

**BELMONT SCHOOL COMMITTEE MINUTES
CHENERY MIDDLE SCHOOL COMMUNITY ROOM
JUNE 5, 2018**

Present: Ms. Susan Burgess-Cox, Chair
Ms. Andrea Prestwich, Secretary
Ms. Kate Bowen
Ms. Tara Donner
Dr. Lisa Fiore
Ms. Jill Norton
Mr. John Phelan, Superintendent
Ms. Janice Darias, Assistant Superintendent for Curriculum & Instruction
Mr. Anthony DiCologero, Director of Finance, Business and Operations

Also in attendance: Ms. Mary Pederson, Director of Human Resources

Mary Pederson, Director of Human Resources, welcomed everyone to the recognition ceremony honoring the staff members who are retiring this year. She thanked the student musicians who performed at the reception.

School Committee members read resolutions for the following retirees:

- ❖ Mary Conant-Cantor – Director of Nursing – District
- ❖ Regina Kalajian – Art Teacher – Wellington Elementary School
- ❖ Catherine Larkin – Art Teacher – Belmont High School
- ❖ Lois Mason – Reading Specialist – Chenery Middle School
- ❖ John McLellan – Music/Band Teacher – Chenery Middle School
- ❖ Robin Morrison – Grade 2 Teacher – Winn Brook
- ❖ Elizabeth Ordile – Cafeteria Worker – Butler Elementary School
- ❖ JoAnn Papalia – Clerical Aide – Wellington Elementary School
- ❖ Colleen Sullivan – Secretary to the Assistant Superintendent – School Administration Building
- ❖ Diane Wiltshire – METCO Director - District

1. **OPENING BUSINESS**

1.1 Call to order

Susan Burgess-Cox called the meeting to order at 7:36 p.m.

1.2 Pledge of Allegiance

Susan Burgess-Cox led the Pledge of Allegiance.

1.3 Citizens' Concerns

There were no citizens' concerns.

1.4 Adjustments to the Agenda

There were no adjustments to the agenda.

1.5 Chair's Report

Susan Burgess-Cox announced Belmont High School graduation took place on June 3rd. She announced some recent and upcoming events such as a Chenery concert on which took place last night and another that will take place on June 7th for grade 6 students. She also reminded everyone to purchase STAR Awards if they would like to honor a teacher at the end of the year.

1.6 Student Representative Report

There was no student representative in attendance.

1.7 Superintendent's Report

Superintendent Phelan announced the graduation of Over 300 students from Belmont High School. He congratulated Principal Dan Richards, Assistant Principal Sherri Turner and Assistant Principal Tom Brow for organizing the event this year. The student speeches were great and the music was fantastic.

Superintendent Phelan sent out school assignments for the 2018-19 school year and noted 13 out of 318 had to be placed outside their district elementary school. He has also been meeting with the School Committee Policy Subcommittee with regards to the aftercare program to discuss options for having additional space to accommodate more students in the program.

2. **UNFINISHED BUSINESS**

There was no unfinished business.

3. **MAJOR BUSINESS**

3.1 Introduction of Wellington Principal Allison Franke and BHS Interim Principal – Tom Brow

Superintendent Phelan introduced new Belmont High School Interim Principal Tom Brow. Tom is currently as Assistant Principal at Belmont High School. Superintendent Phelan shared Mr. Brow's bio with the School Committee. Tom will begin his new position on July 1st.

Superintendent Phelan introduced Allison Franke, new Wellington Elementary Principal. He thanked everyone involved in the search and interview process and stated Allison is a great addition to

Belmont. Superintendent Phelan shared Ms. Franke's bio with the School Committee. Ms. Franke stated she is happy to be in Belmont and looking forward to beginning her job on July 1st.

3.2 Update on Belmont Media – Laurie Graham and Jeff Hansell

Laurie Graham, School Committee Liaison to Belmont Media Center (BMC) and Jeff Hansell, Director of Belmont Media Center updated the School Committee on their programming over the past year. Since 2005 BMC has increased their outreach efforts through teachers, students, parents, and volunteers. This has resulted in many new programs such as interviews with Belmont Veterans conducted by Belmont students, afterschool media programs with Belmont After School Enrichment Collaborative (BASEC). BMC also partnered with the Belmont High School English Department to produce videos for public presentation. They have added television coverage of the Belmont High School Building Committee meetings and other associated groups along with musical concerts and award ceremonies. The BMC Board donated \$5000 toward the new press box at Harris Field and took charge of modernizing the PA system. Jeff Hansell noted the planned modernization of the Chenery Community Room for better broadcasting. Superintendent Phelan expressed his gratitude for all that BMS does which allows so many people to keep up with what is happening in the town.

