

WHITMAN-HANSON REGIONAL SCHOOL COMMITTEE MEETING
Minutes of August 31, 2017
Held at the Whitman-Hanson Regional High School

Meeting convened: 7:00 p.m.

Meeting adjourned: 8:48 p.m.

Members present: Robert Hayes, Daniel Cullity, Robert Trotta, Kevin Lynam, Christopher Howard, Michael Jones, Steve Bois, Alexandria Taylor, and Fred Small (arrived at 8:19 p.m.)

Members absent: Robert O'Brien, Jr.

Administrators present: Dr. Ruth Gilbert-Whitner, Superintendent of Schools
Dr. Patrick Dillon, Assistant Superintendent of Schools
Kyle Riley, Administrator for Special Education and Pupil Personnel

Chair Hayes brought the meeting to order at 7:00 p.m. and announced the meeting was being broadcast live and recorded.

APPROVAL OF MEETING MINUTES

June 12, 2017 and June 14, 2017 School Committee meeting minutes

VOTE: Mr. Cullity motioned; Mrs. Taylor seconded; voted to approve the meeting minutes of the June 12, 2017 School Committee joint meeting with the Towns of Hanson and Whitman town officials, as presented. The motion passed 7-0-1. Mr. Bois abstained.

VOTE: Mr. Cullity motioned; Mrs. Taylor seconded; voted to approve the meeting minutes of the June 14, 2017 School Committee meeting, as presented. The motion passed 7-0-1. Mr. Bois abstained.

STUDENT ADVISORY REPORT

The School Committee Student Representative will be appointed during the month of September and will report out at a later date.

SUPERINTENDENT'S REPORT

Opening of School – 2017-2018 school year

Dr. Whitner reported it has been a very busy summer with staff movement and numerous projects. The Superintendent highlighted the installation of the new high school turf field which will be ready for use the week of September 3 for new fall sports games. Throughout the District, paving and painting projects have been completed. The installation of traffic signals for pedestrian crossing on Route 27 in front of the high school is in progress.

Dr. Whitner announced that the opening day for all teachers return to school was held on Monday, August 28. The opening day festivities included staff recognition awards as well as the Dr. John F. McEwan "Do What's Best for Kids Award" (DWBFK) presented by Mrs. Margaret McEwan. This year's DWBFK Award recipient was Mrs. Maureen Leonard, the family liaison

for the 21st Century Community Learning Centers (CCLC) Grant program at the high school. New to opening day for teachers was a half day of professional development at the high school for two one-hour sessions after the opening program. Teachers were presented a catalog to choose from in the area of using technology to improve student learning. On Tuesday, August 29, teachers worked in their classrooms. All students returned to school on Wednesday, August 30, 2017.

Dr. Whitner reported that complete facilities projects updates will be presented to the Committee in September.

The Superintendent reported the new teacher orientation and induction course are in progress. Mr. Trotta requested a list of new hires for the 2017-18 school year.

Introduction – Conley School Assistant Principal, Anthony Branco

The introduction of the new Conley School Assistant Principal was moved to the September 13, 2017 School Committee meeting.

Central Office Administration- Restructuring

A memo from Dr. Whitner was presented to the Committee to outline current changes in Central Office Administration. As a result of the unanticipated resignation of Assistant Superintendent, Dr. Patrick Dillon, the Superintendent presented a plan for restructuring Central Office for the Committee's approval.

Dr. Whitner explained that the resignation of the Assistant Superintendent at the start of the school year has made it imperative to thoughtfully consider central office leadership for the upcoming school year. This is not an opportune time to hire an assistant superintendent, and appointing any internal candidates will be disruptive and create vacancies that will need to be filled. In addition, Dr. Dillon has offered his services in the areas of safety and security and human resources management.

The Superintendent recommended that the school system maintain an ongoing professional relationship with Dr. Dillon as feasible and appropriate for the duration of this school year. Dr. Whitner discussed her intent to post for an Assistant Superintendent position for the 2018-2019 school year in the late fall/early winter to ensure that the most qualified candidates are available. Since the announcement of Dr. Dillon's resignation, members of the Leadership Team have offered to assist in order to ensure a great 2017-2018 school year. The Superintendent is now collaborating with the Leadership Team to determine what areas will need to be covered and am confident that we will be successful in ensuring that our students and staff are the recipients of high quality services.

