



TOWN OF GRAFTON
GRAFTON PUBLIC SCHOOLS
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5421

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MINUTES

SCHOOL COMMITTEE

November 24, 2015

Grafton Municipal Center, Room F

7:00 p.m.

Members Present: Daryl Rynning, Chairman
Laura Often, Vice Chair
Peter Carlson, Secretary
Teri Turgeon, Member
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: Mrs. Rynning wished all a Happy Thanksgiving.
- b. Community Groups and Citizens - None

1. Educational Reports

- a. Update on Support of Writing: Tracey Calo introduced Jen Mannion, Assistant Principal and thanked her for her work throughout the district in Supportive Writing Instruction. Ms. Mannion outlined Supportive Writing and the general goals. She gave an outline of the development and foundation of the program and discussed the 6 traits of writing. Ms. Mannion highlighted action items to date. Grade 1: Coaching around ideas and organization. Grade 1 & 2 Utilizing project read and written expression to support instruction of conventions. Grade 2, coaching on essential questions and ties to writing rubrics. Grades 2-5 Facilitating word study curriculum alignment. Grade 3-6 Supporting grade level leaders in analyzing ELA MCAS data and determining next steps. Grade 5, Coaching on rubrics design for each type of writing. Grade 6, Coaching on writing across the curriculum and readers workshop. Grades 7-12 Support curriculum work around literacy and assessment goals. Grades 9-12 Supporting collaborative assessment of writing, district wide trainings on foundational knowledge of traits and parent workshop on foundational knowledge of traits and how to support at home. The success of the program, think analysis, planning, try, do, do again and keep on

doing. Ms. Mannion felt Grafton had an amazing staff and some of the hardest working teachers around. Ms. Calo noted that Ms. Mannion has been supporting teachers with instruction in writing specially those who are not writing teachers, to help improve their abilities. Mrs. Often asked Ms. Mannion to elaborate on word study. As an example, Ms. Mannion said in the past words were handed out in list form and a test given. Now rather than just memorizing words, students have word study. They learn the meanings of words, their roots, word families, uses and such. This form of teaching increases fluency, comprehension and vocabulary.

2. General Business

- a. FY17 Budget: Special Education: Arnold Lundwall presented the proposed special education budget. Mr. Lundwall reviewed the preliminary budget and his projections for the upcoming year. He reviewed demographic data, programming needs, personnel, transportation, therapeutic services and out of district placement costs. It was noted that the number of students moving into Grafton with active IEP's had increased adding to the need of personnel and costs. When Mr. Lundwall joined the Grafton team the preschool program was at 6 half day sessions, they were now up to 10. In FY17 Mr. Lundwall anticipated growth to 12 or 13 sections. Mr. Lundwall reviewed the 4 year trends FY14-FY17 and the projected increases looking forward. The following budget considerations were reviewed by Mr. Lundwall; demographic data, programming needs, personnel, transportation, therapeutic services and out of district placement costs. Mr. Lundwall reviewed projected costs and variable expenditures such as tuition, transportation and contracted services (therapeutic). Mr. Carlson asked if they had a process to plan ahead for spacing and staffing needs and what steps would be taken. Mrs. Rynning would like to see a comparison of the demographics, student numbers and costs. This would allow the school committee to get a good look and compare to prior years. Mrs. Rynning wanted to have a preplanning process in hand so the School Committee could be proactive on this now rather than later. Mr. Lundwall would get historical information, a visual printout going back several years. Mrs. Rynning felt space needs was going to be a real concern for the future at NGES and SGES.
- b. FY17 Budget: Technology: Neil Trahan gave an overview of the proposed FY17 IT Budget. Mr. Trahan discussed software items being moved into the IT budget along with new software items. Hardware needs were discussed and included replacement needs in the Labs for both staff and students, iPads for freshman and document cameras at MSES. Mr. Trahan also discussed the support needs for new infrastructure such as the Integra phone system, Akuity network support and Zensar (wireless access point support). Dr. Cummings noted that this was his first budget process with the shared services system and they will have to review with Town Administrator as well. The IT shared services seems to be working well, however Mr. Trahan had been straight out having just come on board in August with many projects already in the works. Mr. Trahan was asked if there was a rolling cycle in place. Mr. Trahan said they did not have one in place but

would be working on a replacement plan. Mrs. Cohen asked if we submitted a tech plan each year to the state. Dr. Cummings said they had submitted every year; however it was not a full plan. Mrs. Cohen thought doing this may help with the replacement plan. Mrs. Rynning agreed with a rolling plan, and asked how the department knew who needed what. Mr. Trahan said they would do an initial inventory, initial deployment and get the state of the devices. This would become the ongoing tracking process. With increase of mobile devices into schools had there been issues to add access points. Mr. Trahan said there had been some issues and those will be addressed soon.

