



Cohasset Public Schools
143 Pond Street
Cohasset, MA 02025
Continuing the Commitment to Excellence
Cohasset School Committee Meeting

School Committee Minutes

Wednesday, 5/6/2020

Zoom Video Call

Virtual Meeting – 143TV and Zoom

In Attendance:

Ellen Maher, Chairman
Jennifer Madden
Paul Kearney
Ashley Colleary
Craig MacLellan

Also, in Attendance:

Dr. Patrick Sullivan, Superintendent
Dr. Leslie Scollings, Assistant Superintendent
Michael MacMillan, Director of Finance & Operations
Brian Scott, Principal CHS
Greg Taylor, Student Resources Officer CPD
Mike Lopes, Detective Sergeant CPD
Lisa Farrell, Principal Osgood

Chairman Maher called the meeting back to order at 7:02p.m. **Roll Call Vote; Paul Kearney-Present, Ashley Colleary-Present, Ellen Maher-Present, Jennifer Madden-Present, Craig MacLellan-Present.**

Public Comment-None

Superintendent's Report-Cohasset Students Giving Back- Cohasset student Noah Sullivan updated the Committee on how he leveraged the 3D printer (were funded by the CEF) from the school to manufacture face shields using a design created by the Budman Company. Mr. Sullivan stated that he printed thirty face shields using this particular design and donated them to the Cohasset Fire Department. He mentioned creating a lighter weight design that he could print in larger quantities. He has partnered up with two other students and they have collectively manufactured and donated over 100 face shields to South Shore Hospital. Mr. Sullivan stated that everyone has been extremely grateful for the donation of the face shields and he is glad that he could help make a difference. Chairman Maher asked if this project has piqued any interest in engineering or design? Mr. Sullivan mentioned that he has always had an interest in this subject. Mr. Kearney stated this type of work shows great leadership. The Committee thanked Mr. Sullivan for his great work and help during the crisis. Superintendent Dr. Sullivan advised that three Varsity Basketball players Liam Cunnie, Jimmy Grech and Quinn Walsh teamed up to create an instructional video as a fundraiser to help younger players practice their skills during the quarantine. Mr. Grech stated that Mr. Cunnie approached he and Mr. Walsh with this idea. They reached out to their Basketball Coach who participated in doing an introduction for the video. Mr. Cunnie and his mother helped in connecting the team to Anchor and Sail, a local business in Town. Anchor and Sail produced 95 lunches that were delivered to South Shore Hospital. Mr. Walsh thanked Principal Scott and Superintendent Sullivan for helping raise awareness by putting this in the weekly newsletter. He mentioned that they have received so much support with people coming out to games and that this was a way to be able to give back and that using a local vendor was added bonus. Chairman Maher stated that if you donated, you would receive the instructional video as a gift.



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Student School Committee Representative-Update-Margaret Curley and Madeline Grudinskas

Ms. Curley gave a brief update on what it is like being a Senior during this time. She stated that not much has changed and that things are still going smoothly with online learning. She mentioned how grateful she is for having such support from the school. The Student Council Instagram has been updated to recognize Seniors and highlight their plans for next year. It has created a sense of community over social media. Ms. Grudinskas thanked all the teachers and faculty for all of their hard work and effort especially since its Teacher Appreciation Week. She stated that all the Seniors are missing their friends as well as school and were saddened to learn that the school closure has been extended until the end of the school year. She stated how grateful she is to all the teachers and faculty for supporting the Senior Class and she looks forward to going onto Google Classroom every morning to see a video from current and past teachers. She stated that she hopes that they will still be able to celebrate some Senior Events and is looking forward to her first Semester of College. Chairman Maher asked where Ms. Curley and Ms. Grudinskas are attending school next year? Ms. Curley stated she will be attending American University in Washington D.C. Ms. Grudinskas will be attending University of Massachusetts Amherst. The Committee thanked the girls for all their hard work this year in school and as the first Student School Committee Representatives.

