



# Mt. Greylock Regional School District

## School Committee Open Session Minutes

**Date:** September 12, 2019

**Start:** 6:02 PM

**Adjourn:** 9:56 PM

**Location:**

MGRS Meeting Room A109

1781 Cold Spring Road Williamstown, MA 01267

**In Attendance:**

<b>Committee Members:</b>	<b>Also Present:</b>
R. DiLego, Chair D. Caplinger A. Terranova C. Conry S. Miller J. Art A. Carter <b><u>Absent:</u></b>	Kimberley Grady, Superintendent A. Wadsworth, Assistant Superintendent of Business & Finance T. Sears, Dir of Buildings & Grounds M. MacDonald, Principal MGRS J. Brookner, Principal WES N. Pratt, Interim Principal LES E. Belastock Dir of Academic Technology C. Gingras, WES Special Education Teacher J. Johnson, Spanish Teacher MGRS C. McWeeny, Student Representative

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<b>Item</b>	<b>Comments</b>	<b>Motion</b>	<b>Second</b>	<b>Vote</b>
<b>Call to Order</b>	This meeting of the Mount Greylock Regional School Committee was called to order by R. DiLego at 6:02 PM			
<b>Public Comment</b>	<p>The first individual called to give public comment was Dave Armet of Williamstown and a parent of a 10<sup>th</sup> grader. Mr. Armet spoke to the Building Usage Fees and Request form. Mr. Armet gave thanks to the committee and the Superintendent for a job well done.</p> <p>The second individual called to make a public comment was Stephanie Boyd. Ms. Boyd gave comments to the committee regarding the proposed artificial turf fields being recommended by the Phase II subcommittee. Ms. Boyd spoke against the proposed artificial turf fields.</p> <p>The third person to speak at public comments was Ann O'Connor. Ms. O'Connor spoke to the committee regarding the proposed artificial turf fields. Ms. O'Connor appealed to the committee to allow more time for the community to form an opinion, either for or against the turf field proposal.</p> <p>The Fourth person to speak during the public comment period was Peter Low, of Williamstown. Mr. Low spoke to the committee regarding the proposed artificial turf</p>			



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	field and echoed the sentiments that more time and consideration should be given to community feedback.			
<b>Approval of Minutes</b>	June 13, 2019 June 24 ,2019 (Open Session) June 24, 2019 (Joint Session) July 2, 2019 July 30, 2019 (Turf Forum) August 8, 2019  <b>MOTION</b> to approve June 13, and both sets of minutes from June 24, 2019. VOTE 6-0-1, Art ABSTAINS. <b>MOTION</b> to approve July 2, July 30 and August 8. VOTE: 7-0-0.	S. Miller	D. Caplinger	6-0-1 7-0-0
<b>Circulate Warrants</b>	Warrants were circulated for approval.			
<b>Student Representative - Update</b>	Charlie McWeeny spoke to the committee regarding updates from the MGRS Student Council. Fundraising activities for the year are being planned. The student council is looking at updates to the outside areas mainly focused on replacing a basketball hoop that was lost in the transition from the old building to the new.			
<b>School Building Committee (SBC)</b>	<p><b>SBC Committee Called to Order at 6:12 PM / Hugh Daley, Stephen Wentworth, Mary MacDonald, Trip Elmore, Alec Marshall and Mike Giso from Turner Construction</b></p> <p>Building Project Update: K. Grady and T. Elmore spoke to the closeout process phase of the building project. T. Elmore spoke to the timeline of the closeout process which includes issuance of the Certificate of Occupancy, issuance of C. of I. Leeds Issuance after 10 months of the building commissioning. The LEED will be submitted tomorrow, and then the building project will move through the Audit Phase probably beginning in December of 2019. R. DiLego asked who completed the LEED documentation. T. Elmore stated that it was done by Perkins Eastman. Alec from Turner construction updated the committee on the work that took place on the building’s “punch list” over the Summer. D. Caplinger asked for clarification on the timeline regarding when items come up that are fixed or replaced and when that is part of the project vs. when it will become the District’s responsibility out of the appropriated budget. K. Grady spoke to the building warranties and the process going forward as the building comes more and more into the District’s operational budget for items that need to be maintained, replaced and repaired. H. Daley asked the committee to keep the maintenance needs of the new building at the forefront of their conversations during budgeting going forward. K. Grady gave thanks to several individuals that were the “unsung heroes” assisting in completing the summer work.</p> <p>Finance Subcommittee Update: T. Elmore reviewed the project budget with the committee. T. Elmore reviewed a document submitted to the committee that reviewed the basic budget that was established in 2016 as well as how the project has been trending. At this time, the project is within budget. T. Elmore stated that the project is</p>			



