

Town of Mashpee

Town Clerk



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Date: September 1, 2016

Mashpee Town Hall
16 Great Neck Road North
Mashpee, MA 02649

In accordance with the Massachusetts General Laws, Chapter 39, Section 23A-C, regarding Massachusetts Open Meeting Law the:

School Committee- Business Meeting

give you notice that it will meet for the purpose of acting upon such business as may come before it.

Day and Date of Meeting: Wednesday, September 7, 2016

Time of Meeting: 6:30 pm.

Place: Quashnet School Library

Chairman: Don Myers/gkh

Windows will be closed and lights will be shut off after meeting.

Initials

*****Please keep in mind that rooms are assigned on a first come, first serve basis. Therefore, it is imperative that you notify this office as quickly as possible to reserve your meeting room.***

Except in an emergency, a notice of every meeting of any governmental body shall be filed with the clerk of the city or town in which the body acts, and the notice or a copy thereof shall, at least forty-eight hours, including Saturdays but not Sundays and legal holidays, prior to such meeting, be publicly posted in the office of such clerk or on the principal official bulletin board of such city or town.

Date: September 7, 2016



IN THE MATTER OF: Strategy with respect to negotiations with Units A, B, C and nonunion personnel. Strategy with respect to litigation

It is **MOVED** by **School Committee** that this governmental body hold an executive session.

A Roll was called (see attached roll call)

The Clerk of this executive session is designated as Chris Santos

A Quorum being present and a Majority having voted to go into executive session, the chair states that:

1. This meeting convened in open session and
 - a. Notice and posting of the meeting was given (X)
 - b. the meeting is an emergency meeting. ()

2. After the executive session the meeting
 - a. Will reconvene (X)
 - b. Will not reconvene ()

3. The purpose or purposes of this executive session are:
 - A. To deliberate upon matters involving individuals where the individuals involved have been notified in writing of the meeting and have not requested an open meeting and regarding:
 1. The reputation and character of the individual ()
 2. The physical condition and mental health of the individual ()
 3. The discipline or dismissal of a public officer, employee, staff member or individual. ()
 4. A Complaint or charge brought against an individual ()

 - B. To deliberate upon matters which, if done in open meeting could detrimentally affect the position of the City, regarding:
 1. Bargaining ()
 2. Strategy with respect to Collective Bargaining (X)
 3. Strategy with respect to litigation (X)
 4. The purchase, exchange, lease or value of real property ()
 5. Strategy with respect to negotiations with non-union personnel (X)

 - C. To deliberate matters regarding:
 1. The deployment of security personnel devices ()
 2. Allegations of criminal misconduct ()
 3. To discuss strategies for security ()

 - D. To comply with the provisions of General Law or special law or Federal Grant in Aid requirement, the specific law being

4. All of the foregoing is hereby made part of the official minutes of this body.



**MASHPEE PUBLIC SCHOOLS
SCHOOL COMMITTEE BUSINESS MEETING
of September 7, 2016
Quashnet School Library/6:30 pm
Agenda *****

- I. Call meeting to order 6:30**

- II. Pledge of Allegiance 6:31**

- III. **Public comment 6:35**

- IV. Share out on school opening 6:50**
 - 4.1 Kenneth C. Coombs School
 - 4.2 Quashnet School
 - 4.3 Mashpee Middle High School

- V. Report of the Superintendent 7:10**
 - 5.1 Personnel Report (p. 1)
 - 5.2 * Leave of absence for a Unit A staff member

- VI. Subcommittee reports 7:20**
 - 6.1 Policy Subcommittee (p. 2-6)
 - 6.1.1 First Read- IHAMB- Teaching about drugs alcohol and tobacco
 - 6.1.2 First Read-BDA-E- School Committee: Norms and Standards
 - 6.1.3 First Read- BEDH- Public participation at school committee meetings
 - 6.1.4 First Read-BEDH-E- Guidelines for public comment
 - 6.1.5 First Read- BEDB-E- Agenda format
 - 6.2 School Start Time Committee- update

- VII. Events/Happenings 7:40**
 - 7.1 Calendar (p. 7-10)

- VIII. *Executive session 7:45**
 - *8.1 Strategy with respect to negotiations with Unit A
 - *8.2 Strategy with respect to negotiations with Unit B
 - *8.3 Strategy with respect to negotiations with Unit C
 - *8.4 Strategy with respect to negotiations with non-union personnel
 - *8.5 Strategy with respect to litigation

Return to regular session

- IX. *Ratification of Unit C contract**

- X. *Approval of Unit A cost of living increase**

- XI. *Approval of Unit B cost of living increase**

- XI. *Approval of non-union salary increases**

- XII. *Adjournment**

***Vote required**

****Public Forum – A total of 20 minutes will be allowed for this agenda item per School Committee policy BEDG**

*****The listing of matters are those reasonable anticipated by the Chair which may be discussed at the meeting. Not all items listed may be discussed and other items not listed may also be brought up for discussion.**

1.

