

## Regular Session Meetings

August 14, 2019

A meeting of the Swampscott School Committee was held in Room B129 at Swampscott High School commencing at 7:00 p.m. with the following members present: Ms. Gargi Cooper, Ms. Suzanne Wright, Mr. Ted Delano, and Ms. Carin Marshall. Also Present: Martha Raymond, Asst. Superintendent of Student Services. Pamela Angelakis, Superintendent of Schools, Ms. Jean Bacon, Director of Teaching & Learning. Ms. Amy OConnor, School Committee, and Ms. Martha Sybert, Business Administrator was absent.

### **Public Comment: NA**

### **Community Announcements:**

Mr. Delano mentioned they are working with Mike Sweeney, the town veteran agent (shared with Lynn) to possibly hire town veterans as crossing guards.

Ms. Wright provided an update on the School Building Committee. They had 5 responses to the RFS and hired the firm Hill International out of the 5 responses to the RFS. She discussed energy goals & survey. The last meeting was on Tuesday at the MS library.

**Superintendent's Report:** Ms. Angelakis' report will be posted on the Superintendent's Page under the Swampscott Public School's web page.

**Superintendent's Report** Ms. Angelakis Introduced the New Administrators: Jean Bacon, Director of Teaching and Learning, Mary Beth Shea, Clarke School Principal, and Christopher Norkun, SHS Dean of Students. Each of the new administrators provided an update.

She provided an update on the summer facilities projects. The highlights included the swipe card systems that have been installed in all three elementary schools. In addition, she mentioned the Safer Schools and Communities "Local Equipment and Technology" grant for SMS and SHS and the New Teacher Orientation.

**Review/Adopt 2019-2020 District Student Handbook:** Ms. Angelakis discussed the chain of communication.

Ms. Marshall questioned if there were any major changes to the handbook. There are no major changes but Ms. Angelakis noted that it is important for families to read and refer to the document. Ms. Wright mentioned the Bullying & Substance Abuse policies. These are the only 2 policies required to be publicized.

**Motion:** It was moved by Ms. Wright to go in to adopt the Student Handbook & seconded by Mr. Delano

**Vote on Motion:** The motion passed 4 to 0.

**Review/Adopt 2019-2020 Athletic Handbook:** Ms. Kelly Farley, Athletic Director was present to discuss the Athletic Handbook. Ms. Cooper inquired about Captain (Cpt.) practices. Ms. Farley noted that the school does not organize or oversee these practices which align with the MIAA vision. The language in the handbook is to make parents aware of Cpt. practices that do not have adults present. Ms. Wright requested that Ms. Farley clarify the statement on Cpt. practice.

**Motion:** It was moved by Ms. Marshall to go in to adopt the Athletic handbook & seconded by Ms. Wright.

**Vote on Motion:** The motion passed 4 to 0.

### **School Business Administrator: (vote requested)**

**Award Design & Construction Services - Clarke Boiler:** Ms. Angelakis read an update from Ms. Sybert that recommends the committee award the Design & Construction Administration Services for the Clarke Boiler

replacement project to BLW Engineers, Inc of Littleton, MA. She reviewed the procurement process, responses and award criteria.

Ms. Wright inquired what would happen if the fee increased. Mr. Delano questioned when the work would be done. Ms. Cooper noted that they would like more information but it was good to get the process going. More detailed discussion will take place when Ms. Sybert is present.

**Motion:** It was moved by Mr. Delano to award the contract to BLW & seconded by Ms. Marshall.

**Vote on Motion:** The motion passed 4 to 0.

### **Chair:**

**Updates:** Ms. Cooper mentioned the recent retreat. She discussed finalizing the SC goals. The communication ideas include coffees in the community, quarterly newsletter, and Ms. Marshall is looking into SM. They will be creating a SC handbook. Ms. Marshall mentioned that it will become a transitional document for newer members. Ms. Angelakis suggested SC goals be moved to the first meeting in September. Ms. Cooper discussed the September school improvement workshop with Dorothy Presser.

