

## **REGULAR SESSION MINUTES**

September 13, 2017

A meeting of the Swampscott School Committee was held in room B129 at Swampscott High School commencing at 7:02 p.m. with the following members present: Ms. Amy OConnor, Chairman; Ms. Gargi Cooper, Vice Chairman; Ms. Carin Marshall and Ms. Suzanne Wright. Also Present: Ms. Anne Marie Condiike, Director of Curriculum, Instruction and Professional Development; Mr. Evan Katz, School Business Administrator and Student Representative Oliver Daniels-Koch. Ms. Pamela Angelakis, Superintendent of Schools, Mr. Ted Delano and Student Representative Tenley Seidel were absent.

### **PUBLIC COMMENT**

There was none

### **COMMUNITY ANNOUNCEMENTS**

Ms. OConnor requested a moment of silence for Joe Tribendis who passed away on Sunday night. She remembered him as a member of the SEF and all of his work for the schools.

Ms. OConnor also spoke about the ceremony held earlier today in which Governor Baker signed the community compact agreement for Swampscott. Ms. Wright added that it offered more opportunities for the Town to obtain grants and other good opportunities.

Ms. OConnor introduced new student representative Oliver Daniels-Koch and welcomed him to the Committee.

Ms. Wright thanked those involved in bringing the new field to Town. She also thanked those involved in the event held on Saturday to open the field. Ms. Marshall also thanked those for the field and welcomed everyone back to the new school year. Ms. Cooper thanked For the Love of Swampscott group for the tile mural that kids worked on during the opening day events at the field. Ms. Wright added it was great that girls soccer had the first game on the field and said it was discussed that every year a different sport would open the field for the season with the hope that each sport would rotate through to open each new season. Ms. Cooper added it was very well planned and thanked all involved.

### **SUPERINTENDENT'S REPORT**

Ms. OConnor noted that Ms. Angelakis was home sick and they wished her a speedy recovery. Ms. Condiike stated she could report on some of the Agenda items.

### **Special Education Program Plan Statement**

Ms. Condiike reported that the statement is compiled every four years and this version had no new content but needed to be signed by the Superintendent, Special Ed Department, building principals and the Chair of the School Committee before its submittal.

### **Capital Update -- M. Scola**

Mr. Scola came forward to present the Maintenance Highlights from all the work completed over the summer. Mr. Scola gave an overview of all of the projects as they occurred within each of the school buildings as well as the corresponding financial implications to the projects. Ms. Cooper questioned whether air quality was tested regarding any asbestos work under the contract. Mr. Scola stated any work reported is what they look at.

Ms. OConnor stated it was alarming to hear all of the work that had to be done but that it was great to be completed. She stated it felt somewhat negligent that all of the projects needed to be done.

Mr. Scola also spoke about some energy efficiency projects at the Clarke School and High School and referred to savings those projects will reward back to the District.

Ms. Cooper questioned whether Mr. Scola had a plan in terms of a timeline for future projects. Mr. Scola explained he had switched the maintenance portal to the CMMS program which would allow for better inventory of equipment and in adding that he would be able to begin to track information and inventory for future projects. Ms. Cooper stated she felt that was great to have the information but hoped to see a timeline of future projects. Mr. Scola stated he felt it was important to see where things are to be able to look forward and that he is already thinking of capital projects for the future. Mr. Katz added that with the creation of the Facilities position as well as funding from Town meeting that Mr. Scola has been able to address problems and fix things that had not been working allowing for much better functioning schools for students and staff. Ms. OConnor thanked Mr. Scola for all of the work performed over the summer.

Ms. OConnor stated they would put off items A, B and D since Ms. Angelakis was absent.

### **SCHOOL BUSINESS ADMINISTRATOR**

#### **HS Cleaning Contract - 3rd year option - vote requested**

Mr. Katz stated he would recommended that the Committee vote to exercise the third year of the contract with Advanced Maintenance Solutions for cleaning at the High School.

**MOTION:** It was moved by Ms. Marshall and seconded by Ms. Wright to exercise the third year option of the contract with Advanced Maintenance Solutions for cleaning services at Swampscott High School.

Ms. Wright questioned whether there had been any issues with the company. Mr. Katz stated he spoke with Mr. Baker and Mr. Scola who both were happy with their work.

