



# Mt. Greylock Regional School District

## Transition Committee Open Session Minutes

**Date:** May 24, 2018

**Start:** 5:30 PM

**Adjourn:** 7:00 PM

**Location:**

Mount Greylock Library

Williamstown, MA

**In Attendance:**

| <b>Committee Members:</b>   | <b>Also Present:</b>              |
|---|-----------------------------------|
| J. Bergeron<br>D. Caplinger<br>A. Terranova<br>R. DiLego<br>S. Miller<br>C. Greene<br><br><b>Absent:</b> C. Dodig | Kim Grady, Interim Superintendent |

| <b>Item</b>                                   | <b>Comments</b>   | <b>Motion</b>               | <b>Second</b>               | <b>Vote</b> |
|---|---|-----------------------------|-----------------------------|-------------|
| <b>Meeting Called to Order</b>                | Open Session called to Order by J. Bergeron at 5:30 PM.   |                             |                             |             |
| <b>Motion to adjourn to Executive Session</b> | Motion to adjourn to Executive Session with intent to return to open session per MGL Chapter 30A Section 21 (a) (2), To conduct strategy sessions in preparation for negotiations with nonunion personnel & to conduct contract negotiations with nonunion personnel (Interim Superintendent). And per MGL Chapter 30A Section 21(a)(3) to discuss strategy with respect to collective bargaining as an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares. | Executive Session Postponed | Executive Session Postponed | N/A         |
| <b>Approval of Superintendent Contract</b>    | Agenda Item Postponed   | Agenda Item Postponed       | Agenda Item Postponed       | N/A         |
| <b>Public Comment</b>                         | None  |                             |                             |             |



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| <b>Circulate Bus Warrant for Approval</b>     | Transportation Warrants were circulated for approval.  |        |         |       |
| <b>Approval Of Minutes</b>                    | <b>April 26, 2018: MOTION</b> to approve.<br>No Discussion   | Miller | Greene  | 6-0-0 |
|   | <b>May 3, 2018: MOTION</b> to approve.<br>No Discussion  | Miller | Greene  | 6-0-0 |
| <b>Update from the Interim Superintendent</b> | <b>School Van:</b> K. Grady gave an update to the committee regarding the recent purchase and transfer of ownership of the school van at WES which transfers special needs students during the school year and during summer programming. The van was purchased from the town for \$1.   |        |         |       |
|   | <b>Update on Lanesborough Principal Search:</b> Second round interviews will take place on Tuesday, May 29. The search committee chose three candidates to bring forward for second round interviews. It is expected that a candidate will be brought forward for a recommendation to hire by the next meeting on June 4 <sup>th</sup> . Discussion regarding the hiring process and who is involved on the search committee.  |        |         |       |
|   | <b>Update on Assistant Superintendent Search:</b> The Assistant Superintendent search committee has not found a candidate that they feel comfortable bringing forward to second round. There was one candidate that was of interest but they have not responded back regarding moving forward; this is the reason for the agenda item seeking approval to search for a Director of Pupil Services. The committee discussed the administrative structures that have existed under the shared services agreement and the structure we would like to have in place as a region and the impact of hiring a Director of Pupil Personnel Services vs. hiring an Assistant Superintendent. Discussion about the qualifications and experience the ideal candidate would have to fulfill the role of Director of Pupil Services. The committee discussed the possibility of exploring the option of an Interim Assistant Superintendent or an Interim Director of Pupil Services. If a Director of Pupil Services is hired the Assistant Superintendent position would remain but would be unfunded. |        |         |       |
|   | <b>Approval of Dean of Students Job Description (MG):</b> Discussion of Dean of Students job description to assist the Principal's office for the remainder of time that the Assistant Principal is out on leave due to military deployment. The position would be for a period of ten months which would mean that there would be some overlap upon the return of the Assistant Principal. Edits to be made to the job description: "will have responsibility" instead of may have and specify that the candidate should possess a Master's degree in Education. Evaluations will not be a part   | Miller | DiLegio | 6-0-0 |



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| <p>of this job description. The job description will be edited to include “input evaluator on staff performance.” Discussion regarding the differences in responsibility between the Dean of Students and the Assistant Principal position. Edits: Remove the word all in the phrase “all grades 7-12” in the first paragraph. Replace Assistant Principal in the first paragraph with Dean of Students, under major duties and responsibilities change “Dean of Students may” to will. Change evaluator of staff performance to input evaluator of staff performance. Change minimum of a Masters degree to minimum of a Masters degree in education. Change employment term from 12-monts to 10-months.</p> <p><b>MOTION</b> to approve the amended job description for Dean of Students.</p> <p><b>Discussion:</b> The position is funded in the budget. The posting and appointment letter will state that the position is a one time ten-month appointment.</p> |  |  |  |
| <p><b>Approval to search for Director of Pupil Services:</b> K. Grady reviewed the job description provided in the packet. Edits: In the Summary paragraph modify the first sentence to “directs and facilitates the coordination of Pupil Personnel services and programming for the Mount Greylock Regional School District.” Second page, change from Master’s degree in related field preferred to Masters Degree in Education. Under the third bullet ad PreK-12+ to the end of the sentence. Under required skills change demonstrated ability and general knowledge to comprehensive knowledge. <b>MOTION</b> to approve the Director of Pupil Personnel Services job description as amended today. <b>MOTION</b> to approve the search for a Director of Pupil Personnel Services. <b>MOTION</b> to make sure we have contingency plan for a potential</p>   | <p><b>Motion I:</b><br/>Greene</p> <p><b>Motion II:</b><br/>Greene</p> <p><b>MOTION III:</b><br/>Caplinger</p> | <p>Caplinger</p> <p>DiLego</p> <p>Miller</p> | <p>6-0-0</p> <p>6-0-0</p> <p>6-0-0</p> |



