

**Leicester Public Schools
School Committee Retreat Minutes
September 10, 2019 @ 6:30 PM
Leicester Town Hall
3 Washburn Sq., 3rd Fl., Leicester, MA 01524**

1. Call to Order

At 6:30 p.m., Mrs. Richard called the meeting to order.

Roll Call:

Stella Richard - Present

Nathan Hagglund - Present

Tom Lauder - Present

Tammy Tebo - Present

Scott Francis - Present

Administrators: Marilyn Tencza, Superintendent of Schools
Cady Maynard, Director of Finance and Operations

Pledge of Allegiance

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

2. Showcase

Adam LaBombard did a short presentation of his Eagle Scout cross-country course renovation for the committee members. Stella Richard, School Committee Chair presented a Community Service Award to Adam and thanked him for a job well done.

3. Open Reports from Principals

Principals each presented an opening report from the start of the school year, notable happenings in their building, positive staff and student attitudes, and staff transitions.

4. Approval of Minutes

4.1 Retreat Minutes of July 30, 2019

Motion to approve the July 30, 2019, Retreat Minutes: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries; unanimous

5. Reports

5.1 Student Liaisons report

The new Student Liaison Hannah Gallant introduced herself, noting that she is a senior at LHS. Hannah reported on recent and/or upcoming events happening in all the schools for the month of August and September.

5.2 School Committee Chairperson Report

School Committee Chair, Stella Richard reported on a successful School Committee retreat meeting held on July 30, 2019. The Committee members had a long agenda in preparation for the 2019-2020 school year.

5.3 Superintendent's Report

a. MSBA Update

The Superintendent reported that on August 28, 2019, the Board of Massachusetts School Building Authority [MSBA] voted to approve the Town of Leicester, to proceed into Schematic Design with a new PreK-8 school facility on the existing Leicester Middle School site. There will be a series of 10 schematic meetings each with a different theme that will take place at 2:30 p.m. in the Central Office on the following dates: August 28, 2019, Sept 12th, 19th, 26th, Oct 3rd, 10th, 24th, Nov 7th, 24th, 2019, last meeting take place in mid-December. When the Schematic Design process is completed it will be submitted to the MSBA.

b. Elementary Move Update

The Elementary and Preschool moves have been completed and went smoothly. The bathroom wall issue has been resolved; the full walls were constructed for each room. This week they will finish painting walls and get all the work completed.

c. Summer Facilities Update

All summer facilities projects have been completed.

d. Superintendent Enrollment Update

The Superintendent reported that the enrollment numbers at the start of the school year are the highest they will be this year. The enrollment numbers are 473 high school students, 467 middle school students, 498 elementary school student, 66 preschool students, 3 at Assabet Collaborative and 12 at Tantasqua. The district will certify enrollment number on October 1, 2019, which will be our true enrollment.

Superintendent Tencza informed the Committee and community that as of September 10, 2019, there would be no evening games due to Eastern Equine Encephalitis [EEE] and mosquitos. All practices and games will be over by 6:00 pm.

5.3 School Committee Liaisons Report

Police Chief, Kenneth Antanavica did not attend to discuss the Safer School Grant. Jeffrey Berthiaume, Director of Technology and Digital Learning reported that all the materials and equipment have been ordered [cameras, fobs] from Semens with the Safer School Grant funds. We have been assigned a project manager and all the work must be completed by December 31, 2019.

6. Policies

6.1 Member Stella Richard made a motion to delete policy GDB-A - Policy for Wages, Benefits, and Terms of Employment for Non-Union, Hourly Employees from Leicester School Committee Policies. Motion to delete policy GDB-A – Policy for Wages, Benefits, and Terms of Employment for Non-Union, Hourly Employees: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries; unanimous

6.2 First Reading

Member Stella Richard read the name of the policies on the agenda as First Reading and asked for discussion

- DEC – Supplement, Not Supplant Policy for Federal Funds
- IHBEB – Translation Policy

Motion to table for a second reading – Member Scott Francis; Seconded Member Tammy Tebo; motion carries; unanimous

7. Finance Items

7.1 FY18 EOYR Audit Report

Cady Maynard, Director of Finance and Operations discussed the EOYR Audit Report with the Committee members. Motion to approve FY19 EOYR as reported and presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

7.2 FY19 Budget Transfers

Cady Maynard, Director of Finance and Operations discussed the FY19 Budget Transfers with the Committee members. Motion to approve the FY19 Budget Transfers as presented – Member Nathan Hagglund; Seconded Member Scott Francis; Motion carries – unanimous

7.3 FY20 Budget Transfers

Cady Maynard, Director of Finance and Operations discussed the FY20 Budget Transfers with the Committee members. Motion to approve the FY20 Budget Transfers as presented – Member Nathan Hagglund; Seconded Member Scott Francis; Motion carries – unanimous

7.4 FY20 Expense Report [vote]

Cady Maynard, Director of Finance and Operations gave a brief budget update of the FY20 Expense report as of August 30, 2019.

Committee member Tammy Tebo had some questions about the elementary school phone figures. She would like to see some updated figures on the elementary phones at the September workshop.

The Superintendent reported at this time that the LMS intercom systems is no longer in working order. The district does not have the funds in this budget to put the time and effort needed into the system. The district did find a solution so staff may continue to make public announcements.