- c. FY17 Budget: Buildings and Grounds: Tony LeMay presented his preliminary budget for buildings and grounds, his budget had approximately five sections. Most of his budget would remain the same; however Mr. LeMay discussed two larger increases within the groupings one being extraordinary expenses. The other increase came from maintenance equipment lines noting many contracts were coming to the end of their original contracts and new service agreements would be needed. Some examples were service agreements, security contracts and equipment maintenance contracts. There were also increases with the new Health Department Regulations, mainly pesticide inspections were done by in-house staff now it is required to be done monthly by an outside professional. Mr. Carlson asked if this was a local health requirement. Mr. Lemay noted it was a state requirement. Mrs. Rynning asked to see the new regulations for review purposes. Mr. LeMay said the overall handling of buildings and grounds may decrease a bit due to more in-house work rather than contracting out.
 - d. Capital Plan: Mr. LeMay reviewed the upcoming capital plan giving background information. He noted the capital plan covered large scale projects, immediate needs and future. Capital Projects are over \$10,000 and they make an attempt to push this number and are able to do several projects within the school budgets. Mr. LeMay said they identify items and prioritize based on need, safety, cost and timing. The plan covers six buildings and the central office. Administration submits their projects and they are vetted out and placed into the plan. This plan had not been to CIPC as of yet. Dr. Cummings stated he shared this with the Finance Committee and the Board of Selectmen, receiving some good comments. This was a good layout and a strong foundation to build on. The School Committee commended Mr. LeMay and Mr. Gale for the work done to date on this; it continues to get stronger each year.
 - e. Subcommittee Assignment: Tabled to next meeting
 - f. School Committee Goals: Tabled to next meeting
3. School Committee Member Reports
- a. Ms. Carangelo gave a student counsel update. On the 18th she and Ms. Kelley had a student council meeting and discussed Andy's Attic, a store in Worcester for homeless and underprivileged people, the council will be volunteering there. They discussed the Mass Student Council conference in March. They

brainstormed on community service activities. Also discussed was the winter rally, and a monthly student bonding event. The next meeting was scheduled for Dec 27th. Mrs. Rynning suggested discussing policies which were pertinent to your age group; feedback could be helpful during School Committee review.

- b. Mrs. Turgeon became aware of a potential medical marijuana dispensary in Grafton near a bus stop. She felt this may be a topic to discuss at an upcoming meeting.
- c. Mr. Carlson said the CIPC met last week and began the process of reviewing the Police Department requests. The School Department will present soon. Mrs. Rynning would like to be made aware of the date
- d. Mrs. Often congratulated the cast of Arsenic and Old Lace, it was a fantastic performance.
- e. Mrs. Rynning attended the budget subcommittee meeting. Pieces of the budget were presented along with the capital plan. There was talk of ways to find money within the budget. These ideas would need to be vetted, and as information became clearer she would discuss it with the committee. Good questions were asked and the new capital plan format was well received.

4. Superintendent's Report

- a. District Update – Dr. Cummings attended the student council meeting it was a great event. He would be participating in the second annual natures classroom trip, 6th graders would be participating. Congratulations was given to all the fall sports teams, most of which have completed their season. Cheerleading came in 3rd in state. Football made it into semi finals, did well unfortunately lost. Dr. Cummings noted the tremendous participation and sportsmanship seen this fall. Thanked the students and families for generosity during the holiday food drives. The level of community service was very impressive; student participation was outstanding. Mrs. Rynning would like to see pictures of community service projects it would be great to show this to the community.
- b. Upcoming Activities

5. Future Agenda Planning:

- a. Future workshop dates will be sent out by Mrs. Rynning
- b. Mr. Carlson would like to address the homework policies and protocols at an upcoming workshop along with Graduation Requirements Policies. Comments and concerns of administrators and student council would be helpful.
- c. Mrs. Often would like to report out on MASC meeting in Hyannis, it could under school committee member reports.
- d. Marijuana facility discussion relative to bus stops
- e. Dr. Cummings asked for specifics if there were areas the committee wanted to in depth on Dec 15th under budget overview. Mr. Carlson asked if they should begin discussing preschool space needs now or later. Dr. Cummings felt this would be to speculative to do before the NESDEC report came back. Mrs. Rynning would like to see staffing in more depth. Presentations so far did not seem to include staffing. Dr. Cummings presented staffing a few weeks ago and that presentation included Special Education, Maintenance/Grounds and Technology. Dr.

