

Pembroke Public Schools

72 Pilgrim Road, Pembroke, MA 02359

www.pembrokek12.org

pembroke@pembrokek12.org



(781) 829-1178
FAX (781) 829-6957

PEMBROKE SCHOOL COMMITTEE MEETING

Tuesday, March 5, 2024

North Pembroke Elementary School Library

Call to Order

Mrs. Bollinger called the meeting to order at 7:02 p.m.

Present from Administration: Erin Obey, Superintendent; Marybeth Brust, Assistant Superintendent; Jessica DeLorenzo, Director of Student Services

Present from Committee: Susan Bollinger, Chair; David Boyle, Vice Chair; Allison Glennon, Clerk; Michael Quinn and Patrick Chilcott

Pledge of Allegiance

Acknowledge & Schedule Visitors

Mrs. Bollinger welcomed the audience members.

Public Comment

None

Communications

None

Adjustments to the Agenda

None

Approval of Bill Schedule

Warrants were sent out electronically.

Consideration of Approval: School Committee Meeting Minutes of January 19th and January 30th

VOTE: On a motion made by Patrick Chilcott and seconded by Michael Quinn, it was unanimously voted to approve the school committee meeting minutes of January 19th as amended.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott

Voting No: none

Abstaining: none

Absent: none

VOTE: On a motion made by Patrick Chilcott and seconded by Michael Quinn, it was unanimously voted to approve the school committee meeting minutes of January 30th as presented.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott

Voting No: none

Abstaining: none

Absent: none

Superintendent's Report

FY25 Athletics Budget Presentation

Mr. Phillips stated that the Athletics Department operates under a student-centered philosophy. The model emphasizes Educational-Based Athletics, Competitive Excellence, and Transformational Coaches.

He highlighted the 2023-2024 academic accolades, the top three students were all student-athletes, with two being multi-sport athletes. Additionally, the top ten students were all student-athletes, with five being multi-sport athletes. He added that 28 student-athletes are committed to play college athletics. For term 2 of 2024 there are 36 high honor roll and 131 honor roll student athletes.

Mr. Phillips went on to highlight the 2023-2024 athletic accolades. Boys' soccer was D3 state runner-up, boys and girls indoor track were state runner-up. PHS is one of eight MA schools to have a top 10-ranked boys' and girls' hockey team. There are 80 Patriot League all-stars, 8 Patriot League MVPs, 21 Patriot Ledger All-scholastics, 9 Boston Herald All-scholastics, 7 Boston Globe All-scholastics, 12 teams qualified for state tournaments, 5 MIAA round 16 finalists and 6 Patriot League Fisher Division titles.

Mr. Phillips highlighted the community service activities of the athletic teams. The golf team held their annual warm clothing drive for the Plymouth Coalition and also worked with End Hunger New England to pack meals. The girls and boys' hockey team volunteered at Adaptive Hockey Day and gymnastics adopted a family in need and distributed gifts over the holiday season.

Mr. Phillips presented the sports enrollment numbers. Fall sports is at 279 down from 310 but only 1% off of the five-year average. Winter sports enrollment is 286 up from 279 last year. Spring sports numbers aren't in yet but last year's enrollment was 280 up from 251 the prior year.

The Athletic Budget total for FY25 is \$731,779. This consists of the Athletic Director's salary, coaching stipends, the Athletic maintenance custodian, contracted services, officials, and supplies & equipment. Contracted services is made up of rental fees for ice, gymnastics, and pool, league dues and entry fees, field maintenance and operations, athletic training services, football equipment reconditioning, police and EMT details, general and emergent service repairs, uniform replacement cycle and transportation (First Student).

Fees for ice time continue to increase and are a concern. Mrs. Obey said the district also has two buses that are used for sports and the costs are built into the general budget.

The goals for FY25 include continuing to provide a holistic athletic experience through the strength and conditioning program, nutrition education, recovery education, and college recruitment education. A second goal is to provide student-athlete professional development through the MIAA Student Ambassador Program and having guest speakers. A third goal is to continue to strengthen the PHS relationship with Pembroke youth programs through PHS led youth camps and PHS coaches' clinics. A fourth goal is the live-stream athletic events with free accessibility to the community and families. The last goal is to improve the grass practice fields and the tennis courts.

The Athletic Department capital items requests include renovation of the practice field, a turf field press box, a scoreboard for the softball field, and tennis court repairs. Mr. Phillips said a \$27k grant was received and Mrs. Obey said with the capital funds received from the May 2023 Town Meeting these repairs can move forward during the summer. Mrs. Obey said regarding the practice field renovation, there are some funds earmarked through the Community Preservation Fund for the baseball field which is part of that area, and will work with CPC to see if some of those funds can be used for this. The committee provided the CPC with a four-phase field plan, but unfortunately, the district is not in sync with the timeline. If unable to utilize the funds already allocated for the baseball field, it could be allocated toward the scoreboard. To move ahead, the Long Range Planning Committee needs to revise the field plan and create a more coherent timeline for the phases.

