

**BELMONT SCHOOL COMMITTEE MINUTES
CHENERY MIDDLE SCHOOL COMMUNITY ROOM
JUNE 19, 2012**

Present: Ms. Laurie Graham, Chair
Mr. Dan Scharfman, Secretary
Ms. Laurie Slap
Mr. Kevin Cunningham
Ms. Anne Lougée
Dr. Thomas Kingston, Interim Superintendent
Ms. Janice Darias, Assistant Superintendent
Mr. Anthony DiCologero, Director of Business, Finance and Operations

Absent: Ms. Pascha Griffiths

1. EXECUTIVE SESSION

1.1 At 6:35 p.m. on a motion made by Ms. Slap and seconded by Mr. Cunningham, the School Committee

VOTED unanimously (5-0-0) on a roll call vote to enter Executive Session for the purpose of discussing strategy with respect to collective bargaining with union personnel given that a discussion in Open Session may have a detrimental impact on the School Committee's bargaining position.

The School Committee announced that it would return to Open Session at the conclusion of Executive Session.

2. OPENING BUSINESS

2.1 Call to order

At 7:30 p.m. Ms. Graham announced that the School Committee was now in Open Session.

2.2 Pledge of Allegiance

Ms. Graham led the Pledge of Allegiance

2.3 Citizens' Concerns

There were no citizen's concerns

2.4 Adjustments to the Agenda

There were no adjustments to the agenda.

2.5 Chairman's Report

Ms. Graham updated the Committee on the following end of year activities.

Annual Chenery Courtyard Event
Belmont Special Education Advisory Council Awards Ceremony
Belmont High School Film Festivals

Ms. Graham announced that Burbank Elementary School was the recipient of a special concert by Earth Tunes, an environmental singing group. The school was recognized by the Massachusetts Executive Office of Environmental Affairs and the Department of Environmental Protection for their Green Team efforts this past school year.

Ms. Graham announced that with the ongoing assistance of a State Mediator, representatives from the School Committee and members of Unit D of the BEA (Belmont Education Association) were able to reach a tentative 3 year agreement pending ratification by the Union and acceptance by the full School Committee. Ms. Graham stated that the School Committee anticipates that the ratification will take place in September and thanked everyone involved for all the work that went into this agreement.

2.6 Superintendent's Report

Dr. Kingston stated that it was a successful end to the school year. He said he hoped the children would enjoy summer with safety in mind.

Dr. Kingston announced that the BEA and Belmont Public Schools have agreed to adopt the model language of the Education Appraisal System. Work will take place next year to train the staff on the uses and tools. Dr. Kingston stated that the union and administration will meet on a monthly basis to make whatever adjustments are necessary.

Dr. Kingston announced that bake sales are not included in the new initiative on healthy meals, so schools will still be allowed to have bake sales.

Dr. Kingston announced that Belmont Public Schools is currently going through the Coordinated Program Review (CPR). Each district is on a cycle which tests compliance with state and federal mandates such as Special Education and Title I. A CPR team will arrive next year to do on site work. Dr. Kingston thanked Ms. Darias for the enormous amount of work that she has done to prepare for the CPR.

Dr. Kingston announced that the Massachusetts Association of School Business Officials (MASBO) report regarding possible improvements to some business processes will be received in a month or two. He also anticipates a report from the New England Association of Schools and Colleges (NEASC) regarding re-accreditation of Belmont High School.

Dr. Kingston announced that Dan Richards has been chosen as the new Belmont High School principal. He will begin on July 1.

Dr. Kingston updated the Committee on the Butler Playground project which is now fully funded. The site survey has been conducted and the information will be used for landscaping. The order has been placed for playground equipment which should arrive in thirty days.

2.7 Director of Finance, Business and Operations' Report

Mr. DiCologero updated the School Committee on the process of closing out the year. He is anticipating ending the year with a positive balance which will be spent down close to zero.

Mr. DiCologero explained that he has been working with other department heads about pursuing another module in the MUNIS system which would help track job applicants. He stated that this will help to streamline the hiring process.

Mr. DiCologero announced that the results of the Department of Elementary and Secondary Education (DESE) audit. Aside from one minor correction, the report was clean.

3. **UNFINISHED BUSINESS**

3.1 There was no unfinished business.

4. **MAJOR BUSINESS**

4.1 Presentation of MASBO Award

Dr. Gerald Missal, former Director of Finance, Administration and Capital Planning presented the Donald D. Johnson Cost Efficiency Award given jointly from MASBO and ING Financial. The purpose of the award is to acknowledge school districts that have demonstrated effort in the implementation of programs and/or activities that increase efficiency in order to maximize the availability of resources for educational priorities. Dr. Missal also presented \$2500.00 check from MASBO which will be used as a scholarship for a Belmont High School student.

