

**Leicester Public Schools
School Committee Retreat Minutes
October 8, 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

Jeffrey Berthiaume and Maggie Lavelle discussed the new LCAC relationship the School Department has developed with the LCAC and the creation of the new Digital Publishing Course at the high school. The LCAC board members gave the school department \$6,000 to start the program. These funds were used to purchase new equipment [Ipads and kits] to assist with new technology, video recording and editing. Jeff and Maggie would like to see this course expand into LMS as well.

Maggie Lavelle discussed her new Digital publishing Course, which is a half-year course. She gave a brief overview of what is being done in the classroom. The faculty and staff from the Digital Publishing Course have video on demand on the district website under LPS TV. There are several categories to choose from such as Bees Knees, Game Plan, Club Corner, Tony Talk Show, and What is Going on in LTown just to name a few.

- 3.** Paul McCarthy, School Building Committee Ambassador gave a brief update on process and progress of the new proposed K-8 school building project. Mr. McCarthy informed the Committee and members of the community that the MSBA was so impressed with the districts education plan and maintenance plan that they are using them on their website as a models for all new facilities.

The presentation Mr. McCarthy used can be found on the district website.

4. Approval of Minutes

4.1 September 10, 2019, Open Session Minutes

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

4.2 September 10, 2019, Executive Session Minutes

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

4.3 September 30, 2019, Workshop Session Minutes

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

4.4 September 30, 2019, Workshop Executive Session Minutes

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

5. Reports

5.1 Student Liaisons report

The new Student Liaisons Brenda Nguyen and Hannah Gallant reported on recent and/or upcoming events happening in all the schools for the month of October.

5.2 School Committee Chairperson Report

School Committee Chair, Stella Richard discussed the School Committee roles and responsibilities. The responsibilities of the school committee fall under strict guidelines set by the state. Their main focus is reviewing, writing and revising the school policies that govern LPS and to run their meetings following open meeting law guidelines in both public and executive sessions, ask questions about the budget and other matters that come up, also, we hire and evaluate the Superintendent. In addition, we inform the public about matters from our meeting, provide updates on the PreK-8 school Building project committee and our upcoming vote this May at the Town meeting. Some of the members on the committee are parents of children currently in our schools. We are always happy to answer questions from people we see at events but it is not in our purview to handle matters between students and their teachers or administrators, or employee matters that may come up. If there are issues, matters or questions at any of the schools there is a chain of command that goes all the way up to the Superintendent's role. I hope I helped to clarify the roles as a school committee member to everyone in case there was any confusion.

5.3 Superintendent's Report

a. MSBA Update

The Superintendent did not feel there was a need for an MSBA update after all the information and presentation Paul McCarthy provided on the school building project

b. Comprehensive District Review

The Superintendent informed the Committee members that DESE has provided a date for the Comprehensive District Review. The Department of Elementary and Secondary Education will be on site the week of February 3 – 6, 2020. The district must upload its self-assessment by January 10, 2020. After the self-assessment has been reviewed, DESE will let the district know what files they will be reviewing as well as what groups they would like to meet with.

The Superintendent will disseminate the information to the Committee members as it is received from DESE regarding the district review.

5.4 School Committee Liaisons Report

School Committee Member, Scott Francis provided an update on the Student Opportunity Act. That the Massachusetts Senate on Thursday, October 3, 2019, passed a major overhaul of the education funding formula, which would require the state to spend another \$1.5 billion annually on public education by the time it is fully implemented. The main focus of the bill is to assist districts with a large number of low income students and ELL with more funding.

The bill moves to the Senate Ways and Means Committee on 10/16/2019.

6. Policies

6.1 Member Stella Richard read the name of the policies on the agenda as First Reading and asked for discussion. The Committee would like to discuss the student travel policy revisions at their next workshop on November 4, 2019.

