Cohasset School Committee Meeting

School Committee Minutes
Wednesday, February 15, 2017
Cohasset Middle-High School
Community Use Room
143 Pond Street
Cohasset, MA

In Attendance:	Jeanne Astino, Chairman
	Katie Dugan
	Ellen Maher
	Barbara Stefan
	Amanda Zani
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 7:03 pm. **Roll Call: Katie Dugan- present, Barbara Stefan – present, Jeanne Astino – present, Ellen Maher-present, Amanda Zani- present.**

Chairman Astino asked for a motion to adjourn to Executive Session for the purposes of strategy #2, negotiations with non-union personnel, the Superintendent of Schools. Moved by Mrs. Maher, seconded by Mrs. Dugan, **Roll Call Vote; Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Amanda Zani-Aye, Ellen Maher –Aye.**

The Committee returned to open session at 7:32 p.m.

Pledge of Allegiance – Recited
Invitation to Speak - None
Approval of Warrant-**Motion by Mrs. Dugan to approve Warrant 17-16S, seconded by Mrs. Stefan. Roll Call Vote; Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Amanda Zani-Aye.** Ellen Maher abstained from the vote.
Finance-Monthly Update-John Tuffy advised the Committee there is nothing remarkable to report with the Revolving Funds and Grants. The grants have starting coming in but will be reflected in the February month end report. The budget summary is on schedule. The Committee had a brief discussion.

Bus Maintenance Update-Mr. Tuffy reviewed the transportation maintenance report of buses. He reported that everything is going great this year so far. 2 buses will be returning to NET during February break for repair.

FY18 Budget Discussion-Mr. Tuffy distributed a draft FY18 budget to the Committee along with a one-page document showing employees that are paid from revolving grants. There is no excess in the budget and the proposed budget right now meets the Town Manager's numbers. Mrs. Demas stated the proposed draft budget was done without an increase in staff and with no anticipated retirements accounted for. Mrs. Demas also noted that the budget includes assumptions on the State and Federal grants, as they are not known at this time. There is one position for a technology assistant added for help desk issues. That is the only staffing change in the budget at this time. There is no decrease in services to the students. The principals did a great job with creative thinking in making positive changes to support students. Mrs. Demas added there are no retirements anticipated at this point. Column changes are still coming in with the deadline at midnight Feb 15. Once all changes are in, Mrs. Dugan requested the total amount of dollars the column changes represent so they can be tracked year to year. It was also requested that the actual offsets from the Preschool registrations be implemented since registration is now closed for FY 18. The Committee had a lengthy discussion about budget line items. The Principals will be presenting their budgets and strategies at the March 1 meeting. Mrs. Maher suggested they prepare for the capital budget presentation at the Budget & Finance subcommittee meeting.

Superintendent Report-Employee Handbook-Mrs. Demas reviewed the new employee handbook with the Committee. The handbook is designed to clarify the goals of the school and provide information including policies, procedures, and expectations unique to the school district. Mrs. Dugan felt the explanations of the Tiered I, II, III supports on pages 23-25 were excellent and should be pulled out and highlighted on the website. Mrs. Zani inquired if the final Emergency Medical Plan incorporating the polices/protocols of the Allergy committee will be incorporated and Mrs. Demas advised that once it was finalized and approved it would be.

Enrollment Update-Mrs. Demas reviewed the updated enrollment. There is a slight change in Pre-K, Kindergarten ½ day and 10th grade.

2017-18 Kindergarten Registration-Mrs. Demas stated there is no change to the number of registrations. Right now there are 80 students registered for full day, there are 4 spots held for METCO and 4 for SPED. There are 6 students registered for ½ day program. Chairman Astino asked if Mrs. Demas would put another blurb in the newspaper as a final reminder about Kindergarten Registrations.

SC Comments and Communications-Superintendent's Contract-Chairman Astino stated the School Committee and Mrs. Demas have reached a final agreement on her contract. **Motion by Mrs. Maher to approve Superintendent Demas's contract from 1/1/17 through 6/20/19, seconded by Mrs. Stefan. Roll Call Vote; Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Ellen Maher-Aye, Amanda Zani-Aye.**

Discussion of Cohasset Public Schools Glossary-The Committee reviewed the glossary document and suggested a couple of additional terms such as ECSA and MIAA. Mrs. Zani will update and forward for posting on the website in the documents section.

Update on SPED Stabilization Warrant Article-Mrs. Dugan reviewed the old and new language she received from Senator O'Connor's office. The Committee reviewed the proposed article language for Annual Town Meeting. There was some concern with the wording of the fund (Special Education Stabilization Fund and Special Education Reserve Fund). Mrs. Dugan will clarify language with Town Counsel and bring back to the Committee.

Report of subcommittees of SC-Mrs. Dugan stated she will be meeting tomorrow with Deb Kenealy to get an update on Safe Harbor Coalition and the grant that they have re-submitted from last year. She will also get some details of upcoming programs that they are planning. The next Master Plan

Committee meeting is February 21st. Mrs. Demas advised the Committee she completed and submitted the request for Deer Hill playground to CPC. The price came in higher than expected at $61,000, which includes equipment as well as access. She has contacted the State to get more info and to see if the renovation has to include access and equipment. CPC meets again on Tuesday, February 21st. Mrs. Demas has met with staff at the elementary schools about pooling funds to include their plan of an outdoor classroom in memory of Ms. Keating. Chairman Astino attended the AEC meeting on Monday. They discussed the next grant application and gave an update on the electric vehicle charging station. The Town has poured the concrete pad and should start installation shortly. There is work ongoing at the old landfill to continue the process for the solar arrays. The Town now owns 511 street lights and are in the process of switching to smart energy lighting. Chairman Astino also attended the Osgood School Council meeting. They discussed school climate and curriculum initiatives. They discussed a student technology use policy for the elementary schools and how it needs to be age appropriate and perhaps include graphics. The next meeting is March 2nd.

Minutes-1/11/17-Motion by Mrs. Dugan to approve the minutes of 1/11/17 as amended, seconded by Mrs. Zani and the vote was unanimous (5-0).

Chairman Astino asked for a motion to go into executive session for Exemption #3 strategy related to negotiation with union personnel; bus drivers. The Committee will return to open session to adjourn. Motion moved by Mrs. Dugan, seconded by Mrs. Stefan. Roll Call Vote; Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Ellen Maher-Aye, Amanda Zani-Aye.

The Committee went into executive session at 9:57 p.m.

The Committee adjourned executive session at 10:30 pm on a motion by Mrs. Maher, seconded by Mrs. Astino. **Roll Call Vote; Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Ellen Maher-Aye, Amanda Zani-Aye.**

The Committee adjourned open session at 10:31 pm on a motion by Mrs. Maher, seconded by Mrs. Astino. **Roll Call Vote; Barbara Stefan-Aye, Katie Dugan-Aye, Jeanne Astino-Aye, Ellen Maher-Aye, Amanda Zani-Aye.**

Documents used at the Meeting

Monthly Finance Update	G-1
Bus Maintenance Log	G-2
FY18 Budget	G-3
Employee Handbook	H-1
Enrollment	H-2
CPS Glossary	I-1
Minutes 1/11/17	