

WHITMAN-HANSON REGIONAL SCHOOL COMMITTEE MEETING

Minutes of June 6, 2018

Held at the Whitman-Hanson Regional High School  
600 Franklin Street, Whitman MA

Meeting convened: 7:00 p.m.

Meeting adjourned: 8:51 p.m.

Members present: Robert Hayes, Robert Trotta, Frederick Small, Michael Jones, Daniel Cullity, Christopher Scriven, Alexandria Taylor, Steve Bois, and Christopher Howard, arrived at 7:11 pm

Members absent: Robert O'Brien, Jr.

Administrators present: Dr. Ruth Gilbert-Whitner, Superintendent of Schools  
Christine Suckow, Executive Director of Business Services  
Chad Peters, Director of Technology Services

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

**Approval of Minutes**

*Meeting Minutes of May 29, 2018*

**VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the meeting minutes of May 29, 2018, as presented. The motion passed unanimously.**

**Student Advisory Report**

Student Council Representative, Marah Burt, was not present to report.

Chair Hayes took the agenda out of order to accommodate several presentations.

**Old Business**

*Regional Agreement Amendment Committee*

Mr. Stephen Hemman, Assistant Executive Director for the Massachusetts Association of Regional Schools (MARS), presented information on the status of the proposed amended Regional Agreement (RA). The proposed amended RA was placed as a warrant article at the May 7, 2018 Annual Town Meetings. However, at that time, both towns passed over the article. Mr. Hemman confirmed that legal counsel in each town (Whitman and Hanson) requested to review the document prior to proceeding with a vote of the communities. Mr. Hemman reported that on May 24, 2018 he and legal counsel representatives from the Town of Hanson and the Town of Whitman along with legal counsel for the Whitman-Hanson Regional School District, participated in a conference call and agreed on minor language changes in two areas of the proposed amended Regional Agreement; Section V (C) "as may be modified by DESE from time to time and (D) Debt "each member town shall be responsible for paying the debt incurred for its respective elementary and middle schools." Mr. Hemman presented the updated proposed RA to the School Committee for approval. In addition, Mr. Hemman reported the final Amended Regional Agreement, dated June 6, 2018, has also been approved by the Department of Elementary and Secondary Education (DESE) as reviewed by Christine Lynch, Governance and Facilities Program Manager at (DESE). Mr. Hemman recommended a vote of the School Committee to approve the proposed Amended Regional Agreement dated June 6, 2018 as presented, further recommending to submit to the Boards of Selectmen in each town to place as a warrant article at a Special Town Meeting in October 2018.

**VOTE: Mr. Small motioned; Mr. Bois seconded; voted to accept the proposed Amended Regional Agreement dated June 6, 2018 and submit to the Boards of Selectmen in each town to place as a warrant article at a Special Town Meeting in October 2018. The motion passed unanimously.**

*Introduction of New Principals*

Dr. Whitner thanked the Indian Head Elementary and Whitman Middle Schools Interview Search committees for their extensive work to find a new principal for both schools. Incoming Superintendent, Jeffrey Szymaniak, introduced the new Indian Head Elementary School principal, Jill Dore-Cotreau, the new Whitman Middle School Principal, Michael Grable, and the new high school principal, Dr. Chris Jones. Mr. Szymaniak reported the search for a new principal for the Duval Elementary School is currently in progress.

*Special Education Parent Advisory Council Report (SEPAC)*

Dr. Whitner reported the Special Education Parent Advisory Council (SEPAC) meets regularly during the school year and introduced SEPAC co-chairs (SEPAC) Tina Stidstone and James Fitzgerald. Mrs. Stidstone reported on the success of the meetings held over the 2017-18 school year. Accomplishments this year included the organization and development of by-laws and a mission statement as well as creating social media pages, and discussing several important topics related to special education. As a result of a survey conducted this year, it was determined many parents are seeking more information and availability to additional resources. By the fall, the Council expects to have a list of agencies and businesses with access to special education information for parents. There are ten meeting dates planned for the upcoming 2018-19 school year. The Council anticipates promoting awareness and growth for the SEPAC via newsletters, open houses, and articles in the local papers. Meeting agendas will also include student safety and program location transitions in 2018-19. The Council plans to partner with local first responders and host the 1<sup>st</sup> Annual Family Picnic Day next year. Mr. Szymaniak will attend the next SEPAC meeting scheduled for June 12 at the high school.

