

## REGULAR SESSION MINUTES

August 27, 2014

A meeting of the Swampscott School Committee was held in Room B208 at Swampscott High School commencing at 7:02 p.m. with the following members present: Mr. Ted Delano, Chairman; Ms. Carin Marshall, Vice Chairman; Ms. Amy OConnor, Ms. Suzanne Wright and Ms. Gargi Cooper. Also Present: Ms. Pamela Angelakis, M.A. M.Ed., Superintendent of Schools, Dave Castellarin, Town Accountant and Student Representatives Megan Russo and Ian Crimmins.

Ms. Marshall explained that two students were invited to come and lead the pledge of allegiance and read the Mission Statement of the District. She gave the Committee some background on each student and introduced Middle School 5<sup>th</sup> grade students Sydney Marshall and Abby Brownson.

### PUBLIC COMMENT

Richard Feinberg of 12 Bradlee Avenue spoke regarding security and the new school. He questioned the money that was appropriated at Town Meeting for security and stated he hoped the Committee made it a priority to make each school as safe as it can be. He commented that he frequented Clarke School where his grandson attends, but was unaware of security at the other buildings. He also stated that each member is elected and should be the cheerleaders for education as well as for the proposed new elementary school. He encouraged all to get the word out with their support of the project. He added that he hoped that if the school passes that there is a plan for state of the art security within that building. Mr. Delano commented on security at the high school stating in addition to building security it has the school resource officer as well as two additional security officers. Ms. Angelakis stated that the proposed new school would be equipped with state of the art security and that the configuration of the building itself makes it more secure. She added with respect to the money appropriated at Town Meeting that she and Mr. Castellarin were working on a plan for this year for buildings and that money has already been looked at. Ms. OConnor asked Ms. Angelakis to speak about the recent report from the Governor which was reported at a prior meeting. Ms. Angelakis gave an overview of the safety and security report and stated she was happy to report that the District had already done a lot but that some equipment wasn't up to par and that was the plan for the money. She added the District is on top of safety and security every day. Mr. Feinberg asked if the Committee planned to promote the new school building. Ms. Wright said that prior to this meeting the Communications Subcommittee met and that was the focus of their discussions.

### COMMITTEE COMMENT

Ian Crimmins stated it was a good first day of school.

Megan Russo said it was a productive day and all went smoothly.

Ms. Cooper said it was a smooth first day of school and it was exciting to get back into the hustle and bustle of being in the buildings.

Ms. Marshall stated that she was glad that the school proposal was the focus of the subcommittee meeting. Ms. Wright said it was imperative that all educators in town and the leadership support this. Ms. OConnor added that there was no perfect answer but that we need to realize what a great opportunity this is and how ugly it will be if it doesn't pass. Ms. Cooper questioned data for current electricity and heat, etc. which had been discussed at Recreation Department meetings. Ms. OConnor stated that information should be put out to the public on what is being paid now. Ms. Cooper said she felt that people are thinking why should they jump on board if we can't control this building, the high school, as it is the most expensive building out there. Mr. Delano stated he hoped if any questions are being directed to the Committee that they would be forwarded to Ms. Marshall. There was a further discussion on getting detailed information out to the public.

Ms. Wright updated the Committee on a recent reception she attended at the invitation of Mr. Chan who teaches programming and robotics. She stated Mr. Chan would love to come forward to talk about promoting computer science within the District. Ms. Angelakis stated she would get in touch with him. Ms. Wright also added that she

was happy to see the Camp Invention, a STEM related camp back as well. Ms. OConnor added that Janet Frasca was working on professional development and bringing coding down to the elementary level. Ms. Wright added that there was free professional development available and hoped that teachers would take advantage of it.

Ms. OConnor said it occurred to her today that we have three Committee members with kids going into 5<sup>th</sup> grade today and that it was an exciting day at the middle school. She further added she was pleased that the teachers union voted and despite a lot of confusion about start times the right thing was done and glad it was not put off for another year.

Mr. Delano echoed Mr. Feinberg's comments and added that the community should know that school security is on the top of our list every day as being SC members and parents and that while no facility can be 100% free of events we are leaps and bounds from where we were a few years ago and that a tighter ship is a better ship. He further thanked Gino Cresta for ensuring that the crosswalks were painted before the opening of school. Mr. Delano advised of a couple of conflicts with upcoming meetings and it was agreed to move the October 6<sup>th</sup> meeting to October 2<sup>nd</sup> due to Town Meeting.

### **APPROVAL OF MINUTES**

Mr. Delano stated he would entertain a motion for approval of the minutes under the consent agenda.

### **MOTION:**

It was moved by Ms. OConnor and seconded by Ms. Marshall to accept the consent agenda and approve the meeting minutes of July 21, 2014 and August 4, 2014. The motion passed unanimously.