4.2 PLT Report Summary – Exhibit A

Ms. Darias explained that there were sixty-four Professional Learning Teams that conducted research on a range of topics. All of the PLTs created a final report to document their process, findings and recommendations. These findings will be posted on the Belmont Public Schools website. Next year's Staff Development Handbook will include workshops stemming from the learning of the PLTs. In some cases, the workshop was suggested by colleagues on the PLT Conference Evaluation Form. These workshops will be led by BPS educators, who will be paid through a stipend from the Title IIA Grant for high quality professional development.

Ms. Darias explained that feedback on the PLT work was gathered in several ways and presented a summary of the data which will be posted on the Belmont Public Schools website. She explained that the Leadership Council also completed a survey which will be presented at their retreat on June 22.

4.3 Review and Approval of Non-contractual Senior Administrative Salaries – Exhibit B

Dr. Kingston explained that there is a low and high range for administrator and principal salaries. School Committees should periodically review the spectrum of salaries that are non-contractual. He

explained that it is the obligation of the administration to determine salaries but the obligation of the School Committee to look at the range. He recommended that the School Committee accept the salary ranges presented. The administrators include Assistant Superintendent, Director of Finance, Director of Human Resources, Director of Special Education, and Director of Information Technology.

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

VOTED unanimously (5-0-0) to accept the Belmont Public Schools non-contractual FTE salary ranges – Exhibit B.

4.4 End of School Year Wrap-up – Summer Work / Fall Plans

Ms. Graham explained that the School Committee has been discussing the institution of a Curriculum Subcommittee. She suggested that over the summer the School Committee should meet with Ms. Darias and contact other School Committees to determine how a Curriculum Subcommittee should be implemented.

Ms. Graham suggested creating a plan to reach out to stake holders and staff for their input.

Ms. Graham proposed that Ms. Slap remain as the School Committee representative to the Warrant Committee and that Ms. Lougee remain as the School Committee representative to the Capital Budget Committee.

Ms. Graham stated that the Policy Subcommittee is working on a policy regarding fundraising and naming rights. She proposed that the School Committee have a workshop meeting to discuss what concerns they have regarding such a policy.

Ms. Graham stated that In September the School Committee will need to vote on who will be representatives to LABBB and EDCO. The School Committee will also be working on the Superintendent's evaluation.

5. REPORT OF SUBCOMMITTEES/LIAISONS

5.1 Wellington Building Committee

Ms. Graham stated that the Wellington Building Committee would be meeting tomorrow, June 20. Now that school is out for the summer, the Committee will be addressing mediation of noise issues and doing some painting.

5.2 Finance Subcommittee

Mr. Cunningham and Ms. Slap updated the Committee on the work of the Finance Subcommittee.

The Finance Subcommittee will spend the summer working on long-term planning. They will also study the issues of a family cap for fees.

Ms. Slap will explore revenue sources and modeling revenue in conjunction with members of the Warrant Committee.

Mr. Cunningham will work on projecting costs.

Mr. Cunningham suggested that a calendar be created in September for the budget process.

5.3 Task Force on Athletics and Extracurricular Activities

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

5.4 Student Representative Update

There was no Student Representative in attendance.

6. **OTHER BUSINESS**

6.1 Consent Agenda

Surplus Property – Exhibit C

Mr. DiCologero explained that the School Department currently has three vehicles in service. The oldest vehicle is a Chevy Blazer with approximately 71,000 miles. He stated that Fred Domenici, Supervisor of Buildings and Grounds has told him of an opportunity to obtain a used cargo van which would allow the transportation of tools and supplies. A cargo van would also allow the district to transport large items between buildings. Mr. DiCologero stated that he is recommending that the School Committee vote to declare the Blazer as surplus property.

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

VOTED unanimously (5-0-0) to approve the consent agenda.

6.2 Personnel Items – Informational

There were no personnel items.

6.3 Business Items – None

6.4 Approval of Minutes

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

VOTED unanimously (5-0-0) to approve the minutes of June 1, 2012.

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

VOTED 4-0-1 to approve the minutes of June 5, 2012 as amended to state in section 3.2 that "the committee discussed issues related to this proposal."

7. **FUTURE BUSINESS**

8. **ENCLOSURES**

April 30, 2012 letter from John A. Crafton re: MASBO award.

9. **ADJOURNMENT**

At 9:15 p.m. on a motion offered by Ms. Lougée and seconded by Mr. Scharfman, it was

VOTED unanimously (4-0-1) with Ms. Griffiths absent and Mr. Scharfman abstaining to adjourn the meeting.

Respectfully submitted by


Daniel Scharfman, Secretary