

## Plymouth School Committee

December 18, 2006

A meeting of the Plymouth School Committee was held on Monday, December 18, 2006, at Plymouth Community Intermediate School at 7:00 p.m.

Members present were Linda McAlduff, John White, Jane Freedman, Patricia Adelman, Margie Burgess, Dennis Begley and Nicole Manfredi.

Present from Administration were Barry Haskell, Gary Maestas, Dr. Carol Young and Robert Gurek.

The meeting opened with the Pledge of Allegiance.

1.0 To convene a Public Hearing on the proposed FY08 Operating Budget.

1.1 To conduct the Public Hearing

Mrs. McAlduff invited anyone wishing to comment before the committee to please come forward and be recognized. Jane Russell from Baker Road came forward to acknowledge that the budget would affect the teachers, secretaries and aides in attendance at the meeting. She acknowledged their commitment and congratulated them. No other comments followed.

1.2 To adjourn the Public Hearing.

Motion by Mr. White, seconded by Mrs. Burgess, to adjourn the Public Hearing on the proposed FY08 budget. Vote to adjourn the Public Hearing on the proposed FY08 budget was unanimous.

Mrs. McAlduff called to order the regular meeting of the Plymouth School Committee for December 18, 2006.

Mrs. McAlduff offered a Moment of Silence in memory of Marie Langille, elementary main office secretary who served the Plymouth school system for 28 years at South Elementary School, Nathaniel Morton School, St. Peter's Parish School, and again at Nathaniel Morton.

2.0 To receive recommendations on the FY08 budget and take the necessary action(s).

Mr. Haskell indicated tonight's meeting as the opportunity for any last minute comments or questions on the FY08 budget and recommended the Superintendent's budget of \$71,599,573. Mr. Haskell responded to several questions posed through calls from the public, clarifying several

inaccuracies printed in a *Patriot Ledger* news article. He gave a detailed explanation of Energy Cost Avoidance. Lastly, he clarified the costs associated with Medicaid reimbursement. Mr. Haskell recommended approval of the Superintendent's budget as stated.

Mrs. Adelman voiced support for the Superintendent's budget; however, she noted dissatisfaction with MCAS demands and her hopes for future funding of foreign language and technical education. Mr. Gurek and Mr. Haskell clarified health insurance costs in the budget. Mr. White voiced support for the Superintendent's budget; however, he noted the need for prudent fiscal decision-making regarding high school space with duty to the students and respect for the taxpayer. Mrs. Freedman noted the impact of unforeseen increases in transportation and utility costs on such a tight budget; however, she emphasized the reality of the limited money available.

Motion by Mrs. Freedman, seconded by Mrs. Manfredi, to approve the Superintendent's budget of \$71,599,573 for FY08. A vote to approve the Superintendent's budget for FY08 was unanimous.

3.0 To receive comments from the general public.

None.

4.0 To receive comments from student representatives.

None present.

5.0 To receive comments from the Education Association of Plymouth & Carver.

Karen Mitchell introduced the Plymouth Teachers Unit negotiating for the Education Association of Plymouth & Carver. She reported that the EAPC stands strong and unified. She presented signatures from South Elementary, Federal Furnace Elementary, West Elementary, Manomet Elementary, Cold Spring Elementary, Hedge Elementary, Indian Brook Elementary, Mt. Pleasant Preschool, Nathaniel Morton Elementary, Plymouth Community Intermediate, Plymouth South Middle, Plymouth North High, and Plymouth South High reflecting the support of members of the Plymouth teachers negotiating team. She stated that the EAPC stands behind each unit that has an open contract and looks forward to settling differences.

6.0 Communications

6.1 Correspondence

Mr. White read a letter from Wendy Mackie of MY TURN, Inc.,

which she requested to be read aloud, in order to clarify issues raised at the November 6<sup>th</sup> meeting.