- ADDA Background Checks Policy
- IOJA Field Trip Policy
- JJH Student Travel Policy
- JJH-R Student Travel Regulations Policy

Motion to table for a second reading – Member Nathan Hagglund; Seconded Member Stella Richard; Motion carries - unanimous

6.2 Second Reading

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

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

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

6.3 Review

Member Stella Richard Motion to mark Section A. Foundations and Basic Commitments policies as reviewed with the October 8, 2019, date: Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries - unanimous

7. Finance Items

7.1 Expense Report

Cady Maynard, Director of Finance and Operation gave a brief update on the FY20 Expense Report.

Motion to approve the FY20 Expense Report of 10/03/2019 as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

David White, Director of Facilities discussed the September 20, 2019, AHERA results of their inspections of Leicester Elementary [formerly known as Leicester Primary], Leicester Middle School, and Leicester High School. Every three years, school containing asbestos materials must be re-inspected to determine if any known or suspected asbestos-containing buildings materials have changed and recommendations are made on the managing abatement.

Hub Testing Laboratory, Inc. went through all the buildings, updated all paperwork and identified that Leicester Public Schools is in total compliance. Hub will continue to monitor and survey the condition of these materials every six months to assure that they remain in good condition.

7.3 Warrant Signing 12A and 14A,

Member Stella Richard made a motion to approve the warrant signing of 12A and 14A - Seconded Member Tammy Tebo; Motion carries - unanimous

7.4 FY20 Budget Transfers

Cady Maynard, Director of Finance and Operation discussed the FY20 Budget Transfers Member Nathan Hagglund made a motion to approve the FY20 Budget Transfers as presented - Seconded Member Tammy Tebo; Motion carries-unanimous

8. Business Items

8.1 Superintendent SY19-20 Goals

The Superintendent gave a brief overview of her SY19-20 Student Learning Goal, Professional Practice Goal and her District Improvement Goal. Motion to approve Superintendent's SY19-20 Goals as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

8.2 School Committee SY19-20 Goals

School Committee Member Tammy Tebo read the School Committee SY19-20 Goals. Motion to approve the School Committee SY19-20 Goals as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

8.3 Student Services Clerk

Pamela Smith the Director of Student Services summarized why there is a need for a new Student Services Clerk position. Member Stella Richard made a motion to approve the new Student Services Clerk position. Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – there was no motion to close vote.

Committee members discussed the position, length of time the position is needed for, amount of hours and length of employment the job will be posted for. The Committee members would like to see the new position posted as a temporary position to start when filled with an end date of June 30, 2020. They also asked the Director of Student Services to provide the Committee with periodic updates on the position status.

Then Mr. Hagglund revised his motion to state that the new Student Services Clerk position should be posted as a Temporary Position until June 30, 2020. Member Tammy Tebo seconded the revised motion. Motion carries - unanimous

8.4 New Student Club

Christopher Fontaine, Leicester Middle School Principal discussed the proposal for a new LMS Golf Club. Member Stella Richard made a motion to approve the new student club LMS Golf Club - Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

8.5 STEM Week Field Trip

Christopher Fontaine, Leicester Middle School Principal informed the Committee that in conjunction with the State's Stem Week, LMS has been invited to present with their students at a conclusion event regarding the STEM Week Challenge. The students will present their projects to

industry professional and receive feedback from those projects. Motion to approve the new STEM Week Field Trip - Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

9. Other Business

None

10. Upcoming Meetings

November 4, 2019, Workshop

November 12, 2019, Open Meeting

11. Public Comment

None

12. Adjournment

Motion: Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries unanimous. The meeting adjourned at **8:01 P.M.**

Roll Call

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

Referenced Documents:

September 10, 2019, Open Session Minutes

September 10, 2019, Executive Session Minutes

September 30, 2019, Workshop Session Minutes
September 30, 2019, Workshop Executive Session Minutes

Policies:

- ADDA Background Checks Policy
- IOJA Field Trip Policy
- JJH Student Travel Policy
- JJH-R Student Travel Regulations Policy
- DEC – Supplement, Not Supplant Policy for Federal Funds
- IHBEB – Translation Policy
- School Committee Policies – Section A

FY20 Expense Report

AHERA Notification

FY20 Budget Transfers

Superintendent SY19-20 Goals

School Committee SY19-20 Goals

Student Services Clerk

New Student Club Proposal – LMS Gold Club

STEM Week Field Trip