

**LONGMEADOW PUBLIC SCHOOLS**  
Longmeadow, Massachusetts

*Approved 9/25/2018*

Longmeadow School Committee Meeting – Tuesday, September 11, 2018  
Room A15 - 535 Bliss Road, Longmeadow, MA 01106

1. **Call to Order in Open Session** – At **6:30 pm**, Ms. Baron, Chair, called the meeting to order and announced the following:  
Welcome to the Tuesday, September 11, 2018 meeting of the Longmeadow School Committee. I call the meeting to order. This meeting is being recorded and aired live by LCTV, as well as, being live streamed on longmeadow.org. It is a legal requirement for anyone else to disclose if they are recording this meeting.

Present: Ms. Beth Baron, Chair; Ms. Kerrin Morrin, Vice Chair; Ms. Stephanie Jasmin (arrived at 6:33 pm), Clerk; Mr. Ryan Kelly, Ms. Bronwyn Monahan, Ms. Melanie Rothstein and Mr. Armand Wray.

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

Audience – Three (3)

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

**Moment of Silence** – The School Committee held a moment of silence to mark the solemn anniversary of 9/11.

Ms. Baron brought attention to loss of a 1995 graduate of LHS, Jean Roger who lost her life on 9/11. She was a flight attendant on American Airlines Flight 11.

3. **Correspondence** – The following correspondence will be recorded:

- a. An invitation from Longmeadow Community Television regarding their open house scheduled for Thursday, September 13<sup>th</sup>.

4. **Approval of Minutes**

Ms. Morrin moved, seconded by Ms. Rothstein, that the School Committee approve the minutes to the August 14, 2018 School Committee meeting as presented.

The motion passed with a unanimous affirmative vote.

Ms. Morrin moved, seconded by Ms. Rothstein, that the School Committee approve the minutes to the August 22, 2018 and the August 27, 2018 School Committee meetings as presented. The motion passed with a unanimous affirmative vote.

**5. Visitor Comments - none**

**6. School Committee Announcements and Recognitions** – Ms. Baron noted that this was the first regular meeting since school opened. She wished everyone a good school year, especially the Longmeadow High School sports teams.

**7. Business with Guests**

- a. **School Climate Data** – Ms. Shelly Warren, Substance Use Response Coordinator, and Mr. Paul McNeil, Director of the CLOSE Community Coalition reviewed the School Climate Data along with how the data compares to the State averages, and/or National averages when comparative data was available.

**8. Administrative Reports**

- **Superintendent Report** – Superintendent O’Shea presented the School Committee with a written report highlighting the following:  
Inclement Weather – the recent warm weather provided the administrators the opportunity to review the inclement weather response.  
Connecticut Valley Superintendent’s Roundtable (CVSR) – Ms. Morrin, Ms. Rothstein and Ms. Monahan attended the recent meeting with Dr. O’Shea.  
Memorandum of Understanding between the District Attorney’s Office, the Longmeadow Police Department and the School District.  
National Day of Service and Remembrance 9/11  
Additionally, Dr. O’Shea reported the elementary schools will be holding their “Walking School Bus” event on Thursday, September 13, 2018.
- **Asst. Superintendent for Learning Report** – Ms. Bertrand provided the School Committee with a written report.
- **Asst. Superintendent for Finance and Operations** – Mr. Mazza provided the School Committee with his report.
- **School Committee Chair Report** – Ms. Baron read her prepared remarks.
- **Student Representative Report** – The School Committee welcomed Brahedesh (Breggy) Sivakumar back for another year as Student Representative to the School Committee. Mr. Sivakumar reported there are more students now serving on the School Committee Advisory Council this year. They are working to develop the

items they would like to work on with the Committee, and will be meeting with the Committee on October 9<sup>th</sup>. One area of interest is for the curriculum to more accurately represent the gender identity of how some historical figures. Knowing that some historical people were part of the LGBTQ community of their times is valuable information which in the current curriculum is not mentioned.