**Superintendent's Contract and Evaluation:** Ms. Cooper noted that they were moving the evaluation to the 8/28 meeting when Ms. OConnor is present.

**Proposed SC Meeting dates 19-20SY:** Ms. Cooper identified some of the changes to the proposed SC calendar.

**Election of Chair & Vice-Chair:** Ms. Cooper was nominated as Chair. Ms. Wright was nominated as Vice-Chair.

**Appoint SC Subcommittees and Liaisons:** The Bargaining committee will remain the same with Ms. OConnor and Ms. Marshall. The Budget committee will stay the same with Ms. Marshall and Mr. Delano. The Communications Committee will be Ms. Marshall & Mr. Delano. The committee will rotate attendance at METCO meetings.

### **Sub-Committee:**

**Policy Manual Update - Policy JJIF - Concussion Policy - first read.** Ms. Cooper noted that every 2 years the district must submit the policy. Ms. Cooper asked Ms. Farley if there was any data to share. Ms. Farley creates a concussion report, not just athletic concussions. Ms. Farley mentioned a change to impact testing that will permit students to take the impact test at home. Ms. Farley discussed the hurdle of parents and students reporting concussions that happen outside of school. This was a first read but the committee decided to vote.

**Motion:** It was moved by Ms. Wright to accept the Concussion Policy & seconded by Ms. Marshall.

**Vote on Motion:** The motion passed 4 to 0.

### **Policy Manual Update - Policy IJND - Access to Digital Resources - first read**

Ms. Wright discussed changing the "acceptable" use terminology to "responsible" use to align with the terminology in the district handbook. She noted that a statement will be added telling parents that the policy and consent form may be found in the district handbook.

### **Consent Agenda**

Ms. Cooper read the purpose of the consent agenda and the items on the agenda.

- A. Budget Subcommittee Minutes - June 25, 2019
- B. Regular Session Minutes – June 26, 2019
- C. Executive Session Minutes - June 26, 2019
- D. Policy Subcommittee Minutes - July 2, 2019
- E. Donation - AIMCO-Vantage Point - MS School Supplies
- F. WARRANT # 19-52, 19-53, 20-03, & 20-05

**Motion:** It was moved by Ms. Wright to accept the agenda & seconded by Ms. Marshall

**Vote on Motion:** The motion passed 4 to 0.

Next meeting to be held on August 28, 2019

Adjournment

**Motion:** At 8:10 p.m. it was moved by Mr. Delano to accept the motion to adjourn & seconded by Ms.Marshall.

**Vote on Motion:** The motion passed 4-0.

Respectfully submitted,



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

Date: 8/29/19

Supporting Documentation:

 00 - Agenda August 14, 2019, School Committee Meeting2.pdf 

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 05.A. - Superintendent's Report to SC 8.14.19.pdf 

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 05.A.2. - Swampscott Public School District OGR Award Letter.pdf 

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 05.B. - 2019-2020 District Student Handbook.pdf 

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 05.C. - 2019-2020 Athletic Handbook.pdf 

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 06.A. - Clarke Boiler Design Services Award BLW Engineers.doc.pdf 

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 07.C. - 19-20 School Committee Meeting Dates Rev2.pdf 

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 07.D. & E. - 2019-2020 Committee & Subcommittees blank for reappointments.doc 

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 08.A. - Policy IJND - Access to Digital Resources.pdf 

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 08.B. - Policy JJIF Concussion Policy - CURRENT SC POLICY.pdf 

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 08.Ba. - Swampscott Concussion Protocol Final.pdf 

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 09.A. - June 25, 2019, Budget Subcommittee Meeting Minutes.pdf 

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 09.B. - June 26, 2019, School Committee Meeting Minutes.pdf 

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 09.C. - June 26, 2018 Exec Session Meeting Minutes.pdf 

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 09.D. - July 2, 2019, Policy Subcommittee Minutes.pdf 