

- Memorial Elementary School Project Budget and Borrowing – Vote to Approve

Mr. Urbas indicated the School Committee is required to take two votes for funding the new Memorial School. Mr. Urbas provided a memo outlining the legal language for School Committee, Town Meeting Articles and Ballot Question:

**FORM OF VOTE FOR REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE**

VOTED: That the Manchester Essex Regional School District hereby appropriates the amount of \$52,232,925 for the purpose of paying costs of the Manchester Memorial Elementary School new school construction project, for replacement of the school at 43 Lincoln Street in Manchester-by-the-Sea, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d), of the General Laws and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (1) thirty-five and ninety-three one hundredths of a percent (35.93%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

FURTHER VOTED: That within seven (7) days from the date on which this vote is adopted the Secretary be and hereby is instructed to notify the Board of Selectmen of each of the member towns of this District as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by Chapter 71, Section 16(d), of the General Laws.

**FORMS OF SCHOOL DISTRICT MEMBER TOWN MEETING ARTICLE
AND MOTION**

Article _____. To see if the Town will approve the \$52,232,925 borrowing authorized by the Manchester Essex Regional School District, for the purpose of paying costs of the Manchester Memorial Elementary School new school construction project, for replacement of the school at 43 Lincoln Street in Manchester-by-the-Sea, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the

direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) thirty-five and ninety-three one hundredths of a percent (35.93%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.

Motion _____. That the Town hereby approves the \$52,232,925 borrowing authorized by the Manchester Essex Regional School District, for the purpose of paying costs of the Manchester Memorial Elementary School new school construction project, for replacement of the school at 43 Lincoln Street in Manchester-by-the-Sea, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) thirty-five and ninety-three one hundredths of a percent (35.93%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 21/2); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

FORM OF SCHOOL DISTRICT MEMBER TOWN BALLOT QUESTION

Shall the Town of _____ be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Manchester Essex Regional School District for the purpose of paying costs of the Manchester Memorial Elementary School new school construction project, for replacement of the school at 43 Lincoln Street in Manchester-by-the-Sea, Massachusetts, including the payment of all costs incidental or related thereto?

Ms. Weld moved to approve each vote, using the Form of Vote for Regional School District School Committee language presented by Mr. Urbas. Ms. Cameron seconded the motion. The motion passed unanimously. With voice vote by all attending members.

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- Essex Elementary School Improvement Plan – Jennifer Roberts, Principal

Principal Roberts presented her summary of the Current Status for FY 18 based on past two-year School Improvement Plan (SIP)

Essex Elementary (EES) adopted a 3-tier model for Social Emotional Learning (SEL) Teachers determine a focus for Tier One instruction based on the DESSA scores. School psychologist monitors student progress and provides feedback. Staff determines a “pull-out, push-in” model to support students. Homework is no longer assigned to students. The expectation is for students to read a designated amount of time each evening and study for tests.

Progress Report – Weekly progress monitor meetings were held. Teachers routinely find ways to extend the learning of our high achieving students. The first 2 years of the literacy action plan was completed, with more time needed for a focus on vocabulary instruction in all grades and documenting a comprehensive scope and sequence in K-3.

Progress Report Climate – Conducted fire and lockdown drills and off-site evacuation with faculty. Planned and taught students’ protocol for lockdown during lunch.

Community Partnerships – School Council monitored progress with survey. Staff focused on improved home-school communication by enhancing websites, using Instagram, Shutterfly and other tools to communicate with parents. Teachers shared specific information with parents regarding WIN at Open House and in their routine communication. Principal annually shared information about bullying with parents.

SIP Progress Report – EES has provided targeted PD to support the 3-year literacy action plan. Teachers have also been provided time to review the resources and determine which support their Tier One classroom instruction.

Goals for FY 20 – Strengthen partnership between Special Education and General Education teachers. Develop a cohesive K-5 approach to balanced literacy. Roll out RULER model for emotional intelligence with students. Continue to modify SEL support model at EES to meet the needs of all students. Continue to provide targeted Professional Development for staff. Develop more inclusive school-wide practices.

Areas of Concern – Need for a Math Specialist and Math Interventionist to support students. Continued need to SEL supports for students.

Principal Roberts commented on how well the Committee did in holding their comments to the end of the Presentation.

