

**BELMONT SCHOOL COMMITTEE MINUTES
CHENERY MIDDLE SCHOOL COMMUNITY ROOM
JULY 31, 2012**

Present: Ms. Laurie Graham, Chair
Mr. Daniel Scharfman, Secretary
Ms. Laurie Slap
Mr. Kevin Cunningham
Ms. Anne Lougée
Ms. Pascha Griffiths
Dr. Thomas Kingston, Interim Superintendent
Ms. Janice Darias, Assistant Superintendent

Absent: Mr. Anthony DiCologero, Director of Business, Finance and Operations

1. **OPENING BUSINESS**

1.1 Call to order

Ms. Graham called the meeting to order at 7:30 p.m.

1.2 Pledge of Allegiance

Ms. Graham led the Pledge of Allegiance.

1.3 Citizens' Concerns

There were no citizen's concerns.

1.4 Adjustments to the Agenda

There were no adjustments to the agenda.

1.5 Chairman's Report

Ms. Graham welcomed the two new Student Representatives, Tomas Reimers and Maddie Devine. She thanked them for attending.

Ms. Graham updated the Committee on the following events that have taken place since the last School Committee meeting.

- The Unit D contract has been settled subject to ratification and School Committee approval in September.
- Town Meeting approved the FY13 budget.
- Belmont High School graduation took place on June 3.

Ms. Graham stated that the Finance Subcommittee has met several times over the summer to work on long-range planning. Ms. Graham explained that she and Mr. Scharfman, Dr. Kingston, Mr. Davis, Athletic Director, and Ms. Darias have met several times with the Library Board of Trustees, Board of Selectmen, Recreation Department, DPW, Conservation Commission, and Office of Community Development to discuss possible scenarios regarding the school, fields and library matter.

Ms. Graham stated that a Leadership Council/School Committee retreat will be held on August 22 and 23 in the Chenery Community Room. Some of the topics discussed will be the possible creation of a Curriculum Subcommittee, recommended revolving fund balances, naming rights and other fund raising mechanisms, roles and responsibilities of the School Committee, communication and alignment with the School Committee goals with the Leadership Council and District goals.

Ms. Graham announced that the 10th Annual Meet Belmont will be held on Tuesday, August 28 in the Chenery Large Community Room. The New Teacher Orientation will be held on Wednesday, August 29 at Belmont High School. The opening day for staff is on Tuesday, September 4.

1.6 Superintendent's Report

Dr. Kingston announced that personnel evaluations have been taking place during the last few weeks. One of the things that will be discussed at the Leadership Council Retreat will be the new Educator Evaluation System and what the School Committee's responsibility will be in the new system. Dr. Kingston stated that the district is on track implementing the new system.

Dr. Kingston updated the School Committee on the status of the Butler Playground. He thanked Selectman Andy Rojas who stepped in as an advisor for the playground for the playground project.

Dr. Kingston stated that the Certified Playground Installer has completed the technical specifications for the groundwork and the concrete curbing design. The playground equipment has been ordered and is scheduled to be delivered next week. The site survey has been completed. Mr. DiCologero has overseen a public bidding for the actual preparation of the site.

Dr. Kingston announced that the School Committee Finance Subcommittee will be meeting with the Warrant Committee Education Subcommittee on Wednesday, August 1. The discussion will center on some of the management recommendations made by the Warrant Committee Education Subcommittee.

Dr. Kingston stated that the Department of Elementary and Secondary Education will be conducting a Coordinated Program Review during the second week in January.

1.7 Director of Finance, Business and Operations' Report

Dr. Kingston provided the report. He announced that Mr. DiCologero has been working on the closing of the fiscal year. He also received a draft copy of the MASBO report which he is checking for any factual corrections before it is reported to School Committee.

2. **UNFINISHED BUSINESS**

2.1 There was no unfinished business.

3. **MAJOR BUSINESS**

3.1 Human Resources Manager Job Description – Exhibit A

Dr. Kingston explained the Human Resources Manager Job Description. He stated that the Human Resources Manager position has been increased to .8 FTE but he feels that the district should have a fulltime Human Resources Manager. With the advent of the New Educator Evaluation System, Dr. Kingston believes that it is important to have a fulltime Human Resources Manager, particularly in light of the advent of the new Educator Evaluation System.

Ms. Graham explained that the former Human Resources Manager worked with the School Committee Policy Subcommittee which possibly should be added to the current job description. Mr. Scharfman suggested that supervisory responsibilities also be added to the job description.

