



Date Approved/Released: 1-10-19

Date Approved/Hold: \_\_\_\_\_

School Committee Chair: [Signature]

### SCHOOL COMMITTEE MEETING

Thursday, December 6, 2018 - 6:00 pm

2<sup>nd</sup> Floor - Town Hall Auditorium

1. Call to order: 6:02 pm/ Pledge of Allegiance

Present: Dawn Fronte, Larry Murphy (6:40 pm), Felicia Nurmsen, Roann Demanche, Greg Vine, Joan Landers, Interim Superintendent, Richard Ikonen, Business Manager

2. Audio/Video Disclosure: None

3. Citizen Questions and/or Comments:

4. Student Representative Report: Chloe Lawrence is involved with the Tournament of Plays this evening.

5. Student/Staff Recognition: The Abigail Adams Scholarship recipients will be recognized at the first meeting in January 2019.

6. Teaching and Learning Highlights: None

7. New Business:

a. Assistant Principal Search:

T. King has received 15 applicants; six have been chosen to interview. G. Vine asked about the search committee make-up, two teachers and T. King. T. King stated that the position is Interim Assistant Principal and has been posted as such. J. Landers explained that the committee will make the final recommendation to the Superintendent and then the Superintendent will meet with the applicant and if in agreement will hire the candidate. The administration should have this process completed within two weeks. The new Interim Assistant Principal will be brought to the first meeting in January.

b. Thanksgiving Day Football Game:

G. Vine voiced his concern about the colder than normal weather and field conditions and how the decision was made to play the game. G. Vine proposed that if in the future a similar circumstance comes up there should be a process for making this type of decision. J. Landers explained that the fields were cleared off during the day on Wednesday and throughout the night to prepare for the game. Martin Johnson, James Murphy, and the DPW worked very hard to keep the field in playing condition. J. Landers explained that there was a discussion around playing the game a day earlier (Wednesday) by the

Athletic Director, Jenna Whitaker, James Murphy and the AD from Narragansett, but everyone felt that the game being played on Thanksgiving would be a better schedule for all involved and for all who were planning on attending the event. F. Nurmsen stated that Superintendent made the right decision and we have played in similar conditions in the past. F. Nurmsen asked if any parents called regarding cancelling the game. J. Landers said her office did not receive any calls. R. Demanche wanted to recognize that the team played their hearts out and even though they did not win the team did a great job. J. Landers wanted to also thank the Boosters in the Snack Shack for their commitment. J. Landers thanked the school committee members for their feedback.

c. Chartwells Monthly Report:

R. Ikonen stated that Chartwells has an 80 – 82% participation rate and with the Breakfast in the Classroom Program brought up the participation. Jason Yeagle of Chartwells believes this percent should hold steady for the remainder of the school year. G. Vine asked about the cost and if there is a high upfront cost to begin the year. R. Ikonen stated that the startup cost is higher. F. Nurmsen asked if she was correct in reading previous minutes that there is an increase to the administrative costs. R. Ikonen stated that there was a 3% increase in the cost this year.

d. CAPS Representative:

J. Landers explained that L. Murphy was the CAPS representative last year and at the beginning of this year but needs to step down due to work obligations, she would welcome the opportunity to represent the district at CAPS as well as FLLAC. J. Landers would like the School Committee to appoint her as the CAPS Representative. F. Nurmsen motioned to appoint J. Landers as the CAPS Representative, seconded by D. Fronte. Voted unanimously.

e. Interim Director of Instruction, Curriculum and Assessment:

J. Landers updated the committee on the Interim Director of Instruction, Curriculum and Assessment. The posting is on SchoolSpring. When the DESE representatives were meeting with district administration regarding the Turnaround Plan, the representatives asked that the Superintendent send the information regarding the position to them to send to their contacts throughout the state. There are currently seven applicants. J. Landers asked if a school committee member would like to serve on the committee. R. Demanche express her willingness to serve on the committee. Motion by D. Fronte, to appoint R. Demanche as the School Committee representative for the search committee of the Interim Director of Instruction, Curriculum and Assessment. The motion was seconded by F. Nurmsen; vote was unanimous.

8. Consent Agenda:

a. Field Trip – None

i. Minutes: School Committee Meeting, November 1, 2018

D. Fronte motioned to approve the consent agenda, seconded by R. Demanche.  
Approved 5-0-0.

9. Superintendent Report:

- a. Superintendent's Goals – J. Landers brought forward her goals and the School Committee goals with the realistic timelines adjusted. Her goals are in line with the School Committee and district improvement plan goals. J. Landers explained that we have quite a few documents now and she is working to bring them all into one comprehensive working document for the district. She would like to report once a month on the School Committee and Superintendent goals to keep us all on track with timelines. J Landers would like to give the committee time to review the goals to bring forward at the next meeting for a vote.

F. Nurmsen asked if the Superintendent's Goals are rolling up to the Strategic Plan and J. Landers stated yes, all goals are aligned.