The Senior class play is Beauty and the Beast and auditions are going on now.

- **Other Reports** – None.

## 9. Sub-Committee Reports

- **Finance Sub-Committee**

- **Lunch Monitors at the Middle Schools** – Finance sub-committee considered the addition of lunch monitors at the middle school level.

Mr. Kelly moved on the recommendation of the finance sub-committee that the School Committee approve the addition of up to 2 Lunch monitors at each middle school working up to 2 hours per day.

Discussion: Ms. Jasmin requested information on whether an outside recess period vs outside lunch could be added in at the middle schools as previously discussed by the School Committee. Dr. O'Shea and Mr. Mazza explained that the principals were unable to achieve that goal within the time constraints of the school day schedule.

School Committee asked how the 6<sup>th</sup> grade is able to schedule an additional 10 minutes recess. It was explained that in grade 6 they do not have foreign language so there is more leeway in their schedules. Principals did not feel they could shave time off of the class times, which already are not long enough.

Mr. Wray brought up that he feels that the minimum work day in MA may be 3 hours which may impact the pay for these new positions. Mr. Mazza stated this has not come up in the past and we currently have lunch monitors at the elementary level.

Motion was seconded by Mr. Wray and the motion passed unanimously.

- **Building Use Request -**

Mr. Kelly moved on the recommendation of the finance sub-committee that the School Committee approve the building

use request from the Hampden Count Bee Keepers Association dated July 26, 2018.

Motion was seconded by Ms. Morrin. The motion passed unanimously.

- **FY19 Grant Awards**

Mr. Kelly moved on the recommendation of the finance sub-committee that the School Committee approve the FY19 Grant Awards as indicated in Mr. Mazza's memo dated August 27, 2018.

Motion was seconded by Ms. Morrin. The motion passed unanimously.

- **Policy Sub-Committee** – This sub-committee met on August 14, 2018.

The following policy was posted to the district's website for 30 days to solicit public input. No input has been received.

Ms. Rothstein moved, seconded by Ms. Morrin, on the recommendation of the policy sub-committee that the School Committee approve the amended policy as presented: Policy JLCD – Administering Medicine to Students.

The motion passed unanimously.

There are several other policies still posted for public input on the website now. Those will come before the Committee on September 25.

- **Evaluation Sub-Committee**- The evaluation sub-committee met on Wednesday September 4<sup>th</sup>. Mr. Kelly reported on their activities.

## 10. Ongoing Business

Mr. Wray exited for a little while at 8:09 pm.

- a. **School Committee Goals** – Ms. Baron, Ms. Morrin and Ms. Bertrand worked together to incorporate the School Committee's objectives for each of the goals.

Ms. Baron suggested moving this off of this agenda and more into a "workshop" type of meeting, which would be posted, however it would be less formal. She sought Committee input. Ms. Monahan supported that idea, as did Mr. Kelly. Ms. Georgantas will send out a Doodle Poll to look for a workshop meeting date. School Committee stated they would like to have food brought in for this meeting.

At 8:12 Mr. Wray returned to the meeting.

**b. Superintendent's Annual Plan** – Dr. O'Shea presented his annual plan to the School Committee.

Ms. Jasmin expressed some concerns with the plan and asked that the plan not include items that were already being done. She wanted to see new ideas, and not a continuation of items that had already been achieved. She would also like to see how the action steps under the the professional practice goal are tied to instructional leadership and student learning under the DESE rubric. She does not see the correlation. Another area of concern for Ms. Jasmin was this year's annual plan did not explain what happened to the goals in his previous year's plan which were not met. She was curious why those goals were omitted from this year's goals as there was no follow-up with the Committee. Specifically, she pointed out the SEL establishment goal from the previous year, and how that goal was not on this year's plan. Ms. Jasmin said this improvement plan is heavy on community engagement and light on instructional leadership, and she would like to see more on instructional leadership and student learning.

