

## REGULAR SESSION MINUTES

April 14, 2014

A meeting of the Swampscott School Committee was held in Room B208 at Swampscott High School commencing at 7:01 p.m. with the following members present: Mr. Rick Kraft, Chairman; Mr. Ted Delano, Vice Chairman; Ms. Marianne Speranza-Hartmann and Ms. Carin Marshall. Also Present: Ms. Pamela Angelakis, M.A. M.Ed., Superintendent of Schools, Wayne White, School Business Administrator, and Christopher Thomsen, Student Representative. Amy OConnor and Tristan Smith were absent.

Mr. Kraft explained that two students were invited to come and lead the pledge of allegiance and read the Mission Statement of the District. He gave the Committee some background on each girl and introduced Stanley 4<sup>h</sup> grade students Isabella Modica and Miranda Moscoso.

### PUBLIC COMMENT

There was none.

### COMMITTEE COMMENT

Mr. Delano congratulated the girls for their effort and added it was refreshing for students in the District to attend and participate in Committee meetings. He further commented on the recent Swampscott's Got Talent show and stated that Madison van Dam did a great job organizing that event. He also reminded the community of the upcoming show Chicago on May 15, 16 and 17 as well as the April 30<sup>th</sup> poetry contest at Library.

Ms. Speranza-Hartmann commented on the upcoming Senior Prom and informed the Committee that the PTA would no longer be hosting the post-prom party at the High School. She gave some background information as well as informed the Committee of a possible new event to be held at the YMCA. She asked Chris Thomsen for any insight. He added he had only heard good things and hoped that the entire class would take part. Ms. Speranza-Hartmann congratulated Ms. Bowler and Mr. Kane for the recent Sound of Music production at the Middle School.

Ms. Marshall reminded all of the town elections coming up in two weeks and advised all to educate themselves on the candidates and get out and vote.

Chris Thomsen reminded all that this Wednesday was the League of Women Voters night as well as the Senior Show.

Mr. Kraft added as well that the production at the Middle School was great and that the kids enjoyed it as well as the adults.

### APPROVAL OF MINUTES

#### MOTION:

It was moved by Ms. Marshall and seconded by Mr. Delano to accept the meeting minutes of March 25, 2014.

Ms. Speranza-Hartmann stated she would not vote as she was absent from the March 25<sup>th</sup> meeting.

#### VOTE ON MOTION:

The motion passed 3-0.

#### MOTION:

It was moved by Mr. Delano and seconded by Ms. Marshall to move up item 7B in the agenda. The motion passed 4-0.

### Consolidation of facilities maintenance for schools and general government

Ms. Angelakis explained that Mr. Younger was present to explain the presentation which he will give to Town Meeting on the proposed article for consolidation of facilities between the District and the Town. Mr. Younger

thanked all for having him and presented the Committee with a PowerPoint presentation which outlined the proposed article to be presented at Town Meeting in May. He gave some background as to the discussions and issues that were analyzed to get to this point in the presentation. He explained that the issue before Town Meeting is simply a vote to give the opportunity for the District and Town to set up an agreement. He added that under statute the School Committee needs to vote to have this go forward and explained that if approved at Town Meeting the parties would need to agree on a final implementation plan and sign a Memo of Agreement as well as submit a FY '16 budget. He added it would not affect the current budget.

Mr. Younger gave an overview of the scope of activities and departments involved which included custodial, maintenance and repairs, landscaping and capital improvements. He explained that the key to consolidation was staffing and felt that in this case there would not generally be many issues related to staffing. He further spoke about towns which had consolidated in this area and expected that it would improve services as well as see cost savings. Ms. Marshall questioned whether a committee would need to be formed if it was authorized. Mr. Younger answered there would be administration from the Town and District overseeing but that the Committee could form a subcommittee if it wished. Mr. Kraft questioned whether the police and fire outsourced cleaning as the District does for the High School. Mr. Younger stated they do. There was discussion on coordinating outsourcing of those services. Mr. Younger stated that would be the idea.

Ms. Speranza-Hartmann questioned whether there would be any reduction in staffing for maintenance, that she felt people in those positions may question the consolidation. Mr. Younger stated it would ultimately be left to the team to decide but that he didn't see that as an issue at this point due to the numbers of staff. Mr. Delano wanted to clarify that reduction in staffing would not be an issue. Mr. Younger added that there could be a shuffle of staff based on experience and talent but that he felt the numbers are not going to show a reduction. Mr. Delano added that he had spoken with other towns regarding consolidation and that they all spoke highly of the process but to be cautious in the initial process. Mr. Younger stated the key was in the beginning stages of setting up a plan.