J. Landers explained that she is also working on updating of the Emergency Crisis (Operations) Plan.

She has been meeting with law enforcement and fire department personnel as well as the Town Manager, and has had numerous meetings to revise and update the present plan. The representatives have had several Incident Command meetings to help map out what processes and procedures would be followed if an incident occurred in town as well as in our school buildings. Dispatch, police, fire, DPW and the Town Manager all assisted with mapping out the response should something happen. The district's One Call System takes a long time to notify parents/guardians in the event of an emergency. The fire and police department use a "Code Red" system to notify the public which is much faster and more inclusive for the town. Chief Smith is checking to see if it is possible for the school department to use this system and if there is a cost to have this system in place for us to use.

G. Vine asked about the afterschool security. J. Landers said the district is discussing options to implement. The Murdock High School has been re-keyed to limit access to the building.

J. Landers wanted to thank the police and fire departments for coming to her office and assisting the district with the writing and planning of these items. She is impressed with their willingness to meet frequently to collaborate on these plans.

10. Business Office Report:

- a. Entitlement Grants Update: Eight grants have been written and approved to date. The FY17 grants are being reconciled and closed with the exception of the two year grants. These will remain open until June 2019. The other past grants that are currently on the town accounts are going to be reconciled, closed out and removed from the MUNIS system. G. Vine asked if there are any issues that may come up at the Quad Board meeting on Monday regarding this matter, R. Ikonen said the district should be in good shape and he is fairly certain no issues should come up. F. Nurmsen asked if there is a timeline for completion of the older grants. R. Ikonen said this process is time consuming, but the data is readily available. The process should be able to be completed in a timely manner. F. Nurmsen asked if there are any repercussions in completing the closing of the older grants. R. Ikonen stated that we have been talking to the DESE and in closing these they will have to be reconciled on the Town side of the ledger. The only

repercussion would be sending money back to the Department of Elementary and Secondary Education. F. Nurmsen asked what amount could we have to send back to the state. R. Ikonen stated through the audit a figure from the town estimated a possible \$110 thousand dollars. This assumption was based on if we could not reconcile the figures. J. Landers stated the closing of the grants is urgent as the process is tying up the resources of Central Office. F. Nurmsen asked about having a grant director for the district. J. Landers stated the new Interim Director of Instruction, Curriculum and Assessment will have a role in the grants, but would like to have a concrete deadline established for the completion of closing out and reconciling the older grants. The leadership team will be meeting tomorrow to map out the year by a month by month basis to spending the FY 19 grant monies for their intended purpose. F. Nurmsen stated her concern about the work involved and taking away from the Central Office resources. J. Landers explained the use of the MUNIS and spread sheets for the grant reconciliation going forward. The process needs to be followed according to the plan.

F. Nurmsen asked about the timeline and the work involved. She asked to have a timeline for completion be given to the school committee at the December 20, 2018 School Committee meeting.

### 11. Policy Sub Committee:

D. Fronte presented the next group of policies to review. The policies are in the packet and the changes are mainly in verbiage and other minor changes. This will be the first reading and in the future a Sub-Committee posting will be created to allow for public feedback and assistance. F. Nurmsen motioned to accept the policies as first reading, L. Murphy second, Approved 5-0-0.

### 12. Old Business:

#### a. Update of HVAC Bid:

J. Landers stated that the HVAC bid process has been completed and a vendor identified. The contract will be issued and signed by Mr. Hickey, Town Manager. The terms of the contract are from December 2018 to June 2019 and then another full year. The total bid price for a year came in around \$39,540. We were very happy the former vendor submitted a bid and he was the only bid we received.

### 13. Future Agenda Items:

J. Landers asked if the school-based health clinic could come before the committee to speak about their services. They currently have services available at Murdock High School and the Middle School and have now branched off to the Memorial School. J. Landers met with the school-based clinic representatives yesterday and would like the community to know what the program is doing for our district.

- a. Superintendent's Goals
- b. School Committee Goals
- c. School- Based Health Center
- d. School Committee Executive Session Minutes, October 4, 2018

### 14. Committee Member Comments:

G. Vine reminded the committee that the sub-committees need to begin negotiations with the union representatives, so the district is able to finish the contracts for use in the FY2020 budget meetings. Members on the negotiation teams should reach out and contact the respective union members to start the negotiation process. J. Landers and her administrative assistant are willing to assist in any way with the scheduling of meetings.

### 15. Executive Session:

D. Front made a motion to move into executive session for a strategy session in preparation for negotiations with non-union personnel and to return into open session for the sole purpose of adjourning. F. Nurmsen seconded motion. Roll Call Vote: J. Murphy Aye, R. Demanche Aye, D. Fronte Aye, F. Nurmsen Aye, G. Vine Aye. 6:52 pm

### 16. Adjournment: 7:18 pm

Submitted by: Carolyn Hendricks, Executive Assistant to the Superintendent and School Committee

### **List of Documents and Exhibits used:**

- Chartwells Invoice

### **Policies:**

- File: EEAA
- File: EEAEA
- File: FA
- File: FF
- File: FFA
- File: GBA
- File: GBEA
- File: GBED
- File: GBGB
- File: GBGE
- File: GCCC – *Removing*
- File: ECAE Security Camera System – New
- Building Use & Fee's – New
- Superintendent Goals