



TOWN OF GRAFTON
GRAFTON PUBLIC SCHOOLS
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MINUTES

SCHOOL COMMITTEE

November 10, 2015

Grafton Memorial Municipal Center Room F

7:00 p.m.

Members Present: Daryl Rynning, Chairman
Laura Often, Vice Chair
Peter Carlson, Secretary
Teri Turgeon, Member

Members Absent Maureen Cohen, Member

Student Bianca Carangelo
Representatives: Hannah Kelley

Also Present: Dr. James Cummings, Superintendent of Schools
Tracey Calo, Assistant Superintendent
Daniel Gale, Finance Director

Call to Order – Open Session

- a. Chairperson's Update: None
- b. Community Groups and Citizens: None

1. Educational Reports

- a. Special Education Update: Arnold Lundwall gave an overview of a specialized program in the district, the adaptive classroom at Millbury Street Elementary School. He also introduced a new member of his team; Brenda Lalievre. This program was for Grades 2-4 with 8 students enrolled, each noting each student had 1/1 assistance. Mr. Lundwall outlined the levels of learners being served in the classroom. He showed a sample of the student's schedule, and slides showing the classroom layouts. Mr. Lundwall outlined some of the private structured environments and the work teachers and aides put into these programs. Mr. Lundwall noted that these students need this very private and structured program to see the progress. Mr. Carlson asked if they were looking to expand into the preschool level. There were a number of students who need this same level of instruction, some are preschool students. There wasn't this level of programming at the North Street elementary school; as a group, this may be something to consider for North Street. Currently if a student in the North Street district needed this type of program, they would go to Millbury Street. Dr.

Cummings stated that they were close to capacity at Millbury Street so if adding class rooms they may look at North Street Elementary and North Grafton Elementary. Mr. Carlson asked if we would have space constraints at the schools down the road. Dr. Cummings said probably yes, the preschool is growing. By January or February may add another half day of preschool. Assuming we had to add, they would be strategic and smart as to where they place the additional classrooms. Mr. Carlson appreciates Dr. Cummings acknowledging the space and growth issue and felt the School Committee should be proactive and have this conversation in the near future. Mrs. Turgeon asked if the district was looking ahead to the Middle School; was it ready for these students and the population. Mr. Lundwall does review the middle school programs and they may have to branch out in the next few years. Mrs. Rynning asked what the best practice numbers were for students in a classroom. Mr. Lundwall felt 8-10 was best managed, more gets challenging.

- b. Policy Update, Section JKAA - Physical Restraints: Mr. Lundwall reviewed recent regulation changes, copies of both the current policy and the new were given to the committee for comparison purposes. Mr. Lundwall said the prior regulations were last promulgated in 2001 and were a bit out of date. There were a number of state agency and advocacy groups that want to see a reduction in hands on restraint. These were a few items that drove the review of this policy. Mr. Lundwall reviewed the training process for the using the restraint policy which focused on de-escalation first. Refresher training is given for the core team year to year. They also conduct in house training for staff, however not all are trained in the physical constraint piece. This was more intense training. An example of Gradual Guidance was given as an example to show the difference from physical restraint. Mrs. Rynning would like to see how many people are trained. Debriefing for staff and individuals involved in a restraint situation was also discussed. Each instance was handled individually, using best practices, based on the type of situation. It was noted that the new Policy JKAA was a boiler plate from MASC. A motion was made by Mrs. Turgeon to approve Policy JKAA Physical Restraint of students as a first reading, and have Mr. Lundwall back at a later date to discuss some of the "paperwork" pieces being put into place. Motion seconded by Mr. Carlson. Motion carried 4-0 School Committee and 2-0 Student Representatives.

2. General Business

- a. FY17 Budget Textbooks & Curriculum Materials: Ms. Calo discussed her proposed FY17 budget covering the Curriculum Budget with two main priorities; staff development and academic support. It was noted that the funding of staff development and academic support had allowed them to maintain a coherent and rigorous curriculum as well as deliver the best practices for their curriculum. Ms. Calo said her budget for the most part was going to remain stable this year. Within Staff Development and Consultants Ms. Calo was asking for an additional \$5,000 to support the summer academy program. This allowed teachers to engage in stipend curriculum work over the summer. Fifty teachers were involved last summer. There was a decrease in Professional Development

Technology as this line was removed and built into the IT budget. There was a request for an increase in all district text books; this was increased with the addition of two preschools, an additional 2nd grade on North Street and the renewal of the Math Program grades K-2 in May. Mr. Carlson asked what the IT budget was currently used for. Ms. Calo said software across the district. She would continue to fund the development/training piece in her budget.