**VOTE ON MOTION:** The motion was approved 4-0.

### **FY18 Budget Update**

Mr. Katz explained that the budget which the Committee began working on last December and voted in March is the budget which begins now and will go through next June. Mr. Katz spoke about monies moved within the budget to account for changes within the budget. Mr. Katz reviewed the summary page presented in the Committee's documents. He further spoke about staff and service changes as well as personnel transitions and reviewed the vacancy tracking information. Ms. OConnor questioned the money which was saved from retirements and new hires and Mr. Katz explained some of the savings went to fund other changes within the current budget. Mr. Katz referred to the Technology Plan and increases in the budget. Ms. Wright reminded that there was not a current technology plan. Ms. Cooper questioned the amounts funded toward technology. Mr. Katz stated he could compile that at future meeting. Mr. Katz also referred to the section which included the list of items to watch and the next steps for the budget including facilities, technology, energy and substitutes. He stated he would return back to the Committee in late fall with budget transfer requests to reflect the total budget changes.

### **DIRECTOR OF CURRICULUM**

#### **Curriculum Update**

Ms. Condikey reviewed the work that was performed over the summer across the District including areas of science standards, balanced literacy and writer's workshop. She explained those Middle School teachers who were not trained in balanced literacy last year will be trained this year. She further updated on the expanded STEM classroom at the Middle School as well as the Robotics programs at both the Middle and High Schools. Ms. Condikey also stated three teachers were sent for AP training from the High School. She further reviewed the science selections at the High School and stated with the new staff member more students were able to get into classes that they wanted to take. Oliver Daniels-Koch agreed that students, including himself, were able to take other science offerings. Ms. Condikey said she was glad to hear that. Ms. Condikey updated on textbook purchases at the High School as well as the expanded Robotics lab. Ms. Cooper questioned what the

expansion consisted of. Ms. Condiike explained that workstations were expanding and they would be looking at the curriculum as well but the first step was to expand the physical stations.

Ms. Condiike further updated the Committee on Professional Development. She explained the teachers had been surveyed in regards to their interest in topics for Professional Development. She said there was an overwhelming interest in Google training and that workshops would be built into this year's early release days. She also indicated time was planned for horizontal and vertical collaboration across the District. She also said that Jessica Minahan would be speaking to staff on the first PD day October 5th on behavior strategies and working with challenging students.

Ms. Condiike also reviewed the new software, SmartEDU, which teachers will use to track Professional Development. She thanked Maureen Caron and Chris James for all of their work on design in getting the program ready.

Ms. Cooper questioned the curriculum cycle review referenced on the website. Ms. Condiike stated the website needed to be updated and that the cycle review is done approximately every five years but she would update the site to reference any changes.

Ms. Cooper questioned the balanced literacy training in regards to those teachers who hadn't been trained yet. Ms. Condiike stated those 5th grade teachers who were working on the science standards last year would receive the balanced literacy training this year.

### **CHAIR REPORT**

#### **Tri-Chair Meeting**

Ms. OConnor updated on the recent meeting in which there were discussions about the new school and she stated she felt that all members were on board with the project at this time. She stated that the District has made it to the second round of MSBA programming and will be coming to do site visits on October 4. She added that Ms. Angelakis is hoping that the MSBA will look at all buildings as part of the whole K12 Task Force plan. She also stated she reiterated the District's commitment to work with the Finance Committee in providing information.

#### **School Committee Protocols**

Ms. OConnor stated the Committee reviewed its protocols in August and it was being brought forward for signature by the Committee. She stated it would be posted on the School Committee page and would be in the Superintendent's office for all to sign.

#### **Superintendent's Contract - vote requested**

Ms. OConnor stated in response to Ms. Angelakis' positive review by the Committee her new contract was on for vote. Ms. OConnor stated the contract reflected a 1.5% salary increase, which was in line with other negotiated contracts, as well as reinstating her annual annuity. She further added that the Committee offered a two year extension to the contract which would now end in 2021. Ms. OConnor stated she felt the contract extension outlined the District's commitment to Ms. Angelakis and hers to the District.

**MOTION:** It was moved by Ms. Wright and seconded by Ms. Marshall to approve the Contract for the Superintendent. The vote passed 4-0.