In addition, the Superintendent recommended hiring an interim administrator from outside the school system to assist in Central Office. After conferring with the Director of Operations for the Massachusetts Association of School Superintendents, Christine McGrath, it was suggested that Rosamond Dorrance, now retired, be considered. Mrs. Dorrance is a former employee of the Whitman-Hanson Regional School District, working here from 1972 through 2000. She was also the Coordinator of Gifted and Talented program and reported directly to Dr. Whitner at that time. Dr. Whitner recommended Mrs. Dorrance report to work three days per work. Dr.

Whitner added that Mrs. Dorrance has experience in closing schools, personnel, and curriculum. Furthermore, Mrs. Dorrance is well respected in Whitman-Hanson. Some cost savings could also be realized with this option.

VOTE: Mr. Trotta motioned; Mr. Cullity seconded; voted to appoint an interim, part-time Assistant Superintendent position, as discussed. The motion passed unanimously.

The Committee expressed confidence in the recommendations made by the Superintendent. Chair Hayes thanked Dr. Dillon for his past service to the District adding he will surely be missed and that he has been an asset to the District over the last two years. Dr. Dillon's last day is September 15, 2017.

Dr. Whitner continued with recommendations for restructuring Central Office Administration. She recommended the Committee appoint Kyle Riley to the position of Assistant Superintendent of Student Services with the understanding that this is not an additional position and that the compensation, benefits, and duration of Mr. Riley's contract remain unchanged. Mr. Riley is an experienced administrator and a licensed assistant superintendent. In order to accomplish this, the Superintendent recommended revising the job description of Administrator of Special Education and Pupil Personnel Services to Assistant Superintendent of Student Services. The revised position includes the increased responsibilities of the oversight the English as a Second Language Program, home education, and the transition of the preschool program to the high school. While this represents a change in title and responsibilities, there would be no change in compensation.

VOTE: Mr. Trotta motioned; Mrs. Taylor seconded; voted to approve the Assistant Superintendent of Student Services job description, as presented. The motion passed unanimously.

VOTE: Mr. Cullity motioned; Mrs. Taylor seconded; voted to appoint Kyle Riley to the position of Assistant Superintendent of Student Services effective immediately, as discussed. The motion passed unanimously.

North River Collaborative Report

Dr. Whitner discussed the value of partnering with the North River Collaborative. She reported that under the North River Collaborative Title III grant, the English Language Learners (ELL) program is well supported and the District was able to offer a group of 6-8 students an extended school year program over the summer. Dr. Whitner reported the District will also continue to receive services for technology as well as continue with the social work support services of Deni Howley once a week in the District. In addition, on Tuesday, August 29, administrators participated in a seminar on legal issues.

Budget FY2016-2017 – Close-out/Line Item Transfers

Dr. Whitner presented the FY2017 close out and recommended transfers.

VOTE: Mr. Cullity motioned; Mrs. Taylor seconded; voted to approve the FY17 #3 Close Out and Line Item transfers, as presented. The motion passed unanimously.

Chair Hayes took the agenda out of order

Bob Rodgers, Athletic Director Proposals

Mr. Rodgers distributed the annual Whitman-Hanson Regional School District Athletic Program

Recap for the 2016-17 school year. This recap was introduced last year to provide a history of student athletics.

Proposal for Boys' Swim Team

Mr. Rodgers proposed a boys' swim team, similar to the co-op for the girls' team, with Middleboro. This proposal is based on the request of an incoming freshman. The current swim team is currently a co-op with Middleboro, and it is exclusively for girls. The law requires schools to allow students of the opposite gender to participate on the girls' team if we do not offer a boys' team. In order to accommodate the request, Mr. Rodgers proposed to allow him as the Athletic Director to pursue the expansion of the current co-op to include boys swimming. This will not increase the cost for a swim team. Once complete, all boys at Whitman-Hanson would swim with the Middleboro boys. A vote is required for Whitman-Hanson to move forward with this request to the MIAA and District C.