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|  | <p>Interim Assistant Superintendent role or an Interim Director of Pupil Personnel Services role</p> <p>as well as approve the posting</p>   |                |                |                                       |
| <p><b>School Calendar</b></p>            | <p>The Association has agreed that PD days will be on 9/4 and 9/5 with the first day for students in grades 1-12 being on September 6 and Prek and K on September 13. The last day would be June 18<sup>th</sup> with no snow days. With snow days the last day would go to June 25<sup>th</sup>. <b>Motion</b> to accept a start date of September 6<sup>th</sup> for grades 1-12 Discussion regarding the start date for PreK and K and further logistics that are currently being negotiated including the possibility of eliminating April vacation days is we go beyond the five snow days allotted in the calendar.</p>  | <p>Greene</p>  | <p>Miller</p>  | <p>5-0-1,<br/>Miller<br/>Abstains</p> |
| <p><b>Review of Lease Agreements</b></p> | <p>The committee reviewed and discussed the language on the lease agreements for the elementary schools. R. DiLego posed a question about the wording of who is responsible should something catastrophic occur and there is a leftover balance not covered in the District's insurance policy. Legal counsel is currently reviewing and will provide clarification. This agreement will need to be voted by the Town Selectmen as well as the committee and be executed before July 1 and copies must be sent to MIAA (District's Insurance company). D. Caplinger brought up a question about the WES lease agreement and the land lease as it relates to the Williamstown Youth Center. The committee would like to ensure that there is a separation in responsibilities between the elementary school as a lessee and the youth center as a lessee. Currently, the school and the youth</p> | <p>No Vote</p> | <p>No Vote</p> | <p>N/A</p>                            |



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|   | <p>center have contractual provisions to share the land. J. Bergeron will review the two questions posed by R. DiLego and the one question posed by D. Caplinger to determine how best to move forward. C. Greene asked to confirm that the same language that is in the regional agreement appear in the leases regarding building improvements and renovations.</p>  |                  |               |              |
| <p><b>Unified Basketball Proposal</b></p>                     | <p>The Director of Athletics &amp; Co-Curricular activities submitted a proposal for a unified basketball program. K. Grady explained that there is some grant funding available if the District commits to at least three years in the program. Additional money needed to begin the program could be taken from the athletics and special education sections of the budget. <b>MOTION</b> to accept the unified basketball program proposal as presented.</p>  | <p>Terranova</p> | <p>Miller</p> | <p>6-0-0</p> |
| <p><b>Recommendation for Appointment Business Manager</b></p> | <p>S. Miller recused himself from this topic due to a potential conflict of interest because he is consulting with TMS outside of MGRSD. <b>Miller exits</b> 6:48 PM. K. Grady stated that we received one bid which was from TMS. TMS stayed within our budget and checked off each box in our Request for Bids. J. Bergeron stated that some stability in this position would be helpful. <b>MOTION</b> to accept the bid for business office management services from TM Solutions Inc. Discussion: The committee discussed if one individual would be present three days a week or if it would be different people as it has been during FY18. K. Grady said that she would have a conversation about that, as she would like to see no more than two people be involved in running the business office for FY19. Discussion about what would constitute an extra project which would be an additional rate.</p> | <p>Terranova</p> | <p>DiLego</p> | <p>5-0-0</p> |



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| <b>Announcements /<br/>Upcoming Events of<br/>Interest</b>                          | None  |           |        |       |
| <b>Other Business Not<br/>Reasonably Anticipated<br/>within 48 hours of meeting</b> | None  |           |        |       |
| <b>Upcoming Meetings</b>  | A. June 5th, 5:30 PM, School Building Committee<br>B. June 7, 6 PM, Transition Committee<br>C. June 12, Lanesborough Town Meeting<br>D. June 14, 6 PM, Transition Committee |           |        |       |
| <b>Motion to Adjourn</b>  | Meeting adjourned at 7:00 PM  | Terranova | DiLego | 5-0-0 |

Respectfully Submitted,  
 Jonathan Nopper  
 Mount Greylock Minutes Recorder

*A digital recording of this meeting in its entirety is available on the District website.*