## 6.2 Retirements

Dr. Young announced six retirements, namely, Fred Sarke, Principal of Plymouth Community Intermediate School, Doug Short, Art Teacher from Plymouth North High School, John Laverty, Teaching Vice Principal from Federal Furnace Elementary School, Lynn Gledhill, Spanish Teacher from Plymouth South High School, Judith Totoro, French Teacher from Plymouth North High School, and Katherine Crowell, Cafeteria Worker from Plymouth North High School. Mrs. Freedman acknowledged their individual and collective years of service, congratulated and thanked them for their dedication and commitment to the children of Plymouth.

## 7.0 To receive a report on MCAS testing.

Mr. Haskell introduced Michelle Roy who gave a summary overview, in booklet form, of a condensed version of the larger MCAS report. She explained the contents of the booklet, giving detailed information on goals, data, tables, charts, reports, formulas, indexes, plans and next steps. Mrs. McAlduff thanked Ms. Roy and those who contributed to the report. Discussions of data results, use of data, professional development, and district improvement plans, followed.

## 8.0 To receive recommendation(s) relative to the following policies and take the necessary action(s).

### 8.1 School Committee Member Authority and Duties 2.16

Mr. Maestas acknowledged the policy subcommittee, reported suggested revisions, and opened the matter for discussion. A lengthy discussion followed on Code of Ethics, MASC training, legislative authority of State Board of Ethics vs. MASC Code of Ethics. Mr. Maestas requested concerns in this matter be emailed to him and the policy subcommittee will review Code of Ethics and any Massachusetts General Laws that pertain to Code of Ethics to include in the policy and bring it back to the table for discussion.

### 8.2 School Committee Communications 5.2.

Mr. Maestas reported key revisions to the policy. Many items were discussed including open channels of communication, common courtesy on notification, control of setting agenda items, statutory principles, issues of influence and authority, principal notification vs. superintendent notification, and visits for official and unofficial business. Mr. Maestas suggested that the policy subcommittee

further review policy as to visitors to schools, and to bring the matter back to the committee for discussion.

Meeting into recess at 9:00 p.m.

Meeting reconvened at 9:10 p.m.

9.0 To receive recommendation(s) relative to the following job description(s) and take the necessary actions.

9.1 Administrative Secretary/Assistant to Assistant Superintendent  
Dr. Young outlined the changes in the performance responsibilities to reflect updated language. A discussion followed on the added confidentiality clause.

Motion by Mrs. Freedman, seconded by Mrs. Burgess, to approve the job description for the Administrative Secretary/Assistant to Assistant Superintendent. A vote to approve the Administrative Secretary/Assistant to Assistant Superintendent Job Description was unanimous.

9.2 Accounting Clerk I (Grants and Revolving Accounts)  
Dr. Young outlined additions to the job description including updated language and clarification in certain performance responsibilities. A discussion of the confidentiality clause followed.

Motion by Mrs. Burgess, seconded by Mrs. Adelman, to approve the job description for Accounting Clerk I, as stated, with the amendment of the confidentiality clause. A lengthy discussion of MS Office vs. Excel job qualifications followed with further discussion of adding the word "advanced" to this qualification. Language under Qualification No. 2 was amended as follows: "Experience using word processing, spreadsheet, and web-based applications, i.e., MS Word and Excel". Motion by Mrs. Freedman, seconded by Mrs. Adelman, to approve Accounting Clerk I Job Description, as amended, and with the language changes for No. 2 and the confidentiality clause. A vote to approve Accounting Clerk I Job Description was unanimous.

9.2 Accounting Clerk II (A/P and Budget)

Dr. Young highlighted the distinctively different job responsibilities and qualifications noting that advanced experience using word processing, database, spreadsheet and web-based applications i.e., MS Office, was required. Motion by Mrs. Burgess, seconded by Mrs. Adelman, to approve Accounting Clerk II Job Description, as amended with the language changes for No. 4 and the confidentiality clause. A vote to approve Accounting Clerk II Job

Description was unanimous.

10.0 To discuss high school space.

Mr. Haskell reported that they working on revisions of statements of interest for individual sites for Plymouth North and Plymouth South High Schools. They hope to have it completed by February vacation. A discussion of proposing one project for both schools instead of two separate projects followed.

