

Mission

The Ipswich school community is committed to developing in all students the knowledge, skills, and attitudes needed to succeed and excel throughout life.

IPSWICH SCHOOL COMMITTEE MEETING  
THURSDAY, SEPTEMBER 20, 2018  
7:00 PM  
MIDDLE/HIGH SCHOOL ENSEMBLE ROOM  
MEETING MINUTES

**I. OPEN SESSION**

**CALL TO ORDER**

Sarah Player, School Committee Chair, called the meeting to order at 7:03 PM with the following members present: Dr. O'Flynn, Ms. Kneedler, Mr. Hopping and Ms. Zito. Also present was Joanne Cuff, Director of Finance and Operations, Dr. Brian Blake, Superintendent of Schools and High School Student Representative, Stuart Geller.

**READING OF DISTRICT MISSION STATEMENT**

Stuart Geller, HS Student Representative, read the Mission Statement.

**ANNOUNCEMENTS**

- The next School Committee meeting will be held on Thursday, October 4, 2018 in the MS/HS Ensemble Room at 7:00 PM.
- The Policy Subcommittee will hold a meeting on Tuesday, September 25, 2018 in the guidance conference room at 7:00 PM.

**CITIZENS' COMMENTS**

None

**SPECIAL ACKNOWLEDGEMENTS**

None

**HIGH SCHOOL STUDENT REPRESENTATIVE REPORT**

**Stuart Geller, High School Student Representative**

Mr. Geller was voted by the High School student body to be the new student representative to the School Committee for the 2018-2019 school year. He reported:

- Mr. Mitchell, the new HS principal, is receiving positive reviews from both the students and staff at the high school
- New students are having a positive and smooth transition into high school
- There have already been acts of activism within the school; most notably, the recent Ice Bucket Challenge

- The Ice Bucket Challenge was organized by Mr. Mitchell after Ipswich was challenged by Hamilton-Wenham High School
- The event raised a total of \$1,582 for ALS research
- There were a total of 508 participants
- Clubs and sports are off to a good start

**A. SUPERINTENDENT’S ADMINISTRATIVE REPORT**

**Dr. Brian Blake, Superintendent**

Dr. Blake reported on a busy two weeks since the last School Committee meeting. His report included:

- A meeting between Ipswich resident Dewey Robinson, whose property abuts the field on Mile Lane. He reported having a good and productive conversation.
- A meeting with Birth to Three Director, Beth Gillander, to discuss a new location for the Birth to Three program. Mold had been found in their location at the church, so as of October 1st, the program will be permanently housed at Town Hall.
- Several meetings surrounding personnel issues
- The first Leadership Team meeting where they discussed the PD Day timeline and reviewed the newly created vision/mission statement and district strategic plan.
- An Educator Evaluation meeting
- A Turf Field Subcommittee meeting
- Attending both a Northshore Consortium and Crest Board of Directors meeting
- A meeting to discuss safety and security within the district and preparing for upcoming trainings in the schools
- Clerical and Custodial/Van Drivers/Food Service contract negotiations
- A meeting with the Professional Development Committee
- Attending a Superintendent Induction Program workshop day
- Reviewing the Youth Risk Behavior Survey (YRBS) results with the High School and Middle School administrators
- Reviewing MCAS data with Tracy Wagner, Director of Teaching and Learning
- Two meetings with Tony Marino, Town Manager, to discuss moving forward with the shared HR Director position

Dr. Blake also updated the Committee on the status of the Assistant Facilities Director Position. After offering the position to one of the candidates, the candidate rescinded his acceptance citing the cost of benefits. The position has been reposted.

**II. SCHOOL COMMITTEE PRESENTATIONS**

**B. NCTM CONFERENCE PRESENTATION**

**Maureen O’Connell, Paul F. Doyon School**

This presentation was postponed until the School Committee meeting on Thursday, October 4, 2018.

### **C. ISTE PRESENTATION**

#### **Dee Dee Bates and Linda Blum, Paul F. Doyon School**

Paul F. Doyon Memorial School teachers, Dee Dee Bates and Linda Blum, were chosen to participate in the ISTE 2018 conference as presenters. Their presentation, "Digital Journaling: Fabric Engineering" came to fruition after reading an article about a woman who credited sewing to helping her become more successful as an engineer. The two teachers worked with Ms. Bates' kindergarten class using SeeSaw to create personalized digital student portfolios in collaboration with the engineer design process to create monsters made out of fabric that were designed and created by each student. Throughout the course of this transdisciplinary, project-based learning activity, the students focused on STEAM, literacy, and social studies.