3.3 Appointment to Energy Committee – James Booth

James Booth updated the School Committee on the work of the Belmont Energy Committee. The Committee is involved in preparing a greenhouse gas inventory, the Belmont Drives Electric campaign as well as looking at ways to achieve long term goals around emissions. Mr. Booth has been attending meetings of the Belmont High School Building Committee to provide input on making the new high school energy efficient.

On a motion offered by Andrea Prestwich and seconded by Jill Norton, it was

VOTED unanimously to appoint James Booth to the Energy Committee.

3.4 Superintendent's Evaluation – Exhibit B

Superintendent Phelan provided an overview of his Year End Summative Evaluation. He shared the following goals:

Goal 1: Effective Strategic Planning – To lead the district through the strategic planning of our space and grade configuration work. This will entail simultaneously working with and leading the Belmont High School Building Committee (BHSBC), and the School Committee on action steps needed to resolve the enrollment and space challenges that face the district. This process will also support and inform the long term educational strategic planning work for the district.

Goal 2: Student Learning Goal – To impact the instruction in our classroom as it relates to our strategic plan initiatives through the use of the Leadership Council and educator voice in the BHSBC/Grade Configuration process and to utilize the building based educator teams to drive the Achievement Gap and Social Emotional Learning initiatives.

Goal 3: Professional Practice Goal – To improve my practices in coordinating effective administrative teams, through the use of Leadership Council meetings, Principal Meetings and retreats to provide a continuous learning opportunity through the collective implementation of the districts strategic plan.

Superintendent Phelan explained the key actions and benchmarks for each goal and provided an evaluation performance narrative for each goal as well.

Susan Burgess-Cox suggested the School Committee members send her their comments regarding Superintendent Phelan’s evaluation and she would create a summary for presentation at the next School Committee meeting.

4. **SUBCOMMITTEE/LIAISON UPDATES (as needed)**

4.1 Finance Subcommittee

The Finance Subcommittee met last week for an overview of circuit breaker. They will meet again on June 12th at 8:00 a.m.

4.2 Policy and Procedure Subcommittee

The Policy and Procedure Subcommittee met last week. There was discussion about the improvement of recycling efforts in the district. The School Committee was asked to provide a letter expressing favor with recycling. There was also discussion about survey information for starting school later.

Superintendent Phelan shared the recycling letter with the School Committee and it was read by Susan Burgess-Cox. The School Committee agreed to submit the letter.

On a motion offered by Jill Norton and seconded by Kate Bowen, it was

VOTED unanimously to approve the acceptance of a onetime grant for \$30,000 to support recycling work.

4.3 Curriculum and Instruction Subcommittee

There was no report from the Curriculum and Instruction Subcommittee.

4.4 Capital Budget Committee

There was no report from the Capital Budget Committee.

4.5 Warrant Committee

There was no report from the Warrant Committee.

4.6 Belmont High School Building Committee

The Belmont High School Building Committee met on Thursday to discuss security and technology for the new high school. The Committee is also preparing for their document submission to MSBA.

4.7 Community Path Committee

There was no report from the Community Path Committee.

5. **OTHER BUSINESS**

5.1 Consent Agenda

Susan Burgess-Cox reminded the School Committee they had reviewed the trip proposals at the previous meeting and now they were required to vote their approval.

Vote on French Language Students February 2019 Trip to Quebec – Exhibit C

On a motion offered by Lisa Fiore and seconded by Kate Bowen, it was

VOTED unanimously to approve the February 2019 Trip to Quebec – Exhibit C

Vote on Latin Language Students April 2019 Trip to Italy – Exhibit D

On a motion offered by Lisa Fiore and seconded by Jill Norton, it was

VOTED unanimously to approve the April 2019 Trip to Italy – Exhibit D

Vote on Social Studies Students February 2019 Trip to London, Paris & Amsterdam – Exhibit D

On a motion offered by Tara Donner and seconded by Jill Norton, it was

VOTED unanimously to approve the February 2019 Trip to London, Paris and Amsterdam - Exhibit E

5.2 Personnel Items – none

5.3 Business Items – None

5.4 Approval of Minutes

May 22, 2018

On a motion offered by Kate Bowen and seconded by Lisa Fiore, it was

VOTED unanimously to approve the minutes of May 22, 2018 as amended.

6. **FUTURE BUSINESS**

Upcoming Meetings:

June 12, 2018

Finance Subcommittee Meeting
SAB Conference Room – 8:00 a.m.

June 19, 2018

School Committee Meeting
CMS Community Room – 6:15 p.m.

June 19, 2018

Joint Meeting – School Committee/Board of Selectmen/BHSBC
CMS Community Room – 7:00 p.m.

7. **ENCLOSURES**

Strategic Plan
Important Dates for School Committee

8. **ADJOURN**

At 9:10 p.m. on a motion offered by Kate Bowen and seconded by Andrea Prestwich, it was

VOTED unanimously to adjourn the meeting.

Respectfully submitted by 
Andrea Prestwich, Secretary