

**IPSWICH SCHOOL COMMITTEE MEETING
THURSDAY, APRIL 4, 2019
7:00 PM**

MINUTES

II. OPEN SESSION

RETURN TO OPEN SESSION

Ms. Player, Chair, returned to Open Session at 7:06 PM after a brief recess following the Executive Session. The following members were present: Mr Nylen, Mr. Hopping, Ms. Zito, Mr. Whitten, and Ms. Kneeder. Also present was Dr. Blake, Superintendent of Schools, Joanne Cuff, Director of Finance and Operations, and Stuart Geller, HS Student Representative. Dr. O’Flynn joined the meeting at 9:08 PM.

READING OF DISTRICT MISSION STATEMENT

Student Representative, Stuart Geller, read the Mission Statement

ANNOUNCEMENTS

- The next School Committee meeting is Thursday, April 25th at 7pm in the MS/HS Ensemble Room
- Bean Counting will take place on Saturday, April 6th at 8:30am at Town Hall, Meeting Room A
- The Policy Subcommittee will meet on Tuesday, April 23rd at 7pm in the MS/HS Guidance Conference Room

All Ipswich schools will be closed Monday, April 15th through Friday, April 19th for school vacation. District offices will be closed on Monday, April 15th in observance of Patriot’s Day.

Dr. Blake also announced the “Day on the Hill” was taking place on May 1st. Anyone interested in attending should reach out to him for more information.

CITIZENS’ COMMENTS

Craig Saline, Government Study Committee, spoke to the Committee asking for support for the articles the Government Study Committee is putting forward at the Annual Town Meeting. He reviewed the changes the committee has made since their previous presentation to the School Committee.

SPECIAL ACKNOWLEDGMENTS

Members of the Committee acknowledged the Jazz Ensemble who won a gold medal at their competition and are invited to play at the Hatch Shell in Boston, the All Town Band concert for a

great evening, the Steam Showcase that was taking place on April 9th and the StringFest participants.

HIGH SCHOOL STUDENT REPRESENTATIVE REPORT

Stuart Geller, High School Student Representative

Mr. Geller reported that the last day of the quarter was this coming Friday and this Friday was the last day for seniors who would be leaving to participate in the Bridge program. Applications for the Distinguished Achievement Award were due tomorrow. He said that spring sports were off to a great start and that students were preparing for their trip to England over April vacation. Lastly, there was a new student club established at the High School, boxing, which has garnered a lot of interest.

A. SUPERINTENDENT REPORT

Dr. Brian Blake, Superintendent of Schools

Over the past two weeks, the Superintendent has attended his weekly meetings with the Human Resources office and Town Manager. He met with the Town Manager to review the Capital Plans and met with the Facilities Director to discuss the status of each school building. Dr. Blake had his monthly update with the Technology Director and finished his SEI/ELL recertification course. Dr. Blake dealt with a personnel investigation, participated in negotiations with the Teaching Assistants and met with several subcommittee groups. The Superintendent met with Chris Bevilacqua from the Ipswich YMCA on a potential Payne Grant opportunity and also spent time in the schools. He went to see the Cell Project at the Middle School and visited the Art Show. He worked with Doyon staff surrounding a tragedy and led an Administrative Team meeting. He met with members of the Middle and High School to discuss scheduling in the PAC and is looking forward to re-working the PAC Director position.

III. SCHOOL COMMITTEE PRESENTATIONS

B. FIELD TRIP REQUEST

Kristen McGinley, HS Physical Education Teacher

Ms. McGinley presented her request for an overnight field trip for her Advanced Project Adventure class to Adventure Bound in Caratunk, ME from June 7, 2019-June 9, 2019. The cost of the trip for each student will be \$130. This trip includes camping, fire building, white water rafting, and utilization of the Adventure Center.

*Mr. Whitten moved to support the overnight field trip as presented, seconded by Mr. Nysten.
UNANIMOUS.*

C. TOWN PLANNER UPDATE

Ethan Parsons, Senior Planner, Ipswich Planning Board

Mr. Parsons was asked to present to the School Committee an update on current and future housing projects in town and the potential implications they may have on school enrollment. He

presented a document that outlined the projects and the predicted number of students per bedroom. If the potential projects remain as is, it is predicted they could add 300 new students to the district. Mr. Parsons explained that the Town and schools should anticipate a large project, meaning one that produces 100+ units, every 5-10 years. There is a lot of land in Ipswich that can be developed down the road. Ethan finished by agreeing to follow-up with the Committee should any other projects come before him.

D. CURRICULUM CYCLE PRESENTATION

Tracy Wager, Director of Teaching and Learning

Ms. Wager presented her Curriculum Cycle document that was newly created with the hope that the district will know the upcoming years' Habits of Mind, PD focuses and that there is a mindful, cyclical path of curriculum review and development. With this plan, she ensures that equal time is spent on each content area and that the district is creating the best transdisciplinary work. The idea is that you are "not reinventing the wheel" every time a new standard comes along. This plan will be shared on the district website and introduced to all staff. These steps will then be built into the five year professional development plan for Ipswich Public Schools.