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	<p>somewhere between \$10,000 – \$100,000 under budget at this time. H. Daly stated that the committee is working as designed. Bills are being paid and we are likely to end right on the budget. The committee discussed the remaining financial timeline of the project including the timeline of making payments on the bonds that the District has borrowed. Leeds Submission Update: T. Elmore discussed a document with the committee that projects out how many points the building is likely to receive as a result of the LEEDS submission: K. Grady asked R. Wnuk to discuss certain areas in which we may receive additional LEED points: those include Site lighting, climate heating/cooling, acoustical, and interior lighting. The building must achieve silver leed status in order to get an additional two percent reimbursement on the project from the MSBA.</p> <p><b>MOTION</b> to adjourn SBC by D. Caplinger, Seconded by H. Daley. SBC adjourned at 6:45 PM.</p>			
<p><b>Summer Program Coordinator</b></p>	<p>Summer Program Update: C. Gingras presented a slideshow and spoke to the committee regarding the summer programs that just concluded prior to the start of the 2019-2020 school year. Total District-wide enrollment was 54 students. The four to five week summer programs that were offered were developed to prevent significant regression over the summer months and maximum engagement of students as they participated in either tutoring or recreational therapy programming. Discussion between committee members and C. Gingras regarding summer programming.</p>			
<p><b>Principal Update</b></p>	<p><b>Opening Day Students:</b> Principal Brookner spoke to a very successful opening day at WES and gave thanks to both WES’s longtime bagpiper who was not able to play on opening day and the individual who came through and was able to play during opening day on short notice. Principal MacDonald outlined details from the opening day at MGRS. N. Pratt stated that the LES opening day was great and students were able to get to work on learning right away.</p> <p><b>Handbook (VOTE):</b> Principal Brookner spoke to some semantic and key term changes within WES’s student/parent handbook. Principal MacDonald echoed some of the semantic changes that Principal Brookner mentioned and discussed other changes that are not similar to the elementary schools. N. Pratt outlined changes to the LES Handbook and echoed many of the changes that were made at WES. <b>MOTION</b> to accept the 3 updated handbooks by D. Caplinger Seconded by S. Miller VOTE: 7-0-0.</p> <p><b>Open Houses: WES Open House will be September 25 from 5:30 – 6:30 PM:</b> The MGRS open house was yesterday, September 11<sup>th</sup> during</p>	<p>Caplinger</p>	<p>Miller</p>	<p>7-0-0</p>



