

IPSWICH SCHOOL COMMITTEE MEETING
THURSDAY, AUGUST 23, 2018
7:00 PM
MIDDLE/HIGH SCHOOL ENSEMBLE ROOM

MEETING MINUTES

I. OPEN SESSION

CALL TO ORDER

Ms. Player called the meeting to order at 7:03 PM with the following members present: Dr. O'Flynn, Mr. Whitten, Ms. Kneedler, Mr. Hopping, Ms. Zito, Mr. Nylan. Also present was Joanne Cuff, the Director of Finance and Operations and Dr. Brian Blake, Superintendent of Schools.

READING OF DISTRICT MISSION STATEMENT

Mr. Hopping read the Mission Statement.

ANNOUNCEMENTS

- The next School Committee meeting is Thursday, September 6, 2018 in the MS/HS Ensemble Room at 7:00pm.
- All district offices will be closed Monday, September 3rd in observance of Labor Day.
- The first day of school is Tuesday, September 4th for all students in grades 1-12
- The first day of school for all Kindergarten students is Thursday, September 6th

CITIZENS' COMMENTS

Gary Champion: Read a statement to the Committee regarding the relationships between the School Committee and School Councils and the responsibilities of the school councils to post meetings and agenda, as well as participate in the mandatory conflict of interest training.

- Mr. Player responded to Mr. Champion, saying it was a good reminder of the laws that govern school councils and asked Dr. Blake to follow up with this at his next admin meeting.

Stephanie L: What plan does the School Committee have to address the disparity among class sizes in the two elementary schools?

- Dr. Blake shared the enrollment and class sizes for each of the elementary schools. He also discussed the gray area and explained that the schools wait as long as possible to configure classes, but there are still a lot of enrollments that come in the summer.

SPECIAL ACKNOWLEDGEMENTS

None

A. SUPERINTENDENT'S ADMINISTRATIVE REPORT

Dr. Brian Blake, Superintendent

Dr. Blake reported to the the Committee:

- The building administrators have been using a lot of vacation time, as requested by the School Committee to lower their vacation accruals
- The district is on course and will be ready for Opening Day
- He went on vacation to Europe and in his absence, Tracy Wagner was Acting Superintendent
- He spoke with some parents of kindergarten students regarding school placement
- Conducted new hire and exit interviews for some staff
- Attended an Ipswich Aware meeting
- Attended several Rotary meetings
- Conducted Assistant Facilities Director interviews
- Met with his Superintendent Induction Program coach
- Attended an all day Ed Eval meeting
 - Discussed making significant changes to the ed eval system
 - Faculty are not thrilled with current process
 - The committee is reviewing all forms
 - A survey was sent out to all staff in the spring to gather feedback on process
- Continued the onboarding process with Jonathan Mitchell, High School Principal
- Attended the New Hire Orientation
- Reviewed the safety and security plans from each school
- Began working with Mel Powsner on a security project
- Met with Tony Marino to discuss shared services with the Town
- Attended some of the Blue Skies PD event
- Prepared for the Admin Retreat
- Finishing preparations for Opening Day
- Signed a contract with ALICE training to implement a mandatory, district-wide online training module

SCHOOL COMMITTEE PRESENTATIONS

B. END OF THE YEAR FINANCIAL REPORT

Joanne Cuff, Director of Finance and Operations

Joanne reported that the end of the year financial closeout went great and that the appropriated budget served the district well.

- Three locations overspent due to:
 - Sped costs, specialized classroom support, out of district placements
 - Costs associated with \$250,000 earmarked for a feasibility studyFinished year at zero
- Revolving gift accounts also closed out with positive balances in each account
 - Joanne reported no surprises with outside spending
- Choice funds received \$300,000 in revenue
 - Joanne anticipates in FY19, the Choice revenue to decrease to \$205,000

- \$180,000 used from choice fund to cover the cost of insurance
- Circuit Breaker Fund balance is \$585, 287.79
- Tiger Tots balance is \$
 - Self-funding program including insurance for staff from tuition from students
- Food Services account- \$20,000 growth
 - Above the amount recommended to hold of 3 months of operating costs
 - Food service department is in good position
- Federal and State Grants
 - 7 grants awarded in FY18 totaling \$628,879
 - All monies were expended and nothing will be returned to the government
- Feoffee Grants
 - \$716,233 given by the Feoffees Committee
 - \$529,897 was awarded
 - 11 total Payne Grants
 - 27 total Mini Grants

There was some discussion regarding professional development and the need to “safeguard” the investment.

