



Cohasset School Committee Meeting

School Committee Minutes

Wednesday, January 20, 2016
Cohasset Middle-High School
Community Use Room
143 Pond Street
Cohasset, MA

In Attendance: Jeanne Astino, Chairman
Mary McGoldrick
Ellen Maher
Katie Dugan
Barbara Stefan

Also in Attendance: Barbara Cataldo, Superintendent
David DeGennaro

Call to Order and Roll Call

Chairman Astino called the meeting to order at 7:04 p.m. **Roll call Vote; Barbara Stefan-Present, Katie Dugan-Present, Jeanne Astino-Present, Mary McGoldrick-Present, Ellen Maher-Present.**

Pledge of Allegiance – Recited

Invitation to Speak - None

Superintendent's Report

Superintendent, Barbara Cataldo, asked the Board to consider moving the Fall Sports Update from the Finance section of the agenda, up to the Superintendent's Report, after the CHS Program of Studies.

Mrs. McGoldrick moved to move the Fall Sports Update as requested. Mrs. Maher seconded the motion and the vote was unanimous.

CHS Program of Studies

High School Principal, Carolyn Connolly, addressed the Board. Mrs. Dugan asked about Latin and if the goal was to have students sign up to show if there was interest. Ms. Connolly said that it has always been the goal to bring Latin back and if there is interest, they would bring back a half time Latin Teacher. After further discussion, **Mrs. Maher moved to approve the Cohasset High School program of studies. Mrs. Dugan seconded the motion and the vote was unanimous.**

Fall Sports Update

Athletic Director, Ron Ford, addressed the Board. He handed out additional spreadsheets to the Committee. Mr. Ford reviewed how he set up the spreadsheets stating that he had made them more detailed showing revenues, expenses, staff, vendors, transportation needs and donations. He also asked the Committee if they would accept a gift this evening of \$1,500 from the Soccer Boosters for the Goalkeeper Coach. He stated that the donations are applied to items that would normally be paid for out of the budget. Mrs. Maher stated that there seemed to be \$10,000 more in revenue due to increased participation, but that the net is down approximately \$9,000. Mr. Ford said that there are some waivers that have been granted and a few people that have not paid. Mrs. Dugan also asked about the net number \$9,000. Business Manager, David DeGennaro explained that what is not showing on the spreadsheets is the appropriated budget which would offset the \$9,000 deficit. After further discussion, **Mrs. Maher moved to accept the gift of \$1,500 from the Soccer Boosters. Mrs. Stefan seconded the motion. Roll call vote. Barbara Stefan – Aye, Katie Dugan – Aye, Jeanne Astino – Aye, Mary McGoldrick – Aye, and Ellen Maher – Aye.** Mrs. McGoldrick asked Mr. Ford if there has been any thought of getting all of the boosters together; to possibly mainstream their efforts so they can work together. Mr. Ford said that he has sent out a survey to the boosters to gather such information. Mrs. Maher stated that getting them all together is a great idea and would allow for the Committee to thank them in “real time”.

Kindergarten Registration and Enrollment

Mrs. Cataldo reviewed for the Committee a proposal for the 2016/2017 Kindergarten registration. Input for the proposal was taken from previous Committee meetings. Mrs. Cataldo stated that in the past, the registration period was open for a very long time. They are hoping to streamline things by having the process be more structured. What they are proposing is to have the registration packets available for pick-up between January 25, 2016 – March 11, 2016. The packets would be completed at home and brought back in during the specific two-day registration period (March 14th – last name of A-L and March 15th – last name of M-Z). There are 7 items required in the packet (see memo). They expect when each person comes in, the registration process should take approximately 10 minutes per person.

In regard to classes offered, the plan is to have 6 teachers available to teach Kindergarten; 5 full-day classes and 2 half day classes. Mrs. Cataldo stated that they are aware of at least 10 families that are interested in the half day classes. The Committee can determine if they want to cap class size and if they wish to hold a lottery (should the cap be exceeded). There was then further discussion about other options and how payment would be made. Mrs. Cataldo said she would think they would wait until the seats are confirmed. They need to get the registration structure in place so that they don't get to August and find out that they need another teacher.