Senior Recognition-Brian Scott- Principal Brian Scott gave an update on Senior Recognition events. He stated that the staff is working extremely hard and that there has been a tremendous effort to find ways to celebrate the Seniors. He mentioned that many of these ideas are still in the planning phase and that they are collaborating with Town Health Officials and Safety Personnel. He discussed a few plans that he believes are in good shape. He stated that they have decided to push Graduation as far back into August as they could and decided early on that they did not want to do it virtually. Principal Scott stated that they have scheduled a three-day event with a Prom at the Red Lion Inn on Wednesday, August 5, 2020, a Class Day held at Milliken Field on Thursday, August 6, 2020 and Graduation on Friday, August 7, 2020 at Alumni Field. There have been efforts made to have a celebration for the Seniors last day of school, which is on Wednesday, May 27th. There will be a drive-in video presentation being held at the Music Circus for Seniors and their immediate families. Principal Scott stated staff have been working with Pam Fahey, Cohasset Public Health Agent as well as the Cohasset Police Department to make sure all safety measures are taken into consideration. He mentioned that Cohasset Collision has donated a flatbed truck in order for the screen to be lifted for a better visual for all. A virtual Awards Night will be broadcasted on 143TV with the help from Don Roine for all Cohasset Towns people to see. He mentioned some other great activities that have been put together from parents around town, staff preparing daily student Appreciation Videos on Google Classroom, and much more. Next week there will be individual Senior banners being installed on the fence at the school which were printed with the help from David Burke and Millennium Printing. He mentioned that the Music Circus has also allowed the High School to use their site as a backdrop for students to use for taking a picture with their diplomas and their family members. This will be discussed tomorrow at the Student Council meeting. He stated that although this isn't what people are used to that these events are still memorable. Mr. MacLellan asked for a better description of the individual student banner. The Committee had a brief discussion and thanked the leadership for all their hard work with the planning of these events.

School Resource Officer Update- Officer Greg Taylor and Det. Sergeant Mike Lopes- Officer Taylor gave an update on the interaction with students during the school closure. He stated that when he sees students around Town, they have been mature and seem to be handling the quarantine as best as they can. He mentioned having a Zoom meeting with Principal Scott and members of the Student Council and is in



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the process of setting up a set of Zoom meetings to catch up and check in on the Senior class. Superintendent Dr. Sullivan stated that since the school closure Officer Taylor has returned to doing more Town police work but that he is such an important voice for the kids. The students really look up to him and that it is important that he is as visible as possible for the students. Mrs. Colleary asked if there have been any challenges that students and residents are experiencing in Town? Officer Taylor stated that as of right now they have not seen any uptick in the reports but Cohasset Police are prepared for that if it does happen. Mr. Kearney as if there is still the Text2Tell tip line? Officer Taylor stated that yes, it is utilized and it operational 24 hours a day. The Committee had a brief discussion regarding how to keep the youth in town busy during the quarantine while practicing social distancing. Officer Taylor stated that he stays in close contact with Safe Harbor and wanted to mention that National Prevention Week is May 10 – 15th and they have donated several bottle locks to Curtis Liquors and if parents wanted to grab one, they are available and free.

Kindergarten Registration and Process- Lisa Farrell Principal Farrell gave an update on what the plans are for Kindergarten next year and the proposed a schedule for FY20/21. She stated that the opening of the 2020/2021 school year will be a bit of a challenge due to the fact that children will be making the transition from 6 months at home to a first-time formal school setting. Principal Farrell discussed the proposed schedule which consisted of a phased in entry for children. September 8th students from Grades one through twelve will begin school with Kindergarten Teachers joining the new first graders. September 9th will consist of a two-hour orientation for students and families as well as screening students from Boston and the Osgood Preschool. September 10th and 11th will consist of 30-minute screening appointments where each teacher screens their own students and answers any questions the parents may have. September 14th and 15th will consist of two full days of class with half the class coming in on the 14th and the other on the 15th and the day will include riding the bus, having lunch and recess. Whole classroom sizes will start on Wednesday, September 16th. Principle Farrell stated that this schedule is necessary to get to know the students, their parents, and the student's skills. She mentioned that other communities are taking this time to create a success and supportive year for both children and families as well. The Kindergarten enrollment is currently at 117/118 students. The Committee had a lengthy discussion and thanked Principal Farrell and her staff for all the work they have been doing.

Motion by Jennifer Madden to allow Dr. Sullivan to amend the 20/21 school calendar according to the schedule for Kindergarten as outlined today. Seconded by Mr. Kearney Roll Call Vote; Paul Kearney- Aye, Ashley Colleary- Aye, Ellen Maher- Aye, Jennifer Madden- Aye, Craig MacLellan- Aye.

Superintendent Dr. Sullivan gave an update that there is a plan being worked on for students to pick up their belongings and to return any materials that need to be given back the schools. He stated that he is waiting on guidance from the commissioner before notifying parents.

Remote Learning/Family Survey Update- Assistant Superintendent Dr. Leslie Scollins- Assistant Superintendent Dr. Scollins gave an update on the Remote Learning Family Survey that was sent out to families and staff. She stated that the purpose of these surveys was to solicit feedback from both families and staff, look for trends and patterns and determine if other supports are needed. There were two different surveys one for families and the other for staff. Dr. Scollins mentioned that they received 368 family responses comprised of all grade levels. Some of the questions asked were who was working at home/who in the household was considered an essential worker? Who were non-essential workers? The Committee had a lengthy discussion regarding the results of the Student and Staff Survey.



