



## **SCHOOL COMMITTEE**

### **BUSINESS MEETING OPEN SESSION MINUTES May 15, 2018**

<b>Meeting:</b>	School Committee
<b>Date:</b>	May 15, 2018
<b>Location:</b>	MERHS Learning Commons
<b>Attendees:</b>	Pamela Beaudoin, Superintendent Avi Urbas, Director of Finance Ann Cameron, Chairman Julie Riordan, Co-Chairman Sarah Wolf Rachel Fitzgibbon Ken Warnock
<b>Absent:</b>	Caroline Weld Shannon Erdmann
<b>Guests:</b>	Ms. Vollink, Digital Learning Specialist Ms. Burns, Art Educator Dr. DeRoche, Director Curriculum & Instructional Technology Ms. Puglisi, Principal, MER High School Members of the Athletics Task Force
<b>Recorded by:</b>	Gail Hunter

#### **A. Call to Order**

Ms. Cameron called the School Committee Business Meeting to order at 6:05 p.m.

- 1) **Public Comment** – There was no public comment.
- 2) **Student Report** – NA

### 3) Chairman' Report

Ms. Cameron reported she had held a meeting with Essex's parents. Ms. Cameron discussed:

- Pre- K – Parents were open to the idea of a District sponsored Pre-K program. The parents present did not believe full day every day was ideal, but a more flexible program was to their liking. Ms. Cameron asked if the parents had a loyalty to one type of programming and they indicated they did not.
- Building Project – Ms. Cameron asked for help from the parent's participating in the meeting to explain the new building project and the need for Essex to support the new Memorial School in Manchester. Additional informational meetings will be held in Essex to build support from the community.
- Late Bus – Was addressed and the parents were informed about the statistics and usage information from Ms. Bresnahan.
- Social/Emotional Health was also discussed. Parents were given information about the objectives and goals of the School Committee's related to their focus on Social/Emotional health of the student body, teachers and all members of the District.
- High School achievement was also addressed. Ms. Cameron pointed out that the recent notable achievement of the High School in US News & World Report is an achievement for the District. Students get to the High School having been through the Elementary and Middle School programs and ready to achieve due to the foundation laid prior to entering High School. The achievement is a District accolade.

### 4) Consent Agenda

- Acceptance of Warrants
- Minutes: 4/24/18

*Ms. Riordan moved to approve the Consent Agenda, Ms. Wolf seconded the motion. The motion passed unanimously.*

### 5) Sub- Committee Reports

- Elementary Facilities (Ms. Weld and Ms. Cameron) – Report
  - Pre-K Program
  - Parks and Rec / Senior/Community Center

Ms. Cameron introduced Ms. Beckmann, Selectman – Manchester Board of Selectmen and spoke to the Committee about the possibility of adding an additional 1,200 square feet to the already 1,800 square feet defined as part of the new Memorial School Building as Parks and Recreation space. The additional space would house a Senior/Community Center.

Superintendent Beaudoin projected the proposed building plan onto the screen. The building showed a basic floor plan for Parks and Recreation based on the space utilized by Parks and Recreation in the existing garage. Superintendent Beaudoin indicated preliminary design estimates for the 1,800 sq. ft. was \$1.3M adding 1,200 sq. ft. would move that figure to at least \$1.9M. She asked if the Town was committed to the project and indicated final decisions regarding adding additional space to the building needed to be made by June 12, 2018. Superintendent Beaudoin indicated in addition to the cost for square footage there will be costs for parking and design.

Ms. Beckmann indicated there was a high amount of interest expanding the project in the community. She stated the design for a Senior/Community Center would be relatively simple not a whole lot of architect needed just a couple of offices and open space along with the possibility of an efficiency kitchen.

Superintendent Beaudoin indicated the Parks and Recreation space had been pre-approved by MSBA. MSBA has specific criteria for the additional space a building can maintain related to the ratio of educational to non-educational space – the Building Committee will need to confirm this with policy makers.

Ms. Riordan asked if the Finance Committee and Board of Selectmen were aware of the time line and if they understood it was inflexible. Ms. Beckmann stated they were aware.