Mrs. Maher stated that she thought instructions should go out in each packet and that it was good to have specific dates and times. Mrs. Dugan said that with 5 full day classes and 2 half day classes, they have to determine a cap. Mrs. Dugan added that she agreed with the registration process as Mrs. Cataldo outlined, but would like to stamp it as a *pilot* registration process. There was then a lengthy conversation about what the cap should be. After much discussion, and with the agreement that an ESP would be in each classroom, the committee agreed to cap each of the kindergarten classes at 20; for a total of 140 seats. A resident asked if one of the half day classes would be in the afternoon. Mrs.

Cataldo said it would and that half way through the year the half day class would switch from morning to afternoon and vice versa. Mrs. Anna Smith of 48 Stockbridge Street asked if the lottery would be public. Mrs. Cataldo stated it would be. Helene Childs of 73 Pond Street asked about twins in the lottery. Mrs. Cataldo said that if one twin gets in, the other gets in. Mrs. Bianca Bersani of 40 Forest Avenue asked what the average class size would be for half day. Mrs. Cataldo stated it would be 12-20 students. There was further discussion about the two day registration time. Mrs. Cataldo stated that other districts do it one day, but that's why it's a pilot program this year.

Hiring Update of ESP's

Mrs. Cataldo stated that the Cori forms and fingerprints have been submitted. They will start the next week.

Monthly Bus Maintenance

Mr. DeGennaro reported they are working on organizing the routes so the mileage will be distributed more evenly amongst the buses. Mrs. Dugan asked about the January inspections. Mr. DeGennaro said that all of the buses passed. Mrs. Dugan asked when the next date for inspections would be. He said during February vacation.

Capital Committee Requests

They are presenting to the Capital Budget Committee (CBC) on Thursday, January 22nd. Mrs. Cataldo reviewed for the Board what items she has placed requests for. The first item requested is to finish the security camera installation. They have completed the external security cameras, but now need to complete the internal cameras. The cost estimate from last year is \$180,000. Mrs. Cataldo is working with the CTO and Deputy CTO to see if they can bring the cost down. Due to the amount of large commitments already before the CBC, she has only requested a few. In addition to the cameras, the emergency generator for Osgood School \$160,000. The third item is the control system for the Osgood School (still waiting on a cost). Other items before Capital are the bus lease (\$86,000) and the continued technology roll out (\$75,000). There is also a pavement request, but Brian Joyce and Mark Kelly will need to be present to address that to the CBC. There was some discussion regarding a leak in library roof in the High School, but they believe it may be a pipe and not the roof. They need to get to the bottom of it though as it is holding up fundraising efforts. Mrs. Cataldo asked if there were any further questions for the Capital Budget meeting. Mrs. Dugan said they need to give the CBC priorities. They can only fund what is requested. The bus lease and the continued learning are priorities. Mrs. Cataldo thinks there is about \$342,000 of what she would deem as priority one requests. Historically the school receives about 30-40% (of the Capital Projects' Budget). Everything else she thinks is tier two or three priorities. Mrs. Maher asked if there was a way to get an idea of what their inventory is with technology hardware. Chairman Astino asked if they could have this discussion with the CTO at the February 3rd meeting. Mrs. Dugan will send the technology inventory from the digital learning committee to Mrs. Maher.

