

**LONGMEADOW PUBLIC SCHOOLS**  
Longmeadow, Massachusetts

Longmeadow School Committee Meeting – January 10, 2017  
535 Bliss Road, Longmeadow, MA 01106

Approved 1/24/2017

1. **Call to Order** – Ms. Hutchins called the meeting to order at 6:00 pm and announced the Tuesday, January 10, 2017 meeting of the Longmeadow School Committee was being recorded, aired live by LCTV, and livestreamed on longmeadow.org. ([Wasn't livestreamed](#))

Present: Ms. Jess Hutchins, Chair; Mr. Russell Dupere, Vice Chair; Ms. Elizabeth Bone, Clerk, Ms. Michelle Grodsky, Mr. John Fitzgerald and Ms. Stephanie Jasmin.

Also present: Dr. M. Martin O'Shea, Superintendent; Mr. Thomas Mazza, Asst. Superintendent for Finance and Operations; Ms. Susan Bertrand, Asst. Superintendent for Learning; Ms. Nishal D'Souza, Student Representative and Ms. Dianne Georgantas, Administrative Assistant.

Absent: Mr. Michael Clark

Audience: five (5)

2. **Pledge of Allegiance** – The Pledge of Allegiance was recited.

3. **Correspondence** - the following correspondence was recorded:

- A letter from Mr. Michael Clark received on December 15, 2016 regarding his support of Mr. Fitzgerald's resolution opposing Ms. Betsy DeVos as United States Department of Education Secretary.
- A memo from Mr. Donald Jarvis, of the Lower Pioneer Valley Career and Technical Education Center, dated December 28, 2016 regarding the Student of the Month Awards for December, 2016.

*Longmeadow Students honored this month are:*

*Joseph McDonald for Building/Property Management*

*Samantha Mustain for Culinary Arts I*

*Ashley Matthews for Graphic Communications II*

*Austin Monson for Integrated Occupational Prep*

4. **Approval of Minutes**

Ms. Bone moved, seconded by Ms. Grodsky, that the School Committee approve the minutes to the November 29, 2016 School Committee meeting as amended. The motion passed with a vote of five (5) in favor and one abstaining, Ms. Bone.

Ms. Bone moved, seconded by Ms. Grodsky, that the School Committee approve the minutes to the December 13, 2016 School Committee meeting as presented. The motion passed with a vote of six (6) in favor and zero (0) opposed.

## **5. Visitor Comments**

### **6. School Committee Announcements and Recognitions -**

Mr. Dupere stated that had Mr. Clark been in attendance, he would have brought up for reconsideration, the resolution in opposition to Ms. Betsy DeVos as head of the Department of Education proposed by Mr. Fitzgerald during the last School Committee meeting. He said the will of the Committee would have been to support the resolution in a four (4) to three (3) vote. Depending upon how the confirmation hearings go, the School Committee may revisit this at their next meeting.

Mr. Fitzgerald stated his understanding is both Senator Warren and Senator Markey are not supportive of Ms. DeVos' nomination.

## **7. Business with Guests**

- **Town Manager** – Mr. Stephen Crane, Town Manager, was present and reviewed the potential solution planned for the Department of Public Works (DPW) Facility.

Mr. Crane identified the site location for the planned new DPW facility as the Grand Meadows location on Dwight Road. After his Power Point presentation Mr. Crane stated that the Select Board would like to have a joint plan regarding the three main building projects, the Department of Public Works facility, the two middle school facilities, and the Senior Center with the other Town Boards/Committee on how these projects will be handled and rolled out and what the amortization schedule will be for the Town.

- **Indoor Air Quality Williams and Glenbrook** – Mr. Walt Baenziger was present and reviewed the results of his inspection of Williams Middle School and Glenbrook Middle School. His inspection took place in December. Both his visual inspection and the samples he collected contributed to his report. Mr. Baenziger said there were no dire health concerns regarding what he saw and tested. There are concerns about some moisture issues, but nothing that could not be remedied.

School Committee thanked Mr. Baenziger for his report. Dr. O'Shea stated that he will use the report and the plans Mr. Baenziger outlined will fuel some action plans to try to remediate

the issues.

Ms. Jasmin asked if the Administrators know how old the window units are at Williams and what their efficiency is. Mr. Baenziger had pointed out some areas of concern in the window air conditioners of mold growth.

The School Committee would like to have next steps and a plan put together. School Committee also suggested investigating doing a deep clean of the buildings during vacation periods.