The process for creating the monsters:

1. Learning to sew using large needles, burlap and yarn
2. Learning to stitch on a line
3. Moving to fine needles, experimenting with fabric
  - a. Kids were very engaged
4. Learning the science of fabric
  - a. How it is created, different types, colors, etc.
5. Brainstorming and imagining
  - a. Drawing monsters
6. Create the engineering plans
  - a. Color, details
7. Pattern making
8. Choose colors
9. Sew together

Throughout the process, students would use SeeSaw to track their progress through stories, videos and pictures recorded on their private, personal accounts. Updates were then shared with their parents through the downloadable app.

### **D. FINANCIAL UPDATE**

#### **Joanne Cuff, Director of Finance and Operations**

Joanne presented a finance update to the Committee, reporting that the FY19 budget is currently in a good place. She stated that

- 83% of the budget has been either paid or encumbered
  - Most of the budget is tied to people, therefore it is easier to account for ahead of time
- A bid for transportation was sent out to vendors and was posted in Comm-Buys, Goods and Services, as well as advertised in the Ipswich Chronicle. Of those 10 vendors, only one submitted a bid. That company was Salter Transportation.
  - The three year contract includes a 0.64% increase for FY19, 3.55% increase in FY20 and a 3.54% increase in FY21.
  - Currently the district run 5 two-tier buses which service the Middle/High School and Doyon and 3 one-tier buses which service the Winthrop Elementary School. The cost of those buses are as follows:
    - FY19
      - Two-tier: \$58,644/bus

- One tier: \$55,205/bus
  - FY20
    - Two-Tier: \$60,816/bus
    - One-Tier: \$57,015/bus
  - FY21
    - Two-tier: \$62,988/bus
    - One-Tier: \$59,006/bus
- Joanne shared with the Committee the FY18 School Choice Receiving Rosters and Tuition Calculations from June 2018.
  - In FY18, the district was receiving 47.1 Choice students in and sending 12.1 students out.
  - The total combined payment for Choice students in the district in FY18 was \$300,022
  - That number is expected to decrease in FY19 as many students are graduating and less Choice students are applying to attend Ipswich.
- Based on the updated Budget Transfer policy, Joanne presented a budget transfer log to the Committee
  - The transfer log includes which account monies are being moved from, moved to, the amount and for what reason
  - Joanne stated that this month, transfers from funds were due to new DESE requirements/code changes
  - The Committee asked Joanne to specify the names of the lines on the log and a brief narrative, rather than just the numbers so they can easily identify which accounts are being changed
  - Joanne anticipates more budget transfers in the near future with more re-coding from DESE and contract negotiations
- Joanne shared with the Committee the FY20 Budget Timeline. The timeline was approved by the Committee and will be distributed to all necessary parties.
- Lastly, Joanne discussed Student Activity Accounts and new DESE guidelines that require the SC to vote to establish, close or transfer accounts. She created a spreadsheet color coded to represent accounts that needed to be established (green), closed (red), or inactive accounts that should be transferred (orange).

***Ms. Zito moved to approve the establishment, transfers and closures of student account balances as presented as of June 30, 2018, seconded by Mr. Hopping. UNANIMOUS.***

## **E. TURF BUILDING ARCHITECT PROPOSALS REVIEW**

### **Hugh O'Flynn, School Committee Member**

On Wednesday, September 19, 2018, the Turf Field Subcommittee met to hear from four established architects bidding on the turf field building project. Those architects are:

1. Beacon
2. JD LaGrasse
3. S3 Design
4. Gienapp

After reviewing each presentation and assigning scores to each company, the subcommittee ultimately recommends S3 Design for the project and is asking the School Committee for permission to contract with the group. The subcommittee felt this company was best equipped for this project due to their experience.

Dr. O'Flynn explained that they currently have \$659,000 to use towards the project, but will require more substantial fundraising stating a ballpark figure of \$1.2 million dollars for completion depending on finishes and final design.

Ms. Zito did address the challenge of perception, highlighting the failed school building project. Dr. O'Flynn responded noting that zero taxpayer funds will be used on the building and with all the needs in the town, the needs of the athletic facilities are pushed back. He also noted that every facility in the area has something like the building they are proposing and that the price tag seems high, however the cost of construction in the state is high.