11.0 Reports

11.1 Calendar of Events

Mrs. Burgess noted that Capital Outlay meets on Friday, January 19<sup>th</sup>. Mrs. Adelman noted that the Building Committee meets on January 4<sup>th</sup>.

11.2 To receive reports and proposals from Committee members

Mrs. Adelman expressed her personal condolences to the family of Marie Langille, noting how she went beyond the call of duty to serve the children.

11.3 To receive a report from the Plymouth Permanent School Building Committee.

Nothing to report.

11.4 To receive a report from the Plymouth Building Committee.

Mrs. Adelman noted that several bids are in and a January 4<sup>th</sup> meeting is planned to review the bids.

11.5 To receive a report from the Communications Subcommittee and take the necessary action(s.)

Mrs. Manfredi indicated there is nothing new to report.

11.6 To receive reports and proposals from the Superintendent.

Mr. Haskell reported that they are starting to look at redistricting of the two high schools for next year. He suggested the committee begin to think about criteria for the redistricting. He anticipates decisions needed by March.

11.7 Personnel

Dr. Young announced thirteen appointments: one certificated staff, seven classified staff, three advisors/coaches, and one custodian. There are three leaves of absence and six resignations.

12.0 To receive the minutes of the following meetings and take the necessary action(s)

12.1 November 20, 2006

Motion by Mrs. Adelman, seconded by Mr. White, to approve minutes of November 20, 2006, with change from "criminal research" to "curriculum research" on page 4, Number 11.0. Vote to accept the minutes was unanimous with two abstentions, Mrs. Burgess and Mr. Begley.

12.2 November 20, 2006, Executive Session

Motion by Mrs. Adelman, seconded by Mrs. White to approve minutes of November 20, 2006, Executive Session, with changes in 17.2 from "minutes" to "summaries." Vote to approve the minutes was unanimous with two abstentions, Mrs. Burgess and Mr. Begley.

12.3 December 4, 2006

Motion by Mr. White, seconded by Mr. Begley, to approve minutes of December 4, 2006. Vote to approve minutes was unanimous with one abstention, Mrs. Burgess.

12.4 December 5, 2006

Motion by Mr. White, seconded by Mr. Begley, to approve minutes of December 5, 2006, with "high school" renovations added to page 4. Vote to approve minutes was unanimous with one abstention, Mrs. Burgess.

13.0 To receive recommendation(s) for the Disposal of Obsolete Equipment from the following schools and take the necessary action(s).

13.1 Plymouth South High School

13.2 Manomet Elementary School

Mr. Gurek indicated that items to be disposed of in both schools were computer related.

Motion by Mrs. Freedman, seconded by Mr. White, to approve the Disposal of Obsolete Equipment from both schools. A discussion of laptops and docking stations followed. Vote to approve the Disposal of Obsolete Equipment was unanimous.

14.0 To receive a schedule of bills and take the necessary action(s).

Mr. Gurek recommended A/P Warrant #26 dated December 26, 2006, in the amount of \$1,117,004.19 and FY07A/P Warrant #26A in the amount of \$150. Motion to approve Warrants #26 & 26A in the amounts stated by Mr. White, seconded by Mrs. Burgess. Vote to approve payment of Warrants #26 & 26A was unanimous with one abstention, Mrs. Manfredi.

15.0 To discuss strategies with respect to negotiations and personnel matters pursuant to Massachusetts General Laws, Chapter 39, Section 23B (3) and take the necessary action(s).

Motion by Mrs. Freedman, seconded by Mr. White, to extend the meeting including the Executive Session past 10:30 p.m. Vote to extend meeting was unanimous.

Motion by Mrs. Freedman, seconded by Mr. White, to go into Executive Session for the purpose of discussing strategies with respect to negotiations and personnel matters by Mrs. Freedman. On a roll call vote, all voting in favor, approved unanimously.

Into Executive Session at 10:31 p.m.

Out of Executive Session at 11:24 p.m.

Motion by Mrs. Freedman, seconded by Mr. Begley, to adjourn. On a roll call vote, all voting in favor, approved unanimously.

The meeting adjourned at 11:24 p.m.

Respectfully submitted,

Secretary