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Faculty Hiring Update- Superintendent Sullivan- Superintendent Dr. Sullivan gave a Faculty Hiring Update. He stated that they have successfully hired a Grade 1 sub teacher, MSHS Guidance Secretary, a Secretary at the Osgood School and a Director of Finance and Operations. He mentioned that they have posted the position for an Elementary School Psychologist and hope to have someone hired by the Fall. Dr. Sullivan stated that they are in the process of interviewing finalists for the Director of Student Services opening and is planning on having the chosen candidate on the agenda for the next meeting on May 20th. He mentioned that there have been several retirements for the following positions: High School Spanish/French Teacher, Middle School Counselor, Middle School Special Education Teacher, High School Science Teacher, Kindergarten Teacher, and a Grade 1 Teacher. All of these positions are in the interview phase and he is confident that at the next Faculty Update all of these positions will be filled.

Calendar Adjustments- Motion by Mr. Kearney to amend the 2019/2020 calendar to effect June 16th as the last day for students and June 18th for Staff. Seconded by Mrs. Madden. Roll Call Vote; Paul Kearney- Aye, Ashley Colleary- Aye, Ellen Maher- Aye, Jennifer Madden- Aye, Craig MacLellan- Aye.

SSEC Board Member- Motion by Mr. Kearney to appoint Superintendent Dr. Sullivan as the Cohasset Public School District Board Member to the South Shore Educational Collaborative. Seconded by Jennifer Madden. Roll Call Vote; Paul Kearney- Aye, Ashley Colleary- Aye, Ellen Maher- Aye, Jennifer Madden- Aye, Craig MacLellan- Aye.

Finance-Budget Update- Mr. MacMillan gave an update on the impact on revenue. He received an estimated total reduction to the Town's revenue from Chris Senior and Town Finance Director, Don Piatt. He stated that 83% of the Town's revenue is from Property Taxes, which was estimated to be \$41.3m in FY21. Local receipts are 8% of revenue, around \$4m, the largest portion is Motor Vehicle Excise Tax. State Revenue is around 7% at \$3.5m. He mentioned that they are anticipating a 10% reduction in local receipts and a 5% reduction in state aid, with a total reduction of \$595k in revenue. He stated that the reduction for the schools is almost \$67,000. However, there is still a lot of uncertainty. Grants have not been set yet and we could see some reduction in this area. There is also some possible reduction in anticipated revenue, which could impact FY22. Mr. Kearney stated that we should be proactive and reallocate funds if there is a trend and the school closure extends to January 2021. Mr. MacMillan discussed that the school committee is asked to approve a new budget of \$20,960,856 which is a reduction of \$66,855. The reduction will be achieved through hiring two replacements for two retired teachers at a lower step/column on the salary scale. The Committee had a brief discussion.

Motion by Mrs. Madden to approve the FY21 School budget of \$20,960,856. Seconded by Mrs. Colleary. Roll Call Vote; Paul Kearney-Aye, Ashley Colleary-Aye, Ellen Maher-Aye, Jennifer Madden-Aye, Craig MacLellan-Abstained.

Chairman Maher stated that Chris Senior has requested that the committee present the budget at the Board of Selectmen meeting on Tuesday, May 12 at 7pm and the Advisory meeting on Wednesday May 13 at 7pm.

Facilities Update- Mr. MacMillan gave an update to current facilities projects. These included alarm upgrades and activation that started on 4/28, PA system upgrades are underway, Sidewalk repairs which he is working with the vendor to schedule soon, a vendor has been hired and measurements have been taken for the Middle School Entrance project, parts have been ordered but will take approximately 4-6



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weeks to arrive, the Osgood Playground is underway the old playground has been removed and the installation of the new playground will be completed within the next three weeks dependent on the weather, they have received quotes from different vendors and the closing date is May 15th. They will be awarding Graham Waste as the new vendor for Trash Collection and Disposal, and lastly, they are collecting and comparing quotes for a Highschool Auditorium Projector. Mr. MacMillan stated that all vendors entering the building are required to provide COVID-19 precaution plan explaining how they are maintaining social distancing and safety precautions. He also mentioned that all Building Principals and staff that are in the building are made aware of any potential vendors that will be in their areas. Mr. Kearney asked if the custodians came back to work on Monday? Mr. MacMillan stated that have returned to the buildings and have been doing a great amount of cleaning.

