



Date Approved/Released: 12-6-18

Date Approved/Hold: _____

School Committee Chair: 

SCHOOL COMMITTEE MEETING

Thursday, November 1, 2018 - 6:00 pm

2nd Floor - Town Hall Auditorium

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

Present: Dawn Fronte, Larry Murphy, Felicia Nurmsen (Abs), 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

- a. Jr./Sr. Powder puff game is rescheduled for November 14th due to unsafe field conditions. The game will begin at 6:30 pm and admission to the game is \$5.00 at the gate.
- b. On Oct 25th the Murdock High School hosted Haunted Hallways with over 300 people attending, with the Sophomore class winning with the morgue theme. The money raised will be to help defray the cost of yearbooks; canned goods collected will be for Thanksgiving baskets for school families.
- c. Varsity Football will play Friday night at 7 pm at Lunenburg High School. The middle school cross country championship will be held on Saturday at 7 am at Devens.
- d. Middle school cheerleading will compete on Sunday at 10 am at Gardner High School.
- e. The Morton E. Converse Tournament of Plays will be held on Friday, December 7th and Saturday, December 8th. Tickets are \$10 and can be purchased in advance from students or at the door.

L. Murphy noted that we have not been in the championships for a while and everyone should come out and support our team.

J. Landers commented on the Haunted Hallways; she was impressed with all the hard work that went into the event.

5. Student/Staff Recognition: None

6. Teaching and Learning Highlights:

a. SEPAC Update Presentation:

Co-Chairs Pam Smith and Samantha Oliveira, and Secretary/Treasurer Desirae Gaspar presented their quarterly update to the school committee, including a pamphlet that was distributed to all special education parents at open houses. They attended a teacher's workshop in September to explain why the SEPAC is so important and to get input.

SEPAC recently facilitated the Basic Rights Training for parents. This month the council will be hosting a Transition Planning Workshop. The Unified Sports at the Winchendon School is providing a wonderful opportunity; every student has a buddy for the day. There has been much more participation this year; it is great to see all of the kids involved. P. Smith said it is great to work with S. Michel and J. Landers. The group has seen more new faces; they are trying to break down the stigma that a child has to have a significant disability to benefit from the group.

G. Vine offered the support of the school committee and the Superintendent; J. Landers has been involved with and supported SEPAC for 25 years in her career. P. Smith urged committee members to recommend the group and refer people to the Facebook page as it contains a lot of information for parents. She noted people do not have to participate in the group in order to access the information.

J. Landers noted the group was at every Open House and was impressed that the SEPAC leadership spoke to the staff. P. Smith noted that this was an idea from the Apple Conference they attended.

7. New Business:

- a. Chartwells Contract Addendum – R. Ikonen noted this is the second addendum to the contract the district entered several years ago; there are 3 major changes: 1) the contract is for (one) 1 year, July 1, 2018-June 30, 2019; 2) the administrator fees have risen from \$4,100 to \$4,223 per month for a 10-month period from September to June; 3) the management fees have increased from \$550 to \$567 during the same 10-month period. They have projected a revenue of \$649,015 with projected expenses of \$614,660. They guaranteed an \$83 dollar return to the district. Chartwells' profit is projected at \$34,355; they are expecting Federal and State reimbursements of \$497,481.

J. Landers noted the dinner program is going well. Jason, the WPS Food Services Manager, is going to contact the YMCA regarding WPS children who might be entitled to participate in the dinner program. D. Fronte reported that the Audit Committee just finished a review of the program. She recommended signing the addendum to the contract. R. Ikonen noted the district signed a 3-year contract with 2 possible addendums; the district will be sending out a RFP in January 2019.

L. Murphy moved to approve the addendum as submitted. The motion was seconded by D. Fronte. L. Murphy moved to amend the motion to include and authorize the

Superintendent to sign the agreement as presented/submitted to the school committee, seconded by D. Fronte. Approved 3-0-0.