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	<p>which parents follow the schedule the students follow. There were many community and school program tables.</p> <p><b>School Council Update/Election:</b> J. Brookner stated there is one opening on WES school council which will be announced tomorrow, Friday, 9/13 in the first WES newsletter. The election will be via electronic ballot as it was last year. Principal MacDonald stated that the MGRS school council met in August and will meet next week for their September meeting. There is one space available which will be filled by tomorrow afternoon. LES School Council has 3 open seats 1 community member and 2 parents. Voting will take place during the open house.</p> <p><b>Vision Statements Update:</b> Principal Brookner spoke to the updated vision statements are in progress and being worked on as part of the Strategic Planning process. Principal MacDonald spoke to the work that is taking place to update their vision statement. N. Pratt spoke to the strength of the Lanesborough community and a focus on social emotional learning which is being sewn into the Lanesborough Elementary School vision statement. LES Copsicle is taking place on Friday the 13<sup>th</sup> from 4:30 to 6:30 PM</p> <p><b>Gift from Adams Co-Op Bank (WES/LES) (VOTE):</b> Principal Brookner spoke regarding a gift from the Adams Co-Op Bank intended for LES and WES and outlined what the gift was for and encouraged the committee to vote to accept the gift with thanks to Adams Co-Op Bank. <b>MOTION</b> Move to accept the gifts by S. Miller, Seconded by D. Caplinger. VOTE: 7-0-0</p>	Miller	Caplinger	7-0-0
<p><b>Director of Academic Technology &amp; Director of Operations:</b></p>	<p>Opening Day Update (Tech Based): E. Belastock reviewed with the committee details of the opening day tech presentations regarding digital literacy and digital citizenship and copy right laws and fair use. Also, the acceptable use policy and online professionalism and community and public records, as well as non-District owned devices like Amazon Echos and other smart devices. E. Belastock also spoke to streamlining of opening day presentations and policies. K. Grady spoke to how the streamlining will assist both on opening day and throughout the year as new staff come on board in order to ensure that the district remains in compliance.</p>			



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	<p>8<sup>th</sup> grade Chromebook distribution has taken place, updates are in progress to streamline from school-based to District software licenses. The tracking system in the school libraries is moving to a cloud-based Follett library system which will allow intra-district library sharing. E. Belastock discussed EdTech collaboration between the Schools and next steps within the District in regards to Educational Technology. Discussion of Ed Tech Nights and steps going forward for providing information to parents about appropriate age-appropriate access to technology for students.</p> <p>R. Wnuk, Dir of Operations thanked Glen Storie and Jim O'Brien and the building principals for the work that took place over the summer months. WES recently got a brand new phone system and clock system, brand new motorized auditorium screen, a new wi-fi system, new LED lights, new battery back-ups for critical systems. LES has a new PA system, new wi-fi system, LES has a generator and critical systems will be moving onto that generator.</p>			
<p><b>Director of Buildings &amp; Grounds</b></p>	<p>Summer Update: T. Sears echoed R. Wnuk's sentiments. It was an incredibly busy summer throughout the District. Within the meeting packet is a 1-page list noting many of the updates and work that took place over the summer. T. Sears reviewed pictures of some of the work that was done within a power point presentation.</p>			
<p><b>Assistant Superintendent of Business &amp; Finance</b></p>	<p>FY19 Budget Wrap-up: FY19 budget is being reconciled now with the final report due to the State by October 1<sup>st</sup>.  FY20 Budget Update: FY20 books are open and moving along. Work is being done with the principals to make each part of the budget a living and workable thing so that the principals can plan for the current and following year. Coding is being updated as we work through the budget this year.  <b>Modern Municipality Modernization Act (VOTE):</b>  A. Wadsworth spoke to a new warrant process under the Modern Municipality Modernization Act. If the committee chooses to vote on this item, it would give the finance subcommittee the responsibility of signing off on the warrants and would make it the responsibility of the Chair to update the full committee at the following meeting. D. Caplinger stated that the finance subcommittee would work to address the warrants on a monthly basis with a full report to the committee given by the Assistant Superintendent on a bi-monthly basis and members of the finance subcommittee available to answer questions during the off months. S. Miller asked about the possibility of looking into</p>	<p>D. Caplinger</p>	<p>J. Art</p>	<p>7-0-0</p>