Ms. Player thanked Joanne for her work and thorough reporting.

C. 18-19 SCHOOL COMMITTEE CALENDAR APPROVAL

Sarah Player, School Committee Chair

Ms. Player presented the School Committee meeting calendar to the group for approval. As done in the past, meetings will be held the first and third Thursday of the month. In February and April, the last meeting of the month will be moved to the fourth Thursday due to school vacation.

Mr. Hopping moved, seconded by Dr. O’Flynn to approve the 2018-2019 School Committee calendar as presented. UNANIMOUS.

D. OPENING DAY PLANS

Dr. Brian Blake, Superintendent of Schools

Dr. Blake discussed Opening Day for all IPS staff taking place on Wednesday, August 29th. All staff have been asked to convene in the cafeteria at 7:45am for breakfast, followed by a presentation in the PAC. Like last year, a student from both the Winthrop School and the Doyon School have been asked to say the Pledge of Allegiance. Sarah Player will give a welcome speech followed by a presentation from Dr. Blake. Administrators will welcome their new staff. This year, Dr. Blake will also present awards to staff for their years of service. Once the morning half is complete, staff will return to their individual buildings.

C. STAFFING UPDATE

Dr. Brian Blake, Superintendent of Schools

Dr. Blake reported that there were 33 positions 29 positions filled within the district over the summer. Three positions remained vacant at the time of reporting, but will be filled before

school begins. Some new staff are long term substitutes for teachers on maternity leave. Doyon has the most new staff compared to the other buildings.

E. SCHOOL COMMITTEE WORKSHOP REVIEW

Sarah Player, School Committee Chair

The School Committee held a workshop on Monday, August 13th at the Tavern at Castle Hill. During that time, the group discusses the creation of several working groups including:

1. Enrollment
2. Feoffees "State of the Grant" Report
3. Field Trips
4. Elementary School Alignment
5. Feoffees Policy Review
6. Climate Action Plan

Within these groups, members will create a process with timeline, evaluate steps to take and make actionable recommendations to the School Committee.

The group also discussed the School Committee goals and agreed to discuss those at the next open session meeting. So far, the goals are:

1. Budget
 - a. Capital planning
 - b. Feoffees "State of the Grant"
2. Policy
 - a. Feoffees
 - b. Finish current manual work
 - c. Field Trips
3. Strategic Planning
 - a. Draft and initiate
 - b. Two pillars or plan will be;
 - i. Future enrollment
 - ii. Elementary vision

The group also discussed the building inspection assignments.

F. SC GOAL SETTING/ WORKING GROUPS DISCUSSION

Sarah Player, School Committee Chair

Prior to this meeting, the School Committee shared a document and asked the following members to draft portions of the goals:

1. C. Nylen- Budget Goal
2. N. Zito- Policy Goal
3. S. Player- Strategic Goal

That draft document was shared at the meeting and after discussion and wordsmithing, the goals were finalized to be:

Strategic Planning

Vision: 100% Student Success

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

We believe that every student should become a (an): Effective Communicator, Independent Thinker, Problem-Solver, Responsible Citizen, (Self-Directed) LifeLong Learner, and Valuable Collaborator

SC Core Values: (Trust, Responsibility, and Respect)

Foster trust based on open communication with fellow committee members, other town boards, and the community

Honor the responsibility to serve our students, educators, and community.

Treat with respect the opinions and ideas of others who are equally invested in our community and its future.

SC Guiding Principles: *Support an educationally sound budget that considers the needs of all students.*

Provide policy support for the establishment of high standards for all students.

Actively listen to & engage with with the district, educational administration, and our community.

