

**MARLBOROUGH SCHOOL COMMITTEE
MARLBOROUGH, MA 01752**

Call to Order

January 8, 2013

1. Chairman Vigeant called the Regular Meeting of the Marlborough School Committee to order at 7:30pm at the District Education Center, 17 Washington St., Marlborough, MA. Members present included, Dr. Hediger, Mrs. Hardy, Ms. Matthews, Mrs. Bodin-Hettinger, Ms. Dwyer & Mrs. Hennessy. Interim Superintendent Dlott, MEA Representative Molly Callahan, and Clerk Irish were also in attendance.

2. **Pledge of Allegiance:** Was led by Chairman Vigeant.

Motion made by Mrs. Bodin-Hettinger to add an agenda item to this evening's agenda, seconded by Chairman Vigeant. Additional Item will be the Organizational meeting and will be discussed prior to the start of tonight's agenda, motion passed 6-0-1.

Chairman Vigeant opened the nominations for Vice Chair for the calendar 2013 year:

Mrs. Hennessy nominated Mrs. Bodin-Hettinger, seconded by Chairman Vigeant.

Nominations were closed, call made to move the vote. Mrs. Bodin-Hettinger was elected by unanimous vote of the committee.

Chairman Vigeant opened the nominations for Secretary for the calendar 2013 year:

Mrs. Bodin-Hettinger nominated Dr. Hediger who declined the nomination.

Mrs. Bodin-Hettinger nominated Ms. Dwyer, seconded by Chairman Vigeant.

Nominations were closed, call made to move the vote. Ms. Dwyer was elected 6-1 (Dwyer)-0.

Chairman Vigeant noted that changes to sub-committee assignments would be coming, and that the Finance sub-committee would be a committee of the whole.

Motion made by Mrs. Bodin-Hettinger to move up agenda item 9A to before agenda item 3, seconded by Chairman Vigeant, motion passed 6-0-1.

9. A. Japanese Exchange Program

Mrs. Nancy Klein had a presentation done by the students from the Whitcomb School who made the trip last fall to our Sister City of Akiruno Japan. An electronic version of the presentation is available.

Mrs. Klein noted that the next trip is scheduled for October 10-22, 2013. It is being opened up to a total of 12 students.

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to approve the trip for 2013. Motion passed 5-0-2 (Vigeant, Dwyer)

3. Presentation:

A. MHS Student Advisory Council:

Ms. Maggie Vaccaro representing the Junior Class gave an update on the Community Service projects currently under way. The Toys for Tots campaign raised \$540.00. The Powder-puff football game was combined with a successful food drive, and the sophomore class is organizing their own food drive. The freshman class is running a can drive benefitting Shriners Hospital.

Ms. Jamie Zompa representing the Student Council (President) announced that a school run dodge ball competition is being organized - more details will follow later along with the traditional student vs. faculty basketball game.

Ms. Kimberly Baker representing the sophomore class announced that the Spring Musical for 2013 will be a production of *Thoroughly Modern Millie*. More information will follow as the show gets closer.

Ms. Baker also noted that the STEM classes are all preparing for the upcoming Science Fair and creating a Myth Busters style video.

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to accept the update and place on file. Motion passed 6-0-1.

B. MHS NEASC Two Year Report

Marlborough High Principal Craig Hardimon introduced the Co Leaders of the faculty who participated in this report update - Ms. Julie Baker and Mrs. Amy Schafer-Tarter. Both presented to the committee the highlights of this report, and shared the names of the other faculty who participated. An electronic version of that presentation is available.

Ms. Maureen Greulich, the Instructional Leadership Director who has been involved in the NEASC accreditation since the site visit a few years ago, noted this report was forwarded to the NEASC committee on January 4th. The next step is for the Commission to formally accept this response of the high school faculty to the accreditation review as required for accreditation. The district will be forming a committee for the required 5 year report next.

Members asked a number of questions of the faculty about the findings in the report including the increased space now that the 8th grade is at the middle school, the possibility of “flip” classrooms, professional development and the advisory model.

Motion made by Ms. Dwyer seconded by Chairman Vigeant to accept the report and place on file, motion passed 6-0-1.

C. Believe 2016

Dr. Dlott presented an update on Believe 2016, the Districts Five Year Strategic Plan. Dr. Dlott spoke to the importance of a strategic plan in framing decisions, and gave an update on where the district is at in relation to markers set out in the plan. An electronic version of the presentation is available.

Motion made by Mrs. Matthews seconded by Chairman Vigeant to accept the update and place on file, motion passed 6-0-1.

4. Committee Discussion/Directives: None

5. Communications: None

6. Superintendent’s Report:

Dr. Dlott opened his report with notice that the District safety protocols and the district handbook are well defined. Due to Massachusetts General Laws, the safety plans cannot be discussed in an open meeting. He assured the public at large that the Police Department and Schools are working very closely together. Dr. Dlott also thanked both the Early Childhood Center and the Whitcomb School for coordinating projects to extend a helping hand to the Sandy Hook Elementary Community.