Mr. Warnock asked if the Town was not able to get their plans ready for June 12<sup>th</sup> was there a possibility for the Senior/Community Center to be added on to later. Superintendent Beaudoin indicated if Parks and Recreation was not being added at the end of the building the kitchen and utility rooms may swing around to occupy that space saving on the need for a separate hallway and at an estimated cost of approximately \$900K.

Ms. Cameron stated she was concerned that the District keep “the ask” simple at Town voting. Mr. Warnock concurred it was important to keep the ask simple to get the new Memorial School passed in Essex.

The Committee moved on to discuss the most appropriate way to state the vote on the Town ballots this fall. Mr. Urbas stated the current cost would be split between the Towns – \$41M split 66% to Manchester and 34% to Essex. MSBA looks at the total amount of the project. Adding the Senior/Community Center costs will, according to Superintendent Beaudoin, run through MSBA and the total amount of the project needs to be approved by the Towns. Mr. Urbas pointed out Manchester will then need a separate ask on the Town ballot to approve funds for the Senior/Community Center.

Ms. Cameron asked about the addition of Seniors on campus and how other Districts handle this? Are all Seniors CORI checked? Superintendent Beaudoin indicated the building will be locked down from the main building and a buzzer could be added for additional security. She went on to state adding the Senior population to the building presented a wonderful opportunity to leverage the group as on-site volunteers.

Ms. Riordan stated it would be important to keep the parking lots separate. Ms. Weld submitted a question regarding maintenance plans for the 2,000 additional square footage. Ms. Beckmann indicated that would be worked out with a clearly developed management plan.

Ms. Fitzgibbon asked if the same opportunity would exist for the Town of Essex when their new elementary school was built. Superintendent Beaudoin indicated she believed it was an opportunity for community partnerships and the District saw it as an important part of participating with the communities.

Ms. Warnock indicated years and many hours had been spent working on the new Memorial School and the educational component of the project was a priority. Ms. Cameron stated she did not want the new Senior/Community Center to undermine or jeopardize the elementary school.

Ms. Beckman indicated she would provide letters from the BOS, work with state legislators and follow the formal process. Mr. Urbas will follow up with MSBA and ask how we solve these types of issue. He reiterated it was a tight turn around.

- Finance Committee (Ms. Cameron/Ms. Erdmann) – will meet for All Boards Meeting tomorrow evening.
- Policy Committee (Ms. Fitzgibbon/Mr. Warnock) – No Report
- Negotiation Team (Ms. Wolf/Ms. Riordan) – No Report

## **6) Continued Business**

- STEM Curriculum Update – Dr. DeRoche, Director Curriculum & Instructional Technology: Briefly introduced Ms. Vollink and Ms. Burns who will present to the School Committee their work in the field of Instructional Technology.

**Ms. Vollink, Digital Learning Specialist**, presented first and introduced her presentation with an alphabetical order of areas of interest and achievement. Accenture, Digital Portfolios, ENORE ME, GWC & STEM, Learning Commons, MCAS, Spaulding Education Fund and Tech Team-S. The list highlights the progress made in developing Digital Learning at MER High School and goals for the future.

Accenture is a company in Boston, MA with an ideal multi-dimensional work environment. Ms. Vollink showed images of the type of environment students can anticipate working in in the future and the creative uses of space the company has developed.

Digital Portfolios – A portfolios is a collection of work that tracks progress through artifacts. If students can document their lives through social media, they are poised to document their learning.

- Google slides are a tool to serve as the portfolio. The features of slides make it a good catch all: shareable, living document, revision history, easy insert of images and videos, nothing lost, link to other digital artifacts and resources, comments and customizable.

- Digital Portfolios: are an authentic assessment, student generated, demonstrated skill development, see growth, portfolios are like the student's digital museum with student selection as evidence. **The student embraces the pace of their own journey.**

Encore ME – new title for teacher specialists, with a new blog. Arts, culture, music and movement of the MERSD.

GWC, Girls Who Code – ran a pilot program for a Girl's Who Code Club. It was a 10-week program, the group coded games they could play at school. They were a small but mighty group of students.