Mr. Quinn said he is impressed with the athletic program and that he likes that Mr. Phillips refers to athletes as student-athletes. Mr. Boyle mentioned that he was impressed to see the hockey team dressed up for games as it represents the town well. He went on to ask about the contract with Under Armor and Mr. Phillips said the district gets a good discount. Mr. Boyle asked what the district gets from the fees charged to attend games. Mr. Phillips explained that the tournament fees go to MIAA, while the hockey charges go to the rink. Football and basketball revenues go to the district and Mrs. Obey explained that those funds go into the athletic revolving account to pay the athletic custodian's salary. Mr. Boyle suggested looking to the Eagle Scouts for the press box and Mrs. Obey said there is a lot of work associated

with the project. ADA compliance requires a ramp or lift, and the way the bleachers are set up a lift is necessary. Also, a sprinkler system is needed to meet fire codes. She said there have been interested parties in the past and Eagle Scouts would be a great partner in that work.

Mrs. Glennon asked about the increase in the ice time fee and Mr. Phillips said it is up about \$15k since last year. Extra games add up and there is less practice time for a higher rate. Mrs. Obey said the district pushed to get the girls' program to practice at Hobomock which came at a cost. Mrs. Glennon asked if the tennis courts will need to be patched before the renovation and Mr. Phillips said it shouldn't because it was patched last year and that should last 2-3 years. Mr. Chilcott inquired whether the \$25,500 allocated for equipment was sufficient for their needs. Mr. Phillips confirmed that it was sustainable for the time being. Mr. Chilcott asked about funding for the bus driver and Mrs. Obey said there is not enough money in the revolving account to cover it. Mrs. Bollinger expressed her appreciation for the camaraderie that is fostered across all sports through the athletic program. She asked how PHS reaches out to the youth program and Mr. Phillips said one way is through camps run by student-athletes at Hobomock.

Consideration for Approval: MIAA 8th Grade Waivers – Softball & Girls Lacrosse

Mrs. Obey said softball numbers are down so there is a request for a waiver. Lacrosse has 30 girls and last year there were 42. There is a request for a waiver due to the timeline but it may not be needed if more girls sign up.

VOTE: On a motion made by David Boyle and seconded by Patrick Chilcott, it was unanimously voted to approve the 8th grade waivers for softball and girls' lacrosse.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott

Voting No: none

Abstaining: none

Absent: none

FY25 Facilities Presentation

Mrs. Obey mentioned that Mr. Phillips has taken on more PE responsibilities across the district, while the facilities component has shifted to building principals and lead custodians. Mrs. Obey highlighted the facility improvements completed this year. PHS had 7 new rooftop units and the district is in good shape on with the replacement cycle. Lights in the gym have been changed to LED. Plumbing fixtures have been changed in the science labs. At the elementary schools, there have been upgrades to the phone system upgrade and working on replacing rooftop units, one at each school, in June. Bryantville gym roof repair process has started and hoping to replace it over the summer. PCMS will have a rooftop unit replaced in June.

Mrs. Obey said the maintenance budget is made up of custodial personnel, contracted services, the annual collaborative buy, substitute coverage and utility services. There are 18 full-time custodians plus an athletics custodian. The structure is each elementary school and PCMS has one day shift custodian and two evening custodians and PHS has one day shift and 4 evening custodians. The fourth evening custodian is also a part-time bus driver.

The annual collaborative buy is a partnership with other towns on the south shore to purchase maintenance products like toilet paper and trash bags to drive down prices. Substitute coverage is used to be sure we are meeting the minimum cleanliness level that the building should be at. Finally, utility services are related to heat, electricity, and water. These total \$2,719,303.

Mrs. Obey said the FY24 Contracted Services budget is \$516,000 and \$62,107 is unencumbered which is what is available. Preventative maintenance cost is \$25,000 which is belts, filters, scrubbing pads etc., repairs cost is \$243,196 which is mainly HVAC related, service agreements cost \$89,992 which relate to alarm services, custodial supplies cost is \$24,900 which is cleaning materials and wastewater treatment plant cost is \$43,805. She said she would welcome a conversation around turning the WWT oversite to the Town. The district looked at outsourcing the service and it was almost twice as much. Mrs. Glennon asked if the Town has a person with the license and Mrs. Obey said the town plants are a little different. Mr. Chilcott suggested reaching out to the new water commissioner. He also suggested looking into the Water Enterprise Fund to help fund it.

Mrs. Obey said all five buildings went through a renovation or remodel between 1999 and 2000 so 23 years is a good useful life for equipment but it is getting to the point of needing significant repairs.

