

**BELMONT SCHOOL COMMITTEE MINUTES
CHENERY MIDDLE SCHOOL COMMUNITY ROOM
FEBRUARY 6, 2018**

Present: Ms. Susan Burgess-Cox, Secretary
Ms. Kate Bowen
Mr. Thomas Caputo
Ms. Andrea Prestwich
Mr. John Phelan, Superintendent
Ms. Janice Darias, Assistant Superintendent for Curriculum & Instruction
Mr. Anthony DiCologero, Director of Finance, Business and Operations

Absent: Dr. Lisa Fiore
Mr. Murat Bicer

1. **OPENING BUSINESS**

1.1 Call to order

Secretary Susan Burgess-Cox, filling in for Chair Dr. Lisa Fiore, called the meeting to order at 7:00 p.m.

1.2 Pledge of Allegiance

Secretary Burgess-Cox led the Pledge of Allegiance.

1.3 Citizens' Concerns

There were no citizen's concerns.

1.4 Adjustments to the Agenda

1.5 Chair's Report

Secretary Burgess-Cox updated the School Committee on some events happening in the schools and town.

- February 8- Honors Concert – CMS at 7:00 p.m.
- February 12 – Spring Concert – BHS at 7:00 p.m.
- February 28 – Spring Concert – BHS at 7:00 p.m.
- February 14 – Art Show – CMS
- February 15 – Symphonies & Parent/Teacher Chorus Concert – CMS at 7:00 p.m.

- March 17 – FBE Silver Anniversary Fundraiser – Belmont Hill School – tickets available online
- March 28 – BSEPAC Resource Fair – Butler – 7:00 p.m.

1.6 Student Representative Report

Several students from the Belmont High School Student Advisory Council updated the School Committee on Diversity Week which took place last week with speakers on a variety of subjects. Winter sports are doing well – swim team won Middlesex League Championship. The International Economic Summit took place recently involving Belmont High School students, another school in the area and two schools from Beijing, China.

1.7 Superintendent's Report

Superintendent Phelan noted the School Committee voted for a grade configuration of 7-12 for the new high school. Ongoing work will take place to determine supports needed for the other schools related to this new grade configuration.

Superintendent Phelan has met with directors of the school aftercare programs to discuss issues related to space.

Superintendent Phelan announced the creation of a task force to study earlier start times for high school students. The task force is made up of teachers and administrators who will look at what is involved in changing start times.

Superintendent Phelan noted he has been keeping track along with Nursing Coordinator, Mary Conant-Cantor of the student absences due to the flu outbreak. He congratulated the Boys Swim Team of their recent Middlesex League Championship victory.

Superintendent Phelan and Secretary Susan Burgess-Cox invited new Town Administrator, Patrice Garvin to the table to be introduced. Patrice has been working in Belmont for almost a month and thanked everyone for a warm welcome.

2. **UNFINISHED BUSINESS**

There was no unfinished business.

3. **MAJOR BUSINESS**

3.1 2018-19 Performing Arts Trip – **Exhibit A**

Arto Asadoorian, Director of Visual and Performing Arts, and Sean Landers, Chorus Teacher, provided the School Committee an overview of the proposal for the Belmont High School Chorus Trip to Ireland in April 2019. The trip will take place during the April 2019 school vacation (April 12-19). Students will perform in Ireland and study the country's musical and artistic cultures. There will be 40-80 students attending along with one faculty chaperone per ten students. The group will stay in Dublin, Galway and Limerick and the projected cost is \$2,699-\$2,849 per student. The trip is being run by World

Cultural Tours which has been the primary tour company used at Belmont High School for the past several years.

3.2 Community Education Report – **Exhibit B**

Assistant Superintendent Janice Darias introduced Marsha Semuels and members of a Steering Committee who conducted an analysis of Belmont’s current Community Education Program and surveyed and reviewed programs of neighboring communities to develop recommendations for Belmont to consider in maximizing the potential of its program. Ms. Semuels provided an extensive report from the Steering Committee for School Committee and Department Officials to review and consider. Ms. Semuels noted the need for a Director to revitalize Belmont’s Community Education Program. The School Committee was asked to allow the group to continue to work to seek outside funding for a Director to revitalize Belmont’s Community Education Program.

On a motion offered by Tom Caputo and seconded by Andrea Prestwich, it was

VOTED unanimously to approve the continuation of the work of the Community Education Steering Committee, allowing them to seek outside funding for a Director.

3.3 Vote on 2018-19 Belmont High School Program of Studies – Exhibit C

Secretary Burgess-Cox reminded the School Committee they had reviewed the BHS 2018-19 Program of Studies at a previous meeting and a vote would be taken at this meeting. Superintendent Phelan thanked the Curriculum Directors responsible for the additional classes being offered and noted that all then new classes are budget neutral.

On a motion offered by Andrea Prestwich and seconded by Tom Caputo, it was

VOTED 4-0-0 to approve the 2018-19 Belmont High School Program of Studies.

3.4 Belmont Public Schools 2018-19 Calendar Presentation – **Exhibit C**

Assistant Superintendent Janice Darias presented the 2018-19 school calendar for the School Committee to review and discuss. The Committee will vote on the calendar at the February 27th meeting. The calendar follows the same patterns as the 2017-18 calendar with the exception of the first day of school being a half day. The back of the calendar contains a list of religious holidays that Assistant Superintendent Darias developed in consultation with the Belmont Religious Council. The goal of the list is to provide guidance to teachers on what holidays students may need to be absent.