Act as stewards of Ipswich’s values and interests, the district’s educational obligations and aspirations, and Town resources.

SC Norms: *Be fully present during our meetings, and come prepared.*

Listen openly and respectfully to one another during our meetings.

Act with personal responsibility and integrity during and outside of meetings.

Strategic Directions:

- *Budget*
- *Policy*
- *Strategic Vision*

Strategic Goal	Actions
<p>Budget Goal Outcome: <i>We will identify opportunities to extend the current 5 year budget and we will support the development of the next long range budget plan.</i></p>	<p>Current Budget</p> <ul style="list-style-type: none">- <i>Develop and approve 2019/20 School Budget</i> Timeline: <i>Approve by May 2019</i>- <i>Develop plan for targeted contributions to the Educational Stabilization Fund to extend the current 5 year/override budget</i> Action: <i>Budget Subcommittee to develop plan and recommendations</i> Timeline: <i>Complete by Spring 2019</i>

	<p>-Work in collaboration with the Town to improve the capital process in an effort to ensure more appropriate funding for school capital needs.</p> <p>Timeline: Ongoing through Spring 2019</p> <p>Long Range Budget</p> <ul style="list-style-type: none"> - Begin development of plan for the next long range budget. Emphasis on long term sustainability, optimal balance of funding sources including operating, capital, outside funds and feoffees, and a process for regular review and adjustments to spending and budget practices. <p>Action: Form Working Group through Budget Subcommittee to develop plan and present to School Committee</p> <p>Timeline: Complete and present draft plan by April 2019. Finalize Plan by September 2019</p>
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Strategic Goal	Actions
<p>Policy Goal Outcome: We will review, align, and implement school policies to ensure that they reflect the needs and best interests of our students, faculty and staff and directly support our district's mission and vision.</p>	<p>1) Initiate a working group to propose plans of action regarding field trips.</p> <p>Field Trip Working Group What is the purpose of field trips? What field trips happened in 2017-18 in the district? How much did they cost? What is the school policy regarding field trips, and does the policy need any adjustment? Are we following the policy? Where are we not following the policy? How do we communicate the policy and any recommended changes to school administrators and teachers?</p> <p>2) Initiate a working group to propose plans of action regarding Feoffees Policy.</p>

	<p>Feoffees Policy Review</p> <p><i>How do we ensure that grant monies are being used to promote enrichment and enhancement?</i></p> <p><i>What policy changes do we recommend and why?</i></p> <p><i>What are challenges to teachers and administrators that might hamper the optimal use of these monies?</i></p> <p>3) <i>Complete last year's policy review. In particular, approve last year's final changes recommended by the administrative team at the Policy Sub-Committee and then SC level.</i></p> <p>4) <i>Rewrite the policies that were pulled by the Policy Sub-Committee.</i></p> <p>5) <i>Support the superintendent in sharing the revised policy with stakeholders</i></p> <p>6) <i>Make ongoing changes throughout the year.</i></p>
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Strategic Goal	Actions
<p>District Vision Outcome: <i>Through community engagement and working groups, we will support and participate in the identification of areas for district-wide improvement.</i></p>	<ul style="list-style-type: none"> ● <i>We will work collaboratively with the Superintendent to identify the areas that the School Committee wants to incorporate into the strategic plan.</i> <p><i>Initiate a working group to investigate a plan of action to address enrollment.</i></p> <p><u>Enrollment Working Group:</u></p> <ul style="list-style-type: none"> ● <i>What impact may lower enrollment have on the district?</i>

- *What is the projected nadir of enrollment? Looking at that number, how many classes would we have in each grade in the elementary schools?*
- *How can the School Committee prepare for such lower projected enrollment?*
- *How should the SC make adjustments such as staffing?*
- *How could such enrollment numbers impact teaching and learning?*
- *Investigate how declining enrollment will impact:*
 - *Staffing*
 - *Programming*
 - *Schedules*
 - *Choice openings*
 - *Educational decisions*

Initiate a working group to investigate a plan of action to address elementary education vision.

