

**IPSWICH SCHOOL COMMITTEE MEETING
SEPTEMBER 5, 2013
MIDDLE/HIGH SCHOOL ENSEMBLE ROOM**

OPEN SESSION

CALL TO ORDER

Barry Hopping, Chair, called the meeting to order at 7:02 p.m. with the following members present: H. O'Flynn, S. Player, J. Bauman, S. Gresh, R. Roesler, and C. Nylen. Also present were Superintendent W. Hart, Finance Director J. Cuff, and Student Representative M. Werner.

READING OF DISTRICT MISSION STATEMENT

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

A. ANNOUNCEMENTS

Mr. Hopping read the following announcements:

Executive Session will not be held this evening

School Committee Budget Workshop will meet on September 23, 6 p.m., Payne School

Communications Subcommittee will meet on September 11

Instructional Committee grants meeting has been moved to 3:30 p.m., September 9, Alan Laroche's classroom.

School Committee will meet on September 19, 7 p.m., Middle/High School Ensemble Room.

B. CITIZENS' COMMENTS

C. SPECIAL ACKNOWLEDGMENTS

D. PRESENTATION AND ACCEPTANCE OF GRANT FROM 2 DEPOT SQUARE FOUNDATION

Mike Jones, President and CEO of the Institution for Savings, presented to Athletic Director Tom Gallagher, Barry Hopping, and Superintendent Hart a check in the amount of \$10,000, a grant from 2 Depot Square Foundation to go along with money left over from the Friends of Athletics account to fund a sound system at the football field. Dr. Hart praised the Institution for Savings for their grant coming so quickly and for supporting the schools in multiple ways. Mr. Nylen moved, seconded by Mrs. Bauman, to accept the donation in the amount of \$10,000 for the sound system in the pressbox at Ipswich High School stadium with thanks from the School Committee. UNANIMOUS.

E. RULE OF NECESSITY STATEMENT

F. HIGH SCHOOL STUDENT REPRESENTATIVE REPORT

Maddie reported that the High School group, as part of community service, will be building or babysitting in the upcoming weekend when the playground structures are assembled and placed at the rear of the Winthrop School. She reported that students were not sad to be back in classes, and the foreign students through Rotary and Educatius are

great to get acquainted with, hear their accents, and learn how classes were taught in their native countries. She thanked the Institution for Savings for all they do, including setting up the bank at the High School and providing internships for High School students.

G. SUPERINTENDENT'S ADMINISTRATIVE REPORT

Dr. Hart reported on the opening day activities for teaching staff with coffee and the powerful learning experiences participated in at recent School Committee meetings by School Committee members. He outlined themes that he has for the year and recognized staff who had been in Ipswich for 10, 20, and 25 years. He visited all the schools in the past few days with students attending and has seen everything going smoothly.

He reported that MSBA contacted the system regarding the SOIs submitted. They will be visiting Winthrop and Doyon Schools the 17th, 18th and/or 24th of this month. Dr. Hart commented that there will be touring and dialogue with the visitors, and we will be pushing our agenda. Mr. Bedard explained that MSBA visited the schools two years ago as is their routine to keep a record of needs in all school systems; Ipswich falls about in the middle of the rating charts regarding needs.

I. SCHOOL COMMITTEE PRESENTATIONS

A. UPDATE ON DISTRICT FOOD SERVICES

Ms. Cuff reported on the two-day on-site inspection by a three-person team from Mass. Assn. of School Business Officials and Mass School Nutrition Assn. Because the income from Food Services was down this past year by \$109,000, the review and recommendations by the team have resulted in several actions taken already. Staff hours have been reduced, menus have improved offerings to meet federal nutritional requirements, and staff has undergone four hours of training sessions on the latest trends, nutritional requirements, menu planning, etc. Ms. Cuff feels that the lack of a Food Service Director means that the system is missing a valuable component. The State's comparison ratio revealed that Ipswich's Food Service Department was overstaffed and two employees were let go at a \$45,000 saving (Doyon from 20 hours to 16.5 hours; Winthrop from 49.5 to 38.75 hours). Mrs. Bauman, who had worked with Ms. Cuff, suggested that a part-time Food Services Director could be hired with the \$45,000 saving. Mr. Nylén suggested a new point-of-sale system; Ms. Cuff quoted a \$20,000 expense for it. Ms. Werner offered to do a survey (in her AP statistics course) on high school lunches. Dr. O'Flynn reminded that there had been considerable time spent in 2004 with cafeteria managers, a pediatrician, and several others studying all aspects of this problem including use of local produce. Ms. Cuff explained the use of government commodities.

Many questions were asked by Board members including student/parent surveying (will be done), a food-tasting experience by students (not currently done), contracting out the food services and what happens to current Food Service personnel (sometimes absorbed by the outside contractor). Ms. Cuff requested that a survey be done of neighboring districts, a job description for a director be acquired, discussions with successful Food Service directors take place and return to the School Committee with information. There is \$137,000 in the Food Service account and with the \$45,000 savings, this project could be done financially. Mr. Hopping was eager to have an outside contractor

come to the School Committee to express their point of view. Dr. Gresh stressed the study of “best practices” in three schools of Ipswich’s size and volunteered to help. Consensus was to have Ms. Cuff look into the Food Services Director position by speaking to other schools and seek outside vendors to outsource Food Services to appear before the School Committee.

B. UPDATE ON MANNING AND BURLEY FUNDS

Dr. Hart provided an update on the two funds with drafted letters to the trustees and asked for the Board’s input. Dr. O’Flynn refreshed the Board’s memory by reporting that, after discussing the Manning Fund at length a year ago, the Committee voted that it would be best managed for the benefit of the town by the Town Trust Fund. Mrs. Roesler reported that, in talking to Tracy Filosa, Feoffee, Mr. Whiston has hired Mr. Sheehan (attorney) to transfer the fund to the Feoffees and suggested that Mr. Hopping talk to George Markos, Feoffee appointed by the “old” Feoffees. A list of the names of the trustees of each of the two funds will be added to the letter to be signed by the School Committee Chair.