E. FINANCIAL UPDATE

Joanne Cuff, Director of Finance and Operations

Ms. Cuff brought to the Committee's attention, the new folder that was shared with them that included all warrants signed in between meetings for their review. Also in the financial document folder were the year-to-date financials, information on the revolving gift accounts and stabilization fund and the FY19 budget reconciliation sheet. She reported that there are positive cash balances and they anticipate finishing the year within budget.

Ms. Cuff also reported the most recent findings of an audit done by Powers and Sullivan. Overall, the audit was successful. There were findings in two areas- one form had a typo and the way the feasibility study charges were reported was incorrect. Those changes have been made. The Middle School Student Activities Account was audited and the Athletics and Fine Arts accounts will be.

The District has entered into a lease for a 15 passenger van on a two month trial basis for \$2,790. This van will be used for smaller athletic groups. Both coaches and the Athletic Director will be trained to operate this vehicle.

F. TRANSFER TO STABILIZATION FUND

Joanne Cuff, Director of Finance and Operations

At their most recent Budget Subcommittee meeting, they discussed what amount should be moved to the Stabilization Fund. Due to a number of factors including the Salter contract, legal fees, and insurance all coming in lower than expected, as well as Summer Special Education lines being under and a total of \$150,000 in undistributed salary lines, it is their recommendation that \$219,900 be moved to the Stabilization Fund.

They also recommend moving \$100,000, from a tuition cost savings at the Middle School, to the Special Education Stabilization Fund.

Mr. Hopping clarified that to draw from the Stabilization Fund, a vote of approval would need to come from Town Meeting. To draw from the Special Education Stabilization Fund, you need School Committee and Select Board approval.

My. Nylen moved to approve the transfer of funds of \$219,900 to the Stabilization Fund and \$100,000 to the Special Education Stabilization Fund, seconded by Mr. Whitten. UNANIMOUS.

G. BEAN COUNTING PREPARATION

Joanne Cuff, Director of Finance and Operations

Ms. Cuff spoke to the articles related to the School Committee on the warrant for Town Meeting: Article 1, Article 7, Article 8, Article 9. The Committee discussed potential questions they may receive from other boards or community members, agreeing that the revenue from the turf field will be a topic of discussion. A larger discussion formed around the turf field, how it is used, by whom and ways to improve rentals and income for the field. Ms. Cuff also touched on the amount of money that was moved to the Stabilization Fund last year, as well as capital plan investments.

H. 2019-2020 ACADEMIC CALENDAR VOTE

Dr. Brian Blake, Superintendent of Schools

The Committee reviewed two versions of the 2019-2020 academic calendar. The first version has school starting after Labor Day and version two has school starting before Labor Day. When brought forward to the administrative team, they opted for version one. Dr. Blake prefers version two and the IEA did an informal draft and found the group to be split between version one and two.

Should the Committee vote in favor of version two, the IEA would need to take a formal vote to approve that change.

Dr. O'Flynn moved the Committee to support Version Two of the 2019-2020 academic calendar with the start date of school before Labor Day, seconded by Mr. Nylen. The vote was 5-2 in favor.

I. POLICY UPDATE

Dr. Brian Blake, Superintendent of Schools

Dr. Blake presented the following policies to the School Committee for final approval: GBJ, JICFB, JKAA, JFABE and JFABF. These policies were vetted first by the administrative team and then by the Policy Subcommittee. Once approved, these policies will be added to the District Policy manual located on the District website.

Mr. Nylen moved to support the policies as presented, seconded by Mr. Hopping. UNANIMOUS.

IV. SCHOOL COMMITTEE REPORTS

- A. VOUCHERS/BILLS** -Done
- B. SCHOOL COMMITTEE REPORTS**
 - 1. ATHLETIC SUBCOMMITTEE**-Have not met
 - 2. BUDGET SUBCOMMITTEE**- Reviewed is previous presentations
 - 3. GRANT SUBCOMMITTEES**
 - a. Payne Grant Subcommittee**-Have not met
 - b. Instructional Mini-Grant Subcommittee**- Held an informational meeting. There was a good turnout and a lot of questions were answered
 - 4. OPERATIONS SUBCOMMITTEE**- Met and discussed the Superintendent Evaluation timeline. On May 2nd, Dr. Blake will present his end of the year report. His binder will be available at Central Office by April 22nd and Sarah will present the final report to the Committee on May 16th.
 - 5. POLICY SUBCOMMITTEE**-Meeting scheduled for April 23rd
 - 6. TURF FIELD SUBCOMMITTEE**- S3 Design will not be moving forward with the group while they work towards fundraising goals. The subcommittee voted on outstanding invoices and discussed a strategy with regard to drafting an Institution for Savings grant application
 - 7. WORKING GROUPS**
 - 8. NEW BUSINESS***-None

V. CONSENT

A. CONSENT AGENDA

Ms. Player moved the Ipswich School Committee to accept

- *The Open Session Meeting Minutes from March 21, 2019*
- *The TriBoard Meeting Minutes from March 18, 2019*
- *A donation of \$1,500 from the Ipswich Education Foundation to support the trip to France in February 2019 to be deposited into the High School Gifts Account*

Seconded by Mr. Nysten. Unanimous.

VI. ADJOURNMENT

Mr. Hopping moved to adjourn the meeting at 9:33pm, seconded by Mr. Nysten. UNANIMOUS.