7. Acceptance of Minutes:

A. Minutes of December 11, 2012 School Committee Meeting Motion made by Ms. Dwyer, seconded by Chairman Vigeant to accept the minutes of December 11, 2012. Motion to accept minutes with the proposed amendment of Dr. Hediger which was to have these edited to be in the regular format. Mrs. Dwyer noted that on this evening, someone had offered to serve as Secretary as Clerk Irish had family obligations, and she thanked Beth Wagner for her help in this regard. Motion to accept the minutes, passed 6-0-1.

B. Minutes of December 18, 2012 Special School Committee Meeting

Motion made by Ms. Dwyer, seconded by Chairman Vigeant to accept the minutes of the December 18, 2012 Special School Committee Meeting. An amendment was offered by Dr. Hediger. Motion to accept as amended, motion passed 6-0-1

8. Public Participation: None

9. Action Items/Reports:

A. Japanese Exchange Program: was moved up in the agenda.

B. MPS Employee Handbook

Veronica Gaudet, the Director of Human Resources, presented the new Employee Handbook. This is a first for our district, and it is a user friendly document that has been reviewed by both the cabinet and Attorney for the District.

There are no conflicts between the bargaining units and the handbook. It is a living document and can be changed as necessary. Preparing this handbook for every employee was a goal this year for the district. Motion made by Mrs. Hardy, seconded by Chairman Vigeant to accept the Employee Handbook as presented motion passed 6-0-1.

2 minute recess called at 10:06pm meeting reconvened at 10:08pm

C. FY 13 December Financial Report

Ms. Bottan gave an update to the committee regarding the current status of the FY13 budget. It was noted that the Committee would receive a Monthly update at the first meeting of every month with the proposed financial transfers outlined and at the second meeting of every month action on the transfers will be requested. An electronic version of the presentation is available.

D. FY 13 Budget Transfers

Motion made by Ms. Dwyer seconded by Chairman Vigeant to approve the transfers as presented, motion passed 6-0-1.

E. Technology Technician Staffing Request

Motion was made by Mrs. Hardy seconded by Chairman Vigeant to approve the Staffing request of moving a half time position to a 1 full time position as this employee is needed to support the school side of the IT department, motion passed 4-2(Dwyer, Hediger) -1

Committee members asked if this position was included in the funding we received from the supplemental budget request that the council funded in December. Dr. Dlott said it was part of that request, so funding is in place.

Committee members expressed a need to come up with a comprehensive plan for technology in the district, and were reluctant to approve a band-aid solution to a larger problem.

F. Display of School Committee Performance Review Posters

Motion made by Mrs. Hardy, courtesy second made by Chairman Vigeant to approve the expense of creating plexi glass sleeves to display the School Committee Performance Review Posters in the District Education Center meeting room. Dr. Hediger asked that the record reflect that he was advised to abstain from this vote, but pointed out that the full committee in June of 2011 had requested that these norms be posted in the committee meeting room. Motion did not pass 2-(Dwyer, Hardy)-3(Matthews, Bodin-Hettinger, Matthews)-2 (Vigeant, Hediger).

G. Acceptance of Donations and Gifts

Mr. and Mrs. Neil Shutzman have donated \$50.00 to the Richer School Library for books. Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to accept with gratitude. Motion passed 6-01.

Donors Choose has awarded the Richer School Kindergarten Class of Heather Bartelson \$279.67.

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to accept. Motion passed 6-01.

Donors Choose has awarded the Richer School Kindergarten Class of Heather Bartelson \$273.69.

Motion made by Mrs. Hennessy, seconded by Chairman Vigeant to accept. Motion passed 6-01.

10. Reports of School Committee Sub-Committees:

Dr. Hediger announced that the Policy sub-committee met on December 17, 2012. Many items were taken up including: Minutes from 11-19 were approved, the Health and Wellness policy (Policy 8.012) was provided to the district office, Drafting of a Social Media Policy is underway, Policy 7.300 Trips and Excursions was discussed, Policy 7.310 Overnight Travel was discussed Policy 7.320 Regulations was created. Policies 7.300, 7.310, and 7.320 were accepted Policy 7.500 and 7.600 School Library Materials was accepted, Policy 7.700 Homework was accepted as amended. Policy 8.300 Time Out Room Guidelines was discussed, Policy 8.100 Attendance is currently being reviewed.

11. Members Forum

Dr. Hediger noted the High School Science Fair is coming up and a call for qualified judges has been put out. The

date for the Fair is February 26th, 2013 hours of viewing by the public available 8:30am- 11:00am in the Field House at the High School. Dr. Hediger also gave his final roundup report of the MASC conference. An electronic version of the presentation is available.

12. Executive Session:

A. Pursuant to General Laws Chapter 30A, Sections 21 (a) (2) (3).

Roll Call Vote Required Entering into Executive Session:

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| Dr. Hediger | Yes |
| Mrs. Hardy | Yes |
| Mrs. Matthews | Yes |
| Mrs. Bodin-Hettinger | Yes |
| Chairman Vigeant | Yes |
| Ms. Dwyer | No |
| Mrs. Hennessy | Yes |

The Committee entered into Executive Session at 11:10pm with the intent to adjourn directly from Executive Session.

13. Adjournment: Motion made by Mrs Dwyer, seconded by Chairman Vigeant to adjourn at 11:20 pm - the motion passed unanimously.

Respectfully submitted,

Margaret Dwyer
Marlborough School Committee

MD/mai