**New Business**

*Athletic Field Scoreboard/Parking Fees*

Athletic Director, Bob Rodgers, presented two proposals for the Committee's consideration. The first proposal was for a new scoreboard at the High School turf football field. Constant frequency problems and panel replacement issue have increased over the years. Also, due to the inoperative audio, emergency announcements or instructions may not be heard by the crowd. Mr. Rodgers reported he has secured a \$25,000 donation towards a replacement scoreboard from the Frisoli Family Foundation in the name of Mr. Joseph J. Frisoli, a former high school student athlete at Whitman-Hanson, who passed away March 13, 2017. The scoreboard will include Mr. Frisoli's name, a video panel and featured advertising sponsors. Mr. Rodgers recommended the Committee accept the donation and allow the Athletic Director to solicit sponsors to offset the remaining cost and installation of the scoreboard, of an approximate additional \$25,000 and intends to fund a portion through the athletic revolving account and replenish the account with sponsor advertising funds. Mr. Rodgers indicated he is seeking a second vendor quote on the board and installation. Dr. Whitner provided a copy of Policy KHB, Advertising in Schools, for the Committee and noted that all advertisements at a specific school are subject to prior approval by the cognizant building principal. Advertisements shall secure the prior approval of the building principal and the Superintendent. The Superintendent and District School Business Administrator will set the rates for advertisements subject to the approval of the School Committee. The policy also lists specific advertisements that are not permitted which discriminate groups or promote alcohol and tobacco

**VOTE: Mr. Small motioned; Mr. Bois seconded; voted to accept the proposals as presented by Athletic Director, Bob Rodgers, as presented in accordance with WHRSD policy to A) approve a new scoreboard for the turf field, B) accept a \$25,000 donation for a new scoreboard from the Frisoli Family Foundation, and C) allow for solicitation for sponsorship to fund the balance of the scoreboard costs. The motion passed unanimously.**

### *Proposal to Implement an Athletic Event Parking Fee*

Mr. Rodgers proposed implementing a parking free as a one-year trial period, for football games only, in the upcoming school year. Mr. Rodgers shared his explanation that the fee would provide a new revenue source and also provide safer, more structured parking in the lower lot in front of the football field. He cited two major difficulties during athletic events as traffic and pedestrian safety and limited revenue. Mr. Rodgers proposed a fee for parking in the junior lot for a fee of \$10 per football game. All other traffic would be diverted to the upper lots and would be free. A parking attendant would manage the traffic and collect the parking fee. Mr. Rodgers confirmed there are typically police details during football games to handle road traffic. A handicapped parking pass would be granted for access to the lower lot at no cost. Mr. Rodgers also suggested a season parking permit for \$30 for parents and \$50 for general spectators. He projected potential revenue to be \$4,000 during the trial period. The parking fee would be during football games only and affects 150 parking spots in the lower lot. The Gridiron Club has offered to purchase a season pass to be raffled off to a lucky winner. Mr. Rodgers reported Athletic First Night is June 13 at 6:00 p.m. at the high school and invited the Committee to attend for the discussion.

**VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve a one-year parking fee for football games during the 2018-19SY season, as presented. The motion passed unanimously.**

Mr. Rodgers will report back to the committee at the end of the trial period on receipts and feedback.

### *Search Committee Updates*

Dr. Whitner reported on open positions for administrators in the upcoming school year. The Duval Elementary School principal search is in progress. Assistant principal positions have been posted for the Indian Head Elementary and Whitman Middle Schools.

### *Technology – One to One Devices*

Dr. Whitner reported on the Technology Department plan to add one to one devices, as previously presented by Chad Peters, Director of Technology. Mr. Peters provided a handout and explanation of the plan implementation for the Committee. As a result of earlier presentation scenarios, it was determined cart-based chrome book initiative is most efficient. Mr. Peters reported the deployment of 4,000 Chromebook will be completed strategically over a period of time as a multi-year initiative. The initial project for 2018-19 will be to implement 600 Chromebooks in the middle and high schools. Additionally each year, Mr. Peters presented a multi-year lease financing proposal covering the Lenovo Chromebook solution and schedule which includes One to One Chromebooks, licenses, and carts, along with the dissemination and replacement schedule throughout the District through 2026. Mr. Peters requested the Committee vote to approve the proposed lease schedule.