VOTE: Mr. Trotta motioned; Mr. Cullity seconded; voted to allow the Athletic Director to pursue the expansion of the current co-op swim team with Middleboro to include boys swimming for the 2017-18 school year, as discussed. The motion passed unanimously.

Donations to Athletic Department

Mr. Rodgers requested the Committee to accept the donation of two scoreboards; one for the baseball field and one for the softball fields. Over \$10,000 was raised at a recent golf tournament with the intention of purchasing and installing the scoreboards at the high school fields. The installation will be overseen by the WHRSD Facilities Department with the help of parent volunteers.

VOTE: Mr. Cullity motioned; Mr. Trotta seconded; voted to accept the donation of two scoreboards at the highs for the baseball and softball fields, as presented. The motion passed unanimously.

Homecoming – Candy Giveaway (Maltesers)

Mr. Rodgers requested permission to participate in a free opportunity for Homecoming weekend in October. The candy product company Mars, would like to donate free Maltesers candy, in small, fun-size packs for a giveaway. In addition, students will be able to participate in a contest to make a video consuming the candy product in a fun way. Students can win prizes for themselves and the Athletic Department. While not be directly advertising, the Athletic Director is seeking approval from the Committee as there could be an inferred endorsement.

VOTE: Mrs. Taylor motioned; Mr. Cullity seconded; voted to accept the donation of Maltesers candy for the October Homecoming festivities and allow non-permanent signage for Mars Maltesers during Homecoming week, as presented. The motion passed unanimously.

Subway Donation

Mr. Rodgers requested a similar donation acceptance for Subway during homecoming for give-a-ways and coupons.

VOTE: Mrs. Taylor motioned; Mr. Howard seconded; voted to accept the donation of Subway of give-a-ways and a coupon book during the October Homecoming festivities, as presented. The motion passed unanimously.

OLD BUSINESS

FY2017-2018 Budget Recertification

Chair Hayes announced the FY2018 needs to be re-certified and read the voting language aloud. **VOTE: Mr. Cullity motioned; Mrs. Taylor seconded; voted to certify the FY18 budget in accordance with the PK-12 Whitman-Hanson Regional School District Agreement, Section IV, Paragraph D and E and M.G.L. c70 §2 at \$48,688,028.70 as presented. The motion passed unanimously.**

Maquan Closing and Transition Planning

Dr. Dillon reported on the first major milestone of the Maquan Elementary School closing and transition. The location of the preschool program has been determined. The preschool program currently located at the Maquan Elementary School will move to the High School in 2018-19 school year. Dr. Dillon added that the importance of communicating effectively is a priority and will leverage the same communication plan structure as the District continues with the phases of the closing. The four general phases of the transition include the Preschool Program location, the addition of grades K-2 at Indian Head School, the Grade 5 transition to the Hanson Middle School, and Special Education Programs. The transition planning team has identified numerous considerations and tasks for each phase. The key stakeholders have been identified and assigned tasks. The impact to staff during the transition is also a consideration. Staff mapping will become part of the transition template. Dr. Dillon discussed other areas of the transition including considering the placement of a playground at the high school for the preschool program and the requirement to notify the Department of Elementary and Secondary Education (DESE) of portions of transition that may impact MCAS reporting.

The special education programs at the Maquan School are the next priority of the transition. The District will continue talking with parents and stakeholders for input. The District is also committed to updating staff and stakeholders as the District goes through the process of closing the Maquan School. Kyle Riley added he also has experience in preschool and special education transitions. Mr. Riley encouraged community and parents to attend the upcoming Special Education Parent Advisory meeting in September.

Budget FY2018-2019: School Committee & Towns of Whitman and Hanson

Chair Hayes reported that due to scheduling conflicts, the tentative meeting date for the School Committee and town officials joint meeting will be moved to a date to be determined in October.

NEW BUSINESS

Health Insurance – NFP Senior Account Executive – Edward W. Byrnes, Jr.

Dr. Whitner informed the Committee that the health insurance presentation will be moved to the September 13, 2017 School Committee meeting.

Meeting Date Change: October 11 reschedule to October 18

The School Committee members were notified that the October 11, 2017 School Committee meeting date has been rescheduled to October 18, 2017. The academic school calendar will be updated accordingly.