Mr. Kelly expressed his concern that the evaluation sub-committee was supportive of this plan in the evaluation sub-committee meeting and had offered feedback to the Superintendent throughout his development of his annual plan and it's concerning to him to have questions about it now. He also stated that it's important for members of the Committee to communicate with the Superintendent and Chair so that there are not surprises during meetings.

Ms. Baron spoke about feedback on documents and stated that the Committee is a public body and discussions need to occur in open meeting and not just in subcommittee.

Ms. Jasmin stated that this was the first time the plan had been presented to the Committee and the first opportunity to provide feedback and the discussion needed to occur in open meeting.

Mr. Wray agreed with Mr. Kelly's concerns about the process. He offered his respect for the work done by the evaluation sub-committee. He said he was concerned there were too many goals in this plan.

Ms. Morrin stated there really are 3 goals. The actions and intended outcomes were included by Dr. O'Shea as more additional information.

Ms. Baron stated the evaluation sub-committee asked the Superintendent to focus on the areas where he struggled last year, and asked that he highlight 2-way communication. She highlighted the areas of concern brought up by Ms. Jasmin and offered that after reviewing and revising the Annual Plan further, Dr. O'Shea present back to the Committee during the meeting of September 25. No further action was taken on the annual plan

during this meeting.

## 11. New Business

- **Sandy Hook Promise MOU** – School Committee was provided a memorandum of understanding regarding Say Something Anonymous Reporting System between the Longmeadow Public Schools and the Sandy Hook Promise Foundation.

Ms. Morrin moved on the recommendation of the Superintendent that the School Committee approve the Memorandum of Understanding between the Sandy Hook Promise Foundation and the Longmeadow Public Schools and authorize the Chair to sign the Memorandum of Understanding.

Mr. Wray seconded the motion. The motion passed unanimously.

- **Anonymous Letters Discussion** – Ms. Baron said that she and Dr. O’Shea have discussed the issue of anonymous letters. School Committee currently has 3 policies that speak to how School Committee handles anonymous letters. Those policies are: KE, KE-E and KEB. She suggests that policy sub-committee review these policies to be sure they reflect our practice.

**12. Executive Session** – There isn’t an executive session planned for this meeting.

## 13. Adjournment

At 9:32 pm Ms. Morrin moved, seconded by Ms. Jasmin that the School Committee adjourn the September 11, 2018 School Committee meeting. The motion passed with a unanimous affirmative vote.

List of documents viewed or discussed during this meeting:

- Agenda 09/11/2018
- Annotated Agenda 09/11/2018
- DRAFT minutes 8/14/18
- DRAFT minutes 8/22/2018
- DRAFT minutes 8/27/18
- DRAFT minutes joint meeting with Select Board 8/27/18
- Middle School and High School Data as Compared with State Data (LHS – 2018)
- LHS School Climate Survey Highlights 2013-2018
- CLOSE Community Annual Report 2018-2019
- Superintendent’ Report 9/11/2018
- Asst. Superintendent for Learning Report 9/11/18

- Asst. Superintendent for Finance and Operations Report 9/11/2018
- 7t/8<sup>th</sup> Middle Level Recess plan 2017-2018
- Building Use Request Hampden County Beekeeper Association 7/26/2018
- Memo dated 8/27/18 from Mr. Mazza RE: FY19 Grant Acceptance
- Year-to-Date Budget Report dated 8/27/18
- DRAFT policy JLCD Administering Medicines to Students
- Draft goals and objectives for the School Committee 2018-19
- Wakefield Public Schools goals document 2017-2020
- Ms. Rothstein's goals document
- Supt. Martin O'Shea 2018-2019 Annual Plan and Power Point presentation 9/11/2018
- Sandy Hook Promise Say Something Anonymous Reporting System MOU
- Information Only Cease and Desist letter dated 8/31/18 from Atty. Nicholas Dominello
- Information only – anonymous letter received on 8/21/18
- Information Only – warrant batch 3876 dated 9/7/18
- Draft save the date for “Educating the Whole Community – Conversation Series”
- Correspondence – LCTV Open House