Gargi Cooper questioned who the staff would now report to under the consolidation. Mr. Younger stated the process doesn't happen overnight and that the team would need to detail and define the functions of each staff member. Ms. Cooper expressed concern about the chain of command. Mr. Younger explained that through the consolidation it was the goal for all to work fluidly and not be in competition with each other with the work performed. There was further discussion on creating a subcommittee to alleviate any questions and concerns and it was suggested to postpone the vote of approval for the next meeting.

**MOTION:** It was moved by Ms. Speranza-Hartmann and seconded by Ms. Marshall to postpone the vote of approval for consolidation of facilities maintenance and general government until the next scheduled meeting. The motion passed 4-0.

## **SUPERINTENDENT'S REPORT**

### **SEF Grant Acknowledgement**

Ms. Angelakis thanked the SEF for the grants which they have provided and announced that the latest was a professional development grant to Amy Camire.

### **School Committee Meeting scheduled for May 5<sup>th</sup> – reschedule due to Town Meeting**

Ms. Angelakis stated that there was a conflict with the May 5<sup>th</sup> meeting date and the first night of Town Meeting. She requested rescheduling the Committee meeting and reminded all that Town Meeting was currently scheduled for May 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>. It was agreed to move the meeting to May 12<sup>th</sup>.

**MOTION:** It was moved by Mr. Delano and seconded by Ms. Marshall to reschedule the May 5, 2014 School Committee meeting to May 12, 2014. The motion passed 4-0.

**Update to FY2015 Budget**

Mr. Kraft explained to the Committee that there was some concern regarding end of year funds but after reviewing the budget and Mr. White working with Town Hall that it appears the District is in fact in a position to have funds to prepay certain accounts for the upcoming fiscal year as it had done in the past. Ms. Angelakis explained further in going through some reallocation that the prior list of proposed additions would still be possible. Mr. Delano questioned if the pre-pay was for Special Education which the District was allowed under law to do and Ms. Angelakis stated it was. Ms. Speranza-Hartmann thanked all for their work on the budget. Mr. Kraft added that the final number remains unchanged but the items within the budget would be shifted and the Committee would need to vote to approve that budget. Ms. Marshall questioned whether cuts would be addressed and listed and Ms. Angelakis said she would prepare something. Ms. Speranza-Hartmann suggested postponing the vote to the next meeting for further review.

**MOTION:**

It was moved by Ms. Speranza-Hartmann and seconded by Ms. Marshall to postpone the vote of the FY2015 Budget until the next scheduled meeting. The motion passed 4-0.

**SAFIS Program - List of Positions**

Mr. Kraft explained that there is a new state requirement which adds fingerprinting of school employees to the CORI check system already in place. He explained that state law requires current employees to be fingerprinted but that the Committee needs to act on determining what other types of people, besides employees, need to go through this process. He added that through the SAFIS program there is a fee to the person being cleared of \$55 for a licensed educator and \$35 for those not licensed as teachers and that was something for the Committee to keep in mind. Ms. Speranza-Hartmann questioned the logistics of where the fingerprinting is done. Mr. Kraft stated it is an independent vendor who performs the fingerprinting. Mr. Delano questioned what process would be followed if any information came back on an employee. Mr. Kraft stated it was similar to the CORI report in that any decision would still be within the discretion of the District on how to handle the information.

Mr. Kraft began the discussion with day/in classroom volunteers. Ms. Marshall stated she didn't want to make it harder for people to volunteer. Ms. Speranza-Hartmann questioned if anyone know how other towns or cities were handling each group. Mr. Kraft stated it was a town by town basis. Mr. Delano stated that he appreciates those who volunteer but that he would like to see everyone included. Ms. Marshall stated she felt she'd have an issue asking those who volunteer in the classroom to go through the process above a CORI check. Ms. Speranza-Hartmann added that in-class volunteers are always supervised. Mr. White questioned how frequently it is done. Mr. Kraft stated the way it was presented is that once is done the information remains in the data base and the cost and the process of the individual being fingerprinted is only once. Ms. Speranza-Hartmann questioned whether there was the ability for the company to come to us and have people all done in the same day. Ms. Angelakis stated that Mrs. Caron and Mrs. van der Burg were attending a conference and she would report back with more information. Ms. Marshall asked Ms. Angelakis her opinion and Ms. Angelakis stated that her initial thought was that class volunteers are not left alone as opposed to day and overnight field trip volunteers who would be given a group of students and be allowed to move away from the lead teachers.

**MOTION:**

It was moved by Ms. Marshall and seconded by Ms. Hartmann **TO NOT** require day to day or in classroom volunteers to complete and submit to the new Act Relevant to Background Checks. The motion passed 3-1.

**MOTION:**

It was moved by Ms. Marshall and seconded by Ms. Hartmann **TO** require volunteer/chaperones participating in an overnight school related activity (i.e. field trip, Washington D.C., Europe etc.) to complete a Background Check in accordance with the new Act Relevant to Background Checks. The motion passed 4-0.