- Women in STEM event was held in the Learning Commons with presenters: a physicist, a woman who designs prosthetic devices and a woman from big data. They all had one thing in common in their presentations – failure was okay it is part of the learning process.

Learning Commons – a common area, it's a flexible space – a study hall, classes, friends, tech team, learning center, presentations, staff meetings, etc.

- 60% increase in checkouts, because of reformatting the space to a learning common – materials are more accessible for the students.

MCAS – Middle School – over 1,500 tests successfully completed on Chromebooks, front end preparation time and effort was worth it. High School "Field Test" with 28 students an online test went smoothly.

Spaulding Education Fund continues to provide support for innovative technology including: pop up presentation equipment, touch screen adaptation for flat screen TV's, blue tooth speakers and help in solving the audio-visual needs of the schools.

### Tech Teams

- Four students are Google Certified Educators Level 1
- Students are trained to do repairs, develop Podcasts, create Animated Videos and assist with tutorials
- Students are completing assignments that are Ed Tech based and assume the role of students as well as teachers and problem solve both sides.

Middle School Me block One meeting every 2 weeks

- Tutorials
- Learning how to help peers and adults
- Using Tech Team to offer suggestions of tools to staff and serve as guinea pigs.

## Goals

- Embed technology in content areas to the point that technology is not a separate thing. Did we have a class on how to use a pencil or crayons? No, the tools were just there.
- Technology permeated and holds the rest together.
- Media Production/Broadcast STEM
- More authentic assessment and development of necessary skills with focus on creativity and integrity.

**Ms. Burns Art Educator – Presentation on Digital Portfolios** – Ms. Burns originally presented at the National Art Educator Association in Seattle, WA.

Ms. Burns asked – Where do digital portfolios fit into today's art education?

Definition: Digital Portfolios are a multimedia collection of student work that provides evidence of a student's skills and knowledge.

Types:

- Performance portfolios are a collection of students' best work with students taking the lead in the selection of the work and providing an explanation as to why the work should be included.
- Process portfolios contain several versions of selected work. Such a portfolio might hold early drafts of a paper or poem to show how the piece developed.
- Progress portfolios are often managed by teachers. They hold collections of work intended to illustrate students' development over time.

Benefits:

- Organizational tool for students and educators
- Formative and summative assessment options
- Reflective tool for learning
- A place to demonstrate growth
- Can be used as a process portfolio or showcase
- Supports 21<sup>st</sup> century learning

Ms. Burns stated digital portfolios are part of the current college process. Students are including their portfolios as part of their applications. Portfolios are also part of the job application process.

- Athletics Task Force – Report and Recommendations

Task Force Members at meeting: Gary Blagden, Marty Flood, Sean Daly, Kim Gendron, Abby Levendusky, Marnie Lawler and Philip Furse.

At the first meeting of the Athletics Task Force after reviewing the Athletics Review Report, the group prioritized areas to be addressed. At the second meeting, Mr. Urbas provided an overview of the Athletics Budget. Subgroups for each topic were formed. These groups conducted research on its topics by looking at policies and procedures of comparable schools. Following are the topics that were identified and the related recommendations:

The Task Force Committee has determined that the Athletic Director at the MERSD must be a full time professional with the qualifications listed in the Committee's outlined job description. The Committee considers this recommendation the number one priority for the athletics program and asks that the School Committee come up with a strategy to execute this recommendation as soon as possible.

According to the Athletic Program Review presented on January 9, 2018 "One of the strongest recommendations is to evaluate the impact of having a part-time athletic director. This came up as a primary concern with teachers, coaches, parents and students."

Over 70% of MERSD high school students play a minimum of one sport per school year. This equates to an athletic program with over 312 students and 40 individual teams, coaches and schedules to manage.

The addition of a full time Athletic Director could lead to savings. The District would no longer need to pay for "game administrators" saving approximately \$10,500/year. Proper administration of uniforms and equipment will lead to reduced costs. Strategic planning for coaching staff and teams may lead to a savings of salaries and proper staffing of programs. A full time Athletic Director will provide the time and ability to find efficiencies with MERHS programs.