Business Manager Search Process

Chairman Astino thanked Mr. DeGennaro for his 10 years of service. Mrs. Dugan stated that his letter was very thoughtful as were his list of priorities he listed for completion prior to his departure. Chairman Astino has talked with Mrs. Cataldo about a job description. It needs to capture what the job

is and also help the next person as they come online into the position. Mr. DeGennaro's last day will be March 11th. Mrs. Cataldo has a job description in her office, but for the short term, she would like to post for an Interim Business Manager. It is her recommendation that they hire an Interim Business Manager to come into the district through June 30th. They can be looking for the permanent replacement at the same time. Mrs. Cataldo would like to time it so that they could have the interim be on-board for Mr. DeGennaro's last two weeks to help with the transition. Chairman Astino said that she thought the committee would want to see a job description for the Interim Business Manager. Mrs. Cataldo expressed concern about losing a week as she would really like a one to two week overlap with Mr. DeGennaro. Mrs. Dugan agreed that the hiring of the Interim is important and allows for the committee to be thoughtful in hiring the permanent replacement. She would personally rather see them post [for the Interim] as soon as possible. Chairman Astino asked if Mrs. Cataldo could circulate a job description to the Committee and then she and Mrs. Cataldo could meet on Monday to review it. Mrs. Dugan said she would support one person looking at the description for the Interim Business Manager with Mrs. Cataldo.

CHS Teacher Roster / Final Assessments – Semester I

Mrs. Cataldo provided the Committee a list of all the classes that offer finals. The spreadsheet was provided by High School Principal Carolyn Connolly. Mrs. Maher asked if each class listed on the sheet had a final. Mrs. Cataldo stated that is what she asked for from Ms. Connolly.

Mrs. Cataldo added that she was happy to report that there will be two students who will work on the AEC Committee. There are also Student Council members that will start attending the School Committee meetings. The members will rotate attendance.

Warrant – 16-14S

Mrs. Maher moved to approve Warrant 16-14S. **Mrs. Stefan seconded the motion. Roll Call Vote; Barbara Stefan – Aye, Katie Dugan – Aye, Jeanne Astino – Aye, Mary McGoldrick – Aye.** Mrs. Maher abstained from the vote.

Monthly Update

The committee was very pleased with the additional page Mr. DeGennaro provided on the back of the report. He explained that the increase in the water bill is due to a vote taken at Town Meeting.

School Committee Comments and Communications

Budget Process Memo – The Committee made comments on the memo drafted by Mrs. Dugan. She will incorporate the edits and suggestions and send it out to the Committee. It will then be put up on the website.

Reports from Sub-Committees of School Committee – Mrs. McGoldrick attended two sessions of focus groups for Strategic Planning. Mrs. Dugan reported that Elder Affairs is requesting the school look at programming with the new Senior Center. In the past, Mr. Buckley's class went down and did service projects with the center. Also, the next Safe Harbor meeting is scheduled for March 1st. There is also a Master Plan meeting this evening. Selectman Kevin McCarthy will give the Committee the highlights.

Minutes

Mrs. McGoldrick moved to approve the minutes of January 6, 2016 as amended. Mrs. Maher seconded the motion and the vote was unanimous.

The committee will defer the approval of the January 7, 2016 minutes until the February 3, 2016 meeting.

Follow Up and Updates

Mrs. Dugan asked if they could add a discussion on a policy about class size. In the Town's benchmark communities, they have policies. Mrs. Maher said maybe it could be mentioned in their budget plans and make it a philosophy.

Executive Session - Chairman Astino asked for a motion to go into executive session under Exception #2 to conduct strategy sessions in preparation with negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. The Committee will come out of executive session and into public session to adjourn. The motion was moved by Mrs. McGoldrick, seconded by Mrs. Maher. Barbara Stefan – Aye, Katie Dugan-Aye, Jeanne Astino – Aye, Mary McGoldrick-Aye and Ellen Maher-Aye.

The Committee went into Executive Session at 10:00 p.m. The Committee came out of executive session at 10:52 p.m.

**Motion by Mrs. McGoldrick to adjourn, seconded by Mrs. Dugan and the vote was unanimous (5-0)
Meeting adjourned at 10:53 p.m.**

Documents:

- D-1 – CHS Program of Studies
- D-2 – Sport Spreadsheets for FY 15 and FY 16
- D-3 – Kindergarten Registration for 2016/2017 – Memo
- D-4 – Capital Budget Request Forms
- D-5 – CHS Teacher Roster/Final Assessments Semester 1
- G-1 – January 6, 2016 minutes