There was a discussion on funding the initiative. Mr. Small and Mr. Cullity stated they thought the Chromebook initiative had been cut from the FY2019 budget when the local assessment was reduced to 9.5%. Dr. Whitner stated that the Chromebooks remained in the budget proposal (materials/supplies) in order to provide level services and clarified that the added positions were cut to balance the budget with the reduction of the local assessment increase to 9.5%. Dr. Whitner reiterated the importance of materials and inherent supplies to provide educational instructional services and for computer-based MCAS testing. Chair Hayes read from the budget presentation.

*“Chromebooks to implement Year 1 of a Multi-Year Technology Implementation Plan:*

*Chromebooks purchased for the 2018-2019 school year will be used to implement the Science and Mathematics Curriculum in the middle schools. Students in grades 5, 8, and in high school take Next Generation MCAS tests in science, annually. These assessments are aligned with the 2016 Science and Technology/Engineering Framework. Students in grades 3 through 8, and grade 10 take MCAS tests in mathematics, annually. These assessments are aligned with the 2017 Mathematics Curriculum Framework. (Pillar # 2, Pillar # 3)*

*Chromebooks purchased for the 2018-2019 school year will be used for instructional purposes in grade 9 English Language Arts to ensure that students are proficient in writing and responding to prompts in an*

*electronic format. Students in grades 3 through 8, and grade 10 take MCAS tests in English Language Arts, annually. These assessments are aligned with the 2017 English Language Arts Curriculum Framework.”*

VOTE: Accept the four year lease for Chromebooks as presented 2018-2022

Trotta/Bois the motion passed 8-1-0. Mr. Small opposed.

**VOTE: Mr. Trotta motioned; Mr. Bois seconded; voted to approve multi-year lease financing proposal covering the Lenovo Chromebook solution, as presented. The motion passed 8-1-0. Mr. Small opposed.**

#### *Superintendent's Evaluation*

Chair Hayes reported on the results of the Superintendent's Year-end Summative Evaluation. Seven evaluations were submitted. Chair Hayes read the scores on progress towards goals, performance on standards, and overall summative performance. The Superintendent scored well receiving three points in proficient and four points in the exemplary in overall summative performance. Chair Hayes thanked Dr. Whitner for her service to the students and staff in the Whitman-Hanson Regional School District. Dr. Whitner thanked the Committee for their ongoing support over the years.

#### *Budget Update 2017-18 SY*

Christine Suckow reviewed the year-to-date revenue and expenditure reports and presented Line Item Transfer#1 for approval. Close out transfers will be presented in August. Mrs. Suckow confirmed the current 2017-18 LEA budget remains frozen. Overages in the substitute and special education lines are being monitored closely.

**VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve Line Item Transfer #1, as presented. The motion passed unanimously.**

#### *Maquan School Closing*

Chair Hayes reported the transition and Maquan School closing is on schedule. Dr. Whitner added a meeting for parents is planned for June 18 with Hanson Middle School Principal, Bill Tranter, and Indian Head Elementary School Principal, Beth Wilcox. Faculty and staff meetings are scheduled through the transition process.

#### *Records Access Officer*

Dr. Whitner recommended designating a replacement Records Access Officer (RAO) for the District in the wake of her retirement. Chair Hayes suggested the incoming Assistant Superintendent, George Ferro be named.

**VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to designate Mr. George Ferro, Assistant Superintendent of Schools as the Records Access Officer (RAO) for the Whitman-Hanson Regional School District. The motion passed unanimously.**

#### *Policy JLCD and Medication Guidelines*

Dr. Whitner presented updated guidelines to administering medication to students on field trips. The guidelines would change to allowing only the nurse to administer medications.

**VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to amend administering medication to students in the Medication Guidelines, as presented. The motion passed unanimously.**

There was a discussion to align field trip events throughout the District to allow for equitable and similar experiences for all students.

#### *2018-2019 School Calendar – Revised*

Dr. Whitner presented changes to be approved for the upcoming school year academic calendar. Revisions were made to dates for elementary and middle school parent conferences and anticipated elementary open houses.

**VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the 2018-19 Academic School Calendar revision, as presented. The motion passed unanimously.**

*Acceptance of Gifts*

The Sullivan family submitted a donation request to install a digital display Kiosk to the Duval Elementary School. The kiosk would be a freestanding pedestal design with approximate dimensions of 26"x71"x18" and a viewing area of approximately 44". Parents would be able to photograph examples of their children's praiseworthy work and submit the images to an e-mail account where the images would be verified for appropriate content and packaged for display to the kiosk for a specified amount of time (example: 1 week). Instructions for the process would be provided by the Sullivan family with assistance and feedback from the Duval faculty. Teachers would be able to load content to the kiosk directly to add video or images of their own from class projects to the parental submissions. Editorial privileges and preview for approval will be determined.

**VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve donation of a kiosk for uploading photos at the Duval Elementary School, as presented. The motion passed unanimously.**

*Surplus Request*

Science Curriculum Director, Mark Stephansky, submitted a request to declare middle school science textbooks, older modular Prentice Hall Science Explorer texts that are outdated (copyright 2000 or earlier) and no longer being used, as surplus.

**VOTE: Mr. Small motioned; Mrs. Taylor seconded; voted to declare middle school science textbooks, older modular Prentice Hall Science Explorer texts, no longer in use, as surplus, as presented. The motion passed unanimously.**

*Warrant Subcommittee*

**VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the May 24, 2018 Warrant Subcommittee meeting minutes, as presented. The motion passed unanimously.**

Warrants signed at the regular School Committee meeting were as follows.

Warrant #: 060618AP    Amount:            \$934,208.94

*Policy Subcommittee*

The Policy Subcommittee has not met.

*Facilities Subcommittee*

Mr. Small reported the Maquan Elementary School closing transition is on schedule. Final preparations to install the Indian Head School are ongoing. One item (spider web) is on back order and should arrive after the start of school. Mrs. Suckow indicated the proposed playground contract will be signed in the upcoming week. Mr. Small reported the Whitman DPW has agreed to assist with roadway plans at the high school. Site work preparations for the new preschool playground at the high school are underway. The S.J. Services cleaning schedule was presented at the Subcommittee meeting. Configurations to classrooms at the Duval Elementary School, to accommodate the incoming special education program, are in progress. The Duval School roof repair is planned for next summer.

*Legislative Report*

Mr. Small reported on the proposed state budget status. Items of interest include a push for an increase to 80% transportation reimbursement, which would mean an additional \$180,000 in revenue. In addition, a Regional School Foundation Budget Study is in the proposed budget as well as an Annual Fiscal Analysis Public Hearing. Mr. Small reported Representative Josh Cutler is meeting with a member of the Budget Conference Committee on June 7 and will advocate for Whitman-Hanson Regional School District.

*North River Collaborative Report*

Mr. Bois reported the next meeting is scheduled for June 7, 2018. Mr. Bois requested the District submit a letter to the Executive Director of the North River Collaborative appointing Incoming Superintendent, Jeff Szymaniak, as the replacement Board member for Dr. Ruth Whitner.

Chair Hayes indicated the School Committee may meet once more in June to discuss a property for sale adjacent to the high school.

*Meeting Adjournment*

**VOTE: Mr. Small motioned; Mr. Bois seconded; voted to adjourn the meeting at 8:51 p.m. The motion carried unanimously.**

Minutes respectfully submitted by Michelle Lindberg

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Meeting Materials and Handouts:

Meeting agenda June 6, 2018

Meeting minutes May 29, 2018

Amended Regional Agreement (6-6-2018) and MARS memo

Athletics proposal for athletic event parking

Policy JLCD and proposed update to administering medications guidelines

YTD Budget Reports (Revenue and Encumbrances)

Line Item Transfer #1: Dated 6-6-2018

Superintendent Year End Evaluation

Request to accept kiosk donation to Duval Elementary School

Request to declare science books as surplus

Warrant Subcommittee meeting minutes May 24, 2018

Letter of appointment for Steve Bois to PAC Board

Updated School Committee Member Directory and Subcommittee listings

2018-19 SY Academic Calendar (Rev. 3)