

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

**SCHOOL COMMITTEE MEETING
1/14/2016**

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

MINUTES

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

Regrets: Debbie Carnes

Administrative/Staff: Gretchen Morse-Dobosz

Guests: Peggy O'Neal, Alia Woofenden and Paul Dunlevy

1. Call to Order at 6:33 P.M.

2. Audience Participation:

3. Routine Matters

3.1 Approval of past Meeting Minutes:

- 12/10 minutes were reviewed. Alison made a motion to accept the minutes as edited. Maria seconded. Motion passed unanimously.

3.2 Correspondence:

- John will meet with Dick Wagner on the week-ends to review the expenses of the RH Conwell building that come out of the building account.
- Received:
A revision to the legal defense bill reflecting the hourly rate for Sullivan, Hayes and Quinn P.C.
A signed package of warrants.
- There was a discussion on the drug Narcan, which prevents or reverses the effects of opioids. A presentation was given by Hampshire Regional's District Nurse at HRHS School Committee meeting explaining why it's relevant even to the elementary schools. It was suggested to have the District Nurse come to a meeting to give a presentation on this.
- The Finance Committee requested a census of only the students going to public school in order to cross check it against the Cherry Sheet. Gretchen will resend the information.

3.3 Superintendent/Principal Update (Gretchen):

- Full day of professional development tomorrow with 100% registration. CPR certification and training, and reflection on mini-terms are on the agenda. This is part 2 of the October training.
- The MCAS tests were ordered today. During a meeting held with a team of teachers who will be administering the tests, a date was picked and the rooms were scheduled. Gretchen will be attending training for first year Principals on overseeing the MCAS.
- Gretchen has completed the Teachers' evaluations, and is still working on the Para-professionals.
- It will cost between 100 to 150 dollars to advertise the preschool program in the "Hilltown Families". The funds will come out of the Revolving Fund.
- Parents are invited to Math night next Wednesday from 6:30 to 7:30. They will be taught Math games that can be played with their children at home.

- March is Literacy month. Three published authors will speak to the children about their books and about the writing process.
- Nature's Classroom's scheduled a field trip on June 6-8 to Rhode Island. The fifth and sixth grade classes are hosting a fundraiser selling pizzas and also a movie night.
- The first and second graders, the administrative office and the nurse had to be relocated because of heat issues. Space heaters have been ordered. It may be an Automated Logic problem that is being worked on.
- There are ongoing payroll problems. Spread sheets are showing five people who are either underpaid or overpaid. The solution to this is one of three options; the staff can go without a paycheck for several months, or several pay periods, or take what was left over and pay it back. Communication is spotty. The Treasurer suggested farming out the payroll. The School Committee will have to figure out how much it will cost to hand over most of the activities to Central Office Services. This discussion will occur during budget discussions. The State Police received keys that do not work but this should be resolved shortly.

4. Finance Items

4.1 Budget status

4.1.1 Estimated vs. Actual to date

4.2 FY 17 Budget outline and discussion of timeline for approval

- The legal mandates require a public hearing to be advertised at least seven days in advance. This could be scheduled before the March 10th meeting and the budget proposal could be approved at that meeting. A special meeting could be held between the Feb 11 meeting and March tenth to vote to adopt the budget to be presented to the public. Gretchen is aware of the importance of keeping the level funded budget and will work with Craig Jurgenson accordingly.
- A line will have to be added for legal expenses for 10 hours. They will try to have the budget as level funded as possible. The Finance Committee can presume that the school budget will be within \$5,000.

5. Policy

5.1 Alternatives to payroll processing:

- They know what the issues are and what the alternatives are: To have HR Central Office handle as much of the payroll processing as possible, short of cutting the checks or hiring a payroll vendor.

Executive Session:

John made a motion to enter into Executive Session to return to public session at 7:55. Motion passed unanimously. Roll Call: Alex Lak (Aye) Maria Bebee (Aye) Alison Todd (Aye) and John McDonald (Aye).

Open Session resumed at 8:22

Present: Chair John McDonald, Maria Bebee, Alex Lak and Alison Todd.

Discussion about possible conflict between the Council of Aging and the COA. A suggestion of rescheduling luncheons was discussed. This will be a discussion with the Selectboard.

John will write up a short press release to announce the timeline of the budget.

Next meeting: February 11 at 6:30 P.M.

7. Adjourn: Alex made a motion to adjourn at 8:30 P.M. Alison seconded. Motion passed unanimously.

Respectfully submitted,

Suzanne C. Lemieux