Cummings. Future suggestion would include a brief overview by each individual department. MC Comments? Check DVD 8:42 p.m. LO technical budget could have more detail and justification.

6. Approval of Minutes

A motion was made by Mr. Carlson to approve the minutes of September 28, 2015 as presented. Motion seconded by Ms. Often. Amendment; Mr. Carlson should be listed as secretary, not Mrs. Turgeon. Motion carried. School Committee 5-0, School Representative 1-0 (1 School Representative abstained).

A motion was made by Mr. Carlson to approve the minutes of October 13, 2015 as submitted with the amendment of Mr. Carlson listed as secretary, not Mrs. Turgeon.. Motion seconded by Mrs. Cohen. Motion carried School Committee 4-0 (1 school committee member abstained) & School Representative 1-0 (1 School Representative abstained).

7. Financial Report: A motion was made by Mrs. Often that the School Committee approve Warrant #22, dated November 25, 2015 in the amount of \$385,071.10. Motion seconded by Mrs. Cohen. Motion Carried. School Committee 3-0 (two members abstaining) and School Representatives 1-0 (one abstaining).

8. Policy:

ICB Extended School Year: A motion was made by Mrs. Turgeon to accept ICB Extended School Year as a second reading. Motion Carried 5-0 School Committee 2-0 School Representatives.

IGA Curriculum Development: A motion was made by Mrs. Turgeon to approve IGA Curriculum Development as a second reading.

IGA-R Curriculum Planning Guidelines: A motion was made by Mrs. Turgeon to approve IGA-R Curriculum Planning Guidelines as a first reading. Motion Carried 5-0 School Committee 2-0 School Representatives.

IJOB-1 Community Resources: A motion was made by Mrs. Cohen to accept IJOB-1 Community Resources as a second reading. Motion seconded by Mr. Carlson. Motion Carried 5-0 School Committee 2-0 School Representatives.

IJOB-2 Guest Speakers: A motion was made by Mrs. Cohen to accept IJOB-2 Guest Speakers as a second reading. Motion Seconded by Mr. Carlson. Motion Carried 5-0 School Committee 2-0 School Representatives.

IIOC School Volunteers: A motion was made by Mrs. Cohen to accept IJOB-2 Guest Speakers as a second reading. Motion Seconded by Mr. Carlson. Motion Carried 5-0 School Committee 2-0 School Representatives.

IKA Grading/Assessment System: Held for a future meeting

IKAA Test and Examinations: Held for a future meeting

IKE Acceleration/Retention of Students: A motion was made by Mr. Carlson to accept IKE Acceleration/Retention as a second reading. Motion seconded by Mrs. Cohen. Motion Carried 5-0 School Committee 2-0 School Representatives.

IKE-R Promotion and Retention of Students: A motion was made by Mr. Carlson to accept IKE Acceleration/Retention as a second reading. Motion seconded by Mrs. Cohen. Motion Carried 5-0 School Committee 2-0 School Representatives

IMB Controversial Issues: A motion was made by Mrs. Often to accept IMB Controversial Issues as a second reading. Motion seconded by Mrs. Cohen. Motion carried 5-0 School Committee 2-0 School Representatives

IMC Controversial Speakers/Programs: A motion was made by Mrs. Often to accept IMB Controversial Issues as a second reading. Motion seconded by Mrs. Cohen. Motion carried 5-0 School Committee 2-0 School Representatives

BEA Regular Meetings: A motion was made by Mrs. Often to accept BEA Regular Meetings as a second reading. Seconded by Mrs. Turgeon. Motion carried 5-0 School Committee 2-0 School Representatives

JKAA Physical Restraint of Students: A motion was made by Mrs. Often to accept JKAA Physical Restraint of Students as a second reading. Motion seconded by Mr. Carlson. Motion carried 5-0 School Committee 2-0 School Representatives

9. Correspondence – None

A motion was made by Mr. Carlson at 8:55 p.m. to adjourn. Motion seconded by Mrs. Often. Motion carried 5-0 School Committee 2-0 School Representatives

Respectfully submitted



Cindy Ide
Recording Secretary