**MASHPEE PUBLIC SCHOOLS
PERSONNEL SUMMARY REPORT**

September 2016

Kenneth C. Coombs School

Erin Finocchi – Grade 2 Teacher
Hannah Charette – Grade 2 Teacher
Taylor Marshall – Paraprofessional
Karen Assad – Paraprofessional
Eilis Auger - Paraprofessional

Quashnet School

Maura Burchill – Special Ed Teacher

Middle/High School

Lynn Weeks – Librarian
Kelli Horan – Paraprofessional
Kirk Souza – Paraprofessional
Shalyn Spencer - Athletic Trainer

Resignations

Naomi Aldrich – Paraprofessional
Rebecca Mauro – Paraprofessional
Manuela Cliff – Recess Monitor

Retirement

Cynthia Herlihy - Paraprofessional

DRAFT
TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based drug, tobacco and alcohol education and prevention programs in grades K-12.

The drug, alcohol and tobacco education program shall address the legal, social, and health consequences of drug, alcohol, and tobacco use. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the School Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on health decision-making.

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent of Schools or designee. The Committee wishes to be informed of all new courses and substantive revisions in curriculum and will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

LEGAL REFS.: M.G.L. 71:1; 71:96

Revised 8/25/16

First Read: September 7, 2016

DRAFT**School Committee: Norms and Standards**

We, the Mashpee School Committee, acknowledge that a School Committee meeting is a meeting of the School Committee members that is held in public and not a public meeting and that we will make every effort to ensure that meetings are effective and efficient. To that end, we acknowledge the importance of subcommittees and we and the superintendent agree to utilize them to focus on specific topics in-depth and to prepare for presentation, deliberation, and possible action by the School Committee.

We, the Mashpee School Committee, set forth these Standards and Norms that we will all commit to abide by as individuals and as a committee:

1. Represent the needs and interest of **all** students in the district.
2. Exercise leadership in vision, planning, policy making, evaluation, and advocacy on behalf of the students and district, **not** in managing the day-to-day operations of the district.
3. Conduct our business through a set agenda. Emerging items will be addressed in subsequent meetings through agenda items.
4. Provide full disclosure. Each member will provide input, encouragement, express concerns and positions rather than withhold information from other members. When a committee member feels there has not been full disclosure, an objective process for revisiting the issue will be used.
5. Maintain an open environment where each member is empowered to freely express opinions, concerns, and ideas. Committee members will work together to clarify and restate discussions in order to strive for full understanding.
6. Keep an open mind and accept that they can change their opinions by recognizing that they are not locked into their initial stated positions.
7. Make decisions on information and not on personalities. Committee members will act with the best information available at the time considering data, the superintendent's recommendations, proposals, and suggestions. Committee members will strive to make the best decision at the time.
8. Debate the issues, not one another. The committee will engage in critical thinking, expecting all committee members to freely offer differing points of view as part of the discussion, prior to making a board decision.
9. Not take unilateral action. A committee member's authority is derived only through a majority decision of the committee acting as a whole during an open, public meeting.
10. Attend meetings well prepared to discuss issues on the agenda and will be prepared to make decisions, striving for efficient decision making.
11. Strive to have no surprises for the committee or superintendent. All members will receive the same information on all topics in a timely manner.
12. Strive to reach decisions by consensus. Discuss with respect, disagree without acrimony. When consensus is not possible, all members will publicly abide by the majority decision.
13. Understand and respect the chain of command as it concerns roles and responsibilities and direct others to do the same.
14. Review and revise our standards and norms, as needed, as part of the committee's self-evaluation.

First Read- September 7, 2016

DRAFT
PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires citizens of the District to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear the wishes and ideas of the public.

In order that all citizens who wish to be heard before the Committee have a chance and to ensure the ability of the Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

8. During each scheduled School Committee business meeting individuals or group representatives will be invited to address the Committee. The Chairperson shall determine the length of the public participation segment.
9. Speakers will be allowed three (3) minutes to present their material. The presiding Chairperson may permit extension of this time limit.
10. Topics for discussion must be limited to those items listed on the School Committee meeting agenda for that evening.
11. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chairperson may terminate that individual's privilege of address.
12. All remarks will be addressed through the Chairperson of the meeting.
13. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
14. Written comments longer than three (3) minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.