- b. RFP Food Services – Removed
- c. RFP for HVAC maintenance and service – the information was included in members' packets. The cost for the 3 buildings was \$37,000 last year. J. Landers is working with J. Murphy through the bidding process; a report should be available in 2-3 weeks.
- d. Audit Committee Meeting – The Audit Committee is meeting Thursday at 6:30 pm on the 2nd floor; ongoing audits include the school lunch program. D. Fronte and R. Ikonen will attend. The meeting is open to the public

8. Consent Agenda:

- a. Field Trip – None
- b. Minutes:
 - i. School Committee Meeting, October, 4, 2018
 - ii. School Committee Meeting Minutes, October 18, 2018

D. Fronte moved to approve, seconded by L. Murphy. Approved 3-0-0.

9. Superintendent Report:

- a. J. Landers reported that the late bus now has 10 students taking advantage of the afterschool programs at Murdock school. The Extended Day Program at Memorial and TTE is in full swing with many programs offered. Each student is given a dinner bag.
- b. The backpack program is supported by the Kiwanis and The Winchendon School and is successful with the help of a lot of volunteers.
- c. School Medical Response Plan – Copies are in members' packets; the District is in compliance with the state requirement.

Crisis (Emergency) Response Committee-The administration has worked with the police, fire and public works departments; there is a sub-committee made of first responders to go over 'Incident Command Protocol'. She will bring the results back to the staff and the school committee. The fire department has access to buildings through the lock box; all cruisers have swipe card and can access the buildings when necessary. Christina Ricard noted she does not have access to the MHS; discussion included the necessity for buildings to be locked during the school day and limited access on weekends. A card is shut down immediately if it is reported lost.

10. Business Office Report:

End of Year Report Final Updates - The FY17 & FY18 reports have been submitted and the district should not have to make any additional corrections. The FY18 report will be audited; R. Ikonen does not think he will hear from the state if it is accepted. L. Murphy stated he hopes FY19 will go smoothly. He urged R. Ikonen to ask for help if he needs

it, noting the district is on the line with DESE. He added that it is important to have the report on time to build credibility with the town and DESE.

11. Policy Sub Committee:

- a. File: CBD - SUPERINTENDENT'S CONTRACT
- b. File: CBI - SUPERINTENDENT EVALUATION
- c. File: CH - POLICY IMPLEMENTATION
- d. File: DBD - BUDGET PLANNING
- e. File: DBJ - BUDGET TRANSFER AUTHORITY
- f. File: DD - FUNDING PROPOSALS AND APPLICATIONS
- g. File: DGA - AUTHORIZED SIGNATURES
- h. File: DJE - PROCUREMENT REQUIREMENTS
- i. File: DKC - EXPENSE REIMBURSEMENT
- j. File: EBB - FIRST AID

D. Fronte noted the changes were language updates or small law requirements and the policies are straight from MASC. L. Murphy moved to accept the 10 policies listed in the school committee agenda as a 2nd reading, seconded by D. Fronte. Approved 3-0-0.

12. Old Business: None

13. Future Agenda Items:

- a. Superintendent's Goals
- b. School Committee Executive Session Minutes, October 4, 2018

14. Committee Member Comments:

L. Murphy congratulated R. Ikonen and J. Landers for getting through the budget situation and getting the End of Year reports done. He also congratulated J. Landers on her first quarter here. G. Vine stated the pre-school Halloween parade was a great thing, good for kids and staff spirit and moral. G. Vine thanked J. Landers for going above and beyond because she was moving today; her presence and effort is very much appreciated. G. Vine presented the outgoing secretary Barrie Martins with a Christmas cactus and thanked her for her years of service.

15. Executive Session: None

16. Adjournment:

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

List of Documents and Exhibits used:

Policies

- File: CBD - SUPERINTENDENT'S CONTRACT
- File: CBI - SUPERINTENDENT EVALUATION
- File: CH - POLICY IMPLEMENTATION
- File: DBD - BUDGET PLANNING
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Chartwells Agreement and Addendum

HVAC Draft Bid Documents

Audit Committee Agenda

Building Emergency Plans

Minutes, October 18, 2018

SEPAC update