Elementary Education Working Group:

- *In what ways are the elementary schools the same and different?*
- *Is there support in the community for this? Do we need community support, or can we do this without it?*
- *What programs, services, events, etc.. happen in our elementary schools?*
- *How might we have greater alignment in terms of year-long school goals?*
- *In what ways might we want alignment between the two schools?*
- *In what ways might we want to have differences between the two schools?*

	<ul style="list-style-type: none"> • <i>What other opportunities are there for collaboration?</i> • <i>Connect Professional Development opportunities across the two staffs</i> • <i>Build bridges between the two parent communities, school councils etc.</i> • <i>Review student programs, for example:</i> <ul style="list-style-type: none"> ○ <i>Title 1</i> ○ <i>Field Trips</i>
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Dr. O’Flynn moved, seconded by Mr. Whitten to approve the School Committee goals for the 2018-2019 School Year. UNANIMOUS.

G. SUBCOMMITTEE ASSIGNMENT

Sarah Player, School Committee Chair

The School Committee members agreed to take the following positions on subcommittees:

Athletics	Budget	Operations	Policy
Barry Hopping	Hugh O’Flynn	Charles Whitten	Nicole Zito
Sarah Player	Carl Nysten	Nicole Zito	Pavica Kneedler
	Sarah Player	Pavica Kneedler	Barry Hopping

Birth to Three	Mutual Concerns	School Building	Turf Field
Pavica Kneedler	Sarah Player	Barry Hopping	Hugh O’Flynn
	Barry Hopping	Sarah Player	Charles Whitten
	Pavica Kneedler	Charles Whitten	

MASC Voting Delegate to Annual Business Meeting	Special Education Parent Advisory	Instructional Mini-Grant	Payne Grant

Pavica Kneeder	Sarah Player	Charles Whitten	Carl Nylen
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The Committee also assigned the following members to the working groups below:

Feoffee Report	Feoffee Policy	Field Trip	Elementary Working Group
Sarah Player	Barry Hopping	Charles Whitten	Carl Nylen
Barry Hopping	Carl Nylen	Pavica Kneeder	Nicole Zito
	Joanne Cuff		Charles Whitten

Climate	Enrollment		
Nicole Zito	Hugh O'Flynn		
	Carl Nylen		

III. SCHOOL COMMITTEE REPORTS

- A. VOUCHERS/BILLS**
- B. SCHOOL COMMITTEE REPORTS**
 - 1. ATHLETIC SUBCOMMITTEE**
Have not met.
 - 2. BUDGET SUBCOMMITTEE**
Have not met.
 - 3. GRANT SUBCOMMITTEES**
 - a. Payne Grant Subcommittee**
 - b. Instructional Mini-Grant Subcommittee**
 - 4. OPERATIONS SUBCOMMITTEE**
Have not met.
 - 5. POLICY SUBCOMMITTEE**
Have not met.
 - 6. TURF FIELD SUBCOMMITTEE**
 - 7. NEW BUSINESS***

Dr, Blake received a notice from the CREST Board of Directors regarding the annual board member appointment requirement. The notice stated:

Member districts must annually appoint either a member of the school committee or charter school board or its superintendent of schools (in the case of a school committee) to serve as their appointed representatives (or board members) on each collaborative board.

Dr. Blake asked that the School Committee vote to appoint a board member.

Mr. Hopping moved to vote Dr. Blake to serve as their appointed representative to the CREST Board of Directors, seconded by Dr. O'Flynn. UNANIMOUS.

IV. CONSENT

A. CONSENT AGENDA

Ms. Player moved:

- Move the Ipswich School Committee to accept the meeting minutes from the School Committee workshop on June 14, 2018.
- Move the Ipswich School Committee to accept the meeting minutes from the School Committee workshop on August 13, 2018.
- Move the Ipswich School Committee to accept the Open Session School Committee meeting on Thursday, July 19, 2018.

Seconded by Mr. Hopping. UNANIMOUS

V. ADJOURNMENT

Mr. Hopping moved to adjourn the meeting, seconded by Ms. Kneeder at 9:26 PM.