Handbooks – Faculty and Student

Chair Hayes announced the student and faculty handbooks must be approved annually by the School Committee. The elementary student handbook, middle school handbook, high school handbook and faculty handbook for the 2017-2018 school year were presented to School

Committee for approval. Dr. Whitner added minor changes were made throughout the handbooks, including revised language in the distribution of medications as recommended by the school nurses collaboratively, and in addition, in light of concerns surrounding discrimination, an emphasis has been made on non-discrimination. Also, as voted earlier, the restructure of Central Office updates will be introduced in the handbooks.

VOTE: Mrs. Taylor motioned; Mr. Bois ; seconded; voted to approve the elementary student handbook, middle school handbook, high school handbook and faculty handbook for the 2017-2018 school year, as presented. The motion passed unanimously.

Warrant Articles – Hanson

Chair Hayes reported attending the Hanson Board of Selectmen’s meeting on Tuesday August 29, 2017 with the superintendent and other administrators to discuss warrant articles for the Special October Town meeting. Chair recommended placing a warrant article on the October Town Meeting Warrant for repair to the boiler at Maquan School, A recommission engineering study of the HVAC system at the Indian Head School and the installation of a boiler control at Hanson Middle School. The proposed total warrant amount is \$68,250.

VOTE: Mr. Cullity motioned; Mr. Bois ; seconded; voted to place the warrant article proposed by the Whitman-Hanson Regional School District School Committee on the Town of Hanson October 2017 Special Town Meeting Warrant as follows:

To see if the Town will vote to transfer a sum of money from free cash or available funds for the repairs at the Maquan Elementary, Indian Head Elementary and Hanson Middle school or take any other active relative thereto.

Explanation:

Maquan repair the boiler and replace tubes	\$20,000.00
Indian Head School Recommission Engineering Study HVAC System	\$15,000.00
Hanson Middle School – Boiler Control	\$33,250.00

Explanation: *Item 1* –Boiler # 1 and # 2 need repair and replacement of the tubes in the boiler *Item 2* - To re-commission Indian Head HVAC system to include classroom uninvents and roof top units. This will help identify ways to make the system operate more efficiently, and create better air circulation. *Item 3* – To install one new boiler control with a complete boiler conversion package for one boiler. The motion passed unanimously.

Appointment to PCC Board

VOTE: Mrs. Taylor motioned; Mr. Bois ; seconded; voted to appoint the Superintendent to the 2017-2018 Board of Directors for Project Contemporary Competitiveness, Inc. (PCC). The motion passed unanimously.

Items to Declare as Surplus

High School Business Department

Business Education Teacher, Nina Consolini, submitted a request to declare outdated curriculum texts, “Voices of Hope, Readings from the Giraffe heroes Project,” as surplus. The books are no longer used for any program and may be donated or recycled at this time.

VOTE: Mr. Cullity motioned; Mr. Bois; seconded; voted to declare outdated curriculum texts, “Voices of Hope, Readings from the Giraffe heroes Project” as surplus. The motion passed unanimously.

Math Department

Math Curriculum Director, Brian Selig, submitted a request to declare high school math texts which are not aligned to the 2011 Massachusetts Curriculum Frameworks for Mathematics and/or College Board AP Curriculum Frameworks as surplus.

VOTE: Mrs. Taylor motioned; Mr. Bois ; seconded; voted to declare high school math texts which are not aligned to the 2011 Massachusetts Curriculum Frameworks for Mathematics and/or College Board AP Curriculum Frameworks as surplus, as presented. The motion passed unanimously.

Hanson Schools

Dr. Whitner recommended the Committee allow Kathy Gabriel (library/media specialist mentor) to determine general surplus of outdated books and materials in the Hanson school libraries as well as grant permission to discard or use appropriately, any materials and books in anticipation of the re-configuration of the Indian Head Elementary School K-4 library.

VOTE: Mr. Trotta motioned; Mr. Cullity; seconded; voted to allow library/media specialist mentor, Kathy Gabriel, to inspect and determine general surplus of library items in the Hanson schools as outdated and grant permission to discard or use appropriately any materials or books in anticipation of the Indian Head Elementary School re-configuration to grades K-4, as discussed. The motion passed unanimously.