## **8. Administrative Reports**

- Superintendent Report – Dr. O’Shea reviewed his written report for the School Committee.  
He highlighted the start of the search for the new Principal to lead Blueberry Hill School. He said that he would like one member of the School Committee to be on the Search Committee.  
Ms. Hutchins stated that she is interested in serving on the search committee. The Committee was supportive of Ms. Hutchins as their representative to the Search Committee.  
Statements of Interest – Dr. O’Shea reported there is an informational meeting tomorrow morning, Wednesday, January 11, 2017, at Center School, and the School Committee has scheduled a special School Committee on January 19<sup>th</sup> at 3:00 to review and approve the Statements of Interest.  
Technology in Education Showcase – Thursday, March 30, 2017 from 6:00 pm – 8:00 pm.  
Records Access Officer – Dr. O’Shea reported that he self-appointed himself to fill this role in compliance with the new law that went into effect on January 1<sup>st</sup>.
- School Committee Chair Report – Ms. Hutchins reported that in mid-December the School Committee met at the Town’s Finance Committee meeting. The meeting was a positive opportunity to improve communication between Town Boards. During the meeting preliminary budget figures were discussed for FY18; discussion occurred regarding the Statements of Interest for the middle schools, and the Department of Public Works (DPW) facility and the Senior Center were also discussed. The School Committee agreed that the meeting was beneficial and they appreciated the opportunity to hear about the challenges of the Finance Committee, the Select Board and the School Committee.
- Student Representative Report – Ms. Nishal D’Souza reported that Mr. Dunkerley, Asst. Principal at Longmeadow High School, has

been in contact with the principals of the Middle Schools regarding student representation to the School Committee from the middle schools. Ella Barton, Grade 7, will be the representative from Williams who will report to School Committee. The High School students will mentor the middle school students. The student from Glenbrook has yet to be decided.

The students also have met with Ms. Hobert, Food Service Director for Whitsons, who put together a list of all the vegan and gluten free meal options. Currently the students are working on the development of a survey regarding food services.

The Student Government will be compiling letters from the students to President Elect Trump.

- **Other Reports (LPVEC, Legislative, SEAL, Food Services, Energy Task Force)**

Ms. Jasmin reported that although she is not the School Committee representative to SEAL, she does attend the SEAL meetings. She reported that SEAL will have the elementary Special Education Supervisors attend the SEAL meetings in February to report on their programs. In March, SEAL plans to have a representative of Federal Special Needs Commission, and in April they will have the Special Education Supervisors from the middle schools and the high school to report on their programs. All of these meetings will be advertised.

Ms. Nishal D'Souza exited the meeting at 8:05 pm.

## **9. Sub-Committee Reports**

- **Finance Sub-Committee** – Finance sub-committee met on Tuesday, January 3<sup>rd</sup>.

Building Use Request -

Ms. Grodsky moved, seconded by Mr. Fitzgerald, on the recommendation of the finance sub-committee that the School Committee approve the building use request from the Springfield JCC as presented. Motion passed unanimously.

Substitute Nurse Rate – The finance sub-committee considered information provided by Ms. Jean Fontaine, Director of Pupil Services, regarding substitute nurse rates from area districts. Mr. Mazza reported the suggested motion will bring the rate of pay for nurse substitutes comparable to what area districts are paying.

Ms. Grodsky moved, seconded by Mr. Fitzgerald, on the recommendation of the finance sub-committee that the School Committee approve the daily rate of pay for substitute nurses to be \$195/day or \$97.50/ half day effective as on January 9, 2017. Motion passed unanimously,

- **Middle School Working Group (MSWG)** – Ms. Grodsky reported the Middle School Working Group met on December 20<sup>th</sup>, 2016. The MSWG continues to receive letters of interest from the Community regarding the Statements of Interest. She brought attention to the Community Information session scheduled for January 11<sup>th</sup> at 9:15 am in the Community Room at Center School.

- **Policy Sub-Committee**

Ms. Jasmin will be working directly with the Superintendent but she had a concern whether her work with the Superintendent would have to be posted to comply with the Open Meeting Law. School Committee agreed that she can meet with the Superintendent to do the preliminary work on the policies as she would not be a quorum of the sub-committee.

Ms. Grodsky moved, seconded by Mr. Dupere , on the recommendation of the policy sub-committee that the School Committee adopt the revised policy JKAA-R – Physical Restraint Procedures as presented. Motion passed unanimously,

At 8:49 pm, Ms. Hutchins made a motion, Ms. Grodsky seconded, that the School Committee have a short recess. The motion passed unanimously,

At 8:53 pm Ms. Hutchins called the meeting back to order.

## **10. Ongoing Business**

- **FY2018 Budget** – Dr. O’Shea brought attention to a memo he provided the School Committee. Currently the outlook for the FY18 budget shows a gap of about \$961,110 between our needs and anticipated revenues.

