



Cohasset School Committee Meeting

School Committee Minutes

Wednesday, June 21, 2017
Cohasset Middle-High School
Community Use Room
143 Pond Street
Cohasset, MA

In Attendance: Jeanne Astino, Chairman
Katie Dugan
Ellen Maher
Barbara Stefan
Jennifer Madden

Also in Attendance: Louise Demas, Superintendent
John Tuffy, Interim Business Manager
Sue Skeiber, Interim Assistant Superintendent

Call to Order and Roll Call-Chairman Astino called the meeting to order at 7:06 p.m. **Roll Call Vote;** Barbara Stefan-Present, Katie Dugan-Present, Jeanne Astino-Present, Ellen Maher-Present, Jennifer Madden-Present.

Pledge-Recited

Invitation to Speak-None

Warrant-Motion by Mrs. Dugan to approve Warrant 17-26S, seconded by Mrs. Stefan. **Roll Call Vote;** Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Jennifer Madden-Aye. Ellen Maher abstained from the vote.

Finance-Monthly Update-Mr. Tuffy advised the Committee they will close out the grants in the positive. They received the final grant on June 6th which wraps up the year. He stated there would be additional payroll, utility bills, supplies and textbooks that would total approximately \$140,000 out of the surplus. Mr. Tuffy suggested that they invest \$280,530 in pre-paid tuition. The Committee had a discussion.

Motion by Mrs. Dugan to allow Mr. Tuffy to go ahead with \$280,530 in pre-pay SPED tuition, \$25,000 to Town for the Special Education Reserve Fund, allocate \$60,000 to transportation revolving account, seconded by Mrs. Maher. Roll Call Vote; Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Ellen Maher-Aye, Jennifer Madden-Aye.

Bus Maintenance-Mr. Tuffy advised the Committee that the buses will be sent out to New England Transit for thorough inspections and preventative maintenance. The cost is approximately \$600 per bus. All buses will be inspected and ready to go for next year. The process to auction off the two surplus vehicles will be a summer project. Mr. Tuffy is working on a new 6 month lease of the buses (as opposed to an extension), with all terms and conditions the same as the previous lease.

Superintendent's Report-Deer Hill School Handbook-Principal Dr. Jennifer deChiara thanked Sue Skieiber, Louise Demas & Carolyn Connolly for their work on the district parent/student handbook.

Deer Hill School Improvement Plan Dr. deChiara reviewed the Deer Hill School improvement plan and the 3 goals of the Deer Hill School as follows; Promote the social and emotional well-being of students, Ensure that all students are able to achieve their potential and Implement district-wide Technology Strategic Plan with a focus on building-level goals. Mrs. Dugan requested that there be some closeout or report on the FY 17 SIP accomplishments.

High School Handbook/Middle School Handbook-Principal Carolyn Connolly stated there were a couple of things that have to be cleaned up with the High School handbook. The biggest work they did was redacting things that would be in the district handbook. The only other change they made was to omit gum chewing as an offense. The high school students wanted it out and she agreed it wasn't necessary. The Committee made some suggested changes to the handbooks. Mrs. Maher requested that Mrs. Connolly review the section on Co-Curricular activities regarding the captain's council to validate if the original captain's council even exists anymore. There were also some newer interscholastic sports missing from the list. Mrs. Connolly agreed to review the whole section as it hasn't really been updated in some time. Mrs. Dugan requested that there be a statement of student responsibilities with regards to devices and BYOD.

Cohasset Middle/High School Improvement Plan-Mrs. Connolly discussed the goals of the school as follows; To increase awareness of SEL (social emotional learning) in curriculum and student supports, To improve cultural and systemic practices at the middle school to improve middle level students' learning experiences and Implement BYOD (bring your own device). She discussed where they currently are with each goal. Mrs. Dugan questioned the fact that Goal #2-To improve cultural and systemic practices at the middle school to improve middle school students' learning experiences was nearly complete. She stated the Committee got an update in April and were advised that they were 1/3 of the way there. A lengthy discussion ensued. Superintendent Demas suggested Mrs. Connolly and Mrs. Sandler come back and solidify the process of the Middle School Study and present to the committee.

District Handbook-Mrs. Demas reviewed the changes to the District Handbook. The Committee had some additional edits. The Committee thanked Mrs. Demas for the handbook. Mrs. Demas stated that they are keeping on Sue Skieber as a consultant after Patrick Sullivan (the permanent Assistant Superintendent) starts July 1st. They are working on a name for her position and she will be relocated to the Middle/High School. Mr. Sullivan has been in the office a few times and is ready to go.

Enrollment Update-Mrs. Demas reported there are no changes in enrollment over the past month.

Gift-Mrs. Demas stated they have received a gift of \$3181.00 from the High School Basketball Boosters Club for Assistant Coaches. **Motion by Mrs. Dugan to accept the gift of \$3181.00 from High School Basketball Boosters, seconded by Mrs. Stefan. Roll Call Vote; Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Jennifer Madden-Aye.** Ellen Maher abstained from the vote.

Discussion on the Benchmarking Strategy- Mrs. Maher completed the annual benchmarking and the documents were distributed for review for the next meeting. Mrs. Astino encouraged all members to think about the benchmarking and what we want to measure going forward considering the amount of changes happening in assessments.

Sue Skieber advised the Committee they got a deal for \$170 for Chromebooks so parents can order for their children in Cohasset.

Superintendent's Evaluation-Mrs. Astino stated she has summarized the Committee's thoughts on the evaluation and Amanda Zani participated in the process. Mrs. Astino read aloud the summary of the comments. She reviewed the goals and the overall evaluation was proficient. The Committee thanked Mrs. Demas for all of her work over the past year. Mrs. Demas thanked everyone and stated the evaluation is very fair. She spoke about Goal #2-Middle School and stated she would have graded herself lower than they did. She agrees this goal needs much more work. She will continue to really think it through. She feels the Middle School Study goal should be more defined.

Business Appointment of Interim Manager-Mrs. Astino stated Mr. Tuffy has received a waiver and will stay on as the Interim Business Manager for another year. **Motion by Mrs. Maher to appoint John Tuffy as Interim Business Manager for the 2017-18 year, seconded by Mrs. Dugan. Roll Call Vote; Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Ellen Maher-Aye, Jennifer Madden-Aye.**

Reading of Policy JECA-Enrollment of the Children of School Department Personnel-2nd Read-The Committee reviewed the policy and after some discussion agreed to make changes and bring back for a 3rd read.

Report from sub committees of School Committee-Mrs. Astino stated the next AEC meeting has been postponed until July. Cohasset received a two year grant for \$177,400. Mrs. Dugan asked Mrs. Demas to check with Brian Joyce and see what it planned for the schools. Mrs. Madden attended the Osgood School Council meeting. She gave the Committee an update including; field trips, Kindergarten move up day and the plans for an informal meet and greet for incoming Kindergarten students.

Minutes-**Motion by Mrs. Maher to approve the minutes of 6/7/17 as amended, seconded by Mrs. Madden and the vote was unanimous (5-0).**

Motion by Mrs. Maher to adjourn, seconded by Mrs. Madden and the vote was unanimous (5-0).

The meeting adjourned at 11:00 p.m.

Documents used at the Meeting

Monthly Update	F-1
Bus Maintenance Update	F-2
Food Service Van Update	F-3
Deer Hill Handbook	G-1
Deer Hill School Improvement Plan	G-2
High School Handbook	G-3
Middle School Handbook	G-4
Middle School Improvement Plan	G-5
District Handbook	G-6
Enrollment Update	G-7
Gift	G-8
Policy JECA	H-1
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