Mrs. Obey outlined the FY25 goals which include several maintenance and repair projects across the district. Masonry work is needed on some buildings, painting projects and playground drainage work is also needed. The interior needs are mainly focused on flooring repairs in high-traffic areas, plumbing upgrades, boiler replacements, and the addition of security cameras. As for the exterior needs, parking lot repairs at all five schools, including drains and patchwork, are needed. However, a large-scale plan is required to ensure that the parking lots are in proper condition.

Mrs. Obey explained the FY25 budget requests. The request for a full-time Facilities Director/Operations Manager, an increase in contracted services line to keep up on repair needs, and the addition of a full-time custodian to float between buildings and provide outside maintenance as needed.

Mr. Chilcott asked about sharing the facilities operations position with the Town and Mrs. Obey said it is an option. Mr. Boyle asked about a combined head custodian/facilities position and Mrs. Obey said there currently is a head custodian but this new position requires experience that this person doesn't have. Mr. Chilcott said it is important to point out that PPS doesn't have a Director of Counseling or a Director of Operations due to being fiscally conservative. Mr. Quinn said creating the Facilities Director position may save money in the long run by preventing problems instead of reacting to them.

Consideration for Approval: Overnight/Out of State Field Trip Request – PPS Athletics

Mrs. Obey said Track and Field is requesting approval for their trip to White Plains, NY in May.

VOTE: On a motion made by David Boyle and seconded by Patrick Chilcott, it was unanimously voted to approve the track and field overnight/out-of-state trip.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott

Voting No: none

Abstaining: none

Absent: none

Consideration for Conceptual Approval: Overnight/Out of State Field Trip Request – Germany/Switzerland/Austria

Mrs. Obey said this is conceptual to garner interest. Mr. Boyle asked if the price is locked in and Mrs. Obey said the price is based on the number of students attending so it can fluctuate.

VOTE: On a motion made by David Boyle and seconded by Patrick Chilcott, it was unanimously voted to conceptually approve the overnight/out-of-state trip to Germany/Switzerland/Austria during April vacation week 2025.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott

Voting No: none

Abstaining: none

Absent: none

Subcommittee/Liaison Updates

Budget Subcommittee:

Mrs. Obey said there was an agenda item posted on the Advisory meeting agenda that was of interest and some school committee members attended. Advisory is seeking more information on the PPS budget and will provide the school committee with a list of areas requiring further development in the coming weeks.

Master Planning Liaison Update:

Mrs. Bollinger said about 50 people were present at the meeting and about 11 attended online. The goals were listed and people could make comments. The consultants are gathering additional comments to add to the draft. She asked for any additional comments from the school committee members as soon as possible.

Future Meeting Dates and Topics

3/19, 4/1, 4/23

VOTE: At 8:16 PM, on a motion made by Patrick Chilcott and seconded by David Boyle, it was unanimously voted, by roll call vote, to enter Executive Session pursuant to Chapter 30A, Section 21(a)(1) to discuss a complaint regarding an elected official, as an open meeting may have a detrimental effect on the legal position of the School Committee, as declared by the Chair.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott
Voting No: none
Abstaining: none
Absent: none

APPROVED: March 19, 2024

MOTIONS

VOTE: On a motion made by Patrick Chilcott and seconded by Michael Quinn, it was unanimously voted to approve the school committee meeting minutes of January 19th as amended.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott
Voting No: none
Abstaining: none
Absent: none

VOTE: On a motion made by Patrick Chilcott and seconded by Michael Quinn, it was unanimously voted to approve the school committee meeting minutes of January 30th as presented.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott
Voting No: none
Abstaining: none
Absent: none

VOTE: On a motion made by David Boyle and seconded by Patrick Chilcott, it was unanimously voted to approve the 8th grade waivers for softball and girls' lacrosse.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott
Voting No: none
Abstaining: none
Absent: none

VOTE: On a motion made by David Boyle and seconded by Patrick Chilcott, it was unanimously voted to approve the track and field overnight/out-of-state trip.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott
Voting No: none
Abstaining: none
Absent: none

VOTE: On a motion made by David Boyle and seconded by Patrick Chilcott, it was unanimously voted to conceptually approve the overnight/out-of-state trip to Germany/Switzerland/Austria during April vacation week 2025.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott
Voting No: none
Abstaining: none
Absent: none

VOTE: At 8:16 PM, on a motion made by Patrick Chilcott and seconded by David Boyle, it was unanimously voted, by roll call vote, to enter Executive Session pursuant to Chapter 30A, Section 21(a)(1) to discuss a complaint

regarding an elected official, as an open meeting may have a detrimental effect on the legal position of the School Committee, as declared by the Chair.

Voting Yes: Susan Bollinger, David Boyle, Allison Glennon, Michael Quinn and Patrick Chilcott

Voting No: none

Abstaining: none

Absent: none