Dr. O'Flynn explained the cost to enter into a contract with S3 Design is \$130,000 and the vote tonight would allow the Turf Field Subcommittee to enter into a contract with the funds that are available. If approved and funds are raised, the timeline is expected to be 10-14 months. If funds are not raised quickly, that timeline would be extended.

#### **F. VOTE TO APPROVE TURF BUILDING ARCHITECT**

**Sarah Player, School Committee Chair**

***Ms. Kneedler moved to approve S3 Design as the architect for the turf field building project, seconded by Mr. Hopping. UNANIMOUS.***

#### **G. VOTE ON SIDE LETTER OF AGREEMENT BETWEEN IPSWICH PUBLIC SCHOOL COMMITTEE AND IPSWICH EDUCATORS' ASSOCIATION-UNIT A REGARDING IMPLEMENTATION DATES FOR SALARY INCREASES**

**Sarah Player, School Committee Chair**

***Ms. Player made a motion to move that the Committee approve and authorize the chair to sign the Side Letter of Agreement between Ipswich School Committee and Ipswich Educators' Association – Unit A regarding the dates for implementation of salary increases. Specifically, to amend the implementation dates parties' CBA to move the 0.5% increase scheduled to take effect on August 31, 2018 to take effect at 11:59 PM on August 28, 2018 and to amend the parties' May 30, 2018 MOA to move the September 1<sup>st</sup> increases to the parties' Appendix A, Salary Schedule currently scheduled to take effect on September 1, 2018, September 1, 2019 and September 1, 2020 to take effect on the earlier of either September 1 or the first day of the teacher work year in each of the respective years. Seconded by Mr. Hopping. 4 yes, 1 recused. Approved.***

<b>III. SCHOOL COMMITTEE REPORTS</b>
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#### **A. VOUCHERS/BILLS**

Done.

## **B. SCHOOL COMMITTEE REPORTS**

### **1. ATHLETIC SUBCOMMITTEE**

- Meeting was held on 9/12/18 chaired by Tom Gallagher, Athletics Director
- Discussed fall sports numbers
  - Numbers are down by 11 players this fall
- Introduced new coaching staff and discussed coaching vacancies
- Discussed new AED laws, purchases and installations
- Talked about updates to Mile Lane fields including new signage and backstop
- Ipswich was added to the MIAA Sportsmanship Honor Roll
- Discussed the turf field
- Discussed transportation challenges
- Talked about revisiting the athletic fee
- Discussed the capital plan list

### **2. BUDGET SUBCOMMITTEE**

- Meeting was held of 9/17/18
- Reviewed SC budget goals
- Received a financial update
- Reviewed the budget timeline
- Discussed capital planning
- Reviewed warrant articles for STM, two are specific to School Committee
  - Chapter 70
  - Homeless transportation

### **3. GRANT SUBCOMMITTEES**

- a. **Payne Grant Subcommittee**
- b. **Instructional Mini-Grant Subcommittee**

Have not met.

### **4. OPERATIONS SUBCOMMITTEE**

Have not met.

### **5. POLICY SUBCOMMITTEE**

Meeting scheduled for 9/25/18.

### **6. TURF FIELD SUBCOMMITTEE**

Already discussed.

### **8. NEW BUSINESS\***

The Government Study Committee has asked Ms. Player to attend the next SC meeting to share their thoughts on the warrant articles for STM and to discuss the potential impact on the schools. Ms. Player is going to add them to the agenda for October 4th.

Mr. Hopping asked if there were plans to discuss the working groups. Ms. Player responded, saying that will be a discussion item for the October 4th meeting.

Dr. Blake was approached by Jennifer Baker of the Ipswich Lyons to see if her group could use the PAC for a concert to raise money towards their scholarship program. Ms. Baker is asking

for the \$850 rental fee be waived for the event. ***Dr. O'Flynn moved to support the request, seconded by Ms. Zito. UNANIMOUS.***

#### **IV. CONSENT**

##### **A. CONSENT AGENDA**

***Ms. Player moved the Ipswich School Committee to accept the School Committee Open Session meeting minutes from Thursday, August 23, 2018 and to accept the School Committee Open Session meeting minutes from Thursday, September 6, 2018, seconded by Mr. Hopping. UNANIMOUS.***

#### **V. ADJOURNMENT**

***Mr. Hopping moved to adjourn the meeting at 8:49 PM, seconded by Ms. Player. UNANIMOUS.***