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	<p>electronic signatures. A. Wadsworth stated she could look into that process.</p> <p><b>MOTION:</b> Move that the school committee vote to accept the Modernize Municipal Finance and Government Act, Chapter 218 of the Acts of 2016 sections 57 and 58 and thereby assign warrant approval to a 3 member subcommittee who will report to the larger school committee at each meeting. Discussion: None. VOTE: 7-0-0. Motion passes unanimously.</p>			
<p><b>Superintendent Update</b></p>	<p>Opening Day Faculty &amp; Staff: K. Grady gave an update to the committee regarding the convocation day for faculty and staff that took place at MGRS in the auditorium and cafeteria. Staff were able to get to know each other. The energy was positive and we covered a full program between the hours of 8 – 2:30</p> <p>Staffing Updates: K. Grady reviewed the staffing updates that have taken place both within the District-level and school-based.</p> <p>Strategic Plan: K. Grady updated the committee regarding the strategic planning process including aligning language so that it is conducive to social emotional learning,</p> <p>Superintendent Model Rubric Review: K. Grady reviewed the Superintendent Model Rubric Review from the Massachusetts Department of Elementary and Secondary Education. The committee discussed the process for how the committee will organize, review and evaluate the performance of the Superintendent. D. Caplinger stated he was comfortable only evaluating on the sub-areas that the committee and the Superintendent set in conjunction with each other. J. Art stated that it is important to have a clearly defined and manageable set of priorities to work from out of the set standards outlined; but at the same time, it is important not to lose sight of areas that may be outside of the primary focus that is agreed upon for the evaluation process. The committee further discussed this process to determine how to move forward with the</p>	<p>D. Caplinger</p>	<p>C. Conry</p>	<p>7-0-0</p>



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	<p>evaluation process. The committee reached a consensus on the timeline for the Superintendent Evaluation.</p> <p>Organizational Flow Chart Discussion (<b>VOTE</b>): K. Grady reviewed the newly updated Organizational Flow Chart. Discussion: A. Wadsworth suggested that her bubble be lowered below that of the Superintendent. The committee asked that dotted lines be created between the School committee and all connected individuals other than the Superintendent. <b>MOTION:</b> Move to accept with amendments.</p>			
<p><b>Trip to Puerto Rico</b></p>	<p>J. Johnson came to the committee to further discuss a proposed trip to Puerto Rico for Spanish students at Mount Greylock Regional School. S. Miller thanked Joe for his follow-up letter to the committee to answer some of the questions that came up during the last meeting. R. DiLego spoke to some items that may need to be examined within the District’s policy as it relates to this request. J. Johnson further discussed the proposed trip and expressed sentiment that this trip would be more correctly referred to as an excursion rather than a field trip. J. Johnson further stated that he has asked a representative from the company the Spanish department has been working with to be present in order to better answer some of the questions around this proposed trip. D. Caplinger commented that he had reached out to J. Johnson between meetings and was comforted to know that J. Johnson had taken part in similar trips like this one while working for another local District. D. Caplinger spoke to the Chair of the Lenox School Committee to get a better feel for how those trips have been proposed, approved, and facilitated. Further discussion regarding policy, accessibility and fundraising in order to provide equitable access to the students this trip is being proposed to.</p> <p><b>MOTION</b> to give initial approval to the Spanish department proposal for the trip to Puerto Rico to occur over April vacation with the idea that the</p>	<p>D. Caplinger</p>	<p>S. Miller</p>	<p>7-0-0</p>