C. ALLOCATION OF ADDITIONAL CHAPTER 70 MONEY

Dr. Hart reported that, of the \$90,000 of additional Chapter 70 money, \$60,000 is being used to fund a special education student placement (total of \$100,000), and he recommends that the remaining \$30,000 go towards increasing funding for a full-time Pupil Personnel Services Director. In addition he asked that up to \$25,000 of the hiring savings for the SY2013-14 be added to negotiate a reasonable salary for a PPS Director. Dr. O’Flynn had spoken with Rita Negri, Town Accountant, regarding the confusion over the initial \$110,000 additional Chapter 70 money from the State. Because of extra Choice Out (\$100,000) and earlier savings of \$40,000 netting \$60,000 and increased costs for Essex Agricultural School, those costs are shared with the Town, netting \$90,000 to the schools. The two part-time contracted service providers are working to fill in for a PPS Director temporarily. Were a full-time PPS Director to be hired, the Board expressed concern that the 2015 budget could support the new director. Dr. Gresh stressed the importance of this position. Mr. Hopping asked for the makeup of a search committee to fill this new position and Dr. Hart commented that, at the end of September, there would be work on a search committee consisting of teachers, administrators, SEPAC members, potentially upper-class students and a School Committee member.

Dr. Gresh moved, seconded by Mr. Nylén, to accept the Superintendent’s recommendation to use the remaining balance of Chapter 70 funds for this year (\$30,000), add it to the existing \$55,000 that was budgeted for the part-time PPS Director’s position, and supplement the \$85,000 with up to \$25,000 from savings in hiring new personnel to bring the salary of the 1.0FTE PPS Director position to be advertised at \$110,000.
UNANIMOUS.

D. SCHOOL COMMITTEE REPORTS ON BUILDING INSPECTIONS

Dr. Gresh reported on his visit to the Winthrop School—first, by PowerPoint pictures of the gleaming inside of the school with new locks on the doors, security and

elevator and outside at the layout of the playground, stressed by Mrs. McAdams of the potential teaching component, to be assembled and built this coming weekend.

Ms. Player commented that the Doyon School is glowing, several rooms having been painted on a rotating basis, and mentioned the composting setup in the cafeteria.

Mrs. Roesler reported that the Middle School looked beautiful with new carpeting, upgrading of the atrium and gardens, and the plan for repairing and resetting bricks and cement blocks that are causing tripping hazards outside the buildings. She recommended that Middle Schoolers be reminded to pick up after themselves to show more respect for their building.

Mrs. Bauman commented on the new carpeting, making the upstairs spotless and looking terrific in comparison to last year.

Mr. Hopping remarked that Dr. Hart had commended the staff who worked during the summer; namely, Mr. Bedard and the custodians, the secretaries, etc. Dr. Hart echoed the kudos to Mr. Bedard who clearly motivates his people in all the different buildings and mentioned the need for the Town's capital projects to come to fruition.

II. SCHOOL COMMITTEE REPORTS

A. VOUCHERS/BILLS

B. SCHOOL COMMITTEE REPORTS

1. ATHLETIC SUBCOMMITTEE

2. ATHLETIC FIELD STUDY COMMITTEE

Mrs. Bauman asked Kevin Murphy about the football field at Town Hall; he replied that the dry August didn't sustain it.

Mr. Nylen reported that the revised report from Gale Associates shows a more definitive plan calling for two full-size multi-purpose fields with parking.

3. AD HOC TOWN/SCHOOL COLLABORATION COMMITTEE

4. BIRTH TO THREE SUBCOMMITTEE

5. BUDGET SUBCOMMITTEE

6. COMMUNICATIONS SUBCOMMITTEE

Dr. Gresh mentioned exploration of communicating issues on a streamlined website. He urged that Carla Panciera be recognized for her extraordinary teaching and writing. Mr. Hopping suggested that the second School Committee meeting of each month have built into the agenda the special things that go on in the schools.

7. DAY CARE CENTER SUBCOMMITTEE

8. FEOFFEES SUBCOMMITTEE

9. LONG-RANGE FINANCIAL PLANNING

Mrs. Bauman reported that the September 10 presentation to the Finance Committee will be made. Mr. Hopping, at that meeting, will also report on Chapter 70 funding, make a report on the Feoffees grants, give the end-of-year school report, and apprise them of the override to come next year.

- 10. OPERATIONS SUBCOMMITTEE
- 11. POLICY SUBCOMMITTEE
- 12. SPECIAL EDUCATION PARENT ADVISORY COMMITTEE (SEPAC)

13. OTHER

Mr. Hopping, with input from School Committee, announced that November 5 will be substituted for November 7 as the date for the regular meeting because of a conflict with the School Committee conference on Cape Cod.

Mrs. Bauman questioned bus ridership and Ms. Cuff reported a hold until after September 16 to assign riders from the waiting list to the High School/Middle School bus routes.

III. CONSENT

Mr. Hopping moved, seconded by Dr. O’Flynn, to accept the following consent agenda items:

Acceptance of August 22, 2013 Open Session Minutes (with the addition of Mr Nylen’s name as present)

Acceptance of the contribution of \$970 from the Burley Fund to benefit the Doyon School

Acceptance of the contribution of \$1,000 from EBSCO to benefit the Birth to Three Program. UNANIMOUS.

V. ADJOURNMENT

Dr. O’Flynn moved, seconded by Mr. Nylen, to adjourn at 9:15 p.m. UNANIMOUS.