Mr. Kraft advised the Committee that it needed to also vote on whether the Background Checks would begin immediately or at the start of the school year in August 2014. There was discussion regarding getting the information out to people to be in compliance.

**MOTION:** It was moved by Ms. Speranza-Hartmann and seconded by Mr. Delano to require Background checks to begin at the start of the next school year (August 2014) relevant to Field Trip Volunteers (overnight). The motion passed 4-0.

**MOTION:** It was moved by Ms. Marshall and seconded by Ms. Hartmann **TO** require chaperones participating in field trips which would only occur during the day under a regular staff employee's supervision to complete a Background Check in accordance with the new Act Relevant to Background Checks. The motion passed 4-0.

**MOTION:** It was moved by Ms. Speranza-Hartmann and seconded by Mr. Delano to require Background checks to begin at the start of the next school year (August 2014) relevant to Field Trip Volunteers (one day). The motion passed 4-0.

There was discussion relative to student teachers and Ms. Angelakis advised that when they are in their student teaching phase they are left with students unsupervised. Ms. Speranza-Hartmann questioned whether it would also apply to student nurses and Ms. Angelakis said it would.

**MOTION:** It was moved by Ms. Marshall and seconded by Mr. Delano **TO** require all students completing an internship, practicum and/or observations to complete a Background Check in accordance with the new Act Relevant to Background Checks. The motion passed 4-0.

**MOTION:** It was moved by Ms. Speranza-Hartmann and seconded by Ms. Marshall to require Background checks to begin at the start of the next school year (August 2014) relevant to Student Teachers/Student Observers/(Pre)Practicum Students. The motion passed 4-0.

There was discussion regarding the hardship exception. Mr. Kraft suggested the Committee speak with Counsel regarding hardship before taking a vote. It was agreed to table a motion regarding the Hardship Exception.

**MOTION:** It was moved by Ms. Marshall and seconded by Ms. Speranza-Hartmann to table the motion relative to Hardship Exceptions. The motion passed 4-0.

There was discussion regarding appointment of the Superintendent or her designee to sign off on any required forms. Mr. Delano questioned the record keeping for the fingerprint reports. Ms. Angelakis stated they would be secured as CORI reports are.

**MOTION:** It was moved by Ms. Marshall and seconded by Ms. Hartmann **TO** appoint the Superintendent to process and review with the assistance of the Executive Assistant to the Superintendent to make a suitability determination and sign off on the form that may be required to be submitted to the Department of Elementary and Secondary Education. The motion passed 4-0.

**MOTION:** It was moved by Ms. Marshall and seconded by Mr. Delano **TO** require Coaches to complete a Background Check in accordance with the new Act Relevant to Background Checks. The motion passed 4-0.

There was discussion regarding notification to coaches who were not staff members and Ms. Angelakis stated Mr. Flanagan could provide notification.

**MOTION:**

It was moved by Ms. Speranza-Hartmann and seconded by Mr. Delano to require Background checks to begin at the start of the next school year (August 2014) relevant to Coaches. The motion passed 4-0.

Mr. Kraft stated they would follow up on the hardship exception at the next meeting.

**SUBCOMMITTEE REPORTS**

Ms. Speranza-Hartmann stated the Policy Subcommittee met earlier today to discuss the contract obligation allowing non-resident teachers to enroll their children in the District. She added that the language was being hammered out and they would be putting it together. Ms. Marshall added that their piece was simple and that the ultimate decision was left with the Superintendent to make the final decision. Ms. Speranza-Hartmann added it would be run by Counsel and then submitted as a first-read. Mr. White questioned numbers of potential students and cost. Ms. Speranza-Hartmann stated the SEA felt it was minimal and that there would be no additional cost to the District. There was discussion regarding special needs services.

Mr. Kraft stated that Negotiations was updating language through Counsel regarding the Teachers' Contract. and that there were a number of things that were unclear and needed clarification. Ms. Marshall questioned if the delay was creating any issues. Ms. Angelakis stated there was a time crunch with some retiring teachers.

Mr. Delano stated the Communications Subcommittee would be bringing forward the chain of command. He also added that the Finance Subcommittee meeting would need to be rescheduled from May 5th to May 12th as well.

**ADJOURNMENT**

**MOTION:**

At 8:35 p.m. it was moved by Ms. Speranza-Hartmann seconded by Mr. Delano to move into Executive Session to discuss strategy with respect to non-union negotiations or to conduct collective bargaining sessions with non-union personnel - Contract for Assistant to the Superintendent. Roll call vote was taken. Mr. Delano – yes; Ms. Speranza-Hartmann, yes; Ms. Marshall – yes; Mr. Kraft – yes.

Respectfully submitted,

*Pamela R.H. Angelakis 4/30/14*

Pamela R.H. Angelakis, M.A., M.Ed.  
Superintendent of Schools

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