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	trip occurs outside the bounds of the regular school year.			
<b>School Committee Master Calendar</b>	<b>MOTION</b> to approve with amendments including Superintendent Evaluation taking place on June 25 <sup>th</sup> .	S. Miller	C. Conry	7-0-0
<b>Sub Committees:</b>	<p><b>Policy:</b> Policy IMGA Dissection and Dissection Alternatives <b>(VOTE):</b> K. Grady stated that this policy was brought forward by Attorney Dupere. Although this is not a current MASC policy, this is a policy we are required to have per the Department of Education. This policy was reviewed by the policy subcommittee. <b>MOTION</b> to approve. S Miller / J. Art 7-0-0</p> <p>Facility Usage Forms &amp; Fees <b>(VOTE):</b> The policy subcommittee met to re-review this item. K. Grady reviewed the most recent update pertaining to the groups and the associated fees for A and B. Group C had previously been determined. Discussion: The committee discussed the building usage forms and fees. Discussion centered on custodial fees for the different groups. The language was revised under the <b>Custodial Staff</b> section wherein the last line on page 2 should now read as follows: If the Director of Buildings &amp; Grounds determines that more than the regularly scheduled staff is needed, these costs will also be added to the facility rates. Custodial fees may be waived or adjusted for groups A &amp; B at the discretion of the school committee. <b>MOTION:</b> to approve as amended. D. Caplinger / S. Miller VOTE: 7-0-0.</p> <p>Sports Concussion management policy and procedure letter of affirmation <b>(VOTE):</b> L. Von Holtz reviewed the Sports Concussion Management Policy and procedure letter of affirmation process that occurs every two years. <b>MOTION</b> to approve the letter of affirmation. Discussion: Question and discussion regarding if the school has a certified athletic trainer.</p>	S. Miller	J. Art	7-0-0
		D. Caplinger	S. Miller	7-0-0
		J. Art	S. Miller	7-0-0



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<b>Subcommittee &amp; Liaison Reports</b>	<p><b>Finance:</b> Finance Subcommittee has met and will do a full report during the October meeting.</p> <p><b>Phase I:</b> Phase I has not met. During the next meeting, the subcommittee will bring forward a request from Perkins Eastman to approve payment for changes made to Phase I plans.</p> <p><b>Phase II:</b> Phase II received feedback from contractors and the bid opening was extended to September 20<sup>th</sup> at 10 AM. Bids will be opened at that time and phase II will meet and make a recommendation to the full committee. The full committee will hold a special meeting on September 26<sup>th</sup>. There is a Frequently Asked Questions from the Phase II Subcommittee on the District website in the School Committee section.</p> <p><b>Negotiations:</b> No Update</p> <p><b>Buildings &amp; Grounds:</b> Updates covered by the Dir of Buildings and Grounds.</p> <p><b>Wellness:</b> Wellness committees have not yet met.</p> <p><b>Endowments:</b> D. Caplinger gave an update</p> <p><b>Strategic Planning:</b> Strategic Planning update was given earlier in the meeting.</p>			
<b>Upcoming Meetings</b>	<p>The next regular meeting of the Mount Greylock Regional School District Committee will be held on October 8, 2019 at 6 PM at MGRS in Meeting Room A109. There will be a special session held on September 26<sup>th</sup>.</p>			
<b>Other Business Not Anticipated within 48 Hours of meeting</b>	<p>None</p>			
<b>Adjourn to Executive Session</b>	<p><b>MOTION</b> to move into Executive Session with intent to return to Open Session per MGL Chapter 30A, Section 21(a)(3) to discuss strategy with respect to collective bargaining, ESP Unit, as the Chair declares that an open meeting may have a detrimental effect on the bargaining position of the Committee</p> <p>Unanimous Roll Call Vote.</p> <p>The committee entered Executive Session at 9:45 PM</p>	<p>Miller</p>	<p>D. Caplinger</p>	<p>7-0-0</p>
<b>MOU for WES Lead Custodian / Former Custodial Supervisor</b>	<p>The committee returned to Open Session at 9:55 PM. <b>MOTION</b> to accept the MOU for the WES Lead Custodian / Former Custodial Supervisor</p>	<p>S. Miller</p>	<p>D. Caplinger</p>	<p>7-0-0</p>
<b>Adjourn</b>	<p><b>Motion</b> to adjourn at 9:56 PM</p>	<p>Terranova</p>	<p>D. Caplinger</p>	<p>7-0-0</p>

Respectfully Submitted,  
Jonathan Nopper  
Mount Greylock Minutes Recorder