Bus Registration- Mr. MacMillan gave a Bus Registration update and discussed some new transportation changes. Mr. MacMillan stated that with the new school times it is required to move the busing system is from a three-tier system to a two-tier system, by doing this an additional route will need to be added. He stated that although the district has an additional bus, they will need to hire an additional driver. The overall cost of this change is estimated to be approximately \$33,667, which includes additional staff, salary changes, maintenance and fuel but does not include benefits. He stated that this increase has been included in the FY21 budget. Mr. MacMillan stated that increasing the bus fee by \$50 would increase revenue by approximately \$23,812. He mentioned that during the Finance and Facility subcommittee meeting the committee discussed waiving any late registration fees for FY21 due to COVID-19. The current fee structure is that all students who wish to ride the bus must obtain a bus pass. Students in grades K-6 who live more than 2 miles from their school are not required to pay the fee, all other students must pay a fee to ride the bus. Mr. MacMillan stated that increasing the bus fee for FY21 and waiving late fees would increase revenue by \$14,488, in FY22, once the late fees were no longer waived, the revenue would increase by an additional \$9,324. The figures are based on the year of registration not the year the funds are received. The committee had a lengthy discussion.

Motion by Mrs. Madden to approve the 2020/2021 bus fee to \$250 per rider with a family cap of \$590 and to waive the late fee for this school year. Seconded by Mrs. Colleary Roll Call Vote; Paul Kearney- Aye, Ashley Colleary- Aye, Ellen Maher- Aye, Jennifer Madden- Aye, Craig MacLellan- Aye.

School Committee Comments and Communication- School Committee Goals Progress- The committee discussed the progress of their FY19/20 goals. These goals included Human Capital, Communication & Collaboration, Safety & Security, Finance, Student Achievement, and Social Emotional Learning.

Reading of Policy DK- Motion by Mr. Kearney to approve Policy DK Payment Procedures. Seconded by Mrs. Madden. Roll Call Vote; Paul Kearney- Aye, Ashley Colleary- Aye, Ellen Maher- Aye, Jennifer Madden- Aye, Craig MacLellan- Aye.

Sub-Committee Reports- Mr. MacLellan asked how to handle the Superintendent Evaluation Committee with everything happening with COVID-19 and the quarantine. Chairman Maher stated that there is a standard rubric for evaluations that can be sent out for all members to complete individually. The committee had a discussion on how to handle Dr. Sullivan's evaluation differently due to the changes that have happened because of the pandemic. They came to the consensus that the committee will take an evolving approach to the evaluation. Mr. Kearney mentioned that the Wellness Committee will be



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meeting sometime in May, and he is looking forward to it. Chairman Maher stated that she would like to delay the RFP for counsel or put it on the Summer project list due to the extenuating circumstances due to COVID-19, etc. The Committee had a lengthy discussion. Chairman Maher stated that she will instruct Mr. MacMillan to put out an RFP to get the process going by Monday.

Approval of Minutes- Motion by Mr. MacLellan to approve the minutes of 4/1/2020, Seconded by Mr. Kearney Roll Call Vote; Paul Kearney- Aye, Ashley Colleary- Aye, Ellen Maher- Aye, Jennifer Madden- Aye, Craig MacLellan- Aye.

Topics not reasonably anticipated by the Chairman 48 hours in advance of meeting-

Motion by Mrs. Colleary to approve the side letters of agreement for the CTA, ESP's and the Administrative Union regarding year end evaluations. Seconded by Mr. MacLellan. Roll Call Vote; Paul Kearney- Aye, Ashley Colleary- Aye, Ellen Maher- Aye, Jennifer Madden- Aye, Craig MacLellan- Aye.

Assistant Superintendent Dr. Scollins stated they there is an instructional model at the Deer Hill School. They have decided to change to a self-contained instructional model, which means there will be one teacher for a group of students, and they will stay with that teacher throughout their major content areas. She stated this decision was made to create more consistency in the instructional model, create a more fluid connection between content areas and wanted everyone to have the opportunity to get comfortable with the new math curriculum. Mrs. Colleary asked for more information on the contrast of what is happening now and what will happen with the change. Dr. Scollins stated that as of right now many classes change for different subjects and with the change their will be one teacher for each group of students for all subjects. Mr. MacLellan asked what prompted this change and would like Principal Sullivan to present more information on this change even though this is an operational change.

Motion by Mr. MacLellan to adjourn the meeting at 11:10p.m. Seconded by Mrs. Colleary. Roll Call Vote; Paul Kearney- Aye, Ashley Colleary- Aye, Ellen Maher- Aye, Jennifer Madden- Aye, Craig MacLellan- Aye.

Documents Used at the Meeting

Faculty Hiring Update	C-1
Calendar Adjustments	C-2
Budget Update	D-1
Bus Registration	D-2
School Committee Goals Progress	E-1
Reading Policy	E-2
Reading Policy	E-3