Revised 8/25/16

First Read- September 7, 2016

DRAFT
GUIDELINES FOR PUBLIC COMMENT

A School Committee Meeting is a meeting of a government body at which members of the body deliberate over public business. We welcome the attendance of members of the school district community to view your School Committee as it conducts its regular business meeting.

Massachusetts General Laws Chapter 30A Section 20(f) governs public participation at open meetings covering all public bodies.

Chapter 30A:20 [Notice, Remote Participation, Public Participation, Certification]

(f) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

The School Committee believes that the school district community should have an opportunity to comment to the Committee on issues that affect the school district and are within the scope of the Committee's responsibilities. Therefore the Committee has set aside a period of time at each School Committee business meeting to hear from the public. In addition, if the Committee believes that an issue requires a dialogue with the school district community, the Committee may schedule a separate public hearing on that issue.

Any citizen who wishes to make a presentation to the School Committee on an item which is of interest to him/her and within the scope of the Committee's responsibilities may request to be placed on the agenda for a particular meeting. Such request should be in writing and should be received by the Superintendent of Schools at least one week prior to the date of the meeting. Such request should contain background statements which would explain the scope and intent of the agenda item. The Chair of the Committee works with the Superintendent to formulate the meeting agendas. Together they will determine whether or not to place an item on the agenda and if the item is to be taken up they will also determine when to place an item on the agenda and all parameters to be required of the presenter.

Here are the general rules for the Committee's public comment period:

1. Public Comment shall be for a period of 10 minutes and shall generally be the last agenda item of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
2. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
3. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment. :
BEDH-E
4. Any Committee member may direct questions to the speaker through the Chair in order to clarify comments of the speaker.

Revised 8/25/16

First Read- August 27, 2016

**DRAFT
AGENDA FORMAT**

At regular meetings, the following is the recommended order of business:

- I. Call Meeting to Order
- II. Pledge of Allegiance
- III. Executive Session
- IV. Student Advisory Council
- V. Approval of Minutes
- VI. Acknowledgments
- VII. Communications
- VII. Report of the Business Manager
- IX. Report of the Superintendent
- X. Specifically Assigned/Unfinished Business
- XI. New Business
- XII. Committee Reports
- XIII. Items the Chairman did not reasonably know in advance of the meeting(Other)
- XIV. Public Comment
- XV. Executive Session
- XVI. Adjournment

Revised 8/25/16

First Read- September 7, 2016

FY17 District-Wide Calendar

Sun Sep 4 -- Sat Sep 10, 2016 (Eastern Time)

	Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9	Sat 9/10
8am							
9am		Labor Day- No School 8am - 9am	KCC School Begins Gr. 1/2 8am - 9am	KCC PS & K Begins 8am - KCC PK/K			ACT Test Date
10am			KCC PS/K Orientation (A-L) 9:30am - 10:30am				
11am			KCC PS/K Orientation (M-Z) 11am - 12pm				
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
				School Committee- Regular Meeting 6:30pm - 7:30pm	MMHS All Sports Night 6:30pm - 7:30pm		

f.

FY17 District-Wide Calendar

Sun Sep 11 – Sat Sep 17, 2016 (Eastern Time)

	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							

Quashnet School -
Open House 6:00

Early Release- all
schools

No School-
Professional Day

Constitution Day

MHS Girls Soccer
vs MPD
11am - 1pm

9.

FY17 District-Wide Calendar

Sun Sep 18 – Sat Sep 24, 2016 (Eastern Time)

Sun 9/18

Mon 9/19

Tue 9/20

Wed 9/21

Thu 9/22

Fri 9/23

Sat 9/24

Gr. 1-10 STAR FALL BENCHMARK

KCC PTO Fundraiser

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

10pm

11pm

KCC/QS Back to School BBQ
5pm - 6:30pm

MMHS Open House (Grades 7-12)
6PM - 8pm

School Committee Finance Meeting
6:30pm - 7:30pm

KCC PTO Meeting
6pm - 7pm

10.

FY17 District-Wide Calendar

Sun Sep 25 – Sat Oct 1, 2016 (Eastern Time)

	Sun 9/25	Mon 9/26	Tue 9/27	Wed 9/28	Thu 9/29	Fri 9/30	Sat 10/1
	KCC PTO Fundraiser						
	KCC: DIBELS--Baseline Assessment (K-2) @ KCC						
						QS - Polished Dental	SAT & SAT Subject Tests QS/KCC BIKE RODEO
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

10. KCC PTO Fundraiser

KCC: DIBELS--Baseline Assessment (K-2) @ KCC

QS - Polished Dental

SAT & SAT Subject Tests
QS/KCC BIKE RODEO

QS PTO Meeting
6pm - 7pm

KCC-Open House
6pm - 7:30pm

Rain date KCC/QS
BBQ
5pm - 6:30pm