

WHITMAN-HANSON REGIONAL SCHOOL COMMITTEE MEETING

Minutes of October 10, 2018

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

Meeting convened: 7:00 p.m.

Meeting adjourned: 8:56 p.m.

Members present: Robert Hayes, Robert Trotta, Frederick Small, Robert O'Brien, Jr., Michael Jones, Daniel Cullity, Christopher Howard, Christopher Scriven, and Steve Bois

Members absent: Alexandria Taylor

Administrators present: Jeffrey Szymaniak, Superintendent of Schools
George M. Ferro, Jr., Assistant Superintendent of Schools

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 September 12, 2018 and September 19, 2018

VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to approve the meeting minutes of September 12, 2018, as presented. The motion passed unanimously 9-0-0.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the meeting minutes of September 19, 2018, as presented. The motion passed unanimously 9-0-0.

Student Advisory Report

Marah Burt was not present to report.

Superintendent's Report

M.A.S.S. Academic Excellence Awards

Chair Hayes and Superintendent Szymaniak presented the Massachusetts Association of School Superintendents M.A.S.S. Academic Excellence Award to Dorothy DiMascio-Donohue and Kaitlyn Molito, the top two academic seniors in the Class of 2019. The Association of School Superintendents recognizes the top two academic seniors annually with this award. As the educational leader in each community, the Massachusetts Association of School Superintendents has designed an award for academic excellence. These awards are given to high school students who have distinguished themselves in the pursuit of excellence during their high school careers. The criteria are: Three (3) year cumulative average, Rank in Class, Personal Selection by the Superintendent. The Superintendent has leeway among the top 5% for his/her personal selection. It has intentionally been designed to make these presentations at the beginning of the senior year for the students so selected. This will allow for the inclusion of this unique citation in his/her credential package and counselor recommendation.

Interim Director of Student Services

The Superintendent introduced Mrs. Lauren Mathisen as the Interim Director of Student Services. Mrs. Mathisen has worked for the Whitman-Hanson Regional School District for the last four years as the Curriculum Director for Special Education and is in her eighteenth year of education. Mrs. Mathisen addressed the Committee and spoke to developing a solid student services program.

Town of Hanson October Special Town Meeting Results

Superintendent Szymaniak reported on the results of the October 1, 2018 Hanson Special Town Meeting. Both Articles submitted by the Whitman-Hanson Regional School District passed. Article 12 approved the appropriation of Hanson's share of the cost for a new lift at the high school bleachers and Article 18 approved the Amended Regional Agreement dated June 6, 2018 as proposed by the Whitman-Hanson Regional School District. The Town of Whitman will be voting the Amended Regional Agreement at their Annual Town Meeting in May 2019, as voted approved by the Whitman Board of Selectmen. Chair Hayes took the agenda out of order.

Ratification of Collective Bargaining Agreements Units C and D

Chair Hayes announced Town Administrator Michael McCue was present to vote on the School District's collective bargaining agreements as the appointed Municipal Representative.

Unit C Collective Bargaining Unit (CBA) for Administrative Assistants

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to ratify the July 1, 2018-June 30, 2021 Collective Bargaining Agreement for Unit C – Administrative Assistants, as presented. The motion passed 9-0-1. Mr. Howard abstained.

Unit D Collective Bargaining Unit (CBA) for Paraprofessionals

VOTE: Mr. Small motioned; Mr. Cullity seconded; voted to ratify the July 1, 2018-June 30, 2021 Collective Bargaining Agreement for Unit D – Paraprofessionals, as presented. The motion passed 9-0-1. Mr. Howard abstained.

Energy Reduction Plan Town of Hanson

Hanson Town Administrator Michael McCue recommended the adoption of the Town of Hanson Energy Reduction Plan, as presented. This energy-use reduction plan is part of Hanson's efforts related to becoming a Green Community. Hanson's Green Community goals include decreasing energy use and associated costs, conserving natural resources, reducing waste and emissions, protecting public health and the environment, and promoting the use of clean technologies as well as renewable and alternative energy while increasing the community's overall sustainability.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to adopt the Town of Hanson Energy Reduction Plan, as proposed. The motion passed unanimously 9-0-0.

Superintendent's Goals 2018-19 SY

Superintendent Szymaniak presented his goals for 2018-19. As a first year Superintendent, Mr. Szymaniak utilized the Department of Elementary and Secondary Education (DESE) Educators Goal's template in SMART Goal format. Mr. Szymaniak presented his vision for manageable goals for the 2018-19 school year.

SMART Goal 1: To monitor, evaluate and support Pillar 2 in the District Plan for Success, a cohesive Pre K-12 system of teaching and learning. Strategies to support this goal include the adopting math pilot at the elementary level, supporting the ELA team and a pilot planned for the 2020-21 school year, expanding special education and elementary teacher leader roles, and evaluating the curriculum leadership model PreK-12.

SMART Goal 2: To be visible throughout the district to support administrators, teachers, staff and students. Strategies for this goal include scheduled weekly walk-throughs throughout the district, a Superintendent's Council at the high school, and more visibility and conversation with staff and students.