- b. FY17 Budget (Staffing): Dr. Cummings reviewed the FY17 Staffing Budget which was an initial discussion based on anticipated staff and needs. There would be more detail and definition over the next few months. Principals and Administrators were asked to think outside budgetary restrictions and if there were no restrictions what would you want. Dr. Cummings focused on 10 to 15 positions and anticipated adding 8-10 positions next year. The staffing budget was not just teachers, but ranged from custodians to counselor, psychologist, administrators, special education etc. Dr. Cummings prioritized positions he considered most critical and created the best environment for the students. It was noted that Special Education would be looking at an addition of four positions; two of the four had been on the list for several years. Dr. Cummings reviewed where the additional staff would be utilized noting this included a full time nurse for students in the intensive program. Mrs. Turgeon asked if contract services for nursing were reviewed. Dr. Cummings regularly did this. Mrs. Rynning asked what happened if students leave the district and nursing services were no longer needed. This situation could be handled easier with contract services. Dr. Cummings said it had not happened as of yet, but could review. Dr. Cummings supported the addition of an adjustment counselor in grades 2-6, this too had been on the radar for the past two years. There was a need for another person in the IT Department; with the shared services in place, it may be possible to share the cost 50/50. Dr. Cummings discussed hiring and shifting positions in Grade 7 which was the largest group. He also discussed additional staffing at the high school level which would be impactful with the STEM programs. An additional custodial position was discussed noting staffing in this area was reduced years ago. Adding a full time person back to this department should be considered. These staffing additions were preliminary a better view of needs would be available in the next several weeks; all positions will be vetted and brought back.
- c. Capital Plan: Dr. Cummings distributed a draft copy of the “restructured” Capital Plan. Several area district plans were reviewed for reference choosing items they liked, merging them with the prior outline to come up with this new layout. Dr. Cummings was looking for the School Committee’s support on the new format. Dr. Cummings and Mr. LeMay would return at a later date to review items in detail. The School Committee liked the new format & structure. The descriptions were clear, detail sheets were clear, and the pictures were helpful. Mrs. Rynning felt a key code in the front would be beneficial. Mr. Carlson asked if MSBA grants were reviewed for extraordinary items. They did look at these and pursued possibilities.

- d. A motion was made by Mr. Carlson to appoint Superintendent Jay Cummings as the Collaborative Voting Delegate for the SWEC and Assabet Valley Collaborative. Motion seconded by Mrs. Turgeon. Motion carried 4-0 School Committee and 2-0 School Representatives.
3. School Committee Member Reports
 - a. Mrs. Turgeon announced that she would be stepping down from her seat. She had been on the School Committee for 9 years and felt it was time to focus more on her family life and work life. Mrs. Turgeon felt strongly that the leadership team has gone from good to great over the years, stating it had been an honor to have served. Mrs. Turgeon would continue through December 2015. The School Committee thanked Mrs. Turgeon for her years of service. They would miss her commitment and drive.
4. Superintendent's Report
 - a. District Update - Dr. Cummings noted that the meetings were now showing in high definition thanking the Cable Crew and Bob Berger for their work. The Annual No Stomach for Cancer Walk was held on Saturday raising over \$3,000 for cause. Liz Lambert, the National Honor Society and the entire Student Counsel were thanked for their dedication and hard work. The PARC decision was expected to be made on Nov 17th. The Fall athletic season is coming to an end, Dr. Cummings commended all for their great sportsmanship. The girl's soccer team advanced to the district semi finals and the Cheerleaders won the SWICKLE championship. The Unified Sports football team played under the lights last week; it was a great game and is an exceptional program. Dr. Cummings noted that the hand out for the parent workshop series was distributed and many parents had already signed up.
 - b. Upcoming Activities - Mrs. Often suggested inviting our State Senator and Representative to an upcoming budget meeting, possibly December or January depending on schedules. Mrs. Rynning would reach out to them.
5. Financial Report
 - a. A motion was made by Mrs. Turgeon that the School Committee approve Warrant #20, dated October 29, 2015 in the amount of \$427,972.14. Motion seconded by Mr. Carlson. Motion Carried 4-0 School Committee and 2-0 Student Representatives.
6. Policy:
 - a. Section 1:

ICB Extended School Year: A motion was made by Mr. Carlson to approve ICB Extended School Year as reviewed. Motion seconded by Mrs. Often. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IGD Curriculum Adoption: A motion was made by Mrs. Turgeon to accept IGD Curriculum Adoption as a second reading. Motion seconded by Mrs. Often. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IHAMB Family/Life Sex Education: A motion was made by Mrs. Often to accept IHAMB Family/Life Sex Education as a second reading. Motion seconded by Ms. Carangelo. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IHBA Inclusive Schooling: A motion was made by Mr. Carlson to accept Policy IHBA Inclusive Schooling as a second reading. Motion seconded by Mrs. Often. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IHBG Alternative Education Home Instruction Policy: A motion was made by Mr. Carlson to accept IHBG Alternative Education Home Instruction Policy as a second reading. Motion seconded by Ms. Carangelo. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IHBG-E Request for Approval of Home Education Plan: A motion was made by Mr. Carlson to accept IHBG-E Request for Approval of Home Education Plan as a second reading. Motion seconded by Mrs. Turgeon. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IIB Class Size: A motion was made by Mr. Carlson to accept IIB Class Size as a second reading. Motion seconded by Mrs. Turgeon. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IJL Library Materials Selection and Adoption: A motion was made by Mr. Carlson to accept IJL Library Materials Selection as a second reading. Motion seconded by Mrs. Turgeon. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IJOB-1 Community Resources: A motion was made by Mr. Carlson to accept IJOB-1 Community Resources as a first reading. Motion seconded by Mrs. Often. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IJOB-2 Guest Speakers: A motion was made by Mr. Carlson to accept IJOB-2 as reviewed. Motion seconded by Mrs. Turgeon. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IJOC School Volunteers: A motion was made by Mr. Carlson to accept IJOC School Volunteers as a first reading, as amended. Motion seconded by Mrs. Turgeon. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IKA Grading/Assessment System: A motion was made by Mr. Carlson to accept IKA Grading/Assessment Systems as reviewed. Motion seconded by Mrs. Turgeon. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IKAA Test and Examinations: Mr. Carlson requested this be referred to a future workshop for a more in depth discussion on the vision of this policy. Ms. Kelley felt the schedule was a bit unrealistic for study purposes.

IKE Acceleration/Retention of Students: Held for future discussion at a work shop.

IKE-R Promotion and Retention of Students: Held for future discussion at a work shop.

IMB Controversial Issues: A motion was made by Mr. Carlson to accept IMB Controversial Issues as a first reading. Motion seconded by Mrs. Often. Motion Carried 4-0 School Committee and 2-0 School Representatives.

IMC Controversial Speakers/Programs: A motion was made by Mr. Carlson to accept IMC Controversial Speakers/Programs as a first reading. Motion seconded

by Mrs. Often. Motion Carried 4-0 School Committee and 2-0 School Representatives.

BEA Regular Meetings: A motion was made by Mrs. Turgeon to waive the vote of a first reading and accept BEA Regular Meetings as presented this evening as a second reading. Motion seconded by Mr. Carlson. Motion Carried 4-0 School Committee and 2-0 School Representatives.

JKAA Physical Restraint of Students (Current Policy): A motion was made by Mr. Carlson to delete the old Policy JKAA and replace with the new Policy for JKAA as submitted. Motion seconded by Mrs. Turgeon. Motion Carried 4-0 School Committee and 2-0 School Representatives. It was noted that items being held for future discussion should include the appropriate staff and administrative members for input.

7. Correspondence

Mrs. Often noted a bus issue that was brought to hear attention. This was referred the issue to Mr. Gale and Dr. Cummings, they took care of the issue.

At 9:25 p.m. Mrs. Rynning noted that the Committee needed to conduct an executive session. The student representatives would not participate. By Roll Call vote, the committee entered into executive for the purpose of non union negotiations under Chapter 30A, Paragraph 21, Section A, to conduct strategy sessions in preparation of discussions with non union personnel and to conduct collective bargaining sessions or contract negotiations with non union personnel. Mr. Carlson, yes; Mrs. Turgeon, yes; Mrs. Often, yes; Mrs. Rynning, yes. The Committee will return to open session to adjourn only.

Respectfully submitted,



Cindy Ide
Recording Secretary