

**Leicester Public Schools
School Committee Retreat Minutes
November 12, 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

Pamela Smith, the Director of Student Services provided the Committee with an update and overview of two new programs she is in the process of starting for the district, Best Buddies and Unified Sports. Both programs are just in the startup process, she will keep the Committee informed of the two programs process.

Harry Brooks shared with the Committee that LSEPAC is very excited and in favor of supporting these two new programs. LSEPAC has been waiting for about eight years for this to happen. They want to help fund these new programs with uniforms, bocce equipment, and travel expenses.

3. Approval of Minutes

3.1 October 8, 2019, Open Session Minutes

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

3.2 November 4, 2019, Workshop Session Minutes

Motion to approve: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries - one abstain, unanimous

3.3 November 4, 2019 Workshop Executive Session Minutes

Motion to approve: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries - one abstain, unanimous

4. Reports

4.1 Student Liaisons report

The Student Liaison, Brenda Nguyen reported on recent and/or upcoming events happening in all the schools for the month of November.

4.2 School Committee Chairperson Report

Stella Richard, School Committee Chair announced that the Leicester Building Committee will have a Public Forum on Wednesday, November 20, 2019, @ 7:00 p.m. that will be held in the Leicester High School Fine Arts Center.

4.3 Superintendent's Report

a. MSBA Update

The Superintendent informed the Committee that the final Schematic Design Meeting was on November 7, 2019. Unfortunately, she was unable to attend as she was at the MASC/MASS Conference.

Mr. Harry Brooks, Chair of the School Building Committee shared that the architects will have new designs, pictures and driveway safety updated by the Public Forum meeting date.

b. MASC Conference Update

The Superintendent gave a brief overview of some of the panel sessions, she attended at the MASC/MASS Conference.

How to Strategize your Brand
School Law 101
Lessons from Dedham
Personalized Learning

Tom Lauder, School Committee member informed the members that he learned and brought back many tidbits of information. He has a New Member Orientation Handbook that he would like to discuss and review at the December workshop.

4.4 School Committee Liaisons Report

Member Tammy Tebo informed the committee that she attended the first Wellness Committee Meeting on October 17, 2019. The Wellness Committee members discussed if they should switch to a Fall individual event instead of the Spring joint event.

She also informed the members that the Wellness Committee had a discussion around recess being taken away from students as a form of punishment. She would like to have more discussion on this matter at the December workshop.

Member Scott Francis reported that the State Legislators passed the Student Opportunity Act by a vote of 155 to 0.

5. Policies

5.1 Member Stella Richard informed the members that Section B – Board and Governance and Operations has 26 policies on the agenda to consider, mark reviewed and asked for discussion.

Motion to approve the policies under Section B - Board and Governance and Operations marked Possible Reviewed with the November 12, 2019 date. Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

5.2 Second Reading

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

- ADDA Background Checks Policy

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

- JLCD – Administering Medicines to Students

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

6. Finance Items

6.1 FY20 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 11/06/2019 as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

6.2 Transfer Request

Cady Maynard, Director of Finance and Operation discussed the FY20 Transfer Request. Motion to approve the Transfer Request of 11/06/2019 as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

6.3 Warrant Signing 16A and 18A,

Member Nathan Hagglund made a motion to approve the warrant signing of 16A and 18A - Seconded Member Tammy Tebo; Motion carries - unanimous

6.4 OMNIBUS Approval

Cady Maynard, Director of Finance and Operations, has requested OMNIBUS approval for FY2020, for the period of November 13, 2019, through December 31, 2019, to allow for transfers due to changes in staff and expenses relating to the reconfiguration of the Elementary School/Pre-School. All transfers are included in subsequent School Committee packets to keep the Committee apprised of the activity.

Member Nathan Hagglund made a motion to provide Cady Maynard, Director of Finance and Operations, OMNIBUS approval for all transfers in FY2020 for the period of November 13, 2019, through December 31, 2019,c with the understanding all transfer related information will be provided to the Committee at a subsequent meeting for review. Seconded Member Tammy Tebo; Motion carries – unanimous

6.5 FY21 Budget

Cady Maynard, Director of Finance and Operations provided the Committee with a brief update on how the FY21 Budget process has been proceeding. She and the Superintendent have met with the LTeam; they have started to input their FY21 budgets into the system. Everything should be entered by Thanksgiving, which would allow her to have a rough draft by either the December workshop or December open session meeting.

The School Department has not received anything regarding the FY21 Budget from the Town Administrator at this time.

7. Business Items

7.1 Student Handbooks

The School Committee reviewed the SY19-20 Student Handbooks and a list of changes at their November 4, 2019, workshop. Motion to approve the SY19-20 Student Handbooks as presented: Member Nathan Hagglund; Seconded: Member Tammy Tebo; motion carries – unanimous

School Committee Chair, Stella Richard asked that the Student Handbooks be moved for review at the School Committee retreat in August.

7.2 Teens Act Club – Field Trip

The School Committee members reviewed the request for the Teens Act Club Field Trip. Motion to approve the Teens Act Club Field Trip as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

7.3 Dollar Scholar LMS Field Trip

The School Committee members reviewed the request for the Dollar Scholar LMS Field Trip. Motion to approve the Dollar Scholar LMS Field Trip as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

7.4 Class of 2023 Fundraiser Movie Night

The School Committee members reviewed the request for the Class of 2023 Fundraiser Movie Night. Motion to approve the Class of 2023 Fundraiser Movie Night as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

7.5 SWCEC 1st Quarter Report

The School Committee reviewed and voted to accept the SWCEC 1st Quarter Report as presented. Motion to accept – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

8. Other Business

None

9. Upcoming Meetings

December 2, 2019 – Workshop

December 10, 2019 – Open Meeting

10. Public Comment

Erin Burlingame asked the Committee for an update on the parking and resurfacing at the Leicester Elementary School. The Superintendent informed her that she would get an update from the Director of Facilities, David White.

11. Convene in Executive Session

M.G.L. Chapter 30 (A) Section 21 (a) (2) to conduct strategy sessions in preparation for negotiations with unions (Leicester Paraprofessionals Association, Education Association of Leicester, Government Employees' Union, IUPE, Local 4 (Food Services Unit)) and not to reconvene in open session. A motion was made by Member Nathan Hagglund to go into executive session and not to reconvene to open session at 7:20 p.m. Seconded by Member Tammy Tebo.

12. Adjournment

Motion: Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries unanimous. The meeting adjourned at **7:21 P.M.**

Roll Call

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

List of Documents and Material used during this meeting which are on file at the Leicester Public Schools Central Office.

- October 8, 2019 Open Session Minutes
- November 4, 2019, Workshop Session Minutes
- November 4, 2019, Executive Session Minutes

Policies

- School Committee Policies – Section B – Board and Governance and Operations Possible Reviewed
- ADDA Background Checks Policy
- JLCD – Administering Medicines to Students

Finance Items

- FY20 Expense Report
- Transfer Request

Business Items

- Student Handbooks
- Teens Act Club – Field Trip
- Dollar Scholar LMS Field Trip
- Class of 2023 Fundraiser Movie Night
- SWCEC 1st Quarter Report