Athletic Teams would like the opportunity to fundraise for purchasing items to enhance the program beyond what is required from school funding. The following is recommended:

MERHS Boosters organization is seeking 501c3 non-profit status from the state. The Boosters organization will oversee all athletics fundraising; individual teams will not fundraise. Teams will work collaboratively to raise funds for the Athletic Program. Funds will be disbursed equitably between teams and programs in accordance with Title IX requirements.

MERHS Boosters would like to oversee and manage the registration and distribution of a Game Pass. The purchase of a Game Pass would allow for entrance to games throughout the year (excluding MIAA events). A family Game Pass would cost \$135.00. Of this fee \$35 would go to the Booster organization and \$100 would be forwarded to the District to assure gate fees required to support the program are not negatively impacted. Those who purchase a pass will become members of the Booster organization.

The Athletics Task Force requests that the School Committee review the sponsorship policy to allow for paid sponsorship opportunities on District Fields and Gymnasium. Sponsorship will allow for increased revenue to the athletics budget. On this issue Superintendent Beaudoin stated inward facing banners could be allowed.

Athletic Philosophy (roadmap for athletics and tryout policy) Due to increasing numbers of student athletes in multiple sports, there has become a need for tryouts in some sports. There is not an MERHS policy against tryouts; there has rarely been a need to limit the number of student athletes in a specific program. There is not, however, a stated process for tryouts in the Athletics Handbook. The Task Force is recommending the following be added to the Athletics Handbook:

Tryout Protocol: Basic Principle: Varsity coaches in their respective sports will be given direction to decide if cuts will be needed for their program (meaning across 9-12 grades) prior to the start of their sport. The coach will communicate the need for tryouts to the Athletic Director. The tryout process will be communicated to students and families at the athletics meeting prior to the start of the season.

Discussion:

Ms. Cameron pointed out the FY 2018-2019 Budget has been finalized and the School Committee will not be able to make changes to that approved budget. She went on to state, Ms. Puglisi will review and structure her budget for FY 2019-2020 and present it to the Committee next fall.

Ms. Gendron indicated the Athletic Director's position could be funded within the existing budget. Mr. Furse stated overwhelmingly the feedback on this one issue was direction for the Task Force. Mr. Blagden stated the solution to managing 40 athletic teams was for the District to have a full time Athletic Director. Ms. Gendron also stated there was no showcase for athletics and with 70% of all students participating the role of Athletic Director will help to elevate and showcase the Program.

Ms. Riordan indicated the budget will not be restructured until the fall of 2018 for the next school year. Task Force members pointed out the 4-year-old structure for the Athletic Department was not working out. The Committee agreed and will move as quickly as possible to correct the situation.

Ms. Cameron indicated she had spoken to Ms. Driscoll and one of the challenges for the Boosters was the shortage of volunteers. Ms. Levendusky, a graduate of Manchester High School and Task Force member stated she was sad to see the Boosters no longer the strong group it was when she was a student. She is working with a group of 15-20 volunteers to get the Boosters registered as a 501c3 and back to its role as the primary fundraising source for the Athletic Program.

Mr. Warnock spoke for the School Committee when he expressed his thanks and recognized the work the Task Force has accomplished in a short time. Additionally, he recognized their leadership and action on Ms. O'Neil's comprehensive assessment of the Athletic Program.

Ms. Puglisi stated at the end of Ms. O'Neil's presentation she did not know what was going to happen and how a Task Force would be able to complete the work that was ahead of them. However, the Task Force got to work, solved the problems and made it all happen quickly.



Ms. Cameron stated the School Committee Policy Sub-committee will review the recommendation and the School Committee will vote on Boosters, Game Pass and other recommendations that can be approved for August 2018 at the next meeting on June 5, 2018.

- High School Student Handbook – Patricia Puglisi, Principal

Ms. Puglisi indicated she was interested in highlighting 2 areas of change in the High School Student Handbook: the first unenforceable areas to be removed from the handbook and the second area where the school can readily respond to incidents.

Ms. Riordan asked what were the zero tolerance areas of school discipline? Ms. Puglisi responded weapons, drugs, hate speech or expression and police involvement. Superintendent Beaudoin indicated suspension was a last resort in the disciplinary process. In school-suspension was preferred to out-of-school suspension because the school is responsible for the education of the student whether they are in school or out.

