

**IPSWICH SCHOOL COMMITTEE MEETING  
DECEMBER 1, 2016  
MIDDLE/HIGH SCHOOL ENSEMBLE ROOM**

**CALL TO ORDER**

Chair C. Nylén called the meeting to order at 6:06 p.m. Attending were J. Bauman, B. Hopping, S. Player, C. Whitten, Dr. W. Hart, and J. Cuff.

**I. EXECUTIVE SESSION**

Ms. Player moved, seconded by Mr. Whitten, to move to Executive Session for the purpose of discussing strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. IN FAVOR- Bauman, Player, Nylén, Hopping, Whitten.

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**II. OPEN SESSION**

**CALL TO ORDER**

Chair Nylén called the meeting to order at 8:10 p.m. Attending were S. Player, J. Bauman, H. O'Flynn, C. Whitten and B. Hopping. Also present were Dr. Hart, Superintendent, and Financial Director J. Cuff.

**READING OF DISTRICT MISSION STATEMENT**

Reed Dolan read the Mission Statement.

**ANNOUNCEMENTS**

- December 6 – Policy Subcommittee, 7 p.m., Payne School
- December 7 – MS Instrumental Concert, 7 p.m., Dolan PAC
- December 8 – Winthrop School Abutters' meeting with School Building Committee
- December 12 – Turf Field Subcommittee, 7 p.m., Payne School meeting,
- December 13 – Budget Subcommittee, 7 p.m., Payne School
- December 14 – School Building Committee, 7 p.m., Town Hall  
High School Small Ensemble, 7 p.m., Dolan PAC
- December 15 – School Committee meeting, 7 p.m., M/HS Ensemble Rm.

**CITIZENS COMMENTS**

**SPECIAL ACKNOWLEDGMENTS**

Mr. Whitten thanked the teachers who put in so much time with the School Building project including Ms. McAdams and Ms. Goozie.

Mrs. Bauman read the Salem News article re Reed Dolan for his All State achievement in track and scholarship.

**HIGH SCHOOL STUDENT REPRESENTATIVE**

Reed announced the gearing up of academic workloads following the fall season and the winter sports beginning, hoping all will have a successful season. In music, Winter Concerts are taking place in December and the drama group is presenting "Miracle on 34<sup>th</sup> Street."

**A. SUPERINTENDENT'S ADMINISTRATIVE REPORT**

Dr. Hart reported the FY18 Budget discussions within the administrative council meeting framed by his outline of district commitment to maintenance of programming in the override budget of two years ago while strategically planning to extend that override budget by an additional year or two, capitalizing on future retirements and expansion of Education Stabilization deposits.

He commented on the 7<sup>th</sup> annual Coastal Science Conference sponsored by Mass Audubon with Ipswich student presenters re opening the salt marsh to additional ocean water to determine if higher saline levels could control invasive plant growth in the salt marsh. It was a powerful learning experience.

He addressed the group and congratulated the student athletes at the Annual Rotary Thanksgiving Day Breakfast with Hamilton/Wenham. Ipswich Rotary greatly supports Ipswich Public Schools.

The Central Office team met in team building, identifying issues around job description. Action steps to include regular meetings of the office staff have been taken.

**III. SCHOOL COMMITTEE PRESENTATIONS****B. DIRECTOR OF FACILITIES REVIEW/UPDATE**

Dr. Hart introduced the discussion by reporting the incredible amount of work over the last three years with Mr. Hodge, Building Facilities Director. Ms. Cuff, Mr. Hodge, and he went over a plan, and the Town and School Committee were very generous with backing and funding. There had been a lack of prevention and work-order systems. The five-year plan in place, the present needs, the custodial staff, and the recommendations by the NESDEC audit were all studied.

Mr. Hodge gave the three priorities of all systems (water, heat, etc.): health and safety, security, and cosmetics. He explained the custodial staff situation as one of the biggest problems. He and they arrive at 5:30 a.m. each morning until 3 p.m. at the Doyon, High, and Winthrop Schools. Then he visits Town Hall every day and all the Town Department buildings, and is done touring at 8:30 a.m. Average executive housekeeping standards can be done at about 3200 sq. ft/hr of cleaning in a moderately obstructed classroom. In the Middle/High School three men do the night cleaning (25,000 sq. ft. x 3 men = 75,000 sq. ft.), but the area at the M/HS is 195,000 sq. ft. to be cleaned, a real problem. The custodians are being burned out from overtime because the high school is open 7 days/wk, 16 hrs/day on Saturday and Sunday from now until Spring. They are cleaning rooms fully on a rotating schedule and doing more areas than they should be doing. On school vacation

breaks (Christmas, winter, and spring,) they do heavy custodial work. There is no outsourcing of custodians, only maintenance. On breaks, detainees (8) from the correctional institutions are brought in to work (valued at about \$30,000). The artificial turf man does the weight room, two gyms, the locker room and, if he has time left following his turf maintenance and these aforementioned duties, he helps out, putting in an average of 31-32 hours a week on the field. Football season is now over. Dr. O'Flynn had been told that there would be zero maintenance fees with the field; Mr. Hodge said he rakes and monitors for tears and, when not on the field, he is working with Gardner O'Flynn and Tom Gallagher.

Mr. Hodge had provided a multi-page document on his initial evaluation of the schools' physical plants in January, 2014. His custodial work orders are teacher directed, the maintenance work order examples are lights out, toilet plugged, etc. telling the health of the building so there is an order trail and a paper trail. He sent 33 pages covering FY18-FY21 plan which he gave to Ms. Cuff, Dr. Hart, and Ms. Crosbie.

Question: How are we doing in the investing of our facilities? The air quality good, the asbestos gone, water testing done annually with no problems. Health wise the school are in good shape.