Ms. Cameron commented on the Essex Elementary School homework approach. There is work to be done at home. It is worksheets that are not being sent home. Students are being taught how to prepare for tests, to read for a specific period. Ms. Weld agreed with Ms. Cameron and stated there are expectations for children to work at home. The Committee would like to see some clarification of language around the Homework Policy for parents and the community understand the full position.

Ms. Wolf asked if parents came back to say their children were not ready for 6th Grade. Principal Roberts answered no that has not been an issue. Additionally, she is in contact with Principal Maino to follow up on students moving from Essex to MS and there have been no issues.

Ms. Cameron inquired about bullying and how the school is clarifying what constitutes bullying. Superintendent Beaudoin stated there is a District wide definition of bullying and the schools in the District are using the same language. There is a difference between bullying and not nice behavior. Not nice behavior has no power component and is not a constant or ongoing activity.

October is Bullying Awareness month and Dr. Josh Gunderson will be a guest speaker at a District event.

Ms. Cameron was impressed with the level of cooperation between the General Education and Special Education teachers at Essex Elementary. Principal Roberts indicated that the teachers had a good relationship but by opening the doors they are learning from one another and meeting the needs of the students.

Essex Elementary would benefit from additional resources. Specifically, MATH interventionist and additional SEL support. Mr. Warnock thanked Principal Roberts for her ability to support and meet the needs of her students. Ms. Weld thanked Principal Roberts for mentioning high achieving children and project-based learning which help to support their needs.

- Superintendent Evaluation –

MERSD is thriving under the steady conscientious leadership of Pam Beaudoin. Pam is constantly striving to better the District, improve operations, improve communication, hire strong accomplished people to fill openings, support current staff and students and is impressively knowledgeable on all fronts. Pam never shies away from outside evaluations and takes findings as missions towards bettering the District.

This year she impressively juggled her typically packed duties while masterfully handling the addition of a school building project with the MSBA and the School Building Committee. Pam simultaneously lead the effort to settle a one-year contract with META and set the stage to negotiate a three-year contract that will benefit all stakeholders beginning in the fall.

Pam also cultivated a truly productive relationship with the Ipswich YMCA for after school and vacation programming that is flourishing and benefitting students and families. And finally, Pam has led the effort to prepare MERSD staff to implement RULER program out of the Yale Center for Emotional Intelligence this coming fall to focus on the social emotional health of our students and community.

Ms. Erdmann thanked Superintendent Beaudoin for her work on behalf of the District and School Committee.

- School Committee Goal Setting 2018-2019

School Committee Goals for 2018-2019

There were two minor edits to the goals as discussed at the previous School Committee meeting. The word implementation was removed from goal 3 and organizations was corrected to the possessive. “Support implementation of programming that enhances our organization’s...”

Additionally, the goal – “Continue ongoing review of all District policies, updating existing policies and job descriptions where needed and researching new recommendations.” was deleted. This goal has been accomplished by the Committee and Administration with ongoing policies, job descriptions and recommendations implemented in the standard course of business.

- Target resources to support the social/emotional needs of students across the District.
- Develop and deliver a fiscally responsible budget that maintains educational quality, supports District goals and recognizes the confines of Proposition 2 ½.
- Support programming that enhances our organization’s cultural proficiency and promotes respect and appreciation for individual and cultural differences.
- Engage the member towns in the need to pass the debt exclusion for the rebuilding of Manchester Memorial School and communicate the capital plan to maintain Essex Elementary.
- Successfully negotiate a contract with META using IBB.

8) School Committee Comment –

Ms. Wolf stated there were parents in Essex working on developing a Facebook page to help make up for the loss of the late bus. F/B Ride is parents working together. Ms. Wolf also asked if there had been any feedback on the additional half days added to the school calendar. According to Superintendent Beaudoin there had been no comments.

Ms. Cameron stated she would like to see metrics added to the District Improvement Plans. The metrics are coming to the Committee in a separate presentation and she would like to see the two together. Superintendent Beaudoin stated Dr. Riley (DeRoche) was putting together a graphic for the Committee and Staff to understand resources and how they connect. When Dr. Riley is on hand this discussion will more fully developed.

9) Adjourn

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

MERSD Mission Statement

Our Mission is to educate all students, to inspire passion, to instill a love of learning, and to encourage both local and global citizenship.