

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

**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

**1. Showcase**

LMS students participated in the STEM Week Challenge were over 400 schools across Massachusetts tackled real-world zero waste problems. Our LMS students designed prototypes to address critical sustainability issues for plastics waste.

LMS students Jaden Mello, Gabrielle Pietri and Logan Potter presented their Grade 6-9 Plastic Waste second place winning project. Other members of the winning team that were unable to attend the School Committee meeting are Amandah Rivera and Logan Mandela.

**2. Approval of Minutes**

**3.1 November 12, 2019, Open Session Minutes**

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

**3.2 November 12, 2019 Executive Session Minutes**

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

**3. Reports**

**3,1 Student Liaisons report**

None

### **3.2 School Committee Chairperson Report**

Stella Richard, School Committee Chair informed the members of the holiday concerts that will take place at each school the week of December 9 – 13, 2019.

The Chair also informed the Committee that after the New Year each month a building principal will discuss grade configuration and how the year is going.

### **3.3 Superintendent's Report**

#### **a. MSBA Update**

Superintendent Tencza provided a brief MSBA update. She informed the Committee members that there will be a cost estimate reconciliation meeting on December 18, 2019, where two different firms will provide cost estimates. The next School Building Committee meeting is scheduled for December 19, 2019.

#### **b. ALICE Training**

The Superintendent updated the Committee members on the ALICE training drill that took place at LHS on November 25, 2019. After the training staff were able to debrief with the Fire Chief, Police Chief and the ALICE team.

The Leicester Elementary School students just learned about ALICE training and will have a drill sometime after the winter break.

The Superintendent provided the Committee members with a brief update on the boiler issues at each building. The parts for the LMS boiler have been ordered and Central Office staff has reached out to the vendor for an update on delivery. Everything has been repaired at LHS. There were three rooms at Leicester Elementary School that needed new motors, two motors have arrived, been replace and we are waiting for the third one to arrive.

Member Tammy Tebo asked the Superintendent who currently handled the snow removal/blowing of the school grounds. The Superintendent informed the members that the School Department is currently under an as needed contract with Busy Bee.

### **3.4 School Committee Liaisons Report**

Member Scott Francis, informed the members that Legislature approved the Student Opportunity Act which Governor Baker signed on Tuesday, November 26, 2019. At this time no one is sure what the numbers will be. Hopefully, by April the formula for funds with be available

## **4. Policies**

### **4.1 First Reading**

Member Stella Richard read the name of the policies on the agenda as First Reading and asked for discussion. Motion to table for a second reading – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries - unanimous

- School Committee Policies – Section B – Board and Governance and Operations Possible Revised
- IOJA Field Trip Policy
- JJH Student Travel Policy
- JJH-R Student Late Night and Overnight School-Sponsored Travel Regulations

## **5. Finance Items**

### **5.1 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 12/4/2019 as presented – Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

### **5.2 FY20 OMNIBUS Budget Transfers**

Cady Maynard, Director of Finance and Operation discussed the FY20 OMNIBUS Budget Transfer. All transfers are included in subsequent School Committee packets to keep the Committee apprised of the activity.

### **5.3 Warrant Signing 20A and 22A**

Member Nathan Hagglund made a motion to approve the warrant signing of 20A and 22A - Seconded Member Tammy Tebo; Motion carries - unanimous

### **5.4 FY21 Initial Budget Presentation**

Cady Maynard, Director of Finance and Operations, provided the Committee members with an initial PowerPoint budget presentation. Each Building Principal and Director presented their budget needs with an explanation for this need.

The Director of Finance informed the members that the School Department to date has not received any figures from the Town Administrator. That the FY21 Budget that was presented is strictly a need basis budget.

Member Tammy Tebo asked that the Director of Facilities be present at the next budget presentation to speak about the facilities slides. The Committee members also asked for a January budget workshop.

## **6. Business Items**

**6.1** Member Stella Richard made a motion to approve the donations from LHS Class of 2020 EZ H2O Bottle Filling Stations, LHS Class of 2020 Bottle Filling Installation - \$600.00, Northeast Middle School Meets - \$175.00, Olney White – LMS Running Club - \$138.00, Zemaitis Baker Insurance - LHS Football Practice Fee at Holy Cross \$500.00 as presented. Member Stella Richard; Seconded Member Nathan Hagglund; Motion carries – unanimous

Member Nathan Hagglund made a motion to amend the previous motion to accept the (5) donations as present. Member Tammy Tebo; Seconded Member Stella Richard; Motion carries unanimous.

- Donation – LHS Class of 2020 EZ H2O Bottle Filling Stations
- Donation – LHS Class of 2020 Bottle Filling Installation - \$600.00
- Donation - Northeast Middle School Meets - \$175.00
- Donation – Olney White – LMS Running Club - \$138.00
- 

Member Stella Richard made a motion to approve the donations from LHS Class of 2020 EZ H2O Bottle Filling Stations, LHS Class of 2020 Bottle Filling Installation - \$600.00, Northeast Middle School Meets - \$175.00 as presented. Member Nathan Hagglund; Seconded Member Tammy Tebo; Motion carries – unanimous

Member Tom Lauder made a motion to accept the donation from Zemaitis Baker Insurance - LHS Football Practice Fee at Holy Cross \$500.00; Seconded Member Scott Francis – Motion Carries (4) yeas (1) abstain

**6.5 New Student Activity Account (Super Smash Brother Ultimate Club)**

The School Committee members reviewed the request for a New Student Activity Account (Super Smash Brother Ultimate Club). Motion to approve the New Student Activity Account (Super Smash Brother Ultimate Club) as presented – Member Sella Richard; Seconded Member Nathan Hagglund; Motion carries – unanimous

**6.7 Tech Recycling Request**

The School Committee members reviewed the items on the Tech Recycling Request memo. Motion to approve the Tech Recycling Request as presented – Member Nathan Hagglund Seconded Member Tammy Tebo; Motion carries – unanimous

**6.8 LMS Ski & Snowboard Club Field Trip**

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

**7. Meetings**

December 16, 2019 – Joint Session with Select Board

January 6, 2020 – Workshop, Joint Session w/Select Board

January 14, 2020 – Open Meeting

**8. Public Comment**

None

**9. Convene in Executive Session**

None

**10. Adjournment**

Motion: Nathan Hagglund; Seconded Member Scott Francis; Motion carries unanimous. The meeting adjourned at **8:15 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.**

- November 12, 2019, Open Session Minutes
- November 12, 2019, Executive Session Minutes
- School Committee Policies – Section B – Board and Governance and Operations Possible Revised

- IOJA Field Trip Policy
- JJH Student Travel Policy
- JJH-R Student Travel Regulations Policy
- FY20 Expense Report
- FY20 OMNIBUS Budget Transfer
- FY21 Initial Budget Presentation
- Donation – LHS Class of 2020 EZ H2O Bottle Filling Stations
- Donation – LHS Class of 2020 Bottle Filling Installation - \$600.00
- Donation - Northeast Middle School Meets - \$175.00
- Donation – Olney White – LMS Running Club - \$138.00
- Donation – Zemaitis Baker Insurance - LHS Football Practice Fee at Holy Cross \$500.00
- New Student Activity Account (Super Smash Brother Ultimate Club)
- Tech Recycling Request
- LMS Ski & Snowboard Club Field Trip

DRAFT