### **SUPERINTENDENT'S REPORT**

#### **Personnel Report**

Ms. Angelakis directed the Committee to the personnel report in their packets and she outlined some new positions. Ms. OConnor questioned the additional health teacher and that it seemed odd with a push for art and music that health was the addition. Ms. Angelakis explained there were more FTE's at the elementary level in art and music and by adding at the high school it rolled down to elementary levels. Mr. Delano questioned whether the high school adjustment counselor would serve as the alcohol and drug counselor, Ms. Angelakis stated that was the plan.

#### **Summer Facilities Projects**

Ms. Angelakis gave the Committee an overview of the work that has happened in the buildings over the summer, including work at Hadley School due to the spring roof issue. Ms. Cooper questioned if the roof was replaced or repaired. Ms. Angelakis stated it was repaired and that facilities was concerned with an additional storm at some point over the summer and that the roof held up and there were no issues. Ms. Angelakis also stated that the chair lift was removed from Clarke because it was no longer working. Ms. OConnor stated it would be nice to get a total on all the monies spent. Mr. Castellarin stated he could compile a list that he just needed the vendors.

#### **Town School Department Partnerships**

Ms. Angelakis updated the Committee about an arrangement to share some IT services with the town. She told them Stephen Silbert would work on an on-call basis with town hall on connectivity/server issues. She also spoke about the possibility of sharing procurement services with Salem and that Mr. Castellarin was working on that.

#### **Grade configuration and enrollment for the elementary school project – vote requested**

Ms. Angelakis explained that the MSBA needed on record the support of the Committee for grade configuration and student enrollment. Mr. Delano stated he would entertain a motion in support of the 1-4 grade configuration and student enrollment of 635 for the new proposed elementary school building project.

### **MOTION:**

It was moved by Ms. Marshall and seconded by Ms. Cooper for the grade configuration for the MSBA approval for enrollment for the new proposed

Swampscott elementary school building project grades 1-4 with a total enrollment of 635 students. The motion passed unanimously.

**SPS Teacher enrolled students**

Ms. Angelakis gave an update on the students of teachers enrolled in the District. She stated there were three students enrolled, one in 9<sup>th</sup> grade, one in 3<sup>rd</sup> grade and one in Kindergarten. She added the K and 3<sup>rd</sup> grade students were placed at Stanley. Ms. OConnor was concerned that all procedures weren't in place. Ms. Angelakis stated she felt confident that all would follow the agreement and that there would be no issues.

**Preliminary MCAS Data**

Ms. Angelakis stated that the Leadership Team has access to the preliminary MCAS data and became aware of a discrepancy which she would elaborate on once the results become public. She felt she would have the information mid-September. Mr. Delano questioned if it could be put on the September 22<sup>nd</sup> agenda. Ms. Angelakis questioned whether she would have the information in time for the meeting and Mr. Delano stated he would love to see it as soon as it was available.

**Clarke School Handicap Accessibility – STM vote requested**

Ms. Angelakis explained to the Committee that none of the elementary schools are handicapped accessible or ADA compliant and that regardless of what happens with the proposed new school building that needs to occur. She stated she spoke with Mr. Younger and Mr. Castellarin and there is a need to put before special town meeting a request for funds to address ADA compliance, including an elevator, bathrooms, ramps, etc., and that they would request funding for that so work can be done this school year. Ms. Marshall added that Clarke School would remain as a school building so the work needs to be done no matter what happens with other buildings. Ms. Angelakis stated the Committee needs to sponsor the article.

**MOTION:**

It was moved by Ms. Marshall and seconded by Ms. Wright to sponsor an article at Special Town Meeting on October 6, 2014 in regards to making the Clarke School fully handicapped accessible.

Ms. Marshall questioned if a specific dollar amount needed to be specified. Mr. Castellarin stated the Committee could approve the article and he would work on the dollar amount. Ms. Wright suggested the use of an educational architect to make sure the work is done looking to any future needs.

**VOTE ON MOTION:**

The motion passed unanimously

**UNFINISHED BUSINESS**

**M.S. Math books surplus – vote requested**

Ms. Angelakis informed the Committee that research had been done to see if the books could be donated in other ways and the costs were exorbitant. She added that by recycling the books through the book bins the money would come back to the kids through PTO funds and that she needed a vote of the Committee to decommission and get rid of the books.

**MOTION:**

It was moved by Ms. Marshall and seconded by Ms. OConnor to decommission and dispose of the Middle School math books listed which have little or no value. The motion passed unanimously.

**Business Office Personnel/Town Accountant – vote requested**

Mr. Castellarin explained that it was a similar process to the vote for Facilities in that it allows the process to begin and would also be placed on the October Special Town Meeting warrant. Ms. Angelakis added that the District was still waiting for the DOR recommendations but that this would allow us to move forward at our own pace. Ms. OConnor clarified that it allows the District to investigate the process.

**MOTION:** It was moved by Ms. OConnor and seconded by Ms. Wright for the Business Office/Town Accountant the ability to investigate a non-binding agreement at Special Town Meeting on October 6, 2014. The motion passed unanimously.

**SUBCOMMITTEE REPORTS**

Ms. Wright stated the Communications Subcommittee had met prior to this meeting. She echoed the comments of Mr. Feinberg and stated they had started talking about ways to get the information out regarding the proposed school building. She commented they would like to meet with Ms. Angelakis to get that started as well. Ms. OConnor added that they realize there is a short time frame between town meeting and a vote and that it was critical for the Committee to be vocal and visible. Mr. Castellarin suggested contacting Kopelman & Paige to see what can and can't be promoted. Ms. Marshall agreed to check with Kopelman & Paige. Ms. Wright also commented on the District website and the use of the teachers' pages. Ms. Cooper commented about better communication for the Superintendent's Entry plan survey.

**Background Check Policy – vote requested.**

Ms. Marshall reminded all that there was a first read of the policy at the last meeting and that all of the changes and additions were highlighted in red. She stated that she looked into adding language for the after school programs. She explained that she contacted MASC and it was their opinion that it was not appropriate as it's not a school run program. A discussion ensued regarding the addition of language and Ms. Marshall stated she would prefer it to be left out. Ms. OConnor agreed if it was the recommendation of legal counsel. Ms. Marshall added it was for the organizations to do it on their own and it shouldn't be viewed as an extension of the school day.

**MOTION:** It was moved by Ms. Marshall and seconded by Ms. OConnor to accept the Background Check Policy as written. The motion passed unanimously.

**Student Discipline Laws - vote requested.**

Ms. Marshall explained that the new student discipline laws are policies which came through MASC regarding new legislative language and are new regulations from the state. She reminded all they were reviewed at the last meeting. Ms. Cooper questioned file JH which outlined a three day period for notification of student absence by the Principal. Ms. Angelakis commented that these are just guidelines and that District policies are more stringent and parents are notified daily of unreported absence. Ms. Marshall suggested approval of each file individually as they are written.

**MOTION:** It was moved by Ms. Cooper and seconded by Ms. OConnor to accept the Student Absence Policy as written. The motion passed unanimously.

**MOTION:** It was moved by Ms. Cooper and seconded by Ms. OConnor to accept the Student Discipline Policy as written.

Ms. Wright questioned if the administration is on board with this policy. Ms. Angelakis stated it was a law and there was no choice. She added that counsel would come in and go through and highlight changes and that the greatest impact would be at high school. Ms. Wright asked if we will we provide training on how to speak to students. Ms. Angelakis stated it would be a discussion for another time, that the process needed to move forward.

**VOTE ON MOTION:** The motion passed unanimously.

**MOTION:** It was moved by Ms. Cooper and seconded by Ms. OConnor to accept the Student Complaints and Grievances Policy as written. The motion passed unanimously.

**MOTION:** It was moved by Ms. OConnor and seconded by Ms. Wright to accept the Student Conduct Policy as written. The motion passed unanimously.

Ms. Wright asked if there was a Finance Subcommittee update regarding signing warrants. Ms. OConnor stated she hadn't checked into that as of yet. Ms. Wright stated she would like to be able to review the warrants before signing them. There was a discussion regarding the warrant procedures and Ms. OConnor suggested asking for guidance from Mike Gilbert.

**NEW BUSINESS**

**Discussion of Athletic User Fees Oversight/Policy**

Ms. Angelakis asked Mr. Castellarin for an update. Mr. Castellarin stated he asked the Athletic Director for a list of outstanding user fees and he was waiting for that information. Ms. Angelakis added that she spoke with the AD and that if there were outstanding user fees from last year athletes will not be allowed to play this year. Mr. Delano stated he would like to see a date when the report could be expected. There was discussion regarding the date and it was agreed that the deadline would be September 5<sup>th</sup> for reporting. Mr. Castellarin also spoke about Food Services and stated there was a lag time in money being deposited and receipts being brought to Town Hall and he was working on that getting taken care of quicker. Ms. OConnor referred back to the Athletic fees and suggested an audit may be necessary. It was agreed the issue would be put on for update at the September 22<sup>nd</sup> meeting.

**Social Media**

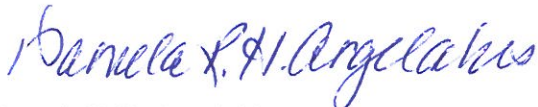
The issue of a employees use of social media was discussed. Ms. Wright stated there was a MASC template which discussed expectations of social media. She added she had researched which Districts had them and that most did and she had printed some for reference. Ms. Angelakis stated she would like to look at some of the proposed policies and come back to the issue at a later time.

**ADJOURNMENT**

**MOTION:**

At 9:44 p.m., it was moved by Ms. OConnor and seconded by Ms. Marshall to adjourn. The motion passed unanimously.

Respectfully submitted,



Pamela R.H. Angelakis, M.A., M.Ed.  
Superintendent of Schools



Date:

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