Ms. Puglisi stated she and her Committee were still working on their Progressive Disciplinary Plan.

Ms. Puglisi discussed Harassment Prevention Orders and the difficulty of enforcing the orders in school. These orders present a tough balancing act for the District, how to keep students apart when they're in the same class.

Ms. Cameron discussed discipline and how she is unable to respond to parental requests for information it is complicated and private. Ms. Riordan stated it is a tough balancing act with complexity and latitude.

Ms. Puglisi discussed the National Honor Society (NHS). 19 sophomores applied to NHS this year and were not accepted. Ms. Puglisi check with other High School principals in the Cape Ann League and no other school is attempting to induct sophomores. The primary reason sophomores are not being accepted to NHS is their lack of leadership. Ms. Puglisi indicated the students interested in applying to the NHS will have 2 opportunities in early fall of their junior and senior years in time for acceptance prior to applying to colleges.

Ms. Puglisi other changes: all cords will be given out at awards night, current language on electronic devices is obsolete the language will be edited, there are minor changes to the language addressing dress code.

*Mr. Warnock moved to approve NHS Procedures/Dates, Quarter Dates, Electronic Devices. Telephone Messages and Dress Code. Ms. Fitzgibbon seconded the motion. The motion passed unanimously.*

## **7) Superintendent's Report**

Superintendent Beaudoin has scheduled the School Committee summer retreat for August 7<sup>th</sup>. Additional information will be provided.

Final decision on the number of Pre-K classrooms will be made on June 5<sup>th</sup> when Ms. Erdmann and Ms. Weld are in attendance.

Ms. Cameron asked Ms. Wolf and Ms. Fitzgibbon how they thought Pre-K would play in Essex.

Ms. Wolf indicated she thought it was not an issue. Parents are already driving their children to Pre-K programs. She further stated if the District had had a Pre-K program when her children were going she would have participated in the District sponsored Pre-K program.

Ms. Fitzgibbon indicated there maybe a feeling in Essex that once again everything is happening in Manchester. She agreed that parents are already driving their children to Pre-K, so it may not be an issue.

Superintendent Beaudoin summarized the status of the Pre-K program. There is a vested interest on the part of the School Committee and there is community interest. Development of the program is several years off; allowing for time to plan, promote and market the new program. The cost of classrooms 2 rooms will likely cost \$900K, while 4 rooms would cost up to \$1.5M.

Mr. Warnock spoke to the risk involved for the District and wondered if the District is going to far afield in planning for additional Pre-K classrooms, Park and Rec space and a Senior/Community Center. Additionally, he was concerned if the decision was made to go back later and build on the space Manchester is discussing as it would be disruptive to the students who had just gone through a major construction project.

The Committee continued to discuss the challenges of communicating the plans for the new Memorial School and achieving a favorable outcome at the polls in November 2018.

Superintendent Beaudoin provided the Committee with the statistical summary of the US News & World Report. MERHS is 332 in the nation, 12<sup>th</sup> in the state and in the nations top 3% of High Schools.

Ms. Cameron reminded the Committee there is an All Board meeting on May 16<sup>th</sup> and the next School Committee meeting is June 5<sup>th</sup>.

Ms. Wolf praised the Middle School band performance, stated the Acapella Group was great and pointed out that despite there is no Drama Director the Found of Music play was great. Superintendent Beaudoin stated the arts group is doing great things in all the schools.

Ms. Fitzgibbon informed the Committee two high school girls will be missing the prom and going to Washington, D.C. to participate in the National Debate Finals. She also indicated the Debate Club needed help with funding the trip.

**8) New Business** – none

**9) Public Comment** – made during Athletic Task Force Presentation

**10) School Committee Comment** – no additional comment from Committee Members

**B. Adjourn**

*Ms. Cameron moved to adjourn the meeting, Ms. Fitzgibbon seconded the motion. The motion passed unanimously.*

**C. Meeting Materials:**

**Report Athletic Task Force,  
Memo on Handbook Changes and  
Presentation – Ms. Vollink and  
Presentation – Ms. Burns.**