Dr. O’Shea said he would like some direction from the Committee on how whether the Administration should prepare a level service budget or should he prepare a budget closer to what the Town has requested, which is only \$272,000 more than the FY17 budget. School Committee said the Select Board has only allocated a .72% increase of the General Fund allocation from FY17. They stated

this level of increase to the General Fund allocation is not feasible. It does not come close to providing the Schools with a level service budget and meet our contractual obligations.

Mr. Fitzgerald suggested in order to address the athletic deficit the School Committee could think about increasing athletic fees.

In order to provide a level service budget Mr. Mazza estimated the School Department would need about a 3% increase in the General Fund allocation.

Dr. O'Shea asked the School Committee to provide direction on how to proceed with the development of the FY2018 budget for the budget presentation on January 24<sup>th</sup>. He asked if the School Committee wanted the Administration to present a level service budget or should they provide a list of potential cuts in order to meet the budget directive from the Town. School Committee directed the Administrators to come forward on the 24<sup>th</sup> with a level service budget that meets the needs of the district. They suggested they would add another meeting to discuss further revisions if necessary. School Committee would like their membership to hold January 31<sup>st</sup> for another budget discussion.

Ms. Grodsky suggested that the School Committee look at the level service budget and then if that is what they believe they need, she stated she would like the School Committee to advocate for what the district needs.

## **11. New Business**

### **• Preliminary Overnight Field Trip Request**

Ms. Grodsky moved, seconded by Mr. Fitzgerald, on the recommendation of the Superintendent that the School Committee approve the preliminary request to secure prices and make arrangements for students from Longmeadow High School to travel to France and Switzerland in April, 2018. Motion passed unanimously.

- 2017-2018 School Year Calendar for approval** – Dr. O'Shea reported the Calendar Committee voted to present an amended and approved calendar for the 2017-18 school year. The School Committee previously approved the 2017-2018 calendar which secured the start and end of the school year for students and staff; the professional development days; and the dates of the December

vacation. This final version provides the dates for Parent/Teacher conferences which also require School Committee approval.

Ms. Grodsky moved, seconded by Ms. Bone, on the recommendation of the Superintendent, and the Calendar Committee that the School Committee approve the dates for the Parent/Teacher conferences to be added to the approved 2017-2018 school year calendar as presented on the calendar dated December 9, 2016. Motion passed unanimously.

- **2018-2019 School Year Calendar for approval** – Dr. O’Shea reported the Calendar Committee also has approved 2018-2019 School Calendar as presented for the School Committee’s approval.

Ms. Grodsky moved, seconded by Ms. Bone, on the recommendation of the Superintendent, and the Calendar Committee that the School Committee approve the 2018-2019 school year calendar dated January 4, 2017. Motion passed unanimously.

Ms. Hutchins asked to have some parent representation on the calendar committee. She suggested the high school administration open up communication with religious leaders regarding scheduling of graduation in order to not have any conflicts.

## **12. Suggestions for Future Agenda Items -**

**13. Executive Session** – None.

**14. Adjournment** - At 9:50 pm Ms. Grodsky moved seconded by Ms. Bone, that the School Committee adjourn the January 10, 2017 School Committee meeting. Motion passed unanimously.

List of documents viewed or discussed during this meeting:

- Agenda for January 10, 2017
- Annotated agenda for January 10, 2017
- Draft minutes for November 29, 2016 School Committee meeting
- Draft minutes for December 13, 2016 School Committee meeting
- Report from Walt Baenziger dated December 20, 2016
- EMSL Analytical Report for Williams Middle School dated 12/13/2016
- EMSL Analytical Report for Glenbrook Middle School dated 12/13/2016

EPA Air Cleaning Devices

Building IAQ, A guide

Carbon Dioxide and its Use in Evaluating Adequacy of Ventilation in Buildings

Dew Point EPA and MA Health and Human Services

EPA Dust Mites

Exhaust Ventilation, BSC

Ground Level Ozone MA

- Superintendent's Report dated 1/10/2017
- Client Alert from Deutsch Williams dated December, 2016 regarding new Public Records Law
- Facility Use Request from Springfield Jewish Community Center dated 12/15/2016
- Nurse Substitute Pay Area Data dated 12/14/16
- Policy JKAA-R Physical Restraint Procedures
- Memo from Dr. O'Shea dated 01/10/2017 regarding the FY18 Budget
- Preliminary Overnight Field Trip request – France Switzerland in April 2018
- Unit A contract language regarding the calendar and calendar committee
- 2017-2018 School Calendar
- 2018-2019 School Calendar
- Power Point presentation Brief Report on DPW Project dated 1/10/17
- Letter from Dr. O'Shea to Ms. Marie Pratt dated January 4, 2017
- Correspondence – CTEC memo dated December 28, 2016
- Correspondence - Mr. Michael Clark received on December 15, 2016