Motion to approve as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

7.5 JJF Maximum Balances LHS/LMS [vote]

Cady Maynard, the Director of Finance and Operation requested approval for the maximum balances for both LHS and LMS be \$10,000. This request is in accordance with policy JJF Student Activity that states the Committee must annually determine the total maximum balance in the agency checking accounts. Motion to approve as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

7.6 Warrant Signing - [vote]

- 2A [Submit Date: 07/02/19, Warrant Due Date 07/11/19]
- 4A [Submit Date: 07/16/19, Warrant Due Date: 07/25/19]
- 6A [Submit Date: 07/30/19, Warrant Due Date: 08/08/19]
- 8A [Submit Date: 08/13/19, Warrant Due Date: 08/22/19]
- 10A [Submit Date: 08/27/19, Warrant Due Date: 09/05/19]

Motion to approve the warrant signing of 2A, 4A, 6A, 8A & 10A - Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

8. Business Items

8.1 Member Stella Richard made a motion to table the new position of Student Services Clerk for further discussion at the September workshop. Member Tammy Tebo; Seconded Member Scott Francis; Motion carries – unanimous

Member Tammy Tebo would like to discuss the purpose of this position as well as the reason, need, cost and responsibilities of the new Student Services Clerk at the September workshop.

8.2 SY19-20 Field Trips and Fundraising

Member Stella Richard made a motion to approve the list of SY19-20 Fieldtrips and Fundraisers – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

8.3 Appoint Superintendent as SWCEC designee for SY19-20

Member Stella Richard voted to appoint the Superintendent of Schools as SWCEC designee for the SY19-20. Motion to appoint Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

8.4 Donation Approval

Member Stella Richard made a motion to approve the donations from Leicester Alumni Football [Long Sleeve Football Shirts], Class of 2020 [Water bottle Filling Station], Class of 2017, 2018, 2019 [New LHS Led Sign], LHS Girls Soccer [Soccer Shirt and Shorts] - Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

Member Nathan Hagglund requested asset management plan for uniforms and equipment from the new Athletic Director by late October early November. The Committee would like to see at least a report on fall uniforms and equipment at the September Workshop.

8.5 New Student Activity Account Request

Motion to approve New Student Activity Account 84 Club - Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

The 84 Club advisor, Melissa Ledbetter gave a brief overview of the new student activity account. The 84 Club is a statewide movement of your fighting tobacco in Massachusetts. The 84 represents the 84% of MA youth who do not smoke or vape when the movement began. That number has currently improved to 93.4% of youths who do not smoke or vape.

Motion to approve New Student Activity Account LHS Book Club - Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

8.6 Three-Year District Improvement Plan FY20-23

Member Stella Richard made a motion to approve the Three-Year DIP FY20-23 as presented.
Member Nathan Hagglund: Seconded Member Tammy Tebo; Motion carries – unanimous

This plan will be posted to the district website and the schools will use this for their school improvement plans.

9. Other Business

None

10. Upcoming Meetings

September 30, 2019, Workshop

October 7, 2019, Open Session – This is a Monday meeting

11. Public Comment

Mr. Joel Hart asked what the Committee’s fallback plan is should the MSBA vote not pass in May 2020. If the new school is voted down is there a possibility to give the old Leicester Memorial School another chance.

Superintendent Tencza and Committee Member Mr. Lauder explained that the Leicester Memorial School was turned over to the Town of Leicester on August 31, 2019. The School Committee and School Department would have to renovate the existing buildings if the new school was voted down.

Ms. Lori Zinkevich read a letter to the Committee regarding her concerns about the traffic pattern at the Elementary School. The Committee members informed Ms. Zinkevich that the School Department is working with Chief Antanvica to rectify the problem as quickly and smoothly as possible.

12. Executive Session

M.G.L. Chapter 30 (A) Section 21 (a) (2) to conduct strategy sessions in preparation for negotiations with union (Leicester Paraprofessionals Association) and not to reconvene in open session. A motion was made by Member Stella Richard to go into executive session and not to reconvene to open session at 8:32 p.m. Seconded by Member Scott Francis

13. Adjournment

Motion: Stella Richard; Seconded Member Tammy Tebo; Motion carries unanimous. The meeting adjourned at **8:32 P.M.**

Roll Call

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

Referenced Documents:

July 30, 2019, Retreat Minutes

Policies:

- GDB-A Policy for Wages, Benefits, and Terms of Employment for Non-Union Hourly Employees
- DEC – Supplement, Not Supplant Policy for Federal Funds
- IHBEB – Translation Policy

FY18 EOYR Audit Report

FY19 Budget Transfers

FY20 Budget Transfers

FY20 Expense Report

JJF Maximum Balances LHS/LMS

New Position – Student Services Clerk

SY19-20 Fieldtrips and Fundraising

Appointment of the Superintendent as SWCEC designed for SY19-20

Donation Approval Request

Leicester Alumni Football [Long Sleeve Football Shirts]

Class of 2020 [Water bottle Filling Station]

Class of 2017, 2018, 2019 {New LHS Led Sign]

LHS Girls Soccer [Soccer Shirt and Shorts]

New Student Activity Account Request – 84 Club, LHS Book Club

Three-Year District Improvement Plan FY20-23