SMART Goal 3: To improve and create open lines of communication in conjunction with Pillar 3, Safety and Security of students and staff. Supporting strategies include ALICE training for all staff on October 19, safety training meetings for students, utilizing an emergency communications APP, parent meetings related

to security, cable shows (Supt's Corner and shows with School Committee Chair), and advanced communications through social media and the School Messenger program.

SMART Goal 4: To develop a workable budget that will deliver services and create opportunities so Whitman-Hanson students are prepared higher education, the workforce, or military service. Strategic plans include attending meetings with town officials and community members, aligning budget to RADAR, advocate for state reimbursement and assess school facilities for capital improvements.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the Superintendent's Goals for the 2018-19 school year, as presented. The motion passed unanimously 9-0-0.

Mr. Szymaniak discussed the anticipated accomplishments associated with each goal. The Committee discussed the challenge to successfully measure goals using the current DESE model. Mr. Szymaniak is open to change to streamline the format for greater clarity and attainable, measureable goals for evaluation. Mr. Szymaniak noted he is looking forward to meeting with each School Committee member individually for their input.

2018-19 SY District Professional Development Plan

Assistant Superintendent, George Ferro, presented the District Professional Development Plan. The Plan was developed and completed over the summer months. There are eight opportunities for professional development with increased training visibility coupled with focus on a variety of topics for teachers, paraprofessionals and staff for the 2018-19 school year. Training dates have been established for online A.L.I.C.E training, social and emotional learning (SEL), Safety in buildings, social media training, curriculum/grade level meetings and Safe Schools Program for LGBTQ and administrative assistants in Central Office. Leadership training in effective communication will also take place and will focus on effective communication by www.mindsetgo.com.

Student Data Security

The Superintendent reported he was contacted by Whitman Police Chief, Scott Benton, regarding a surge in student data piracy concerns among law enforcement. To that end, the Superintendent invited the Director of Technology Services, Chad Peters, and Assistant Director, Steve Burke, to discuss the protections in place at the Whitman-Hanson Regional School District. Mr. Peters provided an overview of the data security measures, current protections, and firewalls currently in place to prevent cyber-attacks and protect both students and staff. Mr. Peters referred to the recent move to virtualization which provides additional security. In addition, anti-virus protection in multiple layers, deep scans, and detecting anomalies occurs constantly. At the computer level, patches and update to systems and software is performed on a regular basis. At the network level, firewalls are the endpoint protection for vulnerability scans. E-mail is primarily where breaches and hacking occur. Whitman-Hanson Regional School District is diligent and has a variety of anti-spam and anti-virus protections in place. Network users throughout the district have restricted accounts and rights, with access to only what is necessary. Most of the data that resides on the servers is housed in the Technology Services Department at the high school. There is very limited access to the physical servers and security cameras are stationed throughout the area. It is anticipated the servers may be replaced and data storage will transition to cloud computing for storing and accessing data and programs over the internet instead of a computer's hard drive. Currently the District does utilize cloud based technology for storage and cloud-based applications, for example the health and IEP (Individualized Education Plan) software. Mr. Peters confirmed students are educated on network use, digital literacy, and digital citizenship. Data encryption was discussed. Mr. Peters confirmed the data on the cloud side is encrypted and data on the server is protected in several layers of security.

Duval Parking

Mr. Szymaniak recommended tabling discussion of parking remedies at the Duval School until next spring.

Upcoming Important Dates

Chair Hayes announced upcoming dates to remember.

- October 19, 2018 – Early Release PK-12 – Professional Development Day
- November 2, 2018 – Early Release PK-12 – Grading Day
- November 6, 2018 – No School – Election Day – Central Offices Open
- November 12, 2018 – No School – Veteran’s Day Observed – Central Offices Closed
- November 14, 2018 – School Committee meeting – 7:00 PM – HS Library

New Business

Maquan Surplus

In anticipation of having a surplus of unused equipment and materials related to the Maquan School closing, Mr. Szymaniak recommend declaring excess items as surplus.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve any identified items or materials currently stored at the Maquan School that have been deemed outdated or no longer in use by the District, to be declared as surplus. The motion passed unanimously 9-0-0.

Field Trips

High School AP English Class Field Trip

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to waive the nurse requirement and approve out-of-state High School AP English Class field trip to New York on 11/29/2018, as presented. The motion passed unanimously 9-0-0.

Girls’ Basketball Team

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to waive the nurse requirement and approve the overnight high school girls’ basketball team field trip to Hoosac Valley High School in Chesire, MA from 12/28/2018-12/30/2018, as presented. The motion passed unanimously 9-0-0.

DECA Conferences

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to waive the nurse requirement and approve the DECA District I Conference at Marriott in Quincy, MA overnight from 1/10/2019 to 1/11/2019, as presented. The motion passed unanimously 9-0-0.

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to waive the nurse requirement and approve the DECA State Conference at Marriott in Boston, MA overnight from 3/7/2019 to 3/9/2019, as presented. The motion passed unanimously 9-0-0.

Show Choir

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to waive the nurse requirement and approve the overnight Show Choir to Festival at Daniel Hand High School in Madison, CT on 3/2/2019, as presented. The motion passed unanimously 9-0-0.