Ms. OConnor stated the contract would be retroactive to July 1, 2017.

### **SUBCOMMITTEE REPORTS**

#### **Policy Manual Updates - ACE - CBD - first read**

Ms. Wright stated over the summer she had received approximately 110 policies which need to be looked at. She stated that the District was in good shape because of its recent policy review but there were some that

needed to be addressed. She said several would be added to the agenda at each meeting to discuss and vote as a group the following meeting. Ms. Wright reviewed the proposed changes to policy ACE and ADC. There was discussion on the necessity of the role of the Committee in policy BBA and Ms. Wright stated she would seek more clarification. Ms. Wright reviewed the necessary changes to policies BBBA/BBBB through BHE. She further read two options for policy BIBA and there was discussion and it was agreed to use the MASC recommended paragraph. Ms. Wright reviewed changes to policies CB and CBD.

Ms. Cooper brought up subcommittees which a member may be assigned to and is absent from the Committee. Ms. OConnor stated she would add it to the next workshop agenda to check if any meetings were upcoming and needed to be covered.

#### CONSENT AGENDA

Ms. OConnor read the contents of the Consent Agenda.

**MOTION:** It was moved by Ms. Wright and seconded by Ms. Marshall to accept the Consent Agenda.

Ms. Wright stated it would be nice to have some information on any memorial funds which are donating money or equipment. Ms. OConnor stated someone would be at the October meeting to report on the Rogers Memorial Fund and its donation.

**VOTE ON MOTION:** The motion passed 4-0.

Ms. OConnor reminded all the next meeting scheduled for September 27, 2017 would be a workshop meeting to discuss School Improvement Plans and would not be televised.

**MOTION:** At 8:52 p.m. it was moved by Ms. Marshall and seconded by Ms. Cooper to adjourn. The motion was approved 4-0.

Respectfully submitted,

*Pamela R. H. Angelakis*

*10/12/17*

Pamela R.H. Angelakis, M.A., M.Ed.  
Superintendent of Schools  
/pan

Date:

Supporting Documents:

<input checked="" type="checkbox"/> Approved 12-July-2017 SC Meeting Minutes.pdf	9/19/2017 10:54 AM
<input checked="" type="checkbox"/> Google Docs SC Mtg 13-Sept-2017.pdf	9/13/2017 8:49 AM
<input checked="" type="checkbox"/> 01- Updated Rev 2 Agenda 13-Sept-2017 School Committee Meeting.pdf	9/12/2017 3:09 PM
<input checked="" type="checkbox"/> 04a - Special Educ Program Plan Statement.pdf	9/12/2017 3:07 PM
<input checked="" type="checkbox"/> 10 - 2017-2021 Angelakis Supt Contract.pdf	9/11/2017 11:29 AM
<input checked="" type="checkbox"/> 09 - School Committee Protocols 17-18.pdf	9/11/2017 10:43 AM
<input checked="" type="checkbox"/> 11 - policy updates 072017 ACE-CBD.pdf	9/11/2017 10:40 AM
<input checked="" type="checkbox"/> 03 - DFM Facilities Summer Maint Highlights Sept 7.pdf	9/11/2017 10:30 AM
<input checked="" type="checkbox"/> 04 - The Athletic Handbook 2017-2018.doc.pdf	9/11/2017 10:18 AM
<input checked="" type="checkbox"/> 07 - FY18 Line Item Fall Update SC .pdf	9/11/2017 9:54 AM
<input checked="" type="checkbox"/> 06 - FY18 Budget Update - Sept. 13 .pdf	9/11/2017 9:54 AM
<input checked="" type="checkbox"/> 08 - FY18 Vacancy Tracking - SC Sept. 13 .pdf .pdf	9/11/2017 9:54 AM
<input checked="" type="checkbox"/> 02 - Personnel Report 11-Sept-2017.pdf	9/11/2017 9:52 AM
<input checked="" type="checkbox"/> 12 - 12-July-2017 SC Meeting Minutes.pdf	9/8/2017 3:02 PM
<input checked="" type="checkbox"/> 05 - HS Cleaning Bid Option.pdf	8/17/2017 12:18 PM
<input checked="" type="checkbox"/> 13 - Donation-Weight Room-Rogers Memorial Fund.pdf	8/15/2017 1:50 PM