3.5 Human Resources Update

Mary Pederson, Director of Human Resources announced the Human Resources Department will have a new assistant beginning on February 12th.

Mary Pederson, Director of Human Resources updated the School Committee on the planning for two upcoming Principal searches. The Wellington Elementary Principal position has been posted and the Belmont High School Principal position will be posted soon. Each search will be performed by a

Committee of parents, staff and administrators. The Committee will review resumes and make recommendations for interviews. Two or three finalists selected by the Committee will be interviewed by the Superintendent. Each finalist will spend a day in the district meeting high school staff, central office staff, and community members in the evening. Each group will provide feedback forms that will be read by the Superintendent and Director of Human Resources as guidance in making a decision.

Ms. Pederson announced an upcoming diversity job fair being hosted at Wellington on March 17th. This job fair is being marketed to historically black colleges and area education programs.

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

4.1 Finance Subcommittee

The Finance Subcommittee met earlier in the day to discuss the FY18 Quarter 2 budget as well as the FY19 budget. The current projection for FY18 end of year is a \$200,000 deficit due to Special Education costs.

4.2 Policy and Procedure Subcommittee

The Policy and Procedure Subcommittee will schedule a meeting to discuss policies related to school start times, the use of building space and other policy issues.

4.3 Curriculum and Instruction Subcommittee

There was no report from the Curriculum and Instruction Subcommittee.

4.4 Capital Budget Committee

The Capital Budget Committee will meet on February 8th to begin discussions for the FY19 budget.

4.5 Warrant Committee

There was no report from the Warrant Committee.

4.6 Belmont High School Building Committee (BHS-BC)

After the grade configuration vote which took place on January 23, 2018, the next task for the BHS-BC will be completing questions for the Preliminary Design Program (PDP). Superintendent Phelan met with members of the BHS-BC to discuss parking and field placement. The next phase of work will involve discussions of an administrative model and the grade configuration within the building. The Leadership Council discussed grades 7-9 in one portion of the building and 10-12 in another. A recommendation will be made at the February 27th School Committee meeting. Superintendent Phelan thanked Pat Bruschi, Bill Lovallo and the rest of the BHS-BC for all their work.

4.7 Community Path Committee

There was no report from the Community Path Committee.

4.8 Library Long Range Planning Committee

There was no report from the Library Long Range Planning Committee.

5. **OTHER BUSINESS**

5.1 Consent Agenda

Vote on Disposal of Surplus Property – **Exhibit E**

Anthony DiCologero, Director of Finance, Business and Operations presented a list of surplus property consisting of technology items that were no longer working or obsolete. The School Committee is required to vote on the disposal of such items.

On a motion offered by Tom Caputo and seconded by Kate Bowen, it was

VOTED 4-0-2 to approve the disposal of the surplus property listed in Exhibit E.

Vote on Acceptance of Donations – **Exhibits F1 - F4**

Donation from Wellington PTO – Exhibit F-1

Donation from Mr. & Mrs. Lawrence Verner – Exhibit F-2

Donation from Lueders Environmental, Inc. – Exhibit F-3

Donation from Belmont Savings Bank for printing of
Community Education brochure – Exhibit F-4

Superintendent Phelan stated the district was fortunate to have many people who offer support in different ways including financial donations. The School Committee is required to vote on the acceptance of any financial donations. Donations listed in Exhibits F1 through F4 were received over the past several months.

On a motion offered by Andrea Prestwich and seconded by Tom Caputo, it was

VOTED 4-0-0 to approve the donations listed in Exhibit F-1, F-2, F-3, and F-4.

5.2 Personnel Items – none

5.3 Business Items – None

5.4 Approval of Minutes

- November 16, 2017
- November 30, 2017
- December 7, 2017

- December 12, 2017
- January 9, 2018
- January 16, 2018
- January 23, 2018

The School Committee chose to vote on all the minutes presented as one with the exception of November 30th. Kate Bowen was not present for that meeting.

Kate Bowen suggested amending the minutes of January 23rd to reflect discussion School Committee members had on a variety of issues such as transportation, space, energy and cost.

On a motion offered by Tom Caputo and seconded by Andrea Prestwich, it was

VOTED 4-0-0 to approve the minutes of November 16, 2017, December 7, 2017, December 12, 2017, January 9, 2018, January 16, 2018. The minutes of January 23, 2018 were approved as amended.

On a motion offered by Tom Caputo and seconded by Andrea Prestwich, it was

VOTED 3-1-0 to approve the minutes of November 30, 2017.

6. **FUTURE BUSINESS**

Upcoming Meetings:

February 15, 2018
Finance Subcommittee Meeting
SAB Conference Room – 7:30 a.m.

February 27, 2018
Finance Subcommittee Meeting
SAB Conference Room – 7:30 a.m.

February 27, 2018
School Committee Meeting
CMS Community Room – 7:00 p.m.

Secretary Susan Burgess-Cox announced although the School Committee had listed and Executive Session at the close of the meeting, they would not be entering Executive Session and the meeting would adjourn.

7. **ENCLOSURES**

January 1, 2018 Enrollment
February 1, 2018 Enrollment
Strategic Plan
Important Dates for School Committee
BHSBC Meetings

8. **ADJOURNMENT**

At 9:00 p.m. on a motion offered by Andrea Prestwich and seconded by Tom Caputo, it was

VOTED 4-0-0 to adjourn the meeting.

A handwritten signature in black ink, appearing to read 'S. Burgess-Cox', written over a horizontal line.

Respectfully submitted by _____
Susan Burgess-Cox, Secretary