How do you prioritize the concerns? The most important part of the construction of a school is commissioning. A building is constructed with management; then the commissioning firm looks over every piece of equipment that goes into the building: Is it installed properly? Is it operating as it is supposed to operate? Finally now, the heating system in the M/HS is being straightened out. Also, the condensation system at the Winthrop had been damaged.

Mr. Whitten asked about the boiler at Winthrop and the sewer problem at the M/HS. He explained and stressed the need for constant maintenance. To Mr. Hopping's question of the sprinkler system, he explained that has all been changed and is now fully operational. Dr. O'Flynn questioned the gym doors at the HS always being open; Mr. Hodge said the HVAC system was neglected for years. He brought in a new contractor. To fix the system could be very expensive, but it is being looked at. The fresh air should keep the temperature cool enough he said.

Mrs. Bauman asked about the five-year plan. Mr. Hodge replied that things are looking pretty good. The security systems were discussed. The monies allocated for a Doyon roof replacement can be reallocated and Winthrop monies as well redirected to M/HS needs. The Dolan PAC sign is being worked on. The custodial staffing level at the high school needs two more people. There was discussion about rental space at the M/HS and Ms. Cuff said that the rental fees do not cover the costs.

### **C. CAPITAL PLAN UPDATE**

Dr. Hart addressed the document for the five-year project requests at \$3.5 million. The expected renovation of the wind turbine is not there. The School Committee wishes to meet with the BOS and FinCom (Dec. 21) to discuss this five

year plan. Information from the Town Manager re turbine upgrades borne by the school budget and technology upgrades by the Feoffees is wrong. The Town Manager said she would produce a calendar and also, if there are annual changes, she would attach an annual memo to the calendar and get this info out to SC. Dr. Hart added that with talk of schools getting so much money, there is evidence that it has been well spent, but part of that context is 18 positions were cut and 12 put back with the override. The general public doesn't understand that the turf field is coming out of the regular budget and everybody has benefited from the override through the capital funding.

#### D. TRI-BOARD AND FY18 APPROPRIATE BUDGET DISCUSSION

Mr. Nylen will meet with FinCom and BOS members on Fri, Dec. 2, proposing four major items: FY18 budget, Presentation of Town Audit, Capital Plan, and School Building Project. The School Committee members strongly urged that the School Building Project be a major subject for discussion.

#### E. SCHOOL BUILDING COMMITTEE SBC/ELT UPDATE/TRANSPORTATION

ELT – Mr. Hopping reported that the Community Forum was choreographed quite well in 20-minute rotations with an ever-growing list of benefits and challenges.

SBC – Discouraged by poor turnout, Mr. Whitten says the committees need to get out to the businesses and places where people congregate. Upcoming meetings are scheduled: Dec. 6 – abutters, Dec. 14 – Sch Bldg Com. Mr. Hopping suggested that the Winthrop and Doyon newsletters be forwarded to Mr. McAlpine for Chronicle inclusion in each issue.

Traffic study – Hoping to get Mr. Hopping's questionnaire out. Mr. Nylen suggests a working group meeting.

#### F. FY18 BUDGET GUIDANCE

The Capital Plan Listing (10/7/16) by the administration was distributed by Dr. Hart who also asked for top priorities of the Budget Framing questions presented to the Board. After discussion, the three top areas were: 1. How is strategically budgeting to leverage attrition and adjust enrollment changes to align with district goals? 2. How do we continue to realign resources to support district goals and extend the override? 3. What essential programming is not in the budget? (Example: Mrs. Bauman suggested foreign language instruction in the lower grades). Dr. Hart stated that the need is to allocate while expanding dollars but not buying power.

#### G. DIRECTOR OF FINANCE & OPERATIONS CONTRACT

Postponed.

### IV. SCHOOL COMMITTEE REPORTS

#### A. VOUCHERS AND BILLS

**A. SCHOOL COMMITTEE REPORTS**

1. ATHLETIC SUBCOMMITTEE  
2. BUDGET SUBCOMMITTEE – Mr. Nylen reported talking about the Town audit, lunch fees and enforcing unpaid accounts, Feoffee accounts, creating stabilization for SPED (reserve fund), and Phase 2 funding of the turf field.

- 3. COMMUNICATIONS SUBCOMMITTEE
- 4. GRANT COMMITTEES - December 20 meeting scheduled.
- 5. OPERATIONS SUBCOMMITTEE – Action item for next meeting.
- 6. POLICY SUBCOMMITTEE –December 6 meeting.
- 7. SCHOOL BUILDING COMMITTEE
- 8. TECHNOLOGY SUBCOMMITTEE

9. TURF FIELD – Punch list still being worked on; maintenance issues; next phase for the building

10. NEW BUSINESS

**IV. CONSENT AGENDA**

Mr. Nylen moved, seconded by Mr. Hopping, to approve the following Consent Agenda items:

- Acceptance of Open Session Minutes of November 17, 2016
- Approval of IHS overnight field trip to Hyeres, France, April 14 – April 23, 2017
- Approval of Ipswich High cheerleaders to perform in Nationals competition, Feb. 10 – 13, 2017.
- Acceptance of grant received from NE Biolabs for \$2,000 to help fund mini-ipads with macrolenses into the Winthrop School Activity Fund.

Mr. Craven and Mrs. Bartholomew spoke to the Board re the upcoming trip to France in the Spring and answered their questions re details. It is a reciprocal agreement with the French school system in which Mr. Craven had taught before.

Dr. Hart gave his approval for the Cheerleaders’ trip to Orlando for qualifying for Nationals competition just last week. The Athletic Director had emailed his approval as well. UNANIMOUS.

**VI. ADJOURNMENT**

Ms. Player moved, seconded by Mr. Nylen, to adjourn at 10:56 p.m. UNANIMOUS.