

**WORTHINGTON PUBLIC SCHOOL DISTRICT
WORTHINGTON, MA 01098**

**SCHOOL COMMITTEE MEETING
12/10/2015**

**R.H. CONWELL BUILDING
6:30 PM**

MINUTES

Members present: Chair John McDonald, Debbie Carnes, Alison Todd, Maria Bebee and Alex Lak.

Administrative/Staff: Gretchen Morse-Dobosz, Superintendent Craig Jurgenson and Gail Bergeron.

Finance Committee: Joe Boudreau, Paul Dunlevy, Tom Wisnauckas

Guests: Bruce Todd, Peggy O'Neal, Alia Woofenden, Hailey Chamberlain, Eliza Lake and Heather Dufresne.

1. Call to Order at 6:39 P.M.

2. Audience Participation:

School Secretary, Gail Bergeron reported on two matters:

- The State Police requested four master keys for them and two for the local police to provide entry into the school during a lock down. Peg O'Neal, Selectboard's administrative assistant, will check with Dean Cleveland 'Northeast Security' and Selectman Dick Wagner.
- The Nurses office, Principal's office, kindergarten and pre-school room have no heat. Ryan Neuhauser, Building Maintenance, has investigated but has not been able to fix it. Peg will speak to Ryan and Dick about possible solutions.

3. Routine Matters

3.1 Approval of past Meeting Minutes:

- 11/12 minutes were reviewed. Alison made a motion to accept the minutes of Nov. 12. Debbie seconded. The Vision Statement is not in correct order. Gretchen will email the correct order Correct spelling of Pi and add Hampshire Regional School Com. Minutes were accepted as edited. Motion passed. John abstained. Minutes of April 23 were reviewed. Debbie made a motion to accept the minutes as written. Maria seconded. Motion passed unanimously.

3.2 Correspondence:

- Joanne Morrison was pleased with Gretchen becoming the point person concerning route changes. Joanne requested that any issues with busing be posted on the web. Hampshire Regional received requests from some of the parents to not post the bus routes. They are working on removing them from public view. Any questions should be directed to Craig and Gretchen. Gretchen has created a Robocall in case of route changes. The bus routes will be removed from the Worthington site.
- Worthington has five half days left which do not coincide with Hampshire's bus schedule. During the previous half days, Lecrenski has sent a third bus. Now Lecrenski is suggesting that the school be billed for the third bus. John quoted the bid specs in two places: Early dismissal or change of timing with bus routes: "Contractors shall provide additional transportation at no additional cost for deviations from normal start and dismissal times which may occur at various times in the school year of the elementary and secondary level. In another part of the contract, it states that if additional services are required over and above those specified in the contract,

additional compensation will be negotiated. Discussion ensued. Craig Jurgenson will have the North Hampton Public School Coordinator Joy Winnie negotiate with Lecrenski.

- The new inclement weather policy states that if RH Conwell School is closed, they will not provide transportation for kids going to Hampshire Regional. If RH Conwell calls out because of weather, Hampshire Regional may be open but the buses are not going to bring them. Worthington will not get penalized for not delivering kids to Hampshire if they close. Craig is responsible to make the call at Hampshire Regional to close. Gretchen asks Cork Nugent, Highway Superintendent about the road conditions, to make the decision.
- Sullivan, Taylor and Quinn, PC's bill included a rate hike from \$200 to \$305 per hour. After notification, Layla related that there had been a billing error and would let them know in advance of any changes.

3.3 Superintendent/Principal Update (Gretchen):

Principal: Mini term project has begun. Pre K is working on Domestic cats; Kindergarten: Dr. McDonald gave a presentation on bears; First and Second are studying the elements of Folk tales; Third and Fourth spoke with Selectman Evan Johnson about what it means to be a citizen in their own community; Fifth and Sixth grade is China. A music showcase will be held on Monday the 22nd at 12:45.

Superintendent:

- The State regulations on restraints have changed. Hampshire Regional has accepted these changes. Hampshire Regional Schools seeks to insure that every student is free from the use of physical restraint that is inconsistent with the requirements of 603CMR46' Physical restraints is an emergency measure or last resort. It may be administered only when necessary to protect a student and or school community member from assault or imminent serious physical harm.' When based on this standard, physical restraint is necessary; staff will strive to minimize any harm to the student as a result of the use of physical restraint. The district will annually review its restraint prevention and behavior support policy and procedures provided to all district staff and make it available to parents of enrolled students. Maria made a motion to accept the policy. Alex seconded. Motion passed unanimously.
- The School is required to choose either the PARCC or MCAS testing. Craig recommends MCAS. Debbie made a motion to adopt MCAS as the standardized test. Maria seconded. Craig will provide a report as to how the implementation will flow. Motion passed unanimously.
- A field trip is being arranged by the Hampshire Regional seventh grade teacher to visit the Galapagos Islands. Sixth graders should be informed of the opportunity.