3.2 Solar Panel Update

Dr. Kingston updated the Committee on the Solar Panel Project. At the moment there are requests for proposals for vendors who install solar panels. Once the proposals are received back and the Solar Panel Committee determines if the proposals are viable, they will present recommendations to School Committee.

3.3 EDCO and LABBB: Votes to appoint representation for 2012-2013 school year

Ms. Graham recommended that Dr. Kingston remain as the representative to LABBB for 2012-2013.

On a motion offered by Mr. Cunningham and seconded by Ms. Lougee it was,

VOTED unanimously to appoint Ms. Graham as EDCO representative for the 2012-2013 school year.

On a motion offered by Mr. Scharfman and seconded by Ms. Slap it was,

VOTED unanimously to appoint Dr. Kingston as LABBB representative for the 2012-2013 school year.

3.4 Library/Field Transfer Discussion

Underwood Playground Concept – Exhibit B

Mr. Mark Paolillo, Chair of the Board of Selectmen discussed with the School Committee the possibility of moving the Underwood Pool further uphill from its current site. That would allow a field to be built where the pool is currently situated, making it possible to accommodate school field needs along Concord Ave, should a new Belmont Public Library be built on an existing field.

Mr. Paolillo explained that the next steps will be to develop an RFP to retain Landscape Architect to study the possibility of reconfiguring the site to accommodate a new pool, a school athletic field, and other uses. The estimated study cost would be \$30,000.

Incinerator Site Concept – Exhibit C

Ms. Graham explained that there have been many conversations regarding various scenarios for the building of a library.

Mr. Lowrie gave a presentation explaining the pros and cons of having a new library built on the current playing field located across the street from the current library. He explained that the two sites being considered for building a replacement field are the incinerator site and the site of the Underwood Pool which would be rebuilt further up the hill.

Mr. Lowrie stated the concerns about building a field on the incinerator site would include costs for transporting students by bus to the field and the cost of adding additional trainers.

Mr. Lowrie's PowerPoint presentation will be available for viewing on the Belmont Public Schools website.

Draft of Motion of Intent – Exhibit D

Mr. Scharfman stated that the School Committee would need more information, including specific language describing the land to be transferred, before making a motion.

May 18 Memo from Dr. Kingston re: Library Project – Exhibit E

4. REPORT OF SUBCOMMITTEES/LIAISONS

4.1 Wellington Building Committee

Ms. Graham stated that she and Ms. Wagner attended a traffic advisory meeting which discussed signage issues. "No Idling" signs will be placed near the school. The punch list is still being worked on.

Ms. Graham stated that the Building Committee met with the planning board to determine how to mitigate the noise issues coming from the rooftop units.

4.2 Finance Subcommittee

Ms. Slap stated that the Finance Subcommittee is discussing the possibility of beginning the FY13 budget process earlier than previous budget development has begun.

Mr. Cunningham explained that the Finance Subcommittee is focused on budget and cost projections to support long term planning. He stated that he is looking at more useful ways to present budget data to the community.

4.3 Task Force on Athletics and Extracurricular Activities

There was no update from the Task Force on Athletics and Extracurricular Activities

4.4 Student Representative Update

There was no update from the student representatives.

5. **OTHER BUSINESS**

5.1 Consent Agenda

There was no consent agenda.

5.2 Personnel Items – Informational

There were no personnel items.

5.3 Business Items

There were no business items.

5.4 Approval of Minutes

There were no minutes.

6. **FUTURE BUSINESS**

August 1, 2012
Finance Subcommittee Meeting
School Administration Building Conference Room
8:00 a.m.

August 22, 2012
Leadership Council/School Committee Retreat
Chenery Middle School Large Community Room
1:00 p.m.

August 23, 2012
School Committee Retreat
Chenery Middle School Large Community Room
8:00 a.m.

7. **ENCLOSURES**

- Selected Massachusetts General Laws 2012

- Unit B Contract
- July 12, 2012 Letter from DESE re: Coordinated Program Review
- 2012-2013-School Calendar
- Final Draft – Belmont HR Department Review
- Butler Playground Plans
- Orientation Schedule – 2012-2013 School Year
- Opening Schedule – Belmont Public Schools

8. **ADJOURNMENT**

At 9:51 p.m. on a motion offered by Mr. Scharfman and seconded by Ms. Slap, it was

VOTED unanimously to adjourn the meeting.

Respectfully Submitted by

A handwritten signature in blue ink, appearing to read 'Daniel Scharfman', is written over a horizontal line.

Daniel Scharfman, Secretary