Ski and Snowboard Club

VOTE: Mr. Small motioned; Mr. Bois seconded; voted Committee voted to waive the nurse requirement and approve the out-of-state Ski Club field trip to Gunstock Valley in Gilford, NH on 1/12/2019, as presented. The motion passed unanimously 9-0-0.

Old Business

Hanson 200th Anniversary

Superintendent Szymaniak reported the school district is participating in efforts to mark the 200th anniversary of the Town of Hanson. High School art students are working with Hanson Town Selectman, Laura Kemmett to design a logo.

Subcommittee Reports

Warrant Subcommittee

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to approve the Warrant Subcommittee minutes of September 27, 2018, as presented. The motion passed unanimously 9-0-0.

The Committee approved and signed Accounts Payable warrant #101018AP in the amount of \$1,587,319.71; Accounts Payable Warrant #101018FS in the amount of \$41,829.89; and the Payroll Warrant # P10118 in the amount of \$1,267,393.88, as presented.

Policy Subcommittee

There was nothing new to report

Facilities Subcommittee

The next meeting was scheduled for November 14, 2018 at 6:00 p.m. to be held in the high school library.

Legislative Report

Mr. Small reported on the recent MA Association of Regional Schools (MARS) general meeting held earlier in the day on October 10. DESE Commissioner Jeffrey Riley and key staff were in attendance. Mr. Small shared his advocacy for regional transportation reimbursement with the Commissioner. Although last year 80% reimbursement was received from the state, Mr. Small noted the statute reads it to be fully funded, albeit, subject to appropriation. Increased health insurance costs are also of concern. Mr. Small noted the Town of Whitman presents insurance increase as a separate line item. The state will finalize the budget by November 1. A safety and security grant program may be available to apply for and a social emotional grant is in process for FY19.

Pilgrim Area Collaborative (PAC)

Mr. Bois reported the subcommittee recently met on budget. The Business Manager reportedly reduced the \$8.5 million budget voted last June by \$25,000 after a further review of the financials. The first meeting and reorganization of the Board of Directors was held on October 4. Mr. Bois will provide a copy of the annual audit report to the Committee.

Negotiations Subcommittee

Chair Hayes reported negotiations with the Unit B (Assistant Principals, Department Heads, and Directors) Collective Bargaining Unit have commenced. Two meetings have been scheduled during October.

Executive Session

Chair Hayes announced the Committee will go into Executive Session Committee to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. No votes will be taken except to adjourn.

VOTE: Mr. Cullity motioned: Mr. Small seconded; roll call voted to go into Executive Session at 8:19 p.m. to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

The motion carried unanimously 9-0-0.

Robert Hayes - Yes

Robert Trotta - Yes

Fred Small – Yes

Robert O'Brien, Jr. - Yes

Michael Jones - Yes

Daniel Cullity - Yes

Christopher Howard - Yes
Christopher Scriven - Yes
Steve Bois – Yes

VOTE: Mr. Small motioned; Mr. Cullity seconded; roll call voted to come out of Executive Session at 8:56 p.m. The motion carried unanimously 9-0-0.

Robert Hayes - Yes
Robert Trotta - Yes
Fred Small – Yes
Robert O’Brien, Jr. - Yes
Michael Jones - Yes
Daniel Cullity - Yes
Christopher Howard - Yes
Christopher Scriven - Yes
Steve Bois - Yes

Meeting Adjournment

VOTE: Mr. Small motioned; Mr. Bois seconded; voted to adjourn the meeting at 8:56 p.m. The motion carried unanimously 9-0-0.

Minutes respectfully submitted by Michelle Lindberg

Signature of School Committee Secretary

Meeting Handouts:

- Meeting Agenda for October 10, 2018
- Meeting Minutes September 12 and 19, 2018
- Superintendent’s Goals 2018-19 SY
- Memorandum of Understanding Unit C – Administrative Assistants
- Memorandum of Understanding Unit D – Paraprofessionals
- Field Trip Requests: High School AP English Class to New York out of state 11/29/2018; Girls’ Basketball Team to Hoosac Valley High School, Chesire MA overnight from 12/28/2018-12/30/2018; DECA District I Conference at Marriott in Quincy, MA overnight from 1/10/2019 to 1/11/2019; DECA State Conference at Marriott in Boston, MA overnight from 3/7/2019 to 3/9/2019; Show Choir to Festival at Daniel Hand HS in Madison, CT on 3/2/2019.
- Warrant Subcommittee minutes of 09/27/2018
- Resumes of M.A.S.S. Academic Excellence Award Recipients; Dorothy DiMascio-Donohue and Kaitlyn Molito
- Superintendent’s Goals: Jeff Szymaniak 2018-19 School Year
- High School out-of-state field trip request for Ski Club to Gunstock in Gilford N.H. on January 12, 2019
- Copy of certified copy of October 1, 2018 Hanson Special Town Meeting Articles (Article 12 and Article 18 – passed)
- Reception invitation from Murphy, Hesse, Toomey & Lehane, LLP at Alberto’s November 8 at 5PM during the MASC/MASS Joint Conference