Acceptance of Gifts

Six used cafeteria tables were donated to the Whitman-Hanson Regional School District from South Middlesex Regional Vocational Technical School District. The South Middlesex Vo-Tech School had declared the tables as surplus. The Executive Director of Business Services, Christine Suckow, submitted a request to accept the donation.

VOTE: Mrs. Taylor motioned; Mr. Bois; seconded; voted to accept the donation of six used cafeteria tables from South Middlesex Regional Vocational Technical School District, as presented. The motion passed unanimously.

SUBCOMMITTEE REPORTS

Policy Sub-Committee

Dr. Whitner reported the next meeting has been scheduled for September 6, 2017 at 4:00 p.m. and will be held in the Central Office at the Regional High School. The Subcommittee will review current policies and consider new policies. The Massachusetts Association for School Committees (MASC) has provided resources for school committees to assist them in eliminating outdated policies. In addition, Massachusetts Laws acts relative to Gender Identity and Transgender Anti-Discrimination necessitate the development of a District gender identity policy.

Facilities and Capital Improvements Sub-committee Report

The next meeting is scheduled for September 13, 2017 at 6:00 p.m. and will be held at the Regional High School.

Legislative Update

There was nothing new to report.

Pilgrim Area Collaborative Representative Report

Mr. Bois reported that at the next meeting in October, feedback of the Strategic Plan survey and updates of the Strategic Plan will be presented. Dr. Whitner added she met with Pilgrim Area Collaborative (PAC) in August to assist in writing action plans based on the Strategic Plan survey responses, and PAC will be moving forward with their Strategic Plan accordingly.

Negotiations Sub-Committee

Chair Hayes announced the Committee will be voting to go into Executive Session this evening.

Regional Agreement Committee

The next Meeting September 25, 2017 at 6:00 p.m. and will be held at the Regional High School.

EXECUTIVE SESSION

Chair Hayes announced the School Committee will be going into Collective Bargaining Strategy WHEA Units A-D: Having the discussion in an open session may be detrimental to the School Committee's bargaining or litigating position.

VOTE: Mr. Jones motioned; Mr. Howard seconded; roll call voted to go into executive Session at 8:05 p.m. for the purpose of collective bargaining strategy with the Whitman Hanson Education Association (WHEA) - Units A, B, C, and D. The motion passed unanimously.

VOTE: Mr. Cullity motioned; Mr. Small seconded; roll call voted to come out of Executive Session at 8:48 p.m. The motion carried unanimously.

VOTE: Mr. Bois motioned; Mr. Cullity; seconded; voted to adjourn the meeting at 8:48 p.m. The motion passed unanimously.

Minutes respectfully submitted by Michelle Lindberg

Handouts:

- 1) Agenda for SC Meeting August 31, 2017
- 2) June 12, 2017 and June 14, 2017 School Committee meeting minutes
- 3) Memo from Superintendent of Schools, RE: restructuring Central Office
- 4) Job Description - Assistant Superintendent of Student Services - Draft
- 5) Town of Hanson Warrant Article
- 6) Boys' Swimming Proposal
- 7) Homecoming Proposal
- 8) Policies: KHB – Advertising in the Schools, KHA – Public Solicitations in Schools
- 9) High School memo to declare outdated materials as surplus
- 10) Donations

- 11) Copy of AG letter
- 12) BSU thank you letter
- 13) DESE Food Services Admin Review CAP accepted letter
- 14) Handbooks - Faculty and Student attached electronically

August 31, 2017 Handouts Include:

Voting Language to Certify the FY2018 budget

Line Item Closeout Transfers FY17 #3

Town of Hanson Warrant Article Submission Special Town Meeting October 2017

Request to declare materials surplus – Math Department

Request to accept donation of used cafeteria tables - Business Office

Request to accept donation of two scoreboards for baseball & softball fields – HS

Copy of acknowledgement of resignation for Dr. Patrick Dillon

Updated School Committee meeting dates for 2017-18

Board & Administrator Periodicals June, July, August 2017

2017 Selected MGL's

2016-17 SY W-H Athletics Recap