The Chair moved the agenda out of order

5.1

- The Hampshire Regional School Committee voted to amend the tuition agreement contract from three years to five years. Alex made a motion to vote to accept the amended motion for five years. Debbie seconded. Motion passed unanimously.

4. Finance Items:

4.1 Expense Vouchers

- Previously, the Board voted to allow two to sign off on expense vouchers. The State law allows one member to sign payroll vouchers and requires a majority to sign off on expense vouchers. Discussion ensued. Alison made a motion that the Chair and one other member of the school committee be eligible to sign payroll vouchers as needed and that all members of the school committee be eligible to sign expense vouchers at school committee meetings or in between meetings as necessary and would review warrants at the next meeting for those signed in between. Alison made a friendly amendment to strike Maria as the designee to be the chair or vice-chair depending on availability to sign payroll. Debbie seconded. Motion passed unanimously. Alex made a motion to amend the previously friendly amendment that if we did sign warrants in between meetings, we would have it at the next meeting to review. Alison seconded. Motion passed unanimously.

- The Bus monitor will not be signed off for payroll until January. She will continue to be kept on vouchers.

4.2 FY 16 Budget status

- The Budget is up to date. A bill was received for the Central Office Services requesting payment of half of the \$18,000 due by the end of the year. Leftover from Teacher's salaries, SPED salary and Elementary Aides salaries pretty much covers the Lecrenski shortfall of \$31,597. The first nine line items will take care of the Central Office Services contract of \$36,000.
- The Cherry Sheet affects the Town's Budget, not the Schools'. The data base is showing 15 to 18 kids are school choice and money is coming in to the School Choice Revolving Fund. Joe Boudreau thinks that money will be going out in December because those kids are probably going to Gateway. School Choice going out is now at over \$370,000 and is expected to increase. Excess capacity was \$250,000 and is now \$17,000. The budget has to be well thought out.
- Increases will be needed in the technology line item to cover additions of eight laptops and the health and office supplies. A guidance counselor is needed for two half days a week.
- Alison brought up the possibility of having the pre-school budget included in the main budget. The Pre-School revolving fund was voted at Town Meeting and rolls over every year. The only time it would have to go to Town meeting again is to get re-seeded. Alison is asking the school committee to think about the importance of pre-school to the whole education system and move to make it part of what they have to offer. There is about \$22,000 in the revolving fund right now. The pre-school team has been putting together a marketing tactic.
- Building maintenance: A discussion will be started after New Years to discuss the building maintenance account. Dick Wagner will be vacating the Selectmen's position in May and would like to turn the overseeing over to the school.

5. Policy

5.2 Policy Subcommittee Update

- "A group using the kitchen must meet with the kitchen manager at least one week prior to the event to discuss purchasing food from an approved vender; and go over kitchen protocol and rules. A certified food handler must be present during the event. Kitchen manager has first right of refusal." Brenda wants to know where the food is being purchased from and would like to have the right of first refusal when a certified food handler is needed. Discussion ensued. One of the concerns is that people will not want to use the kitchen. Alex made a motion to make adjustments to 'General information to all groups' policies in the kitchen' as proclaimed. Alison seconded the motion. A printed version will be written up. The Board of Health doesn't have a policy on vendors. The Municipal Town Health department determines vendors. They have taken the previous version of KF and KFR and amended it. All were in favor of approval of the amended version. Motion passed unanimously.
- 23 and 24 refers to riding toys not permitted in the gym for outside use. The reason this should be added to policy is because of possible liability and damage to the building. Alex made a motion to add that sentence to the policy. Alison seconded. Discussion ensued. Alison made a friendly amendment to strike Alex's amendment. Alex seconded.

Next meeting: January 14 at 6:30 P.M.

7. Adjourn: Alex made a motion to adjourn at 9:35 P.M. Alison seconded. Motion passed unanimously.

Informational: Policy JKAA, invoice from HRSD for administrative services, notes from legal counsel on expense approval procedures, notes from legal counsel on expense approval procedures (all provided to Committee members via email)

Respectfully submitted,

Suzanne C. Lemieux
Recording Secretary