

**Leicester Public Schools
School Committee Retreat Minutes
July 30, 2019 @ 5:30 PM
Leicester Country Club
1430 Main St., Leicester MA 01570**

1. Call to Order

At 5:30 p.m., Mrs. Richard called the meeting to order.

Roll Call:

Stella Richard
Nathan Hagglund
Tom Lauder
Tammy Tebo
Scott Francis

Administrators: Marilyn Tencza, Superintendent of Schools
Pamela Smith, Director of Student Services
Matthew Joseph, Director of Curriculum, Instruction and Assessment
Jeffrey Berthiaume, Director of Technology and Digital Learning

Pledge of Allegiance

Mrs. Richard asked everyone to join her in the Pledge of Allegiance to the Flag

2. Approval of Minutes

2.1 Workshop Minutes of June 5, 2019

Motion to approve: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries; unanimous

2.2 Executive Session Workshop Minutes of June 5, 2019

Motion to approve: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries; unanimous

2.3 Open Session Minutes of June 10, 2019

Motion to approve: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries; unanimous

2.4 Executive Session Minutes of June 10, 2019

Motion to approve: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries; unanimous

2.5 Reorganizational Minutes of June 12, 2019

Motion to approve: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries; unanimous

3. Warrant Signing 50A, 52A, 54A, & 56A

A motion to approve the warrant signing of 50A, 52A, 54A, & 56A - Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries; unanimous

4. LMS Building Project – [Finegold Alexander Architects, NV5 & Linda Colby]

Christopher Lane, Project Manager, and Tony, both from Finegold Alexander provided the School Committee with an updated presentation on the LMS Building Project. They discussed the project overview, preferred options, project cost estimates (\$45,500,000 Town of Leicester), MSBA reimbursement rates for eligible school construction costs based on their formula and next steps.

The Committee members asked Chris to update the presentation to fit LPS (colors, logo). Chris will present the updated presentation at the next School Building Committee meeting on August 8, 2019.

Linda Colby, Secretary and Paula Gallant, Treasurer from Friends of Leicester Middle School (FLMS) provided the Committee with the information they put together to create a public relations campaign to get the word out to everyone in Leicester about the Leicester Middle School Building Project. The FLMS will share all the information they have gathered about the project at their next scheduled meeting on July 31, 2019. The group will discuss the best way to get the information out to all residents.

5. Early Childhood Associates, Inc. (EAC) Report Discussion

Superintendent Tencza informed the Committee that EAC finalized their review and recommendations. The evaluation was conducted over a three-month period from later March through May 2019. Their report consisted of four sections: Evaluation goals and methods; Program, staff and child characteristics; Summary of the Findings; and Recommendations.

One of EAC recommendations was that the district hires a Preschool Coordinator to bring Leicester Public Schools into compliance. The Superintendent informed the Committee that they have a final candidate. She will be interviewing the candidate on Friday, August 2, 2019. The district staff along with the Director of Student Services will work on the other recommendations to resolve the other compliance issues. .

Member Tebo recommended that the Superintendent meet with the Preschool staff to discuss and review the EAC report, the Superintendent will schedule a meeting with the Preschool teachers before posting the report to the district website.

6. Discussion of policies needing revision and establishing a process for revision moving forward

The Committee discussed how they would handle policy for the SY19-20. They will review all policies that have not been revised in the past four or five years. They asked that Policy Revision Discussion be added to each workshop agenda.

7. District Accountability Review

The Superintendent informed the Committee that the DESE has selected the Leicester Public Schools for an onsite comprehensive district accountability review by the office of District Reviews and Monitoring (ODRM). This review is an important opportunity for reflections, self-evaluation, learning, and engagement with other professionals committed to the success of Leicester Public Schools. The review focuses on the six standards of effective district practice defined in state regulation.

The Superintendent will be the designated primary district Liaison for this review. She will work in collaboration with ODRM to gather documents, develop a schedule and arrange the reviewers' workspace, as well as be the point person.

8. Policy: JJF Student Active

GDB-A Policy for Wages, Benefits, and Terms of Employment for Non-Union, Hourly Employees

Member Stella Richard read the name of the policies on the agenda for approval and asked for discussion. Motion to approve the policies as presented:

- JJF Student Activity Accounts
Motion to approve – Member Tom Lauder; Seconded Member Tammy Tebo; Motion carries; unanimous
- GDB-A Policy for Wages, Benefits, and Terms of Employment for Non-Union Hourly Employees
- Motion to Passover policy GDB-A – Member Scott Francis; Seconded Member Tom Lauder; Motion carries; unanimous

9. MSBA School Grade Reconfiguration (PreK-8)

The Leicester School Committee votes to approve and authorize the proposed change to the existing grade structure as related to the proposed Leicester Middle School Project to (PreK-8). Motion to approve and authorize – Member Tom Lauder; Seconded Member Scott Francis; Motion carries; unanimous (all five members)

10. Update on Leicester Elementary School

Superintendent Tencza shared a few different reports with the School Committee pertaining to staff assignments and room assignments. She informed the Committee that before the assignments were finalized Principal Boss had a discussion with the BCBA and School Psychologist.

Maryjo Randell addressed the Committee about her concerns regarding the new staff assignments. She also read a prepared statement, she would like to see the administration reconsider the assignments.

Kathy West, Paraprofessional Union President also spoke briefly regarding the many changes that happened within the Primary School as well as staff assignments.

11. Recess

Motion to recess at 7:08 p.m. and reconvene in an hour: Member Tom Lauder; Seconded Member Nathan Hagglund; Motion carries; unanimous

Reconvene at 8:15 p.m.

12. Safer School Grant Discussion

Leicester Public Schools applied for the Safer Schools and Communities Initiative grant and awarded \$52,000. This grant opportunity is designed for public schools to address critical infrastructure equipment and technology needs as it related to school building security and the safety of students and staff. These funds will be used to address our, high school security shortfalls and enhance the safety of students and staff in the event of an incident.

LPS will be working with the Leicester and Worcester Police department to update the dispatch system, Leicester High School will have key fob entries installed as well as 7 to 8 cameras focused on the main office, front entry and academic area.

The Committee members asked that we invite Chief Kenneth Antanavica to the September 10, 2019, meeting to discuss the grant further.

13. Discussion of Superintendent's 2019-2020 Goals

The Superintendent and the Committee discussed putting together a list of her goals for the SY19-20 by the September meeting. Superintendent Tencza has put some thought into working with her new/full Administrative Team and develop one of her goals.

Goal 1: Be in classrooms to work on Teacher improvement and engage with teachers.

14. Development of 2019-2020 School Committee Goals

The School Committee members discussed their last year goals and what goals they will improve upon for SY19-20. They will keep goals 1, 2, and 3 as well as work on adding to those goals as they pertain to the Leicester Middle School Project.

1. The Leicester School Committee will continue to build relationships with the Leicester community through open dialogue, transparency, and active community involvement.
2. The Leicester School Committee will work to promote school Safety in all four buildings.
3. The Leicester School Committee will review and update school committee policies during the 2019-2020 school year.

15. OMNIBUS Approval July 1, 2019 through August 31, 2019

Cady Maynard, Director of Finance and Operations, has requested OMNIBUS approval for FY2020, for the period of July 1, 2019, through August 31, 2019, to allow for transfers due to changes in staff and expenses during the initial portion of the fiscal year. All transfers are included in subsequent School Committee packets to keep the Committee apprised of the activity. Motion to provide Cady Maynard, Director of Finance and Operations, OMNIBUS approval for all transfers in FY2020 for the period of July 1, 2019, through August 31, 2019, with the understanding all transfer related information will be provided to the Committee at a subsequent meeting for review.– Member Tom Lauder; Seconded Member Nathan Hagglund; Motion carries; unanimous

16. Contracts – Paraprofessionals, Non Union Employees and Education Association of Leicester

The Superintendent informed the Committee members there has been no negotiating with the Paraprofessional at this time. She will be at a hearing on Thursday, August 1, 2019, regarding ground rules. Once ground rules are agreed upon, negotiations will be able to start.

The Education Association of Leicester (EAL) contract is up for negotiation as the contract expires in June 2020. She will work on putting a committee together for the EAL negotiations.

She informed the members that Theodore Zawada has accepted the Interim Assistant Principal position at Leicester High School. He will sign a contract with the option to return to his previous position should the district not move him into the permanent position when the one year contract expires. The district will post for a new Athletic Director immediately.

17. Adjournment

Motion: Nathan Hagglund; Seconded Member Stella Richard; Motion carries unanimous. The meeting adjourned at **8:44 P.M.**

Roll Call

Stella Richard	Present
Nathan Hagglund	Present
Tammy Tebo	Present
Scott Francis	Present
Tom Lauder	Present

Referenced Documents:

June 5, 2019, Workshop Session Minutes
June 5, 2019, Workshop Executive Session Minutes
June 10, 2019, Open Session Minutes
June 10, 2019, Executive Session Minutes
June 12, 2019, Reorganizational Minutes

Policies:

- JJF Student Activity Accounts
- GDB-A Policy for Wages, Benefits, and Terms of Employment for Non-Union Hourly Employees

District Accountability Review
LMS Building Project District Approval Letter and Documents
FY19 Budget Balances and FY20 Final Budget
Non-Union